



UNIVERSITY OF SASKATCHEWAN

College of Agriculture
and Bioresources

Department of Food & Bioproduct Sciences

**FACULTY AND CURRENT POSTGRADUATE DIPLOMA
STUDENT HANDBOOK**

Version September 2026

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The Agriculture Building on the University of
Saskatchewan campus
(Photo Credit: University of Saskatchewan)

INTRODUCTION

The mission statement of the Department's graduate programs is to provide a high-quality, challenging and intellectually stimulating graduate program experience.

Welcome to the Department of Food and Bioproduct Sciences and congratulations on your acceptance to our graduate program. We are a unique Department in that we host several programs at the P.G.D., M.Agr., M.Sc. and Ph.D. levels. At the graduate level, the Department currently offers a P.G.D. program in Food and Bioproduct Sciences, M.Agr., M.Sc. and Ph.D. programs in either Food Science or Applied Microbiology. These graduate programs train students in the fundamental and applied sciences using an array of cutting-edge molecular, industrial and traditional techniques. Our graduates are highly qualified personnel in high demand by academic, research and industrial organizations. They are recognized members of the scientific community for their achievements and continue with the tradition of excellence that they acquired through the Department.

This Handbook is intended to serve as a guide to graduate studies in the Department of Food and Bioproduct Sciences (FABS) at the University of Saskatchewan, by summarizing the rules, regulations, procedures and practices that apply. It complements the online material provided by the College of Graduate and Postdoctoral Studies (<https://cgps.usask.ca/>), which you should review for the most up-to-date information regarding your graduate program.

There are a number of policies or codes of usual practice, which our department employs. Your time in graduate studies is a period of freedom during which you should become fully immersed in your discipline and experience a growing professional awareness and confidence. To maximize the benefits of your program, both you and the department must make commitments. The department provides you with the intellectual, physical and often financial assistance required. You must take advantage of these opportunities by being highly motivated to study and by directing it in the most productive manner possible. The policies and information outlined in this Handbook are to assist you in achieving these objectives. **At the end of this handbook are some general Q&A, which might be helpful.**

Thanks to the many people who have contributed to this handbook over the years. This is a “living” document. It will be updated from time to time to reflect changing policies and the needs of graduate students and supervisors. Students and faculty are encouraged to provide input to keep this document current and relevant.



*Some Current Food & Bioproduct
Sciences Graduate Students 2026*

YOU ARE HERE...NOW WHAT?



By now, you should have received the following:

- An offer of admission letter from Graduate Studies,
- Your NSID (you should have received this when you submitted your application) and,

Your NSID will be critical for you to get set up as it is required for payroll, registration to academic and safety courses, access to on-campus computer systems, and to obtain a student card and library services.

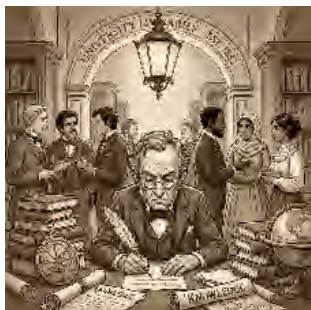
At the beginning of your first term, before classes begin, you will meet your advising committee, comprised of the Graduate Chair and the Graduate Affairs Committee (GAC) members. They will discuss your interests and future directions and advise you on your Program of Study, which will consist of the plan for the classes you will take during your PGD program.

Also you need to register your proof of your study permit if you are international student. Bring your study permit to Graduate Program Administrator (AGRC 2D14; shahrima.tahsin@usask.ca).

**These records are all kept confidential and with strictly restricted access for your protection.*

HISTORY OF THE DEPARTMENT

The department was established as the Department of Dairy Husbandry in the College of Agriculture in 1913. Undergraduate teaching and extension programs to support the production and distribution of milk and milk products in the province were the major functions in the early days. In 1952, the name of the department was changed to Dairy Science, but until the early 60's, the objectives remained the same. Following the relocation of facilities from the basement of the Administration Building to the newly constructed John Mitchell Building in 1951, when the dairy plant became available, students received a theoretical and practical education in the production and processing of milk. Courses offered included the manufacturing of products such as ice cream and butter, with a strong emphasis on microbiology because of the perishability of these products. The department was responsible for courses in introductory microbiology, dairy microbiology, and soil microbiology until 1958, when the latter courses were transferred to the Department of Soil Science. Significant research began in the 50's, which was primarily directed towards the improvement of Saskatchewan dairy products and the development of new products. The bound collection of departmental reprints, which is available in the General Office, illustrates the range of work carried out in those early days. At the same time, there was a strong commitment to extension work benefiting the dairy industry and close ties to government programs in the dairy field. In 1936, a quality control laboratory was established in the department, which, until 1986, carried out chemical and microbiological analyses of milk and milk products from the northern part of the province on behalf of the government and industry.



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A number of developments occurred in the 60's and 70's involving the expansion and redirection of programs. In keeping with changes occurring at other North American universities, the program in dairy science was broadened to include food science. This involved a greater emphasis on the scientific aspects of food composition and processing and consideration of a much wider range of products. To reflect this development, the name of the department was changed in 1968 to Dairy and Food Science. A food science group involving members of several departments and colleges was organized in the College of Graduate and Postdoctoral Studies and an interdisciplinary food science graduate program was introduced in 1976. The dairy plant was closed in 1978 but research, quality control and extension relating to dairy products remained important aspects of the department's activities. There was also a significant expansion and broadening of interests in microbiology and in 1968 an agricultural microbiology option was introduced in the undergraduate program. The general level of graduate training and research activity in the department increased markedly.

Since 1980 further expansion and development has occurred, initially in response to a decision by the university to support a thrust in biotechnology centered in the department. Additional resources were provided and a major renovation of space was undertaken; the name of the department was changed, yet again, to Applied Microbiology and Food Science in 1982. Closer ties were forged with the Department of Microbiology and some members of government and private sector research organizations were appointed to adjunct professor positions in the department. There was a further strengthening of graduate training and research, including the introduction of new graduate courses and the establishment of significant new research areas, in both food science and applied microbiology. In 1984, a decision was made by the university administration to support further consolidation and expansion of food science in the department. An external review of the food science program was carried out in 1988; the Interdisciplinary Food Science Graduate Program was subsequently discontinued and administrative responsibility for graduate studies in food science was assigned to the department in 1989. In 1991 the department moved to new facilities in the Agriculture Building. In 2007, the department made another name change to better align itself with the themes that extend beyond applied microbiology and include new and innovative products and commodities from agricultural and other resources becoming the Department of Food and Bioproduct Sciences. We continue to build on the excellence we inherited throughout our history as measured by our research funding and our scholarly or patent outputs.



