Rehabilitation Sciences Institute Handbook 2016 - 2017

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WELCOME FROM THE DIRECTOR

I wish to extend a warm welcome to the Rehabilitation Sciences Institute www.rsi.utoronto.ca and congratulate you on your acceptance to our graduate training program!

Within the School of Graduate Studies (SGS), RSI is the doctoral stream arm for the Department of Occupational Science and Occupational Therapy and the Department of Physical Therapy. The Department of Speech Language Pathology doctoral stream program is a separate part of RSI.

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RSI provides an interdisciplinary rehabilitation research training program and is internationally recognized. The academic activities of its students cover the full breadth of the rehabilitation sciences. We currently have over 100 talented faculty members from a broad range of disciplines and departments throughout the University of Toronto and affiliated teaching hospitals and research institutes. The program has 6 recognized fields and it is part of 12 collaborative programs.

The administrative home of RSI is on the 1st floor (Rooms 161 and 164) of the Rehabilitation Sciences Building, 500 University Ave.

This handbook outlines the procedures, regulations and other relevant information for graduate students in the Rehabilitation Sciences Institute (RSI). Please note, however, that general regulations, degree regulations, details regarding fees, etc., specified by the School of Graduate Studies also apply to RSI (see SGS Calendar). Graduate students and applicants are expected to familiarize themselves with both sets of regulations.

We are committed to providing you with an outstanding educational experience at the University of Toronto and are excited about your future.

WELCOME FROM THE GRADUATE COORDINATOR

Welcome to RSI and congratulations on embarking on this journey.

As graduate coordinator, my role is to assist you in succeeding during this important journey. I am available to answer your questions about courses, comprehensives, committees, defenses and any other daily issues. Although I may not always

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have the answers, I hope that I can direct you in the right direction. So please do not hesitate to contact me when you have concerns or questions.

DEFINITION OF REHABILITATION SCIENCE

REHABILITATION SCIENCE IS AN INTEGRATED SCIENCE DEDICATED TO THE STUDY OF HUMAN FUNCTION AND PARTICIPATION AND ITS RELATIONSHIP TO HEALTH AND WELL-BEING.

By its very nature, rehabilitation science is broad and multi-faceted. In RSI we have chosen to address the breadth of rehabilitation science by designating six fields:

- **Movement Science:** the integration and synthesis of knowledge from basic sciences, social sciences and applied sciences for the purpose of studying questions related to understanding the prevention of movement-related impairments, and the maintenance, enhancement and rehabilitation of human physical activity for persons whose physical capabilities are, or are perceived to be, challenged by disease and injury.

- **Occupational Science:** a basic science dedicated to the systematic study of human occupation. Using both qualitative and quantitative methods of inquiry, it addresses the form, function, and meaning of human occupation and its relationship to health and well-being. The science informs and is informed by many other discipline including psychology, anthropology, sociology, human movement science, medical science and economics.

- **Rehabilitation Health Services Studies:** a multidisciplinary field of scientific investigation that studies how social factors, financing systems, organizational structures and processes, health technologies, and personal behaviors affect access to rehabilitation health care, the quality and cost of rehabilitation health care, and ultimately health and well-being. Its research domains are individuals, families, organizations, practitioners, institutions, communities, and populations

- **Rehabilitation Technology Sciences:** the integration of multidisciplinary knowledge and expertise in the design, development and evaluation of assistive technology to enhance the function and well-being of people with disabilities and their caregivers and to enable people to participate fully in day to day living.

- **Social and Cognitive Rehabilitation Sciences:** cognitive science concerns the study of the mind: its capacities and the brain structures/processes that underlie those capacities. Social science addresses human systems, namely the relationship between individuals and larger groups, such as family, community and work. The cognitive and social sciences in rehabilitation are concerned with lost and altered cognitive functioning and social functioning with the aim of enhancing functional competence in real-world situations.

- **Communication and Swallowing Sciences**: the generation and integration of knowledge from basic, social and applied sciences for the purpose of addressing questions related to the understanding of factors at the neural, physiological and anatomical levels that impair human communication and swallowing functions and to utilize this knowledge to inform clinical practice to improve screening, assessment and intervention techniques for minimizing the negative impact of such factors.

1. INTRODUCTION

This handbook outlines the procedures and regulations for graduate students in the Rehabilitation Sciences Institute (RSI). Please note, however, that general regulations, degree regulations, details regarding fees, etc., specified by the School of Graduate Studies also apply to RSI (see SGS Calendar). Graduate students and applicants are expected to familiarize themselves with all SGS regulations.

Note that there are two programs within RSI: **1) Rehabilitation Science** and **2) Speech Language Pathology (SLP)**.

1.1 Rehabilitation Sciences Institute: Rehabilitation Sciences Sector

The Rehabilitation Sciences Institute is part of the School of Graduate Studies and the Faculty of Medicine. Within the former it is located in the Life Sciences Division, while in the latter it is part of the Rehabilitation Sciences Sector (RSS). The RSS consists of four departments: Department of Occupational Science and Occupational Therapy, Department of Physical Therapy, Rehabilitation Sciences Institute and Department of Speech-Language Pathology. We are located in the Rehabilitation Sciences Building, at 500 University Avenue, where you will find state of the art facilities including: case classrooms, case study rooms, teaching laboratories, study spaces, a learning resource center, student computer labs, discipline specific research facilities, shared laboratory facilities for collaborative, across Ssector research and faculty and administrative offices for each of the Departments and the Sector, Alumni Office, and the Alumni Café.

1.2 Rehabilitation Sciences Institute Administration (RSI)

The office of the Rehabilitation Sciences Institute (RSI) is located at 500 University Ave., 1st Floor, Rooms 161 and 164 in the Rehabilitation Sciences Building. Student study space and a lounge area are also located in the building. The mailing address is:

Rehabilitation Sciences Institute
University of Toronto
160-500 University Avenue
Toronto, Ontario, M5G 1V7
Tel: (416) 978-0300
               (416) 946-8582
Fax: (416) 946-8762
E-mail: rsi.admin@utoronto.ca
Web site: http://www.rsi.utoronto.ca

Director	Dr. Angela Colantonio	angela.colontonio@utoronto.ca	(416) 978-1098
Graduate Coordinator	Dr. Dina Brooks	dina.brooks@utoronto.ca	(416) 978-1739

Business Officer	J. Diane Wiltshire	rsi.busofficer@utoronto.ca	(416) 978-0300
Graduate Administrator	Loida Ares	rsi.admin@utoronto.ca	(416) 946-8582
Assistant to Director & Communications Coordinator	Jessica Boafo	rsi.director@utoronto.ca	(416) 978-1675

If you have a problem...

As a graduate student, a number of resources are available to help you with any problems that arise during your studies. Each student in the MSc and PhD program has an individual faculty supervisor whom they should meet with regularly to discuss progress in the program. The supervisor is available for discussions and practical support in any situation affecting your studies. Situations commonly discussed include academic and career opportunities, publications and writing, academic problems, housing and financial worries – in fact, anything that may impinge on a student's progress toward career and personal goals. If you are unsure about how to deal with a problem, please book a confidential meeting with the Graduate Coordinator.

Graduate Coordinator

The RSI Graduate Coordinator is responsible for the graduate program activities for all students in the Department. Accordingly, the RSI Graduate Coordinator sits on the relevant committees of the Faculty of Medicine and the School of Graduate Studies.

Duties of the Graduate Coordinator include:

- administration of graduate application, admission and enrollment procedures
- organization of faculty to chair theses defense committees and comprehensives
- nomination of students for internal and external awards
- maintenance of current student award status and advice to students of funding opportunities
- facilitation and approval of comprehensive and transfer process

Business Officer

The Business Officer is responsible for the Human Resources and finances of the RSI. The Business Officer also coordinates the budgets for the department and does the annual forecasting. In addition to hiring/supervising staff and processing salary payments, the Business Officer is also the contact for all student funding.

Graduate Administrator

The Graduate Administrator handles all matters related to graduate students including registration, courses, leave of absence, awards preparation, room booking requests, etc. The Graduate Administrator also assists student progress through the program and day-to-day running of the RSI.

Assistant to the Director & Communications Coordinator

The Director's Assistant gives administrative support to the Director. The assistant also updates the RSI website and the RSI social media sites. The Assistant to the Director is also responsible for the Institute's recruitment materials.

1.3 Important Dates & Deadlines

Visit: http://www.sgs.utoronto.ca/Documents/2016-17-Sessional-Dates.pdf

1.4 RSI Committees

There are 5 standing committees within the RSI. Committee memberships and detailed terms of reference are available from the RSI office.

The **Academic Affairs Committee (AAC)** is chaired by the Director of the RSI. The AAC is responsible for department program planning, policies and procedures, and appointments. The Committee defines the internal policies that govern the RSI and makes final recommendations for faculty appointments to the SGS. It reviews and processes all applications for graduate faculty appointments and re-appointments. It regularly reviews and monitors all course offerings by the RSI and recommends and implements changes to the curriculum. The AAC includes two student representatives; one from the MSc program and one from the PhD program.

The **Student Affairs Committee (SAC)** is chaired by the Graduate Coordinator. The SAC is responsible for student recruitment, admissions, awards and bursaries. It advises and assists the Graduate Coordinator on RSI student admission policies, review of applications and recommendations for admission, and adjudicates student awards. The SAC includes one student member.

The **Programs and Curricula Committee (PCC)** will develop, monitor and evaluate curricula as well as propose, develop, monitor and evaluate program components (e.g., transfers, comprehensives, oral defenses, etc.) and develop policies and procedures for consideration by AAC. The PCC will include two student representatives; one from the MSc program and one from the PhD program.

The primary function of the **Faculty and Staff Development Committee (FSDC)** is to support and monitor faculty development, including education, mentoring and awards; plan annual departmental assembly; develop policies and procedures for consideration by AAC.

The **Communications and Community Relations Committee (CCR)** will propose, develop, implement and monitor a) vehicles for communication with all RSI stakeholders including students (prospective and actual) and, b) activities to support relations with external stakeholders, support advancement activities, develop policies and procedures for consideration by AAC. The CCR includes two student members: one MSc and one PhD.

