



Rehabilitation Sciences Institute Handbook 2022 - 2023



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Stay Connected!

Visit our website: www.rsi.utoronto.ca
Join us on Graduway: www.uoftmedicineconnect.ca

FOLLOW

 @RSIUofT  /RSIUofT  /uoft_rsi

The graphic features a smartphone in the background with a hand cursor pointing to a red 'FOLLOW' button. To the right of the button are three social media icons: Twitter, Facebook, and Instagram, each with its corresponding handle below it. The background also shows a faint keyboard layout.

WELCOME FROM THE DIRECTOR & ASSOCIATE DIRECTOR



Angela Colantonio, PhD, OT, Reg. (Ont.)



Luc De Nil, PhD

Welcome to the Rehabilitation Sciences Institute (RSI)! You have joined our team of dedicated and award-winning faculty and graduate students on a journey of scientific discovery, in-depth learning, and continuous innovation in the way you think about rehabilitation and conduct research.

Within the School of Graduate Studies (SGS), RSI is the primary institution for graduate education related to a highly diverse field of Rehabilitation, which encompasses Physical and Occupational Sciences and Therapy, Speech, Language and Swallowing Sciences and Therapy, Cognitive Sciences and Rehabilitation Engineering. As future leaders in the field, you are at the start of your professional path, acquiring knowledge and skills and building a network of future collaborators across various disciplines, which will make you a unique and highly sought-after professional.

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

WELCOME FROM THE GRADUATE COORDINATORS



Alison Novak, PhD



Sarah Munce, PhD

Welcome to RSI and congratulations on embarking on this journey! This year there are two graduate coordinators to assist you during this important journey. We are available to answer your questions about awards, courses, comprehensives, committees, defenses and any other daily issues. Below you may find the contact emails for the Graduate Coordinators, but if you are not sure who to contact, just reach out and we will make sure you are connected appropriately. Your success is important to us so please do not hesitate to contact us when you have concerns or questions. We wish you an enjoyable and productive year!

Graduate Coordinator – Awards & Admissions: For any concerns related to funding, awards, or admission to our program/degree requirements, please contact rsi.gradcoord.awards@utoronto.ca

Graduate Coordinator – Student Support: For any concerns related to student wellness/support, please contact rsi.gradcoord.students@utoronto.ca

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.

Speech Language Pathology: 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.

REHABILITATION SCIENCES OVERALL LEARNING OBJECTIVES

The Rehabilitation Sciences Institute aims to prepare its graduates for tomorrow's careers in scientific research and leadership **in academia, clinical science, education, industry, and government/administration** by achieving the following eight broad objectives:

1. Develop broad knowledge of rehabilitation research and in-depth knowledge pertaining to their field of study.
2. Develop critical thinking skills and ability to critically evaluate scientific literature.
3. Establish a solid foundation of principles of scientific inquiry and research methodologies broadly and in the context of the chosen field, including formulation of research questions, study design, data collection, analysis, data visualization and interpretation and knowledge translation.
4. Enhance the abilities to effectively communicate scientific knowledge orally and in writing to various knowledge users, consumer groups, stakeholders and funders.
5. Provide in-depth knowledge of ethical and responsible conduct of research.
6. Adhere to values of interdisciplinarity.
7. Include equity, diversity, and inclusion across all educational/ research opportunities.
8. Foster the commitment to life-long learning and continuing self-education

*You can also find this [document](http://www.rsi.utoronto.ca) on our website (www.rsi.utoronto.ca)

INTRODUCTION

This handbook outlines the procedures and regulations for graduate students in the [Rehabilitation Sciences Institute](#) (RSI). Please note that general regulations, degree regulations and 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.

Rehabilitation Sciences Sector

The Rehabilitation Sciences Institute is part of the [School of Graduate Studies \(SGS\)](#) and the Temerty Faculty of Medicine (TFoM). Within SGS, RSI is part of Division 4 (Life Sciences), while in the TFoM it is part of the Rehabilitation Sciences Sector (RSS) in the [Graduate Life Sciences Education](#) (GLSE) Division. The RSS consists of four departments: Department of Occupational Science and Occupational Therapy, Department of Physical Therapy, Department of Speech-Language Pathology, and RSI.