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FACULTY AND DEPARTMENTAL RESOURCES

FACULTY

A current list of the names and research interests of the faculty who are members of the department or associated with it may be found at our departmental website <http://www.agbio.usask.ca/faculty-and-staff/food-and-bioprocess-sciences.php>

Our Department's [faculty research expertise](#) spans a variety of expertise and disciplines, including, but not limited to:

Food Enzymology	Nutrigenomics
Food and Environmental Microbiology	Carbohydrate Quality and Utilization
Food Nanotechnology	Foodomics
Biotechnology	Food Safety and Food Microbiology
Protein Quality and Utilization	Food and Molecular Microbiology
Bioprocess Engineering	Lipid Quality and Utilization



2026 Faculty

From left to right,

Drs. Michael Nickerson, Supratim Ghosh, Takuji Tanaka, Darren Korber,
Kaidi Wang, Martin Reaney, Haixia Zhang, Christopher Eskiw, Yuan Fang,
Yongfeng Ai, Xiao Qiu and Bishnu Acharya

HEALTH & SAFETY

Safety Supplies, Equipment and Information

- First-aid kits and chemical spill kits for acids, bases, mercury and solvents are available in the preparation room (4E29), the teaching laboratories (4E65 and 3E75) and all “wet” laboratories in our department. There is also a departmental spill clean-up kit located in 3E75 (under the stainless-steel counter) that contains: a respirator with cartridges, heavy vinyl gloves, apron, goggles, plastic bags and a scoop, all contained in a 20-L pail. Gloves, goggles and aprons suitable for spill cleanup are also available in 4E29. A respirator mask is available at Agriculture Stores (1E26.1).
- Become aware of the location of emergency showers, eyewash stations, fire extinguishers and fire alarms.
- Request assistance from trained personnel in your area before using a fume hood or biological safety cabinet.
- **Safety Data Sheets** for chemicals are readily available in the file cabinet by Agriculture Stores (1E26.1). Requests for SDS's at other locations on campus may be readily obtained from the storekeeper. Xerox copies may be reproduced for your laboratory file if desired. In 3E75, there is a binder containing SDS's for all the biological and chemical agents stored in that lab. (Please refer <http://www.phac-aspc.gc.ca/msds-ftss/index-eng.php> and https://www.ccohs.ca/oshanswers/chemicals/whmis_ghs/sds.html for more information). Also the university summarizes the sources of safety data sheets (https://healthsciences.usask.ca/facility-services/sds_search_page.php).
- **Standard Operating Procedures** (SOPs) can either be found in a binder located in the same room as the equipment or, attached to/near the piece of equipment. The SOP **must be read and signed** before proceeding to use each piece of equipment for which there is an SOP.
- Chemicals and other consumable items may be borrowed from the teaching laboratories (4E65 and 3E75) with the understanding that the **used quantities must be replaced**. Equipment may also be borrowed from these laboratories on a short-term basis, **after receiving permission** from the laboratory personnel and filling out the sign-out sheet with name, date and room number. Media and chemicals located in the prep room (4E29) are to be used only for FABS 212.3.
- Carts for the transport of gas cylinders are stored in Room 4E29 and 1E26.1.

Occupational Safety and Health Committee

Each department on campus has a representative on the OHS Committee, ours is **Mr. Yuanlong Cao at 966-2680 or yuanlong.cao@usask.ca**. This committee meets four times each year. If you have any problems regarding safety in your work situation, contact this representative, as well as your supervisor, for assistance.

Student Wellness Centre

Your health is the most important factor for your success in the graduate study. Your health includes both physical and mental conditions. You may need to work till late, and may have meals at irregular timings. Also there are lots of loads to complete your graduate study. These can easily become a burden to your health. Especially the mental health cannot be seen from others. Do not hesitate to seek the help from others. The early help solves the issue more easily. The university operates **Student Wellness Centre** (<https://students.usask.ca/health/centres/wellness-centre.php>) to assist you to maintain your health. They have many ways to help you from self-guidance to in-person consulting.

USask Alerts

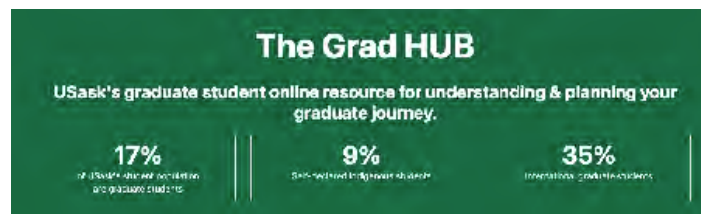
USask Alerts is the university's mass notification tool that will send alerts in situations that pose an immediate safety or security risk to campus. In the event of an emergency or safety concern on campus, alerts will be broadcasted using the following communication channels. You may like to install USafe app on your cell phone so that you can receive the alerts from University regarding bad weather, hazardous situations and other must-know-conditions.