1.5 Graduate Students' Association

All students registered in the RSI are automatically members of the **Rehab Science Graduate Students Union (RSGSU)**. A portion of the student's incidental fees goes to the Graduate Students Union (GSU), which in turn funds the RSGSU. The RSGSU Executive is an elected

body that represents students' views and interests to the committee on Graduate Studies and organizes various academic and social events throughout the year. The RSGSU Executive meets to plan these events and discuss issues of relevance to students. In addition, each member of the Executive fulfills specific duties:

President	• Ensure that the Executive Committee is duly and fairly elected during an advertised general meeting of all graduate students • Appoint other students to the Executive Committee as necessary (i.e. if a post remains vacant and must be filled). • Notify a representative of the Graduate Students' Union (GSU) of the University of Toronto of his/her election and present the names of the Executive Committee in person after the election at the beginning of the academic year. • Ensure that the RSGSU is represented at the meetings of the GSU • Ensure that there is an orderly replacement of the Executive Committee and transfer of the RSGSU documents from one academic year to the next.
Vice President	• Assist the President and fill in for the President when necessary
GSU Course Union Representative	• Represent RSGSU at the GSU council meetings and notify RSGSU when they cannot so that a replacement can be found. • Report back to the RSGSU all relevant information so that it can be disseminated to RSI students. • Circulate GSU information and posters received from the GSU mail out, as well as forward GSU Digest e-mails to RSI students.
Treasurer	• Manages RSGSU funds and attends meetings • Prepare a written financial statement for the RSGSU and the GSU at the end of each academic year • Draft applications and secure funding for the RSGSU in consultation with the members of the Executive Committee
Secretary	• Ensure that the records of the Union meetings and business are kept up to date • Be of assistance to the Executive Committee in the preparation of documents and publicity for special events
Social Committee	• Organize social/academic events for the students • Present plans for events to committee for approval • Delegate tasks to committee to assist in planning events
AAC Representative	• Represent RSI students at each AAC meeting • Report back to the RSGSU all relevant information so that it can be disseminated to RSI students

The election of the Executive Committee is held annually at the beginning of the academic year. Results of the election are sent to all students and faculty as soon after the election as possible. The RSGSU web address is: https://rsgsu.wordpress.com/

2016-2017 Student Representatives:

Co-President(s):	Roni Propp & Tyler Saumur
Vice-President:	Gillian DeBoer
Treasurer:	Chen Xiong

Secretary:	TBD
Social Committee Representative(s):	Lauren Bechard & John Shepherd
Mentorship Committee Representative(s):	Janine Farragher & Sareh Zarshenas & TBD
Research Day Representative(s):	Roni Propp & TBD
Student Awards Committee Representative(s):	Teresa Valenzano
AAC Representative: (MSc)	TBD
AAC Representatives (PhD):	TBD
GSU Representative(s):	Tian Renton
ICDR Representative(s):	TBD
IPHSA Representative(s):	TBD
General Assembly Member(s):	TBD

2. BEING A STUDENT IN RSI

2.1 Registration

Registration Status

PhD & MSc students are required to register annually on a full-time basis until all degree requirements have been completed. For registration information, visit: http://www.sgs.utoronto.ca/currentstudents/Pages/Registration-and-Enrolment.aspx

A switch from full-time to part-time status is not allowed once the minimum period of registration has been completed (12 months). Students must switch by May of their first year.

Reinstatement

Failure to register as required will cause a student's registration for the degree to lapse. Registration may be re-established if an application for reinstatement is approved by the department and SGS, and any required fees are paid.

Reinstatement PRIOR to degree time limit:

- Students are responsible for fees for sessions in which they have not registered, but were required to do so. Contact SGS to determine if you must pay fees for the time you were lapsed.

Reinstatement AFTER degree time limit:

- Reinstatement is for a maximum of 12 months only. The reinstatement fee is equal to the one session full-time domestic fee.

Registration vs Enrolment

What is the difference between enrolment and registration? To enroll, you add courses. To register, you pay your tuition and incidental fees, or register without payment (defer fees).

The deadlines to enroll in graduate-level courses may vary depending on your graduate unit. See SGS sessional dates and graduate fees for full details.

Simultaneous Registration

- Simultaneous registration in two full-time programs is not permitted.
- Simultaneous registration in one full-time and one part-time program or two part-time programs may be permitted. Please contact the departments concerned for more information.
- Students are responsible for the fees charged for both programs.

2.2 Courses and Course Enrolment

The graduate courses offered in RSI are listed below. Detailed course descriptions*, instructors and schedules for the courses offered in the current year may be obtained from the RSI website. Courses may not be offered every year and course offerings** are subject to change.

REH 1100H	Theory and Research in Rehabilitation Science
REH 1120H	Research Methods in Rehabilitation
REH 1130H	Theory and Research in Occupational Science
REH 1140H	Disability Embodiment & Voice
REH 1510H	Disordered and Restorative Motor Control
REH 2000H	Individual Reading and Research Course
REH 2001Y	Rehabilitation Research Presentations
REH 3100H	Advanced Rehabilitation Research Issues
REH 3001Y	Advanced Rehabilitation Presentations & Proceedings
REH3120H	International Issues in Disability and Rehabilitation
REH 3140H	Disability, Embodiment, and Voice in the Rehabilitation Science Context
REH 3301H	Knowledge Translation in Rehabilitation: Foundational Knowledge and Innovation Applications
REH 3302H	Determinants of Rehabilitation Practice
REH 3303H	Clinical Practicum
REH 3400H	Therapeutic Exercise in Rehabilitation: Emerging Trends and Research Approaches
REH3500H	Gender, Work and Health
REH 3600H	Synthesis Toolkit: Approaches and Methodologies
REH 5100H	Introduction to Cognitive Rehabilitation Neuroscience I: Basic Science to Clinical Applications
REH 5102H	Cognitive Rehabilitation Neuroscience II
JRP 1000H	Theory and Method for Qualitative Researchers: An Introduction

*See RSI website for course descriptions.

**These courses may be requested and offered as such depending on the willingness of the professor.

Course Abbreviations

Y Course – 1 credit
H Course – ½ credit

Course Enrolment

All RSI students register for their courses via the student web service: ROSI/ACORN.

ACORN stands for **Accessible Campus Online Resource Network** and is the new student web interface to the University's student information system. Sign into ACORN to enroll in courses, check fees and finances, update your address and emergency contact information, and more.

For students, ACORN will replace the existing Student Web Service (ROSI). This is a period of transition between ROSI and ACORN. Find out more about how to use U of T's online services by visiting www.ROSI/ACORN.utoronto.ca

Individual Reading and Research Course

Students who wish to take an Individual Reading and Research Course should review the Independent Reading & Research Course Standards & Policy **(Appendix G)** and contact the course coordinator before completing the Independent Reading & Research Course Request Form **(Appendix G)**. Once approval is given, the student should contact the RSI office to be enrolled in the course.

2.3 Courses Outside of RSI

Students wishing to take courses outside RSI should consult the department offering the course on their registration procedures. This usually involves the completion of a course Add/Drop Form. See the SGS Calendar for important dates and deadlines.

It is wise to initiate registration in external departmental courses early. Students must contact the course instructors to indicate their interest and seek permission to enter.

2.4 Using the Student Web Service, ROSI/ACORN

Explore Student Web Services (ROSI/ACORN), which contains data related to your admission package, registration, courses, fees, academic performance, and much more. Current students can use the system to add or drop courses, order transcripts, etc. Please note that course enrolment may only be available at times specified by your Faculty.

Use ROSI/ACORN for help with:

- viewing tuition amounts
- registration
- course enrolment
- deadlines

Student Responsibility

While academic advisors, faculty and staff are available to assist and advise, it is ultimately the student's responsibility to keep personal and academic information up to date at all times and to follow all University, SGS, departmental and program regulations, requirements and deadlines. The student web service makes it easier for students to check and correct this information. If questions arise about requirements, policies and procedures, students are responsible for seeking answers to these questions from staff and advisors.

Note: The Rehabilitation Sciences Institute and other University offices may send important information to you by email. Please make sure that your email address, your mailing/permanent address and telephone number is up to date at all times. Under University policy, students are required to maintain a University based email account (e.g., UTOR), record

that in ROSI/ACORN and regularly check for messages. That account may be forwarded to another personal account but it is the University account to which the University & RSI will send official correspondence.

Declaration

Use of the SWS (ROSI/ACORN) to enroll in courses means that you agree to abide by all of the academic and non-academic rules and regulations of the University, the School of Graduate Studies and department in which you are registered and assume the obligation to pay academic and incidental fees according to the policies and requirements of the University of Toronto. You normally use the SWS to add or cancel courses. If, for extraordinary reasons, you are unable to use the SWS contact your department office as soon as possible.

New students are advised to validate their UTORid at the University Library early. Your UTORid provides you access not only to your University email account but also to Blackboard, the University's student portal and learning management system. Many courses use the portal to provide online materials, discussion groups, quizzes etc. It is also used by the University and various student groups to make important announcements and administer elections.

Users of the SWS are expected to be responsible when using the SWS and should not attempt to flood the system with requests, or to automate the process of course enrolment. Such activity may clog the system so that other students may be denied access or experience degraded performance. Any student(s) attempting such activity may be denied access to the SWS until after the relevant registration period.

Personal Identification Number

Each time a student accesses ROSI/ACORN via the web, a personal identification number is required in addition to a student number. **The first time the system is accessed, the personal identification number will be derived from the student's date of birth (format YYYY/MM/DD).** However, at that point the student will be required to change the PIN. Subsequent access to the system will require this new number which should be known only to the student. The PIN and student number together constitute an "electronic signature". ***Never give your PIN or student number to someone else***.

Reactivating Student Web Services (ROSI/ACORN) PIN

If you have forgotten your Student Web Services (ROSI/ACORN) PIN, you may be able to use the PIN reactivation procedure to access your account. PIN reactivation is available if you have already set up for reactivation. To find out more, visit the [Student Web Service (ROSI/ACORN)](#) website.

If the reactivation procedure does not work, please reset your PIN by contacting SGS Student Services (416-978-6614) or graduate.information@utoronto.ca; or you may visit the SGS Office located at 63 St. George Street, Hours: Monday to Friday between 10am and 4pm.

Services Available

- Change PIN number
- View/Change address, telephone number, email
- View final grades
- View academic history or current timetable

- Add/request/drop/list courses or waitlist requests
- View student account information and update direct deposit details
- Defer payment of tuition (for approved Ontario, Canada and some US government student loan recipients only – see note below)
- Print "Educational Credit" tax forms (T2202A)
- Order transcripts
- Order graduation tickets
- View transaction log

Updating Personal Information

Students may view or update their address, telephone number or email address through the SWS. When entering new information, the "add" option should be used. "Change" should only be used to correct information in an otherwise correct record (e.g. typos).

Students can also check other personal information (i.e. immigration status, title etc.) As immigration status affects fees, all students are advised to check this information at the beginning of each year.

Request to Register Without Payment (Deferrals of Fee Payment)

Graduate students receiving funding packages that are part of the graduate unit's funding commitment (funded cohort – years 1 and 2 of MSc, years 1- 4 of PhD, 1-5 if transfers) will be able to make a request to register without payment for the Fall and Winter session on the SWS.

Students no longer in the funded cohort but are receiving funding outside of the funding commitment must make their request with RSI using the Request Form found on the SGS website by the deadline to request to register without payment.

For OSAP, CSL and US Student Loan Recipients

Students who have received notification of an award through the **Ontario Student Assistance Program (OSAP)** for their U of T program may make their fees arrangements through the SWS up to the registration deadline instead of having to appear at SGS, if the amount of the loan covers the minimum payment and no outstanding fees owing. Students still must appear in person to pick up their OSAP documents as soon as possible after registration. The online arrangements may also be available for recipients of **Canada Student Loans (CSL)** and some **US government loans**. Please see the Office of Student Accounts website for details.

Requesting Courses

Students may begin requesting courses on **August 1st**. Students must request their courses by no later than **September 26th**.

The web service requires full information about a course when a request is being made. Please consult the attached lists from your department. Be sure to enter:

Course number: e.g. HIS2651Y

Section Code: Usually F, S or Y. This indicates whether the course is offered in the fall session (F), the winter session aka "second term" (S) or over both (Y).

Teaching Method: All graduate courses have a teaching method of LEC (lecture).

Teaching Section: The number of the class. Most graduate courses only have one teaching session (0101). Although there may be only one teaching section the information must still be entered on the system.

NB. Some courses may require instructor's approval _in addition_ to that given by the _coordinator/academic advisor_.

Courses from Outside the Department

Not all graduate departments allow students to enroll in courses via the web. Before attempting to add a course outside RSI check with us and the host department about the procedures.