We are located in the Rehabilitation Sciences Building where you will find state of the art facilities including: classrooms, case study rooms, teaching laboratories, study spaces, a learning resource center, student computer labs, discipline specific research facilities, shared laboratory facilities for collaborative research, faculty and administrative offices for each of the Departments and the Sector, Alumni Office, and the Lounge Café.

RSI Administration

The office of the Rehabilitation Sciences Institute (RSI) is located on the 1st Floor, Rooms 161, 163 and 164.

MAILING ADDRESS:

Rehabilitation Sciences Institute
University of Toronto
160-500 University Avenue
Toronto, Ontario, M5G 1V7
Tel: (416) 946-8582
Fax: (416) 946-8762
Email: rsi.admin@utoronto.ca
Website: <http://www.rsi.utoronto.ca>

Director

The RSI Director reports to the Dean of the Temerty Faculty of Medicine and the Dean of the School of Graduate Studies (SGS). The Director oversees all academic and administrative parts of the graduate program in RSI, including students and faculty. To reach the Director's Office, please email: rsi.director@utoronto.ca.

Angela Colantonio | (416) 978-1098 | angela.colantonio@utoronto.ca

Associate Director

The RSI Associate Director reports to the RSI Director. The Associate Director supports the RSI Director and oversees matters related to the RSI curriculum and supporting student academic progress.

Luc De Nil | (416) 978-1789 or (416) 700-3451 | luc.denil@utoronto.ca

Graduate Coordinators

The RSI Graduate Coordinators oversee the graduate program activities for all students in the Department. Accordingly, Graduate Coordinators sit on the relevant committees of the Temerty Faculty of Medicine and the School of Graduate Studies. Duties of the Graduate Coordinators include student admission, student awards, organizing student information and orientation sessions and workshops, and supporting students' wellness.

Alison Novak | (416) 597-3422 Ext. 7713 | rsi.gradcoord.awards@utoronto.ca &
Sarah Munce | (416) 597-3422 Ext. 5313 | rsi.gradcoord.students@utoronto.ca

If You Have a Question/Issue:



As a graduate student, several resources are available to help you with any questions 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. Weekly or bi-weekly meetings are strongly encouraged. The student support and progress through the program is also a responsibility of the

Supervisory Committee, which is required to meet with the student the minimum of twice per year. It is the responsibility of the student to schedule these supervisory committee meetings. The supervisor and supervisory committee are available for discussions and practical support in situations 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 an issue and need support outside of your supervisor/ committee, please book a confidential meeting with a [Graduate Coordinator](#).

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.

Diane Wiltshire | 416-978-0300 | rsi.busofficer@utoronto.ca

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.

Loida Ares | 416-946-8582 | rsi.admin@utoronto.ca

Communications & Recruitment Coordinator

The Communications & Recruitment Coordinator supports all RSI communications including the RSI website and social media platforms. The Communications & Recruitment Coordinator is also responsible for attending recruitment fairs, the production of marketing/promotional materials as well as the coordination of departmental events.

Jessica Boafo | 416-978-1675 | jessica.boafo@utoronto.ca

Administrative Assistant to the Director

TBA

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)**: oversees the department program planning. The Committee approves the internal policies that govern the RSI. It regularly reviews and monitors all course offerings by the RSI and recommends and implements changes to the curriculum. It also approves new RSI graduate memberships for faculty. The AAC includes two student representatives – one MSc and one PhD.
- The **Student Affairs Committee (SAC)**: 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. It also oversees appeals. The SAC includes two student members – one MSc and one PhD.
- The **Programs and Curricula Committee (PCC)**: develops, monitors and evaluates curricula as well as proposes, develops, monitors and evaluates program components (e.g., transfers, candidacy, oral defenses, etc.) as well as develops policies and procedures for consideration by AAC. The PCC includes two student representatives – one MSc and one PhD.
- The **Faculty and Staff Development Committee (FSDC)**: supports and monitors faculty development, including education, mentoring and awards; plans annual departmental assembly; develop policies and procedures for consideration by AAC. Students are not represented on this committee.
- The **Communications and Community Relations Committee (CCRC)**: proposes, develops, implements and monitors a) vehicles for communication with all RSI stakeholders including students (prospective and actual) and, b) activities to support relations with external stakeholders, supports advancement

activities, develops policies and procedures for consideration by AAC. The CCRC includes four student members – two MSc and two PhD.