Please consult the following link: <https://www.usask.ca/protectiveservices/usask-alerts.php>

HEALTHY Good mental health: normal functioning	REACTING Common, mild, reversible distress; having a "bad day"	INJURED Significant and persistent functional impairment	ILL May have a clinical disorder; severe and persistent functional impairment
CHANGES IN MOOD ▪ Normal mood fluctuations ▪ Calm ▪ Confident	▪ Irritable ▪ Inquiet ▪ Nervous ▪ Sadness	▪ Angry ▪ Anxious ▪ Pervasive sadness	▪ Easily enraged ▪ Excessive anxiety/panic ▪ Depressed mood, numb
CHANGES IN THINKING AND ATTITUDE ▪ Good sense of humour ▪ Takes things in stride ▪ Ability to concentrate and focus on tasks ▪ Usual self confidence	▪ Displaced sarcasm ▪ Intrusive thoughts ▪ Sometimes distracted or lost focus on tasks	▪ Negative attitude ▪ Recurrent intrusive thoughts/Images ▪ Constantly distracted or cannot focus on tasks	▪ Noncompliant ▪ Suicidal thoughts/intent ▪ Inability to concentrate, loss of memory or cognitive abilities
CHANGES IN BEHAVIOUR AND PERFORMANCE ▪ Physically and socially active ▪ Performing well ▪ Connected to others	▪ Decreased social activity ▪ Procrastination ▪ Decreased social involvement ▪ Making excuses to avoid what you otherwise would enjoy	▪ Avoidance ▪ Skipping class ▪ Decreased performance, lower grades ▪ Not going out, avoiding close friends and family	▪ Withdrawal ▪ Dropping out of class ▪ Cannot perform assignments ▪ Isolating
PHYSICAL CHANGES ▪ Normal sleep patterns ▪ Good appetite ▪ Feeling energetic ▪ Maintaining a stable weight	▪ Trouble sleeping ▪ Changes in eating patterns ▪ Some lack of energy ▪ Some weight gain or loss ▪ Less attention to hygiene	▪ Restless sleep ▪ Loss/increase of appetite ▪ Some tiredness or fatigue ▪ Fluctuations or changes in weight ▪ Poor hygiene most of the time	▪ Cannot fall/stay asleep ▪ No appetite/over eating ▪ Constant and prolonged fatigue or exhaustion ▪ Extreme weight gain or loss ▪ Consistently poor hygiene
CHANGES IN SUBSTANCE USE ▪ Limited alcohol consumption, no binge drinking ▪ Limited/no addictive behaviours ▪ No trouble/impact (social, economic, legal, financial) due to substance use	▪ Regular to frequent alcohol use, binge drinking ▪ Some regular to addictive behaviours ▪ Limited to some trouble/impact (social, economic, legal, financial) due to substance use	▪ Regular to frequent alcohol use, including binge drinking ▪ Struggle to control addictive behaviours ▪ Increase trouble/impact (social, economic, legal, financial) due to substance use	▪ Regular to frequent binge drinking ▪ Addiction ▪ Significant trouble/impact (social, economic, legal, financial) due to substance use

Adapted from the University of Saskatchewan Student Counselling Mental Health Continuum and the Mental Health Commission of Canada.
 This information is not intended to be a substitute for an informed discussion with a health care provider.

The Grad Hub



The College of Graduate and Postdoctoral Studies (CGPS) designed the Grad HUB (<https://cgps.usask.ca/onboarding/index.php>) specifically for graduate students, by graduate students. Here, you'll find timely information tailored to every stage of your program. The page includes the links to many helpful information of your graduate study. The information is ranging from your academic study advise, research activity advise to your health. When you have questions, this is a good place to start with. It is recommended to visit this page in the early stage of your study so that you know what CGPS can help your study.

FACILITIES AND SERVICES

Department Space

The department occupies the third, fourth and six floors (E wing) in the Agriculture Building. The total facilities consist of two teaching laboratories, two pilot plants, research laboratories, offices, and service space such as preparation/wash-up room, equipment room, cold rooms, common plug-and-play areas, and so on.

Office and Laboratory Space

The department does not provide individual office spaces for postgraduate students. However, there are study spaces available in the various libraries on campus.

Each research laboratory is under the control of a specific faculty member and any student using a laboratory is subject to the rules and regulations applying to it.

Secure locker storage

The College office (2D30) provides use of lockers throughout the college free of charge. You will need to supply a lock. These are assigned on an annual basis renewable each September to retain the same locker (or a new one in a different location if required).

Reading Room and materials

The Department has a small reading room (Room 3E22, Agriculture Building see in picture below) containing a limited collection of books and periodicals. The room is open for the regular business hours (8:30-4:30). In addition, individual faculty members keep a number of books and journals on their shelves. Many of these are personal items but may be available for consultation on request to the faculty member concerned.



Campus libraries

The University of Saskatchewan has a total of eight libraries on campus and an abundance of online access to materials. To access any online service or material, you will require your NSID and password and in the case of hard copy materials, a student card.

Important library links:

- Library homepage: <https://library.usask.ca/>

- You can get to the library homepage from here or you can find a link on your PAWS page.
- Department of Food and Bioproduct Sciences (FABS) research guide: https://libguides.usask.ca/food_Bioproduct
This guide lists a host of library resources pertaining to food and bioproduct science.
- Grad Help: <https://libguides.usask.ca/gradhelp>
This guide brings together resources on topics such as student/supervisor relationships, the thesis/dissertation process, publishing, and more. This link provides many resources useful for your graduate study, including writing, usage of AI, and academic integrity.

For any library assistance during your studies, please contact Su Hyun Lim (ysz419@usask.ca), AgBio Library Liaison. She is looking forward to getting to know you and to supporting you throughout your graduate studies at the University of Saskatchewan.

General Office and Supplies

The front office staff (Kaelyn Fraser) and graduate administration staff (Shahrima Tahsin) are knowledgeable about academic and departmental procedures, and it certainly pays graduate students to develop a good relationship with them. A good relationship will go a long way to enhancing your tenure in the department and facilitating the successful completion of your program. The office staff maintains day-to-day operations and provides support to faculty. They are also there to assist you. They deal with a host of forms and procedures which are used to keep university business flowing smoothly. In short, they are probably the most valuable people in the department concerning the kinds of things graduate students need to know.

Below is a table outlining some of the principal areas of responsibility for each office staff member. Please refer to this for any inquiries you might have:

Name/Position	Phone	Email	Duty
Kaelyn Fraser Department Operations Assistant room 3E08	966-5024	kaelyn.fraser@usask.ca	Front reception Parking validation Key coordinator Photocopy account manager Meeting Room/projector bookings General course registration All other duties related to Departmental Office Operations
Shahrima Tahsin Graduate Program Administrator room 2D14	966-5025	or shahrima.tahsin@usask.ca or fabs.gradstudies@usask.ca Note: If she is not available, another Graduate Administration Assistant for the college can help you. Please contact Debbie Banks x4963) or Melissa Zink .(x4145).	Student Support Fund (SSF) award coordination Program documentation Scholarship/grant applications and deadlines Committee liaison Point of contact for programs Liaison with Graduate Studies Liaison with Graduate Chair All other duties related to Graduate Program Administration

Limited amounts and types of stationery, overhead supplies, etc., are available in the office for student use, but it is departmental policy that research supervisors should provide the bulk of the stationery and graphics supplies used in research. These supplies are not to be used for students' course-related work. They need to supply their own stationery for those activities.