Course Waiting Lists

ROSI/ACORN and the SWS have the capacity to maintain waiting lists in courses. Not all courses or meeting sections have waiting lists. If the department offering the course has opted to allow a waitlist and either your enrollment category in the course or the course itself is full, you can choose to join a waiting list. If a space is opened in your category then ROSI/ACORN will automatically place you in the course. _It is your responsibility to check the SWS to check on your status as you will not be contacted by phone or email_. The SWS will inform you of your place on the waiting list and how many spaces are allotted for your category. You may "wait" in multiple meeting sections but if you are enrolled in one meeting section you may not simultaneously wait for another. Before the final date to enroll in courses, all waiting lists will be suspended and normal enrolment procedures will apply. Please consult the offering department for more info. Consult the unit offering the course to see if a waiting list is being used.

Checking Course Status

Students are responsible for knowing the status of their course requests at all times. This information can be obtained via the SWS. The following are the possibilities:

REQ: Course requested. Must be resolved/approved by the last date to add a course

INT: Course requested pending instructor approval in addition to co-coordinator's/advisor's approval.

APP: Request approved. Student is enrolled in course.

REF: Request denied. Student is not enrolled and may not make another request for this course via the web during this session.

CAN: Course cancelled (student withdrew from course before deadline)

WAIT: No room in the meeting section. Student has been placed on a waiting list based on category and will be enrolled automatically if space comes available.

DWAIT: Student has cancelled place on the waiting list or been removed

Canceling or Withdrawing from Courses

Students may withdraw from individual courses using the SWS as long as it is done before the deadlines stipulated below. Before doing this however, students are advised to consult with their advisor or departmental office. Please note that withdrawing from all your courses does not constitute a withdrawal from your program. To do so, you must complete a Program Withdrawal Form. Dropping courses prior to deadlines or withdrawing from a program without academic penalty does not guarantee a refund. Information on fee refunds is available at: http://www.fees.utoronto.ca.

Final Results

Final grades in courses can be accessed through "Transcripts and Academic History". Grades can be viewed after the following dates. If a grade is not available, contact your instructor or the graduate unit offering the course.

URL

The **Student Web Service** can be accessed at www.rosi.utoronto.ca. Instructions are located there. Please remember to log out after each use.

2.5 Student T-Cards, UTORid

All RSI students must have a T-Card. The U of T TCard is an access card for services on campus. Government-issued photo ID and your offer of admission letter are required to obtain your TCard. Email service, wireless network, and access to the Learning Portal will be available upon receipt of your TCard and authentication of your UTORid. It is also used as a cash card for the student photocopier as well as the printer in the Computer Lab (Room 444). There is a cash-to-card machine in the Student Lounge (Rm 254), where you can load cash value on to your card.

You can obtain your TCard from the following location:

> **Robarts Library:** St. George campus
> 130 St. George St., Room 2054A

Your email account at U of T is associated with your UTORid. It's important to activate your UTORid to receive communications from U of T, SGS, and the Graduate Awards Office.

See also: UTmail+, an email and calendaring service for students and alumni.

2.6 Replacement of T-Cards

If you need to replace a lost, stolen, or damaged student ID or library card, you can pick up a TCard application form from the TCard Office in one of the following locations:

> **Robarts Library:** St. George campus
> 130 St. George St., Room 2054A (north lobby, 2nd floor)

It is your responsibility to immediately report the loss of your T-Card to your Graduate Unit. There is no replacement fee if damage to the card is the result of *normal* use. When there is excessive damage to the card, that is determined not to be the result of *normal* use, a replacement fee is applied.

Until you inform the Library about your lost or stolen card, the old T-Card is still valid, which means that anybody can use your card for library privileges such as borrowing material.

If there is any stored value on the card it should be treated the same way as cash. If you lose the card, you lose the cash on it. The card should not be loaned to anyone, and it should be kept in a safe place at all times.

2.7 UTmail+ Account

All RSI students are required to have an UTmail+ account. UTmail+ is the new student email and calendaring service for students at the University of Toronto.

For more information on UTmail+ enrolment and features, please visit the UTmail+ website at: http://email.utoronto.ca/

2.8 GO Transit and TTC Discount

Discounted student passes are available for registered full-time graduate students requiring transportation to and from campus on the GO Transit system. Go Transit student ID cards are available at the TCard Office.

2.9 Building Access

Security at 500 University Ave.

Several break-ins have occurred over the last years and valuable equipment has been stolen. **UNDER NO CIRCUMSTANCES** should you give or lend your U of T student card or key FOB to another person. If you notice a suspicious person wandering in or out of any departmental rooms, immediately alert one of the faculty or staff. Campus police for emergencies and/or off-hours can be reached at (416) 978-2222.

In order to ensure the safety and well-being of both students and staff, it is *absolutely essential* that we all cooperate in ensuring that all rooms and laboratories are secured at all times.

After-hours Access

After-hours & Weekends: The building is open at 7:45 a.m. and locked at 6:00 p.m. Monday through Friday. Students have access to the elevators and the 4th floor of the building on weekends using their access key FOBS.

Your key FOB or U of T student card will provide access to the building (after hours) as well as to the computer rooms. If you have problems with your FOB, please see the receptionist in Room 160.

Personal Property

Keep valuable personal property (especially wallets and purses) with you at all times. Should you have something taken, report this to a member of the departmental administration as soon as possible so the University of Toronto Police can be notified. The University of Toronto Police want to be informed about all thefts. On some occasions personal property has been recovered.

Fire and Safety

All students and staff are required to familiarize themselves with the following procedures, which should be strictly adhered to in the event of a fire emergency.

When the fire evacuation alarm is sounded, it must be treated as an emergency and the building must be completely evacuated. Please familiarize yourself with the location of exits, fire alarm pull stations, fire extinguishers and the Emergency Control Centre telephone number: 8-2222.

3. MSC PROGRAM

3.1 Degree & Course Requirements

To complete the MSc degree, students require a minimum of 12 months of full-time study. The expected duration of the MSc program is 18 to 24 months for full time students; this includes time for thesis preparation and defense. Engagement in research should be initiated as soon as possible and well underway within six months of enrollment. Students are required to take a minimum of 2.5 credits.

- REH1100H | Theory and Research in Rehabilitation Science, (0.5)
- REH2001Y | Rehabilitation Presentations and Proceedings, expected to attend one (1) year of MSc CR/NCR), 1.0 (NOTE: MSc students in SLP are exempted from this course).
- one half course, at the graduate level, in Research Methodology and/or Statistics, 0.5 (all students)
- one additional half course, at a graduate level, related to the field of study, 0.5 (all students)
- a thesis successfully defended before the Thesis Examination Committee.
- Students in SLP program are required to attend the bi-weekly SLP Research Colloquia. They also have to present at the colloquia once a year on his or her ongoing research. Faculty members and other students may be asked to complete a brief evaluation form concerning each student's presentation. The primary intent of this evaluation is to provide the student with constructive comments on the content and format of the presentation.

As a general policy, RSI encourages students to spend the maximum time devoted to their research. Courses, however, can be invaluable in helping the student acquire the content, knowledge, and expertise for her/his chosen research area. It is expected that students will acquire a firm grasp of the fundamentals. Such a foundation is an absolute prerequisite for later success as an independent researcher. Therefore, in selecting suitable courses, the supervisor and student should be guided not only by what is the expected standard, but also by opportunities to fill in gaps of knowledge.

Each student must*****:

- submit a thesis on her/his research, and
- pass an oral thesis examination

*NOTE: It is strongly recommended that students prepare a paper for submission to a peer reviewed journal. A Master's thesis is generally considered to be the equivalent of one full peer-reviewed research paper, with a thorough, integrated literature review and a detailed description of methods greater than allowed in publication.

3.2 Supervisory Committee (formerly known as *Program Advisory Committee aka PAC*)

All RSI students are required to submit the proposed membership of their Supervisory Committee to the RSI office using the [Supervisory Committee Membership Approval Form](#) **(Appendix Q)** by the end of their first term in the program. This form must also be re-submitted if supervisory committee membership changes during the student's program. Students will be notified by email of approval. **The Supervisory Committee must approve the student proposal within <u>six months</u> of the start of their program.**

Please review the [RSI Supervisory Committee Policy](#) **(Appendix P)**

The Supervisory Committee members provide expertise in the areas relevant to the thesis topic and should complement the supervisor's own research interests. The committee members assess, encourage, motivate the student and provide guidance and mentoring.

To remain in good standing, a documented Supervisory Committee meeting must be held every 6 months. Failure to meet this requirement could jeopardize a student's standing in the program.

The meetings are documented meetings of the student, supervisor and other members of the Supervisory Committee. The purpose of the meeting is to review the student's research proposal and graduate program progress. Usually, students pre-circulate a short report and begin the meeting with an overview of her/his research (e.g., 15 to 20 minute oral presentation, augmented by slides or other materials as appropriate), followed by discussion.

3.3 Part-time Studies

Exceptional students may be considered for enrollment on a part-time basis in RSI (**NOTE: SLP students do not have this option**). There will be no residency requirement for part-time students. Part-time students must complete the program within five years; however, all course work must be completed within the first two years of the program. Part-time students must agree to a [Learning Contract for Part-Time Students](#) form **(Appendix A)** and must submit to RSI a Program Map (planned with his or her supervisor). Part-time students should be aware that it is the student's responsibility to modify his or her schedule to accommodate required course work since not all course times are flexible.

3.4 Annual Reports

At the end of the first year of registration and once a year thereafter, <u>all</u> students are required to complete an [Annual Report](#) **(Appendix F)** detailing the achievements of the previous year

and the objectives for the next year. This report is submitted to the Supervisory Committee for signature and to the RSI office where it will be reviewed by the Graduate Coordinator.

3.5 MSc to PhD Reclassification (formerly known as *Transfer Exam*)

MSc students in good standing who intend to continue into the PhD program may consider reclassifying to the PhD program without completing the MSc. The student should discuss with the research supervisor and the members of the supervisory committee his or her intention to take the reclassification examination. If the supervisor and the members of the Supervisory Committee support the student, the supervisor should discuss the intention to reclassify with the Graduate Coordinator. Subsequently, the supervisor submits a formal letter to the Graduate Coordinator noting the graduate student's academic record, progress made to date, the reasons for requesting a reclassification, supervisor funding commitment and the proposed membership of the candidate's Supervisory Committee for the PhD program. Following approval of the request by the Graduate Coordinator, the student's existing MSc Supervisory Committee with an external member (i.e. external to the committee but internal to the University) will act as the **Reclassification Examination Committee**.

MSc students who wish to enter the PhD program without first completing their MSc degree must:

- Apply to reclassify within 12 to 18 months of enrollment in the MSc

- Have a minimum of an A- average in all required MSc courses

- Have the written support of the thesis supervisor and Supervisory Committee

- Complete the [Reclassification Exam Form & Policy (MSc to PhD Program)](#) and have it signed-off by the graduate coordinator **(Appendix E)**.

- Successfully complete the Reclassification Examination.

Prior to the examination, the student will prepare a written summary of a research study initiated during the master's degree program, including a thorough literature review with appropriate references, research questions and hypotheses, methods, and results (if applicable) and a written proposal concerning the planned doctoral research. The written submission will not exceed 20 double-spaced pages, excluding references and appendices. The student will circulate it to the members of the Reclassification Examination Committee at least two weeks prior to the examination. The RSI office confirms the chair and examiners and schedules a time and room for the examination.

At the examination, the candidate will be asked to present a 20-minute oral synopsis of the proposed research, followed by questions from the members of the Reclassification Examination Committee.

Reclassification of Course Credit

MSc students who have successfully completed the reclassification examination into the PhD program may qualify for reclassification of their academic credits earned during the MSc program toward the required course work for the PhD program.