- The **Alumni Committee**: its mission is to create a collegium of the alumni to foster the pursuit of shared goals within its membership and with the RSI in a framework of mutual trust and respect. The Alumni Committee includes RSGSU representative(s).

Graduate Students' Association – RSGSU



All students registered in the RSI are automatically members of the **Rehabilitation Science Graduate Students Union (RSGSU)**. The RSGSU Executive Team represents students' views and interests to the committee on Graduate Studies and organizes various academic and social events throughout the year. RSGSU Executives meet regularly to plan these events and discuss issues of relevance to students. A portion of the student's incidental fees goes to the Graduate Students Union (GSU), which in turn funds the RSGSU. For contact information and up-to-date news/updates please visit the [RSGSU website](#), [RSGSU Instagram](#) or [RSGSU Twitter](#).

BEING A STUDENT AT RSI

Registration

Registration Status

You are considered registered as soon as you have paid tuition and incidental fees or have requested to register without payment (i.e., fee deferral). For information on registering without payment (i.e. fee deferral), visit the [Graduate Fees](#) section of the SGS website.

PhD students are required to register annually on a full-time basis until all degree requirements have been completed. MSc students can register as full-time or part-time students but switching 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. If you are considering switching to part-time status, you should discuss this with your supervisor and the RSI Associate Director. Visit the SGS website for more information on [Registration and Enrolment](#).

Registration Deadlines

The deadlines to register for each session in the **2022-2023 Academic Year** are:

- Fall Session: **September 16, 2022**
- Winter Session: **January 13, 2023**
- Summer Session: **May 5, 2023**

Register by the registration deadline so that you do not lose credit for full-time attendance for income-tax purposes by Revenue Canada (T2202A).

After the final date for registration, enrolment in and access to courses through ACORN will be cancelled for students who are not registered.

Late Registration

If you register after the final date, you are required to pay a late registration fee of \$44.00 to avoid financial penalty. Please complete the online [Late Registration Form and Online Payment](#). Once completed, send proof of payment to the RSI office at rsi.admin@utoronto.ca. SGS will then change your ACORN status to “*INVITED*” which will allow you to register.

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** to 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). **Students are fully responsible for paying their fees.**

Please see SGS [Sessional Dates](#) and [Graduate Fees](#) for full details about deadlines to enroll in graduate-level courses.

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.

Request to Register Without Payment (Deferrals of Fee Payment)

Graduate students in the funded cohort receive funding packages that are part of the graduate unit's funding commitment. The funded cohort is defined as years 1 and 2 of the MSc program and years 1- 4 (or years 1-5 for transfer and direct entry students) of the PhD program. Students in the funded cohort are able to make a request to register without payment for the Fall and Winter session on the Student Web Services (SWS).

Students no longer in the funded cohort but who 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 in person at SGS, if the amount of the loan covers the minimum payment and no outstanding fees owing.

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.

Obligations of a Registered Student

Please visit the [Student Web Services](#) website for further details on your obligations as a registered student.

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. Course requirements, by program, are outlined in sections below.

REH 1100H	Introduction to Rehabilitation Research
REH 1120H	Research Methods for Rehabilitation Science
REH 1510H	Disordered and Restorative Motor Control
REH 2000H	Individual Reading and Research Course
REH 2001H	RSI MSc Seminar – Foundations of Professional Development
REH 3001H	RSI PhD Seminar – Foundations of Professional Development

REH 3301H	Knowledge Translation in Rehabilitation: Foundational Knowledge and Innovation Applications
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

*See RSI website for [Course Descriptions](#).

**Students interested in a course that is not offered in the current academic year should consult with the RSI Student Administration office for further information.

Course Abbreviations

Y Course – a full credit course

H Course – a half credit course

Course Enrolment

All RSI students register for their courses via the student web service: [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.

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](#) and contact the course coordinator before completing the [Independent Reading & Research Course Request Form](#). Once approval is given, the student should contact the RSI office to be enrolled in the course.

Requesting Courses

Students may begin requesting courses on **July 18, 2022**. Students must request their courses by no later than **September 26, 2022**.