To maintain proper control and as a matter of courtesy, one of the front office staff members should be consulted before any office equipment or supplies are used.

For public events, our department has banners available. If you have an opportunity to represent the department at a public event, you may borrow a banner from the main office. Please coordinate with the office staff and faculty regarding their use.



FABS Front office 3E08

Theses written by past graduate students in the department are housed in the reading room. These often serve as useful models for thesis writing and may be examined by arrangement with the office staff.

Telephones

Each major work area in the department is provided with a telephone which is connected to the university's system. Saskatoon and university directories are available at each set. To call off-campus, dial "9" followed by the area code and 7-digit number; to call on-campus it is necessary to use only the 4-digit local number. All circuits other than those in the General Office and in faculty members' offices are restricted and cannot be used for long distance calls. For emergencies, you must dial 9-9-1-1 on University phones and 9-1-1 on cell phones. Also, Campus Security can be reached at 5-5-5-5 (306-966-5555).

Computing

Your NSID gives you access to a number of computer labs on campus. More details can be found here: <https://servicecatalogue.usask.ca/it/student-computer-labs-and-facilities.php>.

You also have access to Virtual Computer Lab where you can access university software remotely from anywhere on your own device, using an app or most browsers. For details see the Software and Computer Labs link on your PAWS account. Assistance with computing can be obtained through an email to itsupport@usask.ca.

The college has computer labs in 2D15, 3D67, and 3D85. These are open from 7:30 am to 10:00 pm on weekdays. The 3D67 lab is open on weekends; all the others are closed on weekends. The "R" statistical software and SPSS are available in all of the labs, and SAS is available in 3D67. Several Statistical packages can also be accessible via USask Virtual Computer Lab.

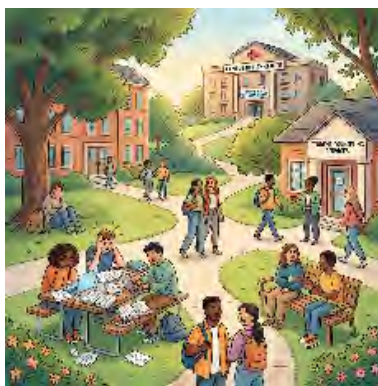
Please check the general tips regarding technology at <https://students.usask.ca/study/tech-tips.php>

Parking

Campus car parking space is at a premium and parking is strictly controlled. Applications for a parking spot may be made at Parking Services. There are several pay-lots and numerous meters around the campus; overstaying time at these or parking in non-designated areas is highly likely to attract a ticket and should be avoided. You can pay for metered parking from your cell phone using an appropriate app.

iPhone: <https://itunes.apple.com/us/app/paybyphone/id448474183?mt=8>

Android: <https://play.google.com/store/apps/details?id=com.paybyphone>



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REQUIREMENTS FOR PGD

Outline

- Appointment of Advisory Committee (AC), consisting of the grad chair and GAC, with an initial meeting held within the first month of each term.
- Initial Program of Studies (POS) defined with a minimum of 24 CU of courses. (See Table 1 for mark requirements).

REGISTRATION IN GRADUATE COURSES

Table 1: Minimal requirements for completion of Postgraduate Diploma

Successful Completion Requirements	Other Requirements	Transferable to other program?
65% average, 24 credit units from 300-, 400- and 800-level courses, at least 18 credits units must be obtained at 800-level. Each course must be above 60%. 990 Seminars: No need to present a seminar, but attendance is recommended.	GPS 960	Yes. If you were fully qualified as Master's candidates at the time of admission may transfer into a Master's program at any time. If you did not meet the requirement at the point of acceptance, you may be recommended to be transferred to a M.Sc. or M.Agr. program upon completion of at least 9 credit units of 800 level coursework with a cumulative academic average of 80% and no grade below 70%. The credit units in 800-level courses may be eligible for M.Sc./M.Agr. study, pending on the approval of advisory committee of M.Sc./M.Agr. study. The credit units from undergraduate courses are not eligible towards M.Sc. study.

Once you arrive to start your program, your course options for your first term will be discussed with the Graduate Chair. Your Program of Studies (POS) will be decided during your first month in the program with your advisory committee, i.e., FABS Graduate Affair Committee. The tuition is calculated based on the approved POS. Additional courses may be taken by students, but it is subjected to calculation of tuition in a separate manner. Tuitions fees for taking undergraduate courses will be assessed and applied.

In spring and summer terms, you may take courses if they are offered. The tuition during this term is also calculated based on the number of courses. If you need to take additional classes in fall, i.e., you remain in the program during summer, AND you do not register any courses in during spring/summer terms, you are not obliged to pay the tuition during those terms.

PGD students who are not enrolled in a course in a particular term do not need to register for that term. PGD students are permitted to be unregistered for a maximum of two consecutive terms. PGD students must be registered for at least one term of each calendar year by either enrolling in a course or in Maintenance of Status for that term.

Seminar courses: In addition to academic courses, all PGD students are encouraged to attend FDSC/APMC 990 seminars.

Ethics courses: The general course, GPS 960 – Ethics and Integrity, is required for all students in their first term.

Students register for the ethics courses through PAWS as they would for any other course. They will find the CRN under the subject menu on Course Offerings Search page as Graduate and Postdoctoral Studies.

The ethics course(s) appear on the students' academic record. Deadlines to register and withdraw in the course(s) are the same as all other courses.

PGD students are permitted to audit graduate (800 level) or undergraduate courses. When considering which courses to take, students are advised to investigate offerings from other units on campus, in addition to those offered by FABS. Students are advised to speak with instructors of any course under consideration, as well as to obtain course outlines, get on waiting lists, etc.

Be aware of deadlines for registration and enrollment as special fees will be assessed for late registration and late fee payment. The registration procedure is repeated at the beginning of each academic term. The fee schedule and your account status can be obtained through your PAWS account at any time.