The Reclassification Examination must take place within 18 months into the MSc program. Note that the timelines for **comprehensive exams** as part of the PhD program are based on the

start date of the MSc program and students must complete their comprehensive within 6–18 months of reclassification.

Reclassification from the MSc to PhD program will be effective at the next registration date, after the successful completion of the reclassification, set by the School of Graduate Studies (i.e., September, January, or May).

Students should review the [Reclassification Exam Form & Policy (MSc to PhD Program)](#) **(Appendix E)** for detailed information on the policy.

Students thinking about a reclassification should set-up an appointment with the Graduate Coordinator within their first 10 months of enrollment.

Good Standing & Satisfactory Progress

You are required to remain in "good standing" in your graduate program and to make "satisfactory progress" toward the completion of your degree requirements.

You are in good standing when you maintain the requirement of minimum grade performance in course work and successfully complete written and oral examinations, among other degree requirements.

Satisfactory progress refers to the speed and timeliness of progression through degree requirements such as course work, examinations and research.

To be in "good standing" means a documented Supervisory Committee meeting must be held every six months. Your progress is reviewed annually by your Supervisory Committee. Your committee will assess your progress in the program and provide advice on future work. The committee provides you with a report detailing its observations and a copy will also be placed in your student file; if you wish, you can respond to the committee's report and attach a response.

For detailed information on the Good Academic Standing and Satisfactory Academic Progress policy, see the [SGS Calendar](#) and also consult with your graduate unit regarding the specific timelines of progression through your program.

Your eligibility for funding and registration in the program may be affected if you do not remain in good standing or if you do not make satisfactory progress, so it is important to meet with your advisor/supervisor regularly and ask for feedback on your progress and the level and quality of your work.

3.6   Degree Completion for Full Time and Part-time students

Full-Time Students*

Year I   Course Work to be completed by the end of Year I
                 Research Proposal should be started within 6 months

18 Months   Research to be completed in 18 months

Year II   Writing of Thesis and first authored scientific paper (after Year I)
                 Masters Research Thesis Defense

Part-Time Students*

Year I   Course Work and Research Proposal should be started within 12 months

Year II – V   Writing of Thesis and first authored scientific paper (after Year II)
                  Masters Research Thesis Defense

*NOTE: Supervisory Committee meetings take place every 6 months for both full-time and part-time students

3.7 MSc Thesis Defense and Oral Examination

The MSc degree requires an oral RSI defense.

Thesis Approval & Procedure

1. The supervisor and Supervisory Committee must verify that all course work and research has been completed by the student. When the supervisor and Thesis Program Committee have approved the written thesis, a final committee meeting should be held to prepare the student for defense. (Please see Producing your Thesis on the SGS website).

    When the supervisor and committee approve the completed written thesis, the Final Supervisory Committee Meeting Form **(Appendix I)** is signed by all the committee members and sent to the RSI office.

2. The supervisor must contact the committee members (including internal and external) to ensure his/her willingness to participate and to arrange the defense date (two alternate dates and times should be arranged). Student and supervisor must complete the List of Examiners Form-MSc **(Appendix J)** and have it signed by the Graduate Coordinator.

3. **Four weeks prior to the defense date the student must submit to the RSI office:**

    - the signed Final Supervisory Committee Meeting Form **(Appendix I)**
    - a completed List of Examiners Form-MSc **(Appendix J)** – signed off by Graduate Coordinator
    - a copy of the completed thesis

The student and supervisor are responsible for delivery of the thesis to all examiners. All Examination Committee members must have a copy of the thesis at least two weeks in advance of the actual examination date. This is necessary to allow ample time for the reading of the thesis by the examiners.

All figures, photographs and data must appear in legible and, if possible, original format with clear, descriptive legends.

4. The RSI office will officially invite the examiners, obtain a Chair, and book a room and audiovisual equipment. The RSI will notify all participants, in writing, about the date, time, and location of the thesis.

5. Prior to the defense, the internal and external examiners will be asked by the RSI office to sign an [Approval to Proceed to Oral MSc Thesis Defense Form](). The form can be found in **Appendix K**.

6. The [SGS Calendar]() should be consulted for the details of the final thesis requirement. Please note the following:

Following the successful completion of the thesis defense, the MSc student is required to submit one bound copy of the thesis to the RSI (or a receipt that the thesis has gone for binding) before recommendation is forwarded to the SGS for completion of their degree. The student will be reimbursed for the cost of the thesis to RSI.

The RSI MSc thesis is bound in **black with gold lettering.**

Producing Your Thesis

Electronic theses and dissertations (ETDs) are theses or dissertations prepared as text-based PDF files. ETDs can contain non-text elements such as sound, video, and hypertext links.

Please also note that thesis submissions are no longer submitted to TSpace, rather they are now to be submitted via the ProQuest digital library repository at: http://www.etdadmin.com/cgi-bin/school?siteId=623

Any thesis submitted online **after August 27, 2015** no longer requires the Theses Non-exclusive License. Embargoed theses still require the submission of the embargo request form to SGS

Scholars worldwide can search, locate, and download U of T's ETDs through a [digital library repository]().

Electronic theses have many advantages. As well as the capacity to include various non-text modalities, they offer vastly improved accessibility and ease of use, which increases your readership and benefits those interested in your work. Electronic publication has proven to vastly increase citation rates. According to Library & Archives Canada, authors receive 50 to 250% more citations when they make their articles publicly available! For more info, please visit the following links:

- [Formatting]()
- [T-Space Submission]()
- [Copyright]()
- [Thesis Submission Deadlines]()
- [Forms & Checklists]()
- [FAQs]()

All MSc graduates are required to submit a copy of their thesis to the SGS electronically and include a certified cheque or money order, made payable to the University of Toronto.

Contact:

Master's Candidates Office
School of Graduate Studies

63 St. George Street, Room 304
416-978-2377
masters@sgs.utoronto.ca

For more info on producing your thesis visit:
http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx

Examination Committee

The Examination Committee for MSc departmental defense is composed of:

1. two members of the Supervisory Committee
2. the Chair
3. one internal appraiser–examiner (inside U of T), with an SGS appointment
4. one external appraiser–examiner (outside the U of T), with graduate status at the home University
5. the Supervisor

The Chair

The RSI will designate a Chair of the Examination Committee (see responsibilities below).

Internal Appraiser – Examiner

This individual must have an appointment in the SGS, University of Toronto. He/she must not have collaborations with the supervisor relating to the research content of the thesis, and should not have had any input into the candidate's research prior to the defense.

External Appraiser – Examiner

This individual should be a well-recognized scientist in the candidate's research area. He/she must not be affiliated with the University of Toronto, or have collaborations with the supervisor relating to the research content of the thesis. The external appraiser can attend the defense in person or via teleconference. If the external attends by teleconference, it is the student's responsibility to ensure that the external has their visual presentation and that the RSI office has a phone number to call during the defense.

RSI will ordinarily provide up to $500.00 in travelling expenses for the external appraiser.

The Approval to Proceed forms must be received no later than <u>five working days</u> before the examination, or the examination may be postponed.

Final Defense Dates and Tuition Fees

Fall Session

Your Fall 2016 session registration and fees are cancelled if your degree recommendation and final master's thesis (if required) are submitted to SGS by **September 30, 2016**. If you are not recommended by September 30, 2016 you will be required to register and pay fees for the Fall session.

Winter Session

You do not register or pay fees for the Winter 2017 session if your degree recommendation and final master's thesis (if required) are submitted to SGS by **January 20, 2017**. If you are not recommended by January 20, 2017 you will be required to pay fees for the Winter session.

3.8 Examination Committee for MSc Degree Guidelines and Procedures

The Chair's Mandate

Acting on behalf of the Director of the Rehabilitation Sciences Institute, the Chair of the Examination Committee is responsible for, and empowered to ensure, the proper conduct of the examination. **The Chair** is expected to exercise full control over the proceedings and **does not participate directly in questioning the candidate during the examination**. Her/his responsibilities include:

1. to guarantee that the candidate is given reasonable opportunity to defend the thesis;
2. to ensure that it is the candidate alone, and not the supervisor or any other member of the Committee, who defends the thesis; and
3. to protect the candidate from harassment.

Responsibilities of the Chair

The Office of the Rehabilitation Sciences Institute will have made arrangements with the chair to obtain the candidate's academic file and thesis. Before the examination we would appreciate if the chair would:

- review the candidate's file; and
- review the procedures entailed in conducting an oral defense for the MSc degree (below).

For the candidate the examination is the culmination of long-held hopes and much dedication, a memorable moment of academic accomplishment. For the Rehabilitation Sciences Institute it is a vital opportunity for assuring that standards of excellence and fairness are observed in carrying out the responsibilities set for the oral defense of the MSc degree.

Responsibilities of the Examination Committee

The Examination Committee exercises the full authority of the School of Graduate Studies with respect to the examination. Its responsibilities are:

1. To ascertain that there is adequate documentation of the satisfactory completion of all requirements for the degree;
2. to receive and consider appraisals of the thesis prior to the oral defense;
3. to examine the candidate on the substance and implications of the thesis;
4. to assess whether the thesis meets the proper standards of scholarship; and
5. upon completion of the oral defense, to vote on whether the thesis and its defense are acceptable.

Composition of the Committee

The Committee consists of those members approved by the Graduate Chair and will normally include five (or more) members.

- External Reviewer
- Internal Reviewer
- Supervisor
- Member(s) of Thesis Committee

In addition to the Chair of the Examination Committee, *a quorum is four appointed Members*.

Review of Documentation and Appraisals

The candidate, Members of the Committee and observers (if applicable) are usually assembled prior to the time scheduled for the examination. Following introductions, the candidate and observers are asked to leave the room while the procedures for the examination are reviewed and the appraisals received. At this time the procedures followed are:

1. **Quorum.** The Chair confirms that there is a quorum of four appointed Members. If there is not a quorum, the Chair must decide either to delay the examination or to postpone it to another date.
2. **Knowledge of Thesis**. The Chair confirms that each Member of the Committee has sufficient knowledge of the thesis to form a judgment as to its acceptability and hence that there will be *no abstentions in voting* on grounds of ignorance of the thesis' contents.
3. **Scope of Examination**. The Chair reminds the Committee that:
    i. the examination covers both the thesis and the oral defense;
    ii. except for minor corrections (e.g., typographical errors), all other modifications that subsequently may be requested must be clearly raised in the questioning of the candidate, with these being subsequently specified in writing; and
    iii. the study must be an independent piece of scholarship/research.

    Where the study is part of a larger investigation, or where someone rather than the candidate is a principal investigator or co-investigator of the study or co-author of any portion of the thesis, then the Examination Committee must establish that the candidate's personal contribution is sufficient to fulfill the requirements of the MSc degree.

4. **Completion of Course Requirements**. The Chair reports on the completion of all course requirements.
5. **Appraisals**. The Chair asks the External Examiner to read their assessments of the candidate's thesis. With the exception of a written report which may be made by a supervisor, no other written statements or letters of reference are permitted. Any of the other appointed examiners present may make an oral statement.
6. **Order of Questioning**. The Chair consults with the Committee concerning the order of questioning. The sequence generally followed is that of:

- External Examiner
- Internal Examiner
- Member(s) of Thesis Committee
- Supervisor

Oral Summary and Defense

1. **Candidate's Summary of Research**. The Chair admits the candidate who is invited to summarize the research and conclusions within twenty minutes.
2. **Oral Examination**. The Chair then invites each Member of the Committee to ask questions of the candidate. If necessary, the Chair should intervene to preclude the examination from becoming an inquisition or unduly dominated by a Committee Member.
3. **Follow up by Candidate**. As part of the dialogue of learning and as a collegial courtesy to the candidate, she/he should be given the opportunity to make final remarks or address questions for clarification to the Members of the Committee.
4. **Completion of Defense**. When there are no further questions, the Chair asks the candidate and all non-committee members to retire.