The web service requires full information about a course when a request is being made. Be sure to enter:

COURSE NUMBER	e.g., REH1100H
----------------------	----------------

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

*Some courses may require instructor's approval *in addition* to that given by the coordinator/academic advisor.

Course Waiting Lists

ACORN and the Student Web Services (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 ACORN will automatically place you in the course.

It is your responsibility to check your status on SWS 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 information. Consult the unit offering the course to see if a waiting list is being used.

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

You may cancel or withdraw from individual courses up to certain deadlines. Before doing this, however, you are advised to consult with your supervisor and the RSI office (rsi.admin@utoronto.ca).

The deadlines to drop courses are as follows:

- **October 31, 2022** for Fall session Full or Half courses;
- **February 27, 2023** for full-year and Winter session courses;
- **May 26, 2023** for May-to-June F section courses; and
- **July 28, 2023** for July-to-August S section courses

If you miss the deadline to drop a course:

1. Complete the [Add/Drop Course\(s\) Form](#) and submit it to the RSI office, along with a letter of rationale with supporting documentation (e.g., [medical certificate](#)).
2. RSI will consider the request and, if supported, will forward the request to SGS for review.
3. If approved by SGS, the transcript notation of WDR (Withdrawn without Academic Penalty) will be assigned by SGS to the course. The WDR notation carries no credit for the course and is not considered for averaging purposes.

Some graduate units offer modular courses which have enrolment deadlines that do not conform to the deadlines above. Modular courses with non-standard start/end dates require the graduate unit to establish suitable drop dates. Please check with the graduate unit offering modular courses for the drop dates.

Dropping courses may have implications for your progress in the program. For details, check with your departmental graduate administrator.

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 does not guarantee a refund. Information on fee refunds and deadlines is outlined at www.studentaccount.utoronto.ca.

Final Results

Final grades in courses can be accessed in ACORN by selecting **Academic History**.

Grades can be viewed after the following dates. If a grade is not available after these dates, contact your instructor or the graduate unit offering the course.

January 18, 2023

Fall Session (first term)

May 17, 2023

Winter Session (and Fall/Winter courses)

July 19, 2023

Summer Session (first term)

Important Dates and Deadlines

Important dates and registration deadlines are available on the on the [SGS Calendar](#).

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. Initial contact should be sent to graduate administrator, **Loida Ares** at rsi.admin@utoronto.ca to determine the appropriate steps required to enroll in the external course of interest.

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.

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. **These include: participation**

and presentation at the RSI Research Day; Graduate Student [Research Integrity Workshop](#) for all Year 1 MSc and PhD students, submission of the Annual Report, and completion of GEMS.

To be in “good standing” in RSI also means a documented Supervisory Committee meeting must be held every 6 months. 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; you can choose to attach a response to the committee’s report.

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.

Using the Student Web Services, ACORN

<hr/> <p>Use ACORN for help with:</p> <hr/>	Explore Student Web Services (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.
<hr/> <p>\$ Viewing tuition amounts</p> <hr/>	
<hr/> <p> Registration</p> <hr/>	
<hr/> <p> Course enrolment</p> <hr/>	
<hr/> <p> Deadlines</p> <hr/>	

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 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.

JOINid

Every applicant to the University of Toronto is assigned a JOINid. It was provided to you through an email from SGS (admissions.sgs@utoronto.ca).

When you begin your studies at U of T, your JOINid will become your UTORid, which will allow you to access a number of services such as email, library resources, and Quercus, the University's student portal and learning management system. Many courses use the portal to provide online materials, discussion groups, quizzes, and more.

Enabling your JOINid:

You must enable your JOINid and create a password if you wish to access ACORN. This can be done [online](#) – you do not have to be here in person. Your JOINid will not work until you enable and create a password for it.

Activating your UTORid:

Instructions on how to activate your UTORid are provided to you by the [TCard Office](#).

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 and not shared with anyone else. The PIN and student number together constitute an "electronic signature".

Never give your PIN or student number to someone else

Reactivating Student Web Services (ACORN) PIN

If you have forgotten your Student Web Services (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 \(ACORN\)](#) 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 9:30am and 4:30pm. The following are a list of services available on ACORN:

SERVICES AVAILABLE	
✧	Valuable information 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.