After registration, the need to change a course may arise for various reasons. The Graduate Chair may give such permission for a change in registration, following consultation with GAC. This may also result in the need to update your Program of Studies.

After a Program of Studies has been approved by the advisory committee, the student is expected to fulfill all requirements of the program. Successful completion of the requirements will result in the award of the diploma. Minor changes to the approved Program of Studies can be approved by GAC.



INFORMATION FOR TRANSFER STUDENTS FROM PGD TO M.SC./M.AGR.

Under special circumstances, a PGD student may petition the Graduate Affairs Committee to transfer to a M.Agr. or M.Sc. program without first completing the requirements for the PGD.

The student must fulfill the following requirements in addition to those outlined by the CGPS:

1. The student must be fully qualified as a Master's candidate at the time of admission;
2. The students who were not fully qualified as a Master's candidate at the time of admission to the Postgraduate Diploma may transfer to a Master's program upon completion of 9 credit units of 800 level coursework with a cumulative academic average of 80% and no grade below 70%;
3. The student must identify the supervisor(s) who is willing to accept the student as an M.Agr. or M.Sc. student in his/her laboratory;
4. The transfer can take place at any time in his/her program;
5. Demonstrate superior communication skills, both written and oral.

Voluntary Transfers

Transfers from one graduate degree program to another within the same department (In FABS, between Food Science and Applied Microbiology programs.), or in another department, are permitted. Students may be required to have met certain criteria and/or meet other requirements once the transfer has occurred. Special fees may be assessed therefore it is advised that the student consult the current Graduate Studies Policy Manual at: <http://www.usask.ca/cgps/policy-and-procedure/programs-supervision.php>

ROLES AND RESPONSIBILITIES OF THE GRADUATE CHAIR AND ADVISORY COMMITTEE

Graduate Chair

The Graduate Chair is the contact point for students regarding academic matters.

She/he conducts a pre-arrival assessment of student records and their motivation to pursue this diploma. It is usually conducted based on the application package and through direct interviews, either phone or on-line. Based on the information, the graduate chair makes the initial recommendation of course registration and give basic instruction of registration. This information and recommendation should be forwarded to GAC for their assessment.

Upon arrival of student, the Graduate Chair calls an initial meeting to discuss the student POS. For this discussion the student is also invited. The approved POS is forwarded to CGPS.

Advisory Committee

The initial planning of a PGD program is usually done by the student and the Graduate Chair. This involves selecting the courses that are to be recommended to this committee (GAC). The committee will discuss the selection of courses and should approve them as POS.

ACADEMIC INTEGRITY

The Department adheres to University policy in all matters involving academic integrity. As a Graduate student in this Department you are not only representing yourself, but also, the Department and the University. It is expected that you will perform all functions of your program (class participation, examinations, assignments or research) in a responsible, ethical and honest manner.

For more information, please see the University website at <https://www.usask.ca/integrity/>

SEMINARS

PGD students are encouraged to attend FABS Graduate Student Seminars; while PGD students do not need to present a seminar.

In addition to the seminar courses organized for each graduate program, there are many other seminars given on campus throughout the year. Attendance at these is strongly encouraged when the topic is relevant. Notices of seminars are always posted on the bulletin board near the General Office and the bi-weekly publication On Campus News lists many upcoming seminars and lectures.

FINANCIAL ASSISTANCE

The University, College and Department currently offer only one type of financial support to PGD students.

- Alexander & Jean Auckland Agricultural Bursary Fund: Post Graduate Diploma Bursary

CONVOCATION

The student is responsible to fulfill all requirements to successfully graduate the PGD program. When you fulfill the requirement, you can apply for the graduation. Please check with the Grad Office to ensure the program completion. Visit USASK Convocation page for details.

<https://students.usask.ca/academics/graduation.php>

GENERATIVE ARTIFICIAL INTELLIGENCE (Gen AI)

Generative AI (Chat GPT, OpenAI, Copilot and so on) is a powerful tool to collect and summarize information. Meanwhile the data collected are not necessarily scientifically sound as GenAI does not judge the correctness of information. There have been a lot of fake information, even photo and videos, generated by GenAI. It may be useful to check grammar, to ask simple questions, and to collect the information. But you must be always the last person to check. They are being developed and become increasingly involved in everyone's life. Use them wisely. The university has a policy of AI usage. Please check it.

"Student guidelines for artificial intelligence use" online: <https://ai.usask.ca/responsible-use/student-guidelines-for-ai.php>

STUDENT GRIEVANCES, APPEALS AND DISCIPLINE

Students with concerns of any kind are strongly advised to discuss them in the first instance with the graduate chair, their advisory committee and/or the Department Head.

The University Council and college regulations on examinations and student grievances, appeals, and discipline regulations are available on the CGPS Policy Manual. Students can also communicate with the Graduate Chair and Graduate Program administrator for guidance and submit requests to CGPS.

<https://cgps.usask.ca/policy-and-procedure/index.php>.

It is recognized that students have a right to fair and equitable procedures for the lodging and hearing of complaints arising out of university regulations, policies and actions that might affect them directly. Such procedures are described in the regulations: <http://policies.usask.ca/policies/student-affairs-and-activities/student-appeals.php>. The regulations applying to graduate student appeals with respect to academic standing or status can be found on the same website.

There are three types of student matters that are facilitated by the Office of the University Secretary: appeals in academic matters, academic misconduct, and non-academic misconduct.

GRADUATE STUDENTS' ASSOCIATION (GSA)

All registered graduate students are members of the Graduate Students' Association which represents the interests of graduate students within the university, as well as provincial and national levels. The GSA is governed by a General Council consisting of an elected Executive and graduate student representatives from departments. General meetings, which all graduate students may attend, are held twice a year. The GSA's office is located at Emmanuel & St. Chad, 1337 College Drive (8471, fax 8598, email; gsa.common@usask.ca).

The GSA focuses on matters that directly affect graduate student education and experience, including academic affairs, funding, and the promotion of social and academic interests among graduate students. In addition, the GSA offers support and advice to graduate students who have questions/concerns regarding their rights and responsibilities and those of their professors, supervisors, the academic units and the CGPS. Students are encouraged to contact their representatives or members of the GSA Executive with questions, suggestions, or concerns, including those related to hearings and appeals.