Voting Procedure

1. **Basis of Evaluation**. The Chair reminds Members of the Committee that:
    i. they should discuss the thesis and options before the vote is taken;
    ii. the examination covers both the thesis and its oral defense; and
    iii. the conclusion of their discussion will be followed by a vote to accept, or not to accept the thesis and its defense; contingent upon the vote on the examination being positive, then this is followed by a second vote concerning the terms of acceptance of the thesis.
2. **Pass/Failure Voting Ratio**. The Chair reminds the Committee that ***more than one negative vote and/or abstention*** results in the thesis not being accepted and the examination is adjourned.

3. **Level of Acceptance of Thesis**. The Chair reviews the terms on which the thesis may be accepted.
    i. **Present Form** - no changes
    ii. **Minor corrections** involve typographical errors, errors in punctuation or problems in style. These alterations must be completed within one month (at least one week prior to the deadline for submitting a degree recommendation to the School of Graduate Studies). Changes are checked by the supervisor(s) and the supervisor will inform the Graduate Chair/Coordinator in writing.
    iii. **Minor modifications** are more than changes in style and less than major changes in the thesis. A typical example of a minor modification is clarification sought concerning textual material or the qualification of research findings or conclusions. Changes are checked by the supervisor(s) and must be capable of completion within three months, preferably much sooner. The supervisor will inform the Graduate Chair/Coordinator in writing.
    iv. **Major modifications** entail substantial revisions in one or more of the conceptual rationale, design, documentation and conclusions of the research. This decision would result in an adjournment with a reconvened examination to be held within a year by the Examination Committee.

4. **Voting**. Following discussion of the examination, the Chair calls for votes on two motions regarding:
    i. **Acceptance of thesis and oral defense**. This vote is on whether the thesis and its defense are acceptable. More than one negative vote (and/or abstention) results in an adjournment of the examination.
    ii. **Level of acceptance of thesis**. If the defense is accepted, then the Committee must also vote on whether the thesis is acceptable as is, or requires corrections or modifications (minor, major).
5. **Record of Oral Defense**. The Chair completes this form constituting an official record of the candidate's defense.
6. **Notification of Candidate on the Vote**.
    i. If the thesis and its defense are accepted, the Chair of the Examination Committee invites the Supervisor to inform the candidate.
    ii. If the thesis and/or defense are not accepted, the Chair of the Examination Committee and the Supervisor should jointly advise the candidate.

Minor Corrections/ modifications

Members of the Examination Committee will provide the candidate's Supervisor with a list of required corrections. When these have been made within the period specified the Supervisor will so inform the Graduate Chair in a written note.

Major Modifications

i. When major modifications are required, the Chair appoints a supervising Member or Subcommittee to be approved by the Examination Committee. A ***Subcommittee must be appointed*** in instances: involving more rather than fewer minor modifications; where special expertise is warranted; and when there is a lack of consensus among Members of the Examination Committee.
ii. **Written Instructions to Candidate**. The candidate's Supervisor will specify in writing the nature of the modifications required.
iii. **Timeframe**. The candidate must complete the modifications within the period specified which must be within three months from the date of the examination.
iv. **Completion of Modifications**. The appointed supervising Member or Members of the Subcommittee must certify in writing to the Graduate Chair that the required modifications have been completed.

Should one or more Members of the Subcommittee not be satisfied that the modifications have been properly completed, the Graduate Department must reconvene an oral examination within a year from the date of the original examination.

Examination

At the reconvened examination, no new appointed Committee Members shall be added, except for necessary replacements. It is the obligation of the original examiners to attend this examination.

Reconvened Examination

At the reconvened examination, no new appointed Committee Members shall be added, except for necessary replacements. It is the obligation of the original examiners to attend this examination.

The procedures set out in this memorandum for conduct of the oral examination and voting are to be followed. The thesis, however, may only be accepted: (i) in its present form; or (ii) subject to minor corrections. No further adjournment will be allowed. If unsuccessful, the candidate is ineligible for further MSc candidacy at this University. On behalf of the Examination Committee, the candidate's Supervisor and Program Director will draft a statement which will be signed by Members of the reconvened Examination Committee, and submitted to the Graduate Chair.

Return of Records to Graduate Department's Office

The Chair of the Examination Committee is responsible for seeing that the candidate's file and a copy of the thesis are immediately returned to the RSI Office.

4. PHD PROGRAM

4.1 Degree Requirements

The PhD program emphasizes research work. In addition to the research thesis, students are required to complete a comprehensive exam, take a minimum of two half courses, and (except for SLP students) take the research presentation course (REH3001Y).

4.2 Required Courses

Students are required to take a minimum of 2.0 courses:

- **REH 3100H | Advanced Rehabilitation Research Issues**; if an equivalent was not taken at the master's level, (0.5)

- **REH 3001Y | Rehabilitation Presentations & Proceedings**; (expected to attend first 2 years. of PhD program, CR/NCR) (1.0). Students remain enrolled and are encouraged to attend until the completion of the degree **(NOTE: students in SLP are exempted from this course)**

- An **Advanced Research Methods** course (0.5)

- one additional half course, at a graduate level, related to the field of study, (0.5) **(NOTE: for SLP students only)**

- Students in SLP are required to attend the bi-weekly **SLP Research Colloquia**. They also present at the colloquia once a year on his or her ongoing research once a year. Faculty members and other students may be asked to complete a brief evaluation form concerning each student's presentation. The primary intent of this evaluation is to provide the student with constructive comments on the content and format of the presentation.

Depending on the student's background preparation the supervisor, in consultation with other members of the Supervisory Committee, may recommend additional courses. Students may be required to take up to one extra full course in addition to the degree requirements listed above. Students are expected to be on-campus and participating full-time until all program requirements are completed. It is expected that courses will be completed in the first year, the comps within the second year, the research, written thesis and defense will be completed by the end of year 3 or 4.

4.3 Comprehensive Exams

The purpose of the PhD Comprehensives (comps) is to evaluate the student's breadth and depth of knowledge of the field of rehabilitation science. Preparation for the comps will encourage the student to develop the foundational knowledge in rehabilitation science that is the context of their chosen thesis work.

The comps will be conducted by a **Comprehensive Examination Committee (CEC)** struck specifically for each student. The comps comprise two elements:

1. a written submission and
2. a comprehensive oral exam

Starting September 2016 all incoming RSI and SLP students have 2 options for written submission. The written submission can be either a systematic review/synthesis or a grant proposal. If the systematic review topic is directly related to the student`s PhD or part of the PhD, it can be included in the thesis as a fourth paper. If the Systematic review is not related to the student`s thesis then students can publish 3 papers plus the review as a separate paper not to be included in their thesis as part of their PhD. For the grant proposal option, the proposal must be unrelated to the student`s thesis.

Ordinarily, the comps will be conducted after all required course work is completed. It is recommended that the preparation for the comps be started by 18 months of registration in the PhD program (see **Appendix M**); however, students **must** successfully **complete** both the written and oral components of the comps **within 36 months** of registration in order to continue in the doctoral program. **Comprehensive Examination Form** is included in **Appendix M**. Students should set-up a meeting with the Graduate Coordinator to set-up a timeline for their comps after their first year.

How Not To Plagiarize

For information on how not to plagiarize go to Writing at the University of Toronto.

4.4 PhD Candidacy

All doctoral students are subject to the requirements for good academic standing, including candidacy. To achieve candidacy, you must complete all requirements for the degree exclusive of thesis research and courses such as ongoing research seminars that run continuously through the program. You must also have an approved thesis topic, supervisor and Supervisory Committee. Upon achieving candidacy, completion is noted on your transcript.

Candidacy is achieved as noted below:

Degree Program	Candidacy Achieved
PhD, four-year program	End of 3rd year
PhD, five-year program (direct-entry)	End of 4th year

Students who do not achieve candidacy by these deadlines will be denied further registration in their program and will have their eligibility terminated.

If you need an extension, complete the Extension to Achieve Candidacy form and submit it to your graduate unit for review along with a letter explaining the cause(s) for the delay and evidence that the remaining candidacy requirements will be completed within the period of the extension requested.

By the end of year 3 of the PhD program, all PhD students are expected to have completed specific degree requirements, exclusive of thesis writing defense. These are:

Courses

- **REH 3100H | Advanced Rehabilitation Research Issues** (or equivalent)
- **REH 3001Y | Advanced Rehabilitation Presentations and Proceedings** (students remain enrolled until the completion of the degree; NOTE: SLP students are exempt from this requirement)
- An Advanced Research Methods Course
PLUS
- Comprehensive Exam
PLUS
- Additional degree requirements for a collaborative program, if applicable

These are minimum course requirements. Your supervisor and Supervisory Committee may request that you take additional courses towards your degree. Check on ROSI/ACORN to make absolutely sure you have been correctly enrolled and credited for your courses.

Failure to achieve candidacy will result in cancellation of the student's registration for the following year.

4.5 Thesis

To qualify for the PhD degree, a thesis must be submitted.

Generally, speaking, a PhD thesis is considered to be a body of work roughly equivalent to three peer-reviewed research papers, with an appropriate scholarly introduction. Ultimately, the expectation is that the thesis work will reflect an original contribution to knowledge and that the candidate should have demonstrated an appropriate level of scholarship in his/her chosen field.

4.6 Supervisory Committee

All students are expected, with the assistance of the supervisor, to select a supervisory committee within the first 6 months.

All RSI PhD students are required to submit the proposed membership of their Supervisory Committee using the Supervisory Committee Membership Approval Form **(Appendix Q)** to the

RSI office within the first year of their program. The Supervisory Committee must approve the research proposal in the first year for PhD students.

This form must also be re-submitted if Supervisory Committee membership changes during the student's program. Students will be notified by email of approval.

Please review the RSI Supervisory Committee Policy **(Appendix P)** for more info.

The Supervisory Committee members provide expertise in the areas relevant to the thesis topic and should complement the supervisor's own research interests. The committee members assess, encourage, motivate the student and provide guidance and mentoring.

For a PhD student, the Supervisory Committee must include at least two individuals (in addition to the supervisor and/or co-supervisor) with graduate appointments in the School of Graduate Studies. Not all U of T faculty members have a graduate appointment with SGS. Please review the RSI Graduate Appointment Policy for details. If you are uncertain whether a prospective committee member meets the requirements, please contact the RSI office. Only approved Supervisory Committee members are eligible to participate in Supervisory Committee meetings.

4.7 PhD Timeline

Year I & II Course Work, Comprehensive Examination and Research Proposal should be started within 12 months, REH3001Y, Supervisory Committee formed in year 1 and approves proposal. Comprehensive Exam completed.

Year III Doctoral Research

Writing of Thesis

Year IV Writing of Thesis
Doctoral Research Thesis Defense

4.8 Progress/Annual Reports

At the end of the first year of registration and once a year thereafter, all students are required to complete an Annual Report detailing the achievements of the previous year and the objectives for the next year. This report is submitted to the Supervisory Committee, where permission to continue to register in the program will depend on a satisfactory report. A copy of the report form is included as **Appendix F**. A copy of the form must be submitted to the RSI office for the student's file.

Good Standing & Satisfactory Progress

You are required to remain in "good standing" in your graduate program and to make "satisfactory progress" toward the completion of your degree requirements.