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](#).

Student T-Cards & UTORid



All RSI students must have a T-Card. The U of T T-Card is an access card for services on campus. Government-issued photo ID and your offer of admission letter are required to obtain your T-Card. Email service, wireless network, and access to [Quercus](#) will be available upon receipt of your T-Card and authentication of your UTORid. Visit www.tcard.utoronto.ca for more information.

Replacement of T-Cards

If you need to replace a lost, stolen, or damaged student ID or library card, you can pick up a T-Card application form from the [T-Card Office](#) (please see location above).

It is your responsibility to immediately report the loss of your T-Card to RSI. 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 anyone 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.

T-CARD OFFICE LOCATION:

Koffler Student Services Centre

214 College Street, Room 102 (Main Floor)
Toronto, Ontario, M5T 2Z9

(T-Card Services is located behind the Second Cup in Koffler Student Services Centre, enter through St. George St. Entrance)

Newly Admitted Students Starting in Fall 2022:

For new students arriving on campus this Fall, please visit: [T-Card services](#) for further instructions.

GO Transit 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 [T-Card Office](#).

Building Access

Access to the exterior doors and elevators at the Rehabilitation Sciences Building is controlled by an electronic security system. If you have problems with your FOB or you lose it, please contact the Sector receptionist at: rehabsector.reception@utoronto.ca.

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. In addition, your FOB 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. 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.**

After-hours Access

The building is open at 8:00 a.m. and locked at 5:00 p.m. Monday through Friday. Students have access to the elevators and required floors on weekends using their access key FOBs. Your key FOB will provide access to the building. If you have problems with your FOB, please contact the sector receptionist at rehabsector.reception@utoronto.ca.

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.

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.



MSc PROGRAM

Degree & Course Requirements

Please refer to [MSc Degree Requirements](#) for full details. The time limit for the full-time MSc program is 3 years but the typical duration for most students is 18 to 24 months. This includes time for thesis preparation and defense. For part-time students, the time limit is 6 years, with most students completing the program within 5 years.

Engagement in research should be initiated as soon as possible and well underway within six months of enrollment. Students who start enrolment in September 2022 are required to take a minimum of 2.0 credits. Students enrolled prior to September 2022 normally are required to complete 2.5 credits. Students in a collaborative program may have additional course requirements. Courses outside the department need an [Add/Drop Form](#).

REQUIREMENTS:

- ✓ **REH 1100H | Introduction to Rehabilitation Research**

- ✓ **REH 2001H | RSI MSc Seminar – Foundations of Professional Development;**
Students are expected to attend one year of MSc

- ✓ one half course, at the graduate level, in **Research Methodology and/or Statistics** (This course can be taken outside of the department)

- ✓ one additional half-course in area of research

- ✓ a **thesis** successfully defended before the **Thesis Examination Committee**

- ✓ attend and present at [RSI Research Day](#) (in Year 1 & Year 2)

- ✓ submission of [Annual Report](#)

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 their 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.

At the end of their program, each student must:

1. Submit a thesis on her/his research
2. Pass an oral thesis examination

NOTE:

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 full description of methods, which may need to be more detailed than what is typically included in some published papers.

All students are also required to attend the **RSI Research Day**. The goal of this research showcase is to highlight the work and diversity of our students' research to peers and faculty, as well as the university and clinical communities. This has traditionally been a student-led event which provides opportunities to develop leadership and other graduate professional skills. All students **MUST ATTEND** annually unless an exemption is requested and approved.

MSc students must present in Year 1 & Year 2 of the program.*

If for any reason a student cannot attend or present, they should notify the [Associate Director](#). Normally, students who are exempted from attending research day in a given year are still required to submit a poster to the event.

Attendance and participation at Research Day are taken into consideration in order to remain in good standing in your program.

Supervisory Committee

All RSI students in consultation with their supervisor(s) are required to submit the proposed membership of their Supervisory Committee to the RSI office using the [Supervisory Committee Membership Approval Form](#) 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 six**

months of the start of their program. Please review the [RSI Supervisory Committee Policy](#).