The GSA also administers health and dental insurance plans for all full-time graduate students. Students who already have comparable extended health and/or dental coverage may be eligible to opt out of these plans and will be reimbursed. Opting out can be done either online or by visiting the health and dental plan office within the first two weeks of September.

For more information about the GSA and the services and benefits they provide, visit the GSA website at <http://gsa.usask.ca/>.

FOOD & BIOPRODUCT SCIENCES GRADUATE STUDENTS' ASSOCIATION (FABS GSA)

Graduate students in FABS are represented at the departmental level through the FABS GSA. Established in 2025, FABS GSA is a student-led association dedicated to representing, connecting, and supporting graduate students within the department.

FABS GSA provides a platform for graduate student voices and interests while fostering academic, professional, and social engagement within the FABS community. Throughout the academic year, the association organizes professional development and networking opportunities, alumni and industry engagement, social gatherings, and community-building activities. It also supports connections among students, faculty, staff, alumni, and industry professionals, with the broader aim of enriching the graduate student journey both within and beyond the department.

Founding executive team (2025-26): FABS GSA was established by Kashika Sethi (Founding President), Dila Dissanayaka (VP Program Operations), CJ Manning (VP Communications & Engagement), and Ethan Done (VP Finance).

Graduate students are encouraged to participate in FABS GSA activities, share their ideas and suggestions, and take advantage of opportunities to become involved in the association and the broader FABS community. These activities include an annual orientation held each September to introduce new graduate students to departmental labs, offices and other important locations across campus. The highlights below display a glimpse into some of the events and initiatives organized by FABS GSA.

FABS GSA Event Highlights from 2025-2026



Industry visit



FABS Alumni Series – connecting graduate students with FABS alumni



Annual Innovation Night – in collaboration with FABS Club, undergraduate and graduate students were mentored by industry partners



Guest Seminar Series – connecting graduate students with researchers and professionals beyond the department



Grad Socials, International Christmas Potluck, and Annual BBQ – bringing graduate students, faculty, and staff together to foster a welcoming and engaged FABS community



FABS Research Day



Graduate Fair

Connect with FABS GSA

Do you have questions, ideas, or want to stay connected and involved? We'd love to hear from you! Reach out to the us by email or connect with us through our social media platforms for the latest updates, events, opportunities, and announcements.

Email: fabsgsa.usask@gmail.com

Social media accounts:

Instagram: [@usask_fabsgsa](https://www.instagram.com/usask_fabsgsa)

LinkedIn: USask FABS Graduate Students' Association (<https://www.linkedin.com/company/usask-fabs-gsa>)

CONTACT INFORMATION:

Please read the above carefully. For additional information not covered in the above, please contact:

Graduate Program Administrator	Programs	Shahrima Tahsin	shahrima.tahsin@usask.ca fabs.gradstudies@usask.ca
Graduate Chair		Dr. Takuji Tanaka	takuji.tanaka@usask.ca

*First created on August 9, 2019
Revised on September 30, 2026*

Q&A

I don't have health coverage in this province...what do I do?

You will need to complete an application form which you can find at the following link: <https://www.ehealthsask.ca/residents/health-cards>. We encourage you to send this off as soon as possible as delivery of your health card number could take up to 4 weeks. If your enrolment is in the international student status, your application will need to accompany proof of full-time enrolment as well as a valid Study Permit issued by Immigration, Refugee and Citizenship Canada (IRCC). Additionally, you can contact your Graduate Students Association and find out about purchasing additional health/dental coverage.

How do I get a student card?

You can get a student card any time within operating hours at the main bookstore in Marquis Hall. The cards are free and you will need to provide some ID when you go there (either a passport or permit will suffice). You also have to be registered to get a student card.

For more information you can go to the website: <https://bookstore.usask.ca/campus-id.php#StudentCards>

What if my personal information (address, surname, etc.) changes during my program?

Changes can be made on PAWS. You should make the changes as soon as possible to avoid missing payments or important mailings.

How do I get a Social Insurance Number?

You can apply for a Social Insurance Number (SIN) online (<https://www.canada.ca/en/employment-social-development/services/sin/apply.html>) or in person. If you go in person, you will need to bring your study permit and letter of offer with you. Service Canada is located in Market Mall (2325 Preston Avenue). To get here from the Agriculture building, you can take a city bus if you do not have a vehicle. City routes and schedules can be found at: <https://transit.saskatoon.ca/>

You will need to obtain a Social Insurance number (SIN) as soon as possible. It is required for your payment (Bursary or part-time work).

There is no cost for the SIN but please allow for some time to receive services as it is a queue system. You will need to have your valid study permit and visa with you for authentication.

I am not able to register for courses online, what could be the problem?

You can come to the Graduate Programs office and one of the Graduate Program Assistants can look at your student status and see if there are any applicable holds or restrictions. Any waiver or further information required can usually be settled at that time and typically, you are able to register shortly after.

Do I need a bank account in a Canadian bank?

Your bursary payment is made through direct deposit to your bank account. Initially you can receive the payment in the form of cheque, but you need a bank account to make it into cash. So that you need a bank account sooner or later. There are five major banks in Canada: Royal Bank, Bank of Montreal, Scotiabank, CIBC, and TD Canada. Regional banks, such as Affinity Credit Union and Conexus Credit Union, are also in the city. You can find all of them along 8th Street and downtown.

Where can I pay my tuition?

This can be done either online through PAWS using Interac banking or your Mastercard or VISA or in person at the Admin Building at Student Finance & Awards (<https://students.usask.ca/money/tuition-fees/pay.php>).

APPENDIX A. COLLEGE OF GRADUATE AND POSTDOCTORAL STUDIES GRADUATING STUDENT CHECKLIST

This page is taken from the CGPS website: <https://cgps.usask.ca/documents/graduating-student-checklist-july-2024.pdf>
Please note that the most of information here may not be applicable to PGD course-based programs. You may only need to check with the Grad Office to ensure the program completion.