You are in good standing when you maintain the requirement of minimum grade performance in course work and successfully complete the written and oral examinations, among other degree requirements.

Satisfactory progress refers to the speed and timeliness of progression through degree requirements such as course work, examinations and research.

Your progress is reviewed annually by your Supervisory Committee. As a doctoral student, you are required to meet with your Supervisory Committee twice a year, or more often if required by the committee. Your committee will assess your progress in the program and provide advice on future work. The committee provides you with a report detailing its observations and a copy will also be placed in your student file. If you wish, you can respond to the committee's report and attach a response.

For detailed information on the Good Academic Standing and Satisfactory Academic Progress policy, see the SGS Calendar and also consult with your graduate unit regarding the specific timelines of progression through your program.

Your eligibility for funding and registration in the program may be affected if you do not remain in good standing or if you do not make satisfactory progress, so it is important to meet with your advisor/supervisor regularly and ask for feedback on your progress and the level and quality of your work.

4.9 Flexible-Time

Currently a flex-time program is not offered.

4.10 Final Oral Examination

Fees and Bursaries in the Final Year:

Final Year Doctoral Fees

Academic fees for full-time doctoral students in the final year of their program, and who are before their maximum time limit, are pro-rated based on the 12-month academic year plus sessional incidentals. Academic fees for doctoral students in the final extension year, and who are beyond their maximum time limit, are prorated based on 50% of the annual domestic fee for the 12-month academic year plus sessional incidentals.

Doctoral students will be billed for the whole year but may choose to pay:

1. The full fee
2. The minimum first payment (50% of the full fee)
3. The fee based on the expected date of completion

If you choose to pay less than the full-year fee, a monthly service charge (starting October 15) will be applied to any outstanding balance. If you have made a fee arrangement that exempts you from paying service fees until the end of April, the arrangement will not be applicable if you submit your thesis prior to the end of April.

When a final corrected thesis is submitted, fees and service charges are adjusted accordingly. For more information, please review the monthly academic and incidental fees schedule at the Student Accounts website. The pro-rated fee applies to students who have been continuously registered in their program, or who have obtained an authorized leave of absence. Please note that international students may be entitled to a partial refund of their UHIP fee. These students are advised to contact the Centre for International Experience for more information.

Academic fees for the final extension year are prorated, based on 50% of the annual domestic fee for the 12-month academic year plus sessional incidentals.

The final date to submit doctoral theses without payment for the Fall 2016 session is September 15, 2016 and January 16, 2017 to avoid fee charges for the Winter 2017 session. Further information about final-year fees for doctoral students is available under Graduate Fees.

Completion Grants and Emergency Funding

Information about completion awards and emergency funds can be found at:

http://www.sgs.utoronto.ca/currentstudents/Pages/Completion-Grants-Emergency-Funding.aspx

http://www.sgs.utoronto.ca/currentstudents/Pages/Doctoral-Postdoctoral-Awards.aspx

Countdown to the PhD Final Oral Examination

Step 1: Final Program Advisory Meeting

When the supervisor and Thesis Program Committee have approved the written thesis, a final committee meeting should be held to prepare the student for defense. Any further changes to the thesis should be clearly outlined to the student and the Final Supervisory Committee Meeting Form **(Appendix I)** should be signed by all the committee members and sent to the RSI office.

At the final Supervisory Committee meeting, the committee, student and supervisor must do the following:

1. clearly identify if any further changes are to be made to the thesis and a process for completing those changes and the final sign off on the written thesis
2. identify potential dates for the Final Oral Examination and the Departmental Practice Oral Examination and agree on at least one RSI full member to be invited to the practice defense.
3. recommend three potential External Examiners for the Final Oral Examination

SGS regulations require that the external examiner of a Doctoral thesis be at arm's length from both the candidate and the supervisor. While prior research collaboration does not necessarily make an arm's-length relationship impossible, the relationship that develops between a doctoral student and his/her supervisor is much more than a simple research collaboration. SGS deems that a supervisory relationship is never subject to a time rule.

To clarify arms-length relationship, the proposed external appraiser must not be the Doctoral, Masters or Postdoc Supervisor/Supervisee of the Candidate or the Supervisor, *or* in the past six years, been a departmental colleague of the candidate or the supervisor, *or* in the past six years, collaborated on a research project, scholarly work or publication with the supervisor or the student.

Students may NOT contact the examiner under any circumstances. Supervisors may contact external examiners **ONLY** to ascertain willingness to provide a written appraisal and/or availability to attend the examination at the specified time. The supervisor and examiner **DO**

NOT discuss thesis content, aside from providing the thesis title.

The Final Oral Examination – External Examiner Nomination Form **(Appendix N)** must be attached to the final Supervisory Committee form.

The external examiner must:

- be a non-UofT expert in the candidate's field of research
- be affiliated with another University and hold professorial rank equivalent to a Full Member of SGS
- be an objective reviewer – neither affiliated with the student's research project nor have collaborated with the supervisor or student in the previous six years.

The external examiner will be required to submit a written appraisal of the thesis at least <u>two weeks</u> before the Final Oral Examination date. The External Examiner may attend the defense in person or participate via speakerphone. The RSI Office will ordinarily only provide up to $1000.00 in traveling expenses.

Step 2: Submitting thesis to RSI

The RSI Office requires <u>ALL</u> of the following documentation **AT <u>LEAST 8 WEEKS</u> PRIOR** to the proposed date of a PhD Final Oral Examination. Additional notification time will be required over the winter holidays in December (2 extra weeks) and during the summer months (1 extra week):

- A paper copy plus an electronic copy of the entire final thesis with the changes recommended at the final Supervisory Committee meeting
- The signed Final Supervisory Committee Meeting Form **(Appendix I)** indicating that the written thesis is approved for examination and that the student is ready to proceed to oral defense.
- 1-page thesis abstract, double-spaced – electronic
- Student CV – electronic
- Completed PhD Thesis Defense Nomination Form **(Appendix O)**. All proposed committee members must have agreed to be available on the listed potential examination date(s)
- The supervisor completes and submits a Final Oral Examination – External Examiner Nomination Form **(Appendix N)** to the RSI Office. It will prove useful in setting up the Final Oral Examination later if the supervisor has previously ascertained any proposed examiner's willingness to participate by sending a written appraisal and possibility of attending the exam.

The student is responsible for distributing an unbound paper copy of the thesis to all committee members, **EXCEPT THE EXTERNAL EXAMINER**, at **least 6 weeks** before the Final Oral Examination. The RSI office will deliver the thesis to the external examiner, review the proposed examiners, obtain a copy of the external examiners' CV and forward it to the School of Graduate Studies for formal approval.

Upon receipt of all required documentation, the RSI office will organize the room (at SGS), book audiovisual equipment, and officially inform, in writing, all examiners of the date, time, location, and committee composition of the Final PhD Defense. The RSI office will also obtain SGS approval of the examination, committee composition, ensure that all other degree requirements are met, arrange for an Examination Chair and provide him/her with the

examination file and, finally, remind all Final Oral Examination Committee members of the examination one working day prior to the examination.

The Dean (or his representative) of SGS reviews and approves the External Examiner for the Final Oral Examination prior to booking the examination. An SGS-approved External Examination Nomination Form must be in the student's file prior to booking the Final Oral Examination. The student and supervisor will be notified via Email of SGS approval of any external examiner.

Step 3: Departmental Practice Oral Examination

Starting September 2016 all incoming Rehabilitation Science and SLP students are required to complete a Departmental Practice oral exam (formerly known in RSI as Mock Exam and in SLP as departmental thesis examination). The supervisor and student are responsible for arranging a time convenient to the Supervisory Committee members and at least one other full member of RSI for a Departmental Practice Oral Examination. The RSI office should be notified of the time and date and will organize the room and equipment. This Practice Defense is open to all RSI students and faculty.

It is the responsibility of the supervisor to obtain the RSI member for the Practice Defense. The RSI office will advertise the Practice Defense to all students and faculty.

The purpose of the Departmental Practice Oral Examination is to closely review the presentation, recommend revisions to be made prior to the Final PhD Oral Examination and test the student's knowledge of his/her field of study. At the Departmental Practice Oral Examination, the committee can make recommendations modifications to the presentation for the Final Oral Examination and suggestions on areas for student to consider in his/her preparation for the Final Oral Examination.

The supervisor needs to notify the RSI office, in writing, that the Practice Defense has been completed.

Step 4: Members of the Final Oral Examination Committee

The student and supervisor discuss and agree on who should be on the examination committee. Refer to the SGS website for the [Guidelines for the Doctoral Final Oral Examination](#).

The supervisor is ultimately responsible for contacting the examiners and confirming their willingness and availability to participate. The student is not to contact the examiners.

Step 5: Final Oral Examination Rules of Procedure

The student must bring one additional paper copy of the thesis to the Final Oral Examination.

The official SGS **Principles and Practices of the PhD Final Oral Examination** are available on line at: http://www.sgs.utoronto.ca/Documents/Final+Oral+Exam+Guidelines.pdf

Step 6: Graduation

See information on graduation procedures on the SGS website at:
http://www.sgs.utoronto.ca/currentstudents/Pages/Graduation-and-Convocation.aspx

MAKE SURE TO UPDATE YOUR ADDRESS ON ROSI/ACORN, as it will be used for mailings about convocation.

Producing Your Thesis (RSI)

Electronic theses and dissertations (ETDs) are theses or dissertations prepared as text-based PDF files. ETDs can contain non-text elements such as sound, video, and hypertext links.

Please also note that thesis submissions are no longer submitted to TSpace, rather they are now to be submitted via the ProQuest digital library repository at:
http://www.etdadmin.com/cgi-bin/school?siteId=623

Any thesis submitted online **after August 27, 2015** no longer requires the Theses Non-exclusive License. Embargoed theses still require the submission of the embargo request form to SGS

Scholars worldwide can search, locate, and download U of T's ETDs through a digital library repository.

Electronic theses have many advantages. As well as the capacity to include various non-text modalities, they offer vastly improved accessibility and ease of use, which increases your readership and benefits those interested in your work. Electronic publication has proven to vastly increase citation rates. According to Library & Archives Canada, authors receive 50 to 250% more citations when they make their articles publicly available!

- Formatting
- T-Space Submission
- Copyright
- Thesis Submission Deadlines
- Forms & Checklists
- FAQs

Contact:

Doctoral Examinations Office
School of Graduate Studies, Room 304, 63 St. George Street
416-978-5258
doctoral@sgs.utoronto.ca

http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx

The RSI PhD thesis is bound in *burgundy with gold lettering*.

5. COLLABORATIVE PROGRAMS

Graduate students in RSI may participate in a range of collaborative programs. Collaborative programs currently available include:

- Aging, Palliative & Supportive Care across the Life Course
- Bioethics
- Cardiovascular Sciences
- Global Health (PhD)

- [Health Services and Policy Research](#)
- [Institute of Biomaterials and Biomedical Engineering](#)
- [Musculoskeletal Sciences](#)
- [Neuroscience](#)
- [Resuscitation Sciences](#)
- [Women's Health](#)
- [Workplace Learning and Social Change (WLSC)](#)

Students who register in a collaborative program are required to complete the requirements of both RSI and the Collaborative Program. The requirements for the Collaborative Program vary by program, but usually require completion of specific courses, attendance at a seminar series hosted by the Collaborative Program, and a thesis committee with representatives from both RSI and the Collaborative Program. When these requirements have been completed, students will obtain a specialization designation from the SGS upon completion of their degree. The [SGS Calendar](#) provides specific details for each program.

Students interested in registering for any collaborative program should contact the graduate faculty representative for further details.

6. RSI FACULTY 2016-2017

For a full list of RSI Faculty, visit: http://www.rsi.utoronto.ca/faculty

7. GRADUATE SUPERVISOR RESPONSIBILITIES

The Graduate Supervisor is the most influential person in the graduate student's program. The following summarizes the supervisor's responsibilities:

1. direct the graduate program of the student, facilitating timely completion of research, thesis writing and defense

2. provide mentorship and serve as an academic role model

3. choose appropriate members for the Graduate Supervisory Committee and ensure, jointly with the student, that the ongoing supervision is appropriate and timely

4. ensure appropriate continuing supervision of the student during any leave of absence from the University (e.g., sabbatical)

5. disclose to the student and the RSI intention regarding funding

6. play a major role in obtaining funding for the student and assist in applications accordingly

The SGS has provided further guidelines for supervisors, students and departments: http://www.sgs.utoronto.ca/Documents/Supervision+Guidelines.pdf

Graduate Student Responsibilities

A supervisor must be selected prior to enrolling in the program. This is the most important person in the student's graduate program. The details of the supervisor's responsibilities in Division IV are outlined under [Graduate Supervision: Guidelines for Students, Faculty, and Administration](). Although the supervisor provides guidance, it is expected that the student will engage in an adult, self-directed, learning process. The application for awards, planning and preparing for graduate Supervisory Committee meetings, writing abstracts and manuscripts as first author is all the responsibility of the student.

8.   FUNDING 2016-17

8.1 Doctoral Graduate Student-Supervisor Agreement (GRADSIS)

The student and supervisor are required to jointly complete a [Doctoral Graduate Student-Supervisor Agreement (GRADSIS)](). Completion of this agreement is required annually, commencing before initial enrollment, for all doctoral (MSc or PhD) students admitted to Graduate Departments in the Faculty of Medicine. Please read the terms and provisions carefully. Completion of this form indicates the intent of the student and supervisor to abide by these terms and provisions. This agreement will be in effect until completion of, or withdrawal from the program of study, or change in supervision. Students will receive notification to complete this agreement in September.

Failure to complete the GRADSIS agreement may affect receipt of funding.

8.2 Scholarships/Awards

The following sources are available for student financial support. Please visit the noted websites for application procedures and deadlines.

A more complete list is available on the SGS website:

* [http://www.sgs.utoronto.ca/currentstudents/Pages/Scholarships-and-Awards.aspx]()

* [https://ulife.utoronto.ca/opportunities/list/type/award]()

External Awards (RSI):

* [http://www.sgs.utoronto.ca/currentstudents/Pages/Scholarships-and-Awards.aspx]()

Internal Awards:

* [http://www.sgs.utoronto.ca/currentstudents/Pages/Internal-Awards.aspx]()

Internal RSI Awards (Awarded by the Department)

Ruth Bradshaw Graduate Award	Awarded annually, at the time of admission, on the basis of academic achievement to a full-time student enrolled in the first year of the Master's of Science Program in Rehabilitation Science, the student being a graduate of an undergraduate program in physical therapy in one or more provinces in Canada.

Marguerite Harland Smith Graduate Award	Awarded annually to a full-time physical therapy graduate student. The student must be conducting rehabilitation research in neuroscience field. Based on financial need and academic achievement.
Robin Schaffer Graduate Scholarship	Awarded annually, at the time of admission, on the basis of academic merit, to a graduate student with an Occupational Therapy background, who is entering the first year of the Master's Program in Rehabilitation Science.
Gwen Bell Endowment Fund	Awarded annually to an Occupational Therapist who is entering in the University of Toronto Rehabilitation Sciences Institute The award will be based on: 1. His/her undergraduate academic performance and 2. His/her general area of research with preference given to research in occupational therapy that has application for everyday practice.
Judy Willcocks Memorial Bursary	Awarded annually to a full-time student enrolled in the Master's of Science program in Rehabilitation Science. Based on financial need.
Lois Snelling Physical Therapy Bursary	Awarded to a Physical Therapy doctoral stream student enrolled in the Rehabilitation Sciences Institute, at the Faculty of Medicine, on the basis of financial need.
Drs. Walter Colston (Pete) Howell & Helene J. Polatajko-Howell Student Conference Presentation Fund	To defray travel costs for full-time registered students in the Department of Occupational Science & Occupational Therapy (OS&OT) and the Rehabilitation Sciences Institute (RSI) who: a) Are presenting his/her work at a peer-reviewed national or international conference and, b) Can demonstrate financial need

The RSI Funding Policy is available on the RSI website at http://www.rsi.utoronto.ca/faculty-resources

8.3 SGS Accessibility Grants

The SGS Accessibility Grant supports significant educational expenses not normally covered by the student, the graduate unit, provincial, or federal agencies. We recognize that each student's situation is unique and funding will be assessed on a case-by-case basis. The grant was established to assist with accommodations necessary to meet unexpected needs arising from the particular demands of the graduate program.

For more information, visit: http://www.sgs.utoronto.ca/currentstudents/Pages/Accessibility-Awards-and-Financial-Resources.aspx

The National Educational Association of Disabled Students (NEADS) is a consumer organization, with a mandate to encourage self-empowerment of post-secondary students with disabilities.

8.4 SGS Conference and Research Travel Grants

For more information on eligibility and application procedures and deadlines:
http://www.sgs.utoronto.ca/currentstudents/Pages/Travel-Conference-Awards.aspx

9. SUPPORT AND RESOURCES

9.1 Emergency Support

Campus Police (UofT)| (416) 978-2222

Counseling and Psychological Services (UofT)| (416) 978-7341

- Counselling and Psychological Services (CAPS) offers students short-term individual counselling, psychotherapy, Cognitive-Behavioural Therapy, group therapy, workshops, and psychiatric medication services.

Distress Centre (UofT through GTA)| (416) 598-1121

- Provides a 24-hour telephone crisis hotline

Emergency Housing Officer (UofT)| (416) 978-2323

- Provides assistance and referrals for students facing a housing crisis (or potential crisis) resulting from legal, financial, and/or personal difficulties.

Emergency Locating Services, UofT Police (UofT)| (416) 978-2323

- Free service offered to students who while attending classes or at campus activities/functions may need to be located in the event of an emergency.

Family Care Office and Resource Centre (UofT)| (416) 978-0951

- The Family Care Office and Resource Centre (UofT) provides information, guidance, advocacy and referral services to students who require child care (facilities, programs, or subsidies), elder care, or assistance with other family matters.

9.2 Student Life Programs & Services

Student Life Programs and Services offers a range of programs and services to support your learning, health and well-being, personal needs and professional development and to foster a sense of community on campus.

For more information, visit:

- http://life.utoronto.ca/

- http://www.studentlife.utoronto.ca

9.3 Health and Wellness Services and Programs

RSI has an in-house counsellor (Laurie Coleman). You can email her at laurie.coleman@utoronto.ca to make an appointment.

- Counselling & Psychological Services (CAPS) offers students short-term individual counselling, assault counselling, psychotherapy, Cognitive-Behavioural Therapy, workshops, and psychiatric medication services.
- Health Promotion Programs actively supports the health and well-being of University of Toronto students and strives to create a healthier campus.
- Health Services offers University of Toronto students the same services as a family doctor's office, and more.
- For more information, visit: http://healthandwellness.utoronto.ca/

9.4 Health Insurance for International Students & Families

Students from outside Canada must apply for the University Health Insurance Plan (UHIP). Uninsured persons are responsible for the cost of medical care. Please visit http://cie.utoronto.ca/ for more information.

9.5 Tax Forms

Education Tax Credit Receipt: T2202A

Tax receipts are only available online at ROSI/ACORN each year for the previous year.

9.6 Centre for International Experience

The Centre for International Experience (CIE) at the St. George campus is a wonderful resource for international students. CIE and SGS offer the assistance of an international transition advisor who supports students adjusting to life in Canada. You can seek advice about CIC documentation and processes, including study and work permits. The CIC also administers the University Health Insurance Plan (UHIP). The CIE is open to all students and hosts a myriad of events**.**

For general **Centre for International Experience** inquiries: http://www.cie.utoronto.ca/

For **Student Exchange Program** inquiries, please contact:

(416) 946-3138| student.exchange@utoronto.ca
Website: http://cie.utoronto.ca/In-Focus/Make-CIE-Your-Home.htm

9.7 Transcripts & Degree Confirmation

If you were registered in any sessions prior to September 1978, you can order a transcript from the University of Toronto Transcript Centre. You can also order through the Transcript Centre if you have forgotten your student number.

If you were registered any time from September 1978 to the present, order a transcript through the Student Web Services (ROSI/ACORN). If you graduated prior to September 1999, follow the *"first time users"* link for assistance.

When ordering official transcripts, you have the option of selecting only the graduate portion of your academic record to be displayed on your transcript. The full undergraduate/graduate transcript remains the default unless the graduate only option is indicated when a transcript is ordered.

SGS will prepare two kinds of letters for students:

1. **Confirmation of Degree Letter:** both masters and doctoral students may request a letter confirming that all degree requirements have been met. To request such a letter, complete the Confirmation of Degree Form and fax it to SGS at 416-971-2864. The Doctoral Examinations Office will produce one letter free of charge for doctoral students.

2. **Confirmation of Registration Letter:** SGS provides proof of registration for various purposes such as securing student visas and maintaining OSAP interest-free status. To request such a letter, complete the Confirmation of Registration Form and fax it to 416-946-0992.

There is a $7.00 fee for each letter. Please allow five days (or more during peak periods).

9.8 Student Lounge and Quiet Study Space

Located on the 2nd floor of 500 University Avenue, the Student Lounge and Quiet Study Space are made available 24/7 to all RSI students. The Student Lounge (Room 242) is equipped with a sofa, tables, chairs microwave and a screen and projector to practice presentations. There are three computers available in the student room, with various statistical packages, e-mail access and internet access. RSI student mailboxes are also housed in this room.

A lounge on the 10th floor is also available to all doctoral stream students in RSI at 500 University Avenue. This lounge is a food-free quiet study space. **The microwave and refrigerator on the 10th floor are not available for student use**.

9.9 Computer Resource Lab

The Rehabilitation Sciences Building houses a state-of-the-art student computer lab. The computer lab is a satellite of the computer labs in the Medical Sciences Building. There are 44 computers of which 4 stations have full wheelchair accessibility, 1 printing station, 1 scanning station, 2 virus scanning stations and an IT help desk. The computer systems are loaded with Windows XP, Microsoft office, SAS, SPSS and Internet Access, to name a few. The lab is available 24/7. Please note that additional computers are also available to students in the Medical Sciences Building Computing Labs (MSB, Room 3285).

9.10 Lost & Found

Lost and found is located in Room 160, Rehabilitation Sciences Reception area. Found items will be stored for up to six months. Enquiries should be directed to the Rehab Sector Receptionist.

9.11 Bicycle Storage

Bicycles are **not** permitted inside the Rehabilitation Sciences Building. Students may use the bicycle racks available on both University Avenue and Simcoe Street. For security purposes, please remember to lock-up your bicycle.

9.12 Accessibility Elevators

The Rehabilitation Sciences Building, Centre for Function and Well-Being at 500 University Avenue has been designed so the building is fully accessible and inclusive by and for persons with disabilities. There is an elevator located at the main entrance on University Avenue with a secondary wheelchair ramp entrance on Simcoe Street. These entrances have been updated to state-of-the-art accessibility standards.

9.13 Building Access

Access to the exterior doors and elevators is controlled by an electronic security system. Please note that you will require a **FOB** in order to gain access to the building, stairwells and/or elevators outside of regular business hours: this includes weekday evenings, weekends, and holidays.