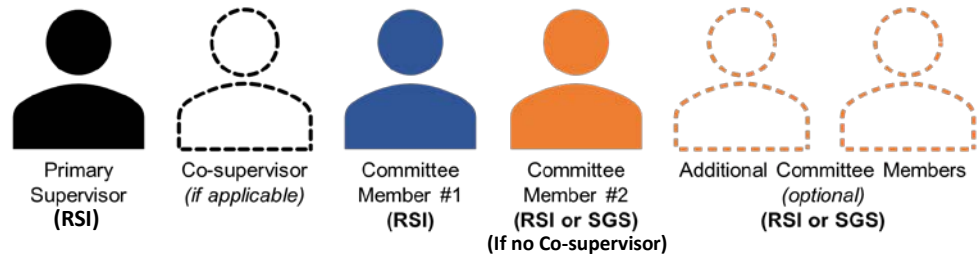
For an MSc student, the Supervisory Committee has a minimum of 3 members including a supervisor who must be an RSI member with an SGS Graduate Faculty Membership (GFM). The other members need not be members of RSI but must have an SGS GFM. Please review the [RSI Graduate Appointment Policy](#) for details. If you are uncertain whether a prospective committee member meets the requirements, please contact the RSI office @rsi.admin. Only approved Supervisory Committee members are eligible to participate in Supervisory Committee meetings.

*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 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. The committee composition could change depending on student needs (e.g., change in focus of research).

The meetings are documented meetings of the student, supervisor and other members of the Supervisory Committee using the [Supervisory Committee Form](#). The purpose of the meeting is to review the student's research proposal and graduate program progress. All graduate students must submit a Supervisory Committee Form to the RSI office every 6 months.

MSc Supervisory Committee



Part-Time Studies

As an exception, students may be considered for enrollment on a part-time basis in RSI. Part-time status has to be carefully considered in consultation with the Supervisor and Associate Director. There is no residency requirement for part-time students.

Part-time students who are studying in an approved part-time Master's program continue to pay a part-time fee until the degree requirements are satisfied. Part-time

Master's students in research programs must maintain continuous registration. Part-time Master's students who have paid fees only for one academic session in the previous year are required to pay summer fees. Changes to full-time/part-time status cannot be made retroactively. Part-time students must complete the program within six 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](#) 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.

Annual Report

At the end of the first full calendar 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 form](#) is available in an online format that students can access via a link that is provided by the RSI administrative office. This report is submitted to the Supervisory Committee for signature and to the RSI office where it will be reviewed by the Associate Director to identify student progress and possible areas needing further assistance/guidance.

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 their 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 Associate Director.

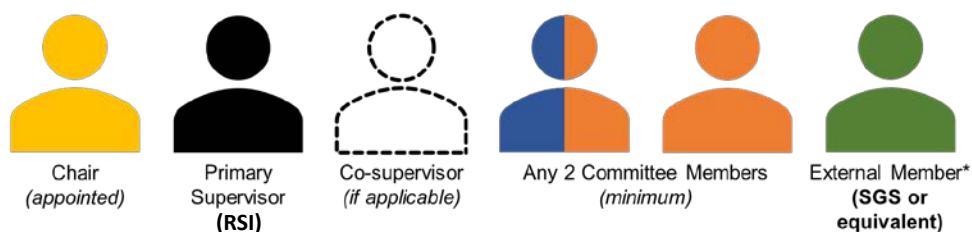
Subsequently, the supervisor submits a formal letter to the Associate Director noting the graduate student's academic record, progress made to date, the reasons for requesting a reclassification, supervisor funding commitment and the proposed membership of the candidate's Supervisory Committee for the PhD program. Following approval of the request by the Associate Director, 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 **Transfer Examination Committee**.

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

- Reclassify and complete transfer exam within **18 months** of enrollment in the MSc

- Have a minimum of a B+ average in all required MSc courses (which must be completed prior to reclassification)
- Have the written support of the thesis supervisor and Supervisory Committee
- Have financial support from their supervisor and or external funding.
- Complete research proposal as described and successfully complete a Transfer exam.

MSc to PhD Transfer Examination Committee



*selected in consensus between Supervisor & RSI Graduate Coordinator; cannot have collaborated with supervisor or any member of the supervisory committee

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.

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).

Degree Completion for Full-time and Part-time Students