Information Concerning the Completion of Program Requirements, Eligibility to Graduate, and Attending Convocation Ceremonies

Information for all students

1. The online application to graduate will be found under the “Academic Profile” channel in your PAWS account. Convocation details are available on the USASK Convocation page.

Link: <https://students.usask.ca/academics/graduation.php>

2. Deadlines to apply are: **March 31** for Spring Convocation and **August 31** for Fall Convocation. Check this website for details on Graduation and Convocation Ceremony: <https://students.usask.ca/academics/graduation.php#PrepareforyourConvocationceremony>
3. Applications to graduate after the deadlines may not be accepted. If you expect to complete all requirements in time for convocation but have not done so by the deadlines stated above, ensure that you apply to graduate. Deadlines for eligibility may be referenced in the Academic [Calendar](#) and are described as “Last day for Master’s and Ph.D. students to submit approved thesis to ETD site.” Contact GPA for details if it is required.
4. Submitting an application to graduate is necessary to receive a degree parchment. The application steps **must** be completed even if you do not attend the ceremony.
 - You must submit an application to graduate to the specific convocation ceremony at which you receive your degree. Ceremonies occur in June and November.
 - Applications to graduate will have a status of ‘Pending’ until the degree is awarded. Information about your eligibility to graduate may be sought from your department’s graduate program administrator.
 - Information about receiving a degree parchment can be found here: <https://students.usask.ca/academics/graduation.php#Parchmentreplacementsandduplicatecopies>

Letters of completion/ To Whom It May Concern letters are not automatically generated and issued upon completion of requirements. In order to receive a letter of completion, you must submit a request through TeamDynamix ticket. This letter will only be issued following confirmation of satisfaction of all required degree components. <https://teamdynamix.usask.ca/TDClient/33/Portal/KB/Article/3439/TeamDynamix-Submit-and-Track-Your-Ticket-Requestshttps://jira.usask.ca/servicedesk/customer/portal/7/create/208> **Please note that:**

- For students completing thesis/ dissertation-based programs, these letters may only be issued following approval of your ETD and receipt of all required signed defence forms from your academic unit
- For students completing project and course-based programs, these letters may only be issued once your academic provides a recommendation to award the degree, and CGPS is able to confirm that you are eligible to graduate
- These requests are handled in the order received and will be balanced against competing priorities. Please allow ample time for processing of your request.
- Degree parchments are issued by the Registrar’s office and not the College of Graduate and Postdoctoral Studies. Questions concerning Convocation and degree parchments should be directed to convocation@usask.ca.

- Information relating to ordering USask transcripts can be found here: <https://students.usask.ca/academics/grades.php#Transcripts>. Your USask transcript must be ordered through PAWS. Questions specific to transcripts can be directed to mycreds@usask.ca.
- Deadlines to meet eligibility for Fall and Spring Convocation may be referenced on the Academic Calendar: <https://students.usask.ca/academic-calendar/>.

Course-based and Project-based students: Check with your department's graduate program administrator to ensure that you have completed all requirements for graduation.

Information for Thesis/Dissertation students:

1. Students in thesis and dissertation-based programs must be registered in the term during which their defence takes place and must maintain this registration until all degree requirements are complete. The dates noted on defence documents signed by your academic unit may be a factor in determining the end date of your program and whether registration in a term will be required.
2. Once you have successfully defended your thesis/dissertation, there are several forms that your supervisor, committee members, and Graduate Chair must complete, sign, and submit to the CGPS. Please communicate with your supervisor or graduate program administrator to ensure that these forms have been submitted.
3. Supervisors or departments may require bound copies of your thesis/dissertation. Please check with your home department for clarification about whether this may be required.
4. **If degree requirements have been met prior to the term's add/ drop deadline, please drop registration before the add/ drop deadline.** For students in thesis/dissertation programs, completion of degree requirements customarily is understood to mean the date of ETD upload. Please ensure you keep informed of term add/ drop deadlines. You may check with your academic unit to ensure all elements relating to degree completion have been completed.

Withdrawing registration after the add/ drop deadline will result in the assessment of tuition and student fees for the term.

5. **Do not withdraw from the current term if program completion requirements are met after the add/drop deadline. You will be required to submit late enrolment requests to re-establish registration.**

For graduate students, the Spring and Summer terms are treated as a single term. The add/drop deadline for the Spring/Summer term generally aligns with the Spring term deadline for undergraduate programs. Please check the USask academic calendar to verify these dates.

Do not drop registration for the Summer half of the term if completion of degree requirements extends beyond the Spring term add/ drop deadline. You will be required to submit late enrolment requests to re-establish registration.

6. If you are eligible to receive pro-rated tuition rebate, a Graduate Programs Advisor will initiate this process on your behalf *only* once confirmation that all degree requirements have been satisfied, and the final ETD (electronic thesis/ dissertation) corrections have been approved by CGPS. Once a refund is processed, it may be credited to your student account. In order to receive all money refunded, please fill out the 'Request for Refund Form' found here: <https://students.usask.ca/money/tuition-fees/refunds.php>

Please note that the tuition rebate policy applies only to students in thesis-based programs.

Notes on Thesis Formatting for Thesis/Dissertation Students

1. All Master's thesis and PhD students are required to submit their theses/dissertations to the Electronic Thesis and Dissertation (ETD) site.
2. Final revised and approved version of the thesis or dissertation must be uploaded to the ETD Site at <https://etd.usask.ca/>.
3. Thesis and Dissertation titles should be entered in title case (most words capitalized), NOT in all capital letters.
4. **Before uploading your thesis to the ETD site, please ensure that the thesis/dissertation will meet CGPS thesis formatting requirements.** Information regarding the ETD formatting and style may be found here:

<https://cgps.usask.ca/onboarding/roadmaps/thesis-roadmap.php>

5. Students are also required to upload a completed and signed version of [**GPS 404 – Final Thesis Confirmation Form**](#) along with their thesis on the ETD site.