FOBs are issued at the start of each academic year by the RSI office and returned upon graduation of the program. There will be a fee of $15 if a FOB is lost. Student FOBs allow access to the building and elevators after business hours and weekends. In addition, it allows access to RSI specific rooms as well as labs in which students have an affiliation. Labs are assigned by request of a Faculty member and/or Business Manager of the respective department.

For security purposes, please do not prop open the stairwell doors, as the silent alarm will disengage during non-business hours. In addition, if you have lost your FOB or have encountered access problems, please contact the Receptionist in the Rehab Sciences Sector office, in Room 160. The telephone number for the Rehab Sector is 416-946-8554 or by email at rehabsector.reception@utoronto.ca.

9.14 Light Schedule

The lights at 500 University Avenue have been programmed to be "ON" and "OFF" at designated times. The lights are generally on from 7:00 am to 10:00 pm.

Note: As a friendly reminder, the lights will flash on and off 15 minutes prior to shut off. If you are planning to work late and would like to delay the lighting schedule, please follow ALL of the steps below.

Step 1:   Dial: 416-946-5246
Step 2:   Wait for 2 phone beeps
Step 3:   Enter password: 123456
Step 4:   Wait for 2 phone beeps
Step 5:   Press the pound key [#]
Step 6:   Press the star key [*]
Step 7:   Enter the floor code (see below)

Floor Codes:

Basement	2273
8th floor	08
2nd floor	02
9th floor	09
7th floor	07
10th floor	10

Step 8: Press the pound key [#]

Step 9: Enter the timeout minutes you would like to delay the lights being 0- 999 minutes turned off (i.e., if you press 90 - the lights will shut off exactly 90 minutes from the time you make the call after executing all steps (Steps 1 - 11)

Step 10: Press the star key [*]

Step 11: Hang up the phone

This will now delay the turn off schedule as specified in Step 9

9.15 Support Staff Functions of the Rehabilitation Sector

Name	Room	Title	Responsibility	Contact Information
Eleanor Mitchell	160	Receptionist	general enquiries, external room bookings, lost and found, parking, building issues, fob access problems,	Phone: 416-946-8554 Fax: 416-946-8643 E-mail: rehabsector.reception@utoronto.ca
Annmarie Riley	162	Administrative Assistant to the Executive Chair and Rehab Sector Chairs	status-only appointments	Phone: 416-978-4648 E-mail: rehab.sector@utoronto.ca
Rob Page	809	Manager of IT services	IT and AV support	Phone: 416-978-7345 E-mail: rob.page@utoronto.ca
Chanh Diep	809	IT Infrastructure Analyst	IT and AV support	Phone: 416-978-7345 E-mail: chanh.diep@utoronto.ca

10. ACCOMMODATION

The University of Toronto provides high quality housing, including family housing, facilities on-campus, enhancing the integration of its diverse body of students into the campus community. The University also offers several resources to assist students in finding affordable off-campus housing, as well as temporary or emergency accommodations.

The student's first stop for housing information should be the [University Housing Service](#), where she/he will find up-to-date information on campus residences, lists of rooms, apartments and houses for rent by landlords throughout the city, and lists of students seeking roommates.

For more information, go to: http://life.utoronto.ca/get-help/housing/

11. RESEARCH IN RSI

11.1 Faculty of Medicine Guidelines

Visit: http://www.medicine.utoronto.ca/research/research-related-policies-and-guidelines

11.2 Ethics Approval Policies

Effective September 4th, 2001, all studies emanating from departments in the Faculty of Medicine that are not already covered by a U of T Ethics Review Committee (i.e., Health Sciences I, HIV/AIDS, Oncology, or Cardiology), and are CAMPUS and/or COMMUNITY-BASED, are to be submitted to Health Sciences II for review. Studies from these departments that are HOSPITAL-BASED should still be submitted to the ad hoc committees. Please see: [Research & Innovation](#) for more info.

The organizations listed below have Ethics Approval Policies that are reciprocal with that of the University of Toronto:

- [Holland Bloorview Kid's Rehabilitation Hospital](#)
- [Centre for Addiction and Mental Health (CAMH)](#)
- [The Hospital for Sick Children](#)
- [Mt. Sinai Hospital](#)
- [St. Michael's Hospital](#)
- [Sunnybrook & Women's College Health Science Centre](#)
- The University Health Network (Baycrest, TRI,TGH, TWH, PMH)

11.3 Intellectual Property

[Intellectual Property](#) issues should be understood within the framework of research policies of the University of Toronto. It is the responsibility of every student and supervisor to be aware of these policies and to be sure that they are engaged in research in a manner that is consistent with them.

12. POLICES AND REGULATIONS

12.1 Change of Name

Students who require a name change (e.g. last name) should go to the SGS office and complete a Name Change Form. Students must bring original supporting documentation.

12.2 Parental/Personal or Medical Leave

Graduate students whose programs require continuous registration may apply to their Graduate Coordinator for a one-session to three-session leave during their program of study for **(i) serious health or personal problems which temporarily make it impossible to continue in the program**, or **(ii) parental leave by either parent at the time of pregnancy, birth or adoption, and/or to provide full-time care during the child's first year**. Parental leave must be completed within twelve months of the date of birth or custody. Where both parents are graduate students taking leave, the combined total number of sessions may not exceed four.

Once on leave, students will not be registered nor will they be required to pay fees for this period. In general, students on leave may not make demands upon the resources of the University, attend courses or expect advice from their supervisor. As an exception, students on leave for parental or serious health reasons, who wish to consult with their supervisor or other faculty are advised to make special arrangements through their department. Students on leave will not be eligible to receive University of Toronto fellowship support. In the case of other graduate student awards, the regulations of the particular granting agency apply.

Students may make application for a leave by completing the Leave Request Form and submitting it to the Graduate Coordinator for approval and then submit it to the RSI office. The termination date of the degree program will be extended by the duration of the leave taken (i.e., one, two or three sessions as appropriate). Except for parental leave or in exceptional circumstances, it is not expected that a student will be granted more than one leave under the terms of this policy. Normally, the start and finish of the leave would coincide with the start and end of a session. When students require a leave to begin in mid-session, they are advised to contact the Director of Student Services to make special arrangements.

Leave requests which do not fall under the terms of this policy will require final approval from the School of Graduate Studies.

12.3 Change of Enrolment Status (FT/PT)

Full-time students wishing to switch to part-time status must do so within 12 months of enrollment. A request for Program Transfer Form must be completed and signed-off by the Graduate Coordinator. All changes must be completed by June of the student's first year.

A switch from full-time to part-time status is not allowed once the minimum period of registration for a program has been completed.

Changes to full-time/part-time status cannot be made retroactively.

12.4 RSI Letterhead & Student Business Cards

Business Cards for Graduate Students

1. student business cards should only be for academic programs (not for co-curricular groups)

2. the request must be sent to the RSI office with the Director of RSI copied on the email

3. there should be a demonstrated need for the cards (e.g., students attend frequent events where they'll be expected to exchange cards)

4. the RSI will keep a record of which students have received cards

5. RSI will use the Cyan 7 system to create the cards

6. if we need to make changes to the Cyan 7 system to accommodate the request, the cost of that change will be passed on to the student

Additionally, graduate students can have business cards as long as their departments approve and the student pays for them, and the card indicates they are "candidates" in their program (i.e. "Kelly Jones, PhD Candidate").

Please note once a student has achieved candidacy (i.e. completed all course work and comprehensive examinations) they may use the term "PhD Candidate". Prior to candidacy the student must use "Doctoral Student".

Letterhead

A student may use the official RSI Letterhead as long as the contents of the letter is approved by and co-signed by a RSI Faculty member. If the student plans to use a large amount of letterheads, she/he is advised to contact the RSI office for the process of ordering. It is the responsibility of the student to pay for the official letterhead paper.

12.5 Annual Reports

The student is required to complete an [Annual Report](#) **(Appendix F)** and return to the RSI office in the Fall of each year. All annual reports are reviewed by the Graduate Coordinator.

12.6 Graduate Academic Appeals

General

Graduate students may appeal substantive or procedural academic matters, including grades, evaluation of comprehensive examinations and other program requirements, decisions about the student's continuation in any program, or concerning any other decision with respect to the application of academic regulations and requirements to a student. Decisions related to admission to an academic program, including admission to the doctoral program for current master's students, are not subject to appeal.
For more information, visit:

- http://www.sgs.utoronto.ca/facultyandstaff/Pages/Graduate-Academic-Appeals.aspx
- http://www.sgs.utoronto.ca/calendar/Pages/Academic-Appeals-Policy.aspx

13. GRADUATION & CONVOCATION

To ensure the final stages proceed as smoothly as possible, please keep the following in mind.

Students must defend their thesis and hand in all necessary information to SGS and the RSI office by the following deadlines:

November Graduation

To graduate in November, all degree requirements must be met by **September 30th, 2016**.

March Graduation *in Absentia*

- Students who complete all degree requirements by **January 20th, 2017** may graduate either in March *in absentia* or in June.

June Graduation

- To graduate in June, all degree requirements must be met by **April 21st, 2017**.

NOTES:

Outstanding Fees

Students who have outstanding fees will be permitted to attend convocation and receive their diploma; however, a financial hold will be placed on the student's financial account and transcripts and confirmation of degree letters will not be released until fees have been paid.

Fees for doctoral students in their final year are based on the date the final thesis is submitted to SGS. Fees are adjusted by the end of the month. Refer to Graduate Fees for complete details.

Students will receive detailed information regarding convocation from the Office of Convocation.

Convocation

Students must graduate at the ceremony immediately following completion of their degree requirements. Delay of graduation is not permitted. You must graduate once all degree requirements have been completed.

Information on time, location, and tickets for convocation ceremonies are normally **emailed to the student's UTOR email account** approximately three weeks prior to convocation. Please ensure your address is correct on the Student Web Services (SWS) website. You are encouraged to check this website regularly as information concerning dates and deadlines may change. Further details can be obtained at the Office of Convocation.

Confirmation of Degree Letters

SGS prepares letters for both master's and doctoral students requesting confirmation that all degree requirements have been met.

Please see Services for Students for additional information and the Confirmation of Degree Form.

Beyond Graduation

You have access to many benefits and services, such as career advice, the Graduate Dossier Service, continuing education (free course for new grads, more information at Alumni Circle), and many more alumni benefits and privileges. Remember to read the graduation edition of gradschool e-news!

14. LIST OF APPENDICES

Appendix A	Learning Contract for Part-Time Students
Appendix B	Basic Program Information Sheet
Appendix C	Report on MSc Thesis Defense Form
Appendix D	Supervisory Committee Meeting Form
Appendix E	Reclassification Exam Form & Policy (MSc to PhD Program)
Appendix F	Annual Report
Appendix G	Independent Reading & Research Course Standards & Policy Independent Reading & Research Course Request Form
Appendix H	MSc Thesis Format Guidelines
Appendix I	Final Supervisory Committee Meeting Form
Appendix J	List of Examiners Form
Appendix K	Approval to Proceed to Oral MSc Thesis Defense Form
Appendix L	Doctoral (MASc/MSc/PhD) Graduate Student - Supervisor Agreement
Appendix M	Comprehensive Examination Policy Comprehensive Examination Form
Appendix N	Final Oral Examination External Examination Nomination Form
Appendix O	PhD Thesis Defense Nomination Form
Appendix P	RSI Supervisory Committee Policy
Appendix Q	Supervisory Committee Membership Approval Form