Please note that:

- The Learning Commons in the Main Library has resources to assist you with converting to PDF
 - The ETD site can be accessed from anywhere in the world, and will accommodate large file sizes
 - **The date of ETD upload will be considered as the date of completion of program requirements, provided documentation attesting to completion of your program, issued by the department, is not dated any later**
 - The 'Submission of Electronic Thesis' item in your DegreeWorks record will be updated upon approval of the ETD
6. A Graduate Programs Advisor will review the formatting of your thesis and may then advise you about any required changes. Students in project-based programs may submit their projects to the ETD site but are not required to do so by CGPS for completion of degree requirements. If you submit your project to the ETD site, you must follow the formatting rules for theses.
 7. **A first review of your ETD submission may take up to 7 - 10 working days.** Please note that this may take longer during peak periods. Please bear this in mind when completing your program and for any deadlines which may require proof of your degree completion. **Your eligibility for tuition rebate will not be affected by the length of time between ETD upload and approval.**
 8. Supervisors and academic units have the option to delay publication of a thesis/dissertation for copyright or other reasons. Students will have options to assign an embargo period during the ETD upload process. Any request to modify these restrictions must be submitted before the allowed access time has expired. If further information is required, please submit a question to:

<https://teamdynamix.usask.ca/TDClient/33/Portal/Requests/ServiceCatalog?CategoryID=42>

General notes for all students:

1. Please verify with the graduate administrator in your academic unit that documents are complete for graduation. You may also verify this information on your DegreeWorks record. Owing to the volume of documents and competing priorities, please

allow a reasonable length of time for processing. Information on your DegreeWorks record updates overnight and may not appear immediately

2. Your home department will be responsible for submitting and approving final grades for 996, 994 (Research), 992 (Project), 995 (Exhibition), and 990 (Seminar) registrations.
3. If you are a current recipient of a graduate scholarship from CGPS, you must notify the CGPS Director of Awards & Scholarships when you will complete your degree. Notification should be sent to: gradstudies.awards@usask.ca.

Note: Students are financially responsible for reimbursing the University for any payment(s) given in error.

About the Convocation Ceremony

1. Information about Convocation ceremonies is available here: <https://students.usask.ca/academics/graduation.php>. This site will have information about tickets, ceremonies, where to meet, photos, etc. It is adjusted for the next series of ceremonies approximately one month after the conclusion of the current cycle.
2. Announcements regarding graduation will be made available through your PAWS email account.
3. To be able to order tickets online for the ceremony, you **must** have a current mailing address on your PAWS account. To add or verify your mailing address, go to paws.usask.ca, click on Address, click on “My Mailing Address”, and ensure that the most current address is listed and at the top. The address at the top is where your degree parchment will be mailed if you do not attend the graduation ceremony. It is the student’s responsibility to ensure this information is accurate and complete. This address change should be done at the time of submitting your application to graduate online.
4. **Purses, handbags, etc. *should not* be brought into the backstage area. There are no facilities available to store valuable articles.** Please leave any items with a family member or elsewhere.
5. Information about the ceremony itself will be provided by the Convocation staff in Teaching, Learning and Student Experience. Notification about the ceremony will be made available approximately two weeks after the deadline to apply to graduate. This information will include: how to order tickets, how to order your gown for the ceremony, and other important considerations.
6. Questions concerning Convocation should be directed to convocation@usask.ca
7. Questions to CGPS can be directed to:
<https://teamdynamix.usask.ca/TDClient/33/Portal/Requests/ServiceCatalog?CategoryID=42>

Information about a student cannot be released to a third party without the student’s authorization

APPENDIX B. GUIDELINES

Outline of Policies and Procedures for the Management of Postgraduate Diploma Program In the Department of Food and Bioproduct Sciences

Postgraduate Diploma in Food and Bioproduct Sciences

The Postgraduate Diploma is designed particularly for those students who wish to broaden their knowledge at the graduate level in a specific subject area by completing a slate of courses over two to three terms. The requirements for admission to a diploma program are less stringent than those for postgraduate degree programs. The program consists entirely of course work and does not involve research. No financial assistance is available to students enrolled in diploma programs.

PROGRAM REQUIREMENTS

Postgraduate Diploma in Food and Bioproduct Sciences

Admission Requirements

Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English.

a cumulative weighted average of at least a 65% (U of S grade system equivalent) in the last two years of study (i.e. 60 credit units)

a four-year honours degree, or equivalent, from a recognized college or university in an academic discipline relevant to the proposed field of study

Degree Requirements

GPS 960.0

a minimum of 24 credit units, at least 18 of which are at the 800-level

Admission Process

For the P.G.D. program, admission will require same documents as for the M.Sc. (including transcripts, meeting English requirements, 3 letters of recommendation, cv, and statement of interest). Admission to fall term only. Website to indicate application deadlines. Decision by graduate chair or designate.

Academic Promotion Standards

For the P.G.D., candidates must obtain a grade of at least 60% in each undergraduate course (300 or 400 level), 60% in each graduate course, and an overall average of at least 65%.

Supervision

The graduate chair or designate (such as a departmental undergraduate advisor) will provide guidance to P.G.D. students.

Individualized Student Program of Studies

For P.G.D. students, the Graduate Chair or designate (such as a departmental undergraduate advisors) shall develop the Program of Studies, which is then submitted to the CGPS.

Possible Program Schedules

Year 1:

Fall term – September to December: up to 5 courses*

Winter term – January to April: up to 5 courses*

Summer term – not registered.

Year 2: - *may need an additional term if 24 CU not completed in year 1 (18 CU of the 24 CU must be at the graduate level).

990 Seminar Requirements

Students in the P.G.D. program will not be required to register or to present in the 990 seminar course, but attendance to this FABS Graduate Student Seminars will be strongly recommended.

Funding Availability

For students:

Note that P.G.D. students are not eligible for Student Support Fund. However, there may be other scholarships or awards available that we would bring to their attention.

No stipends will be available to P.G.D. and M.Agr. students, and they will generally be discouraged from taking on Teaching Assistant activities due to their course commitments.

Transfer from or into Postgraduate Diploma

Postgraduate Diploma students who were fully qualified as Master's candidates at the time of admission (based on marks and disciplinary background) may transfer into a M. Agr. Or M.Sc. program upon agreement by the academic unit.

Postgraduate Diploma students who were not fully qualified as Master's candidates at the time of admission to the Postgraduate Diploma may, at the invitation of the academic unit, transfer to a Master's program upon completion of 9 credit units of 800 level coursework with a cumulative academic average of 70% and no grade below 60%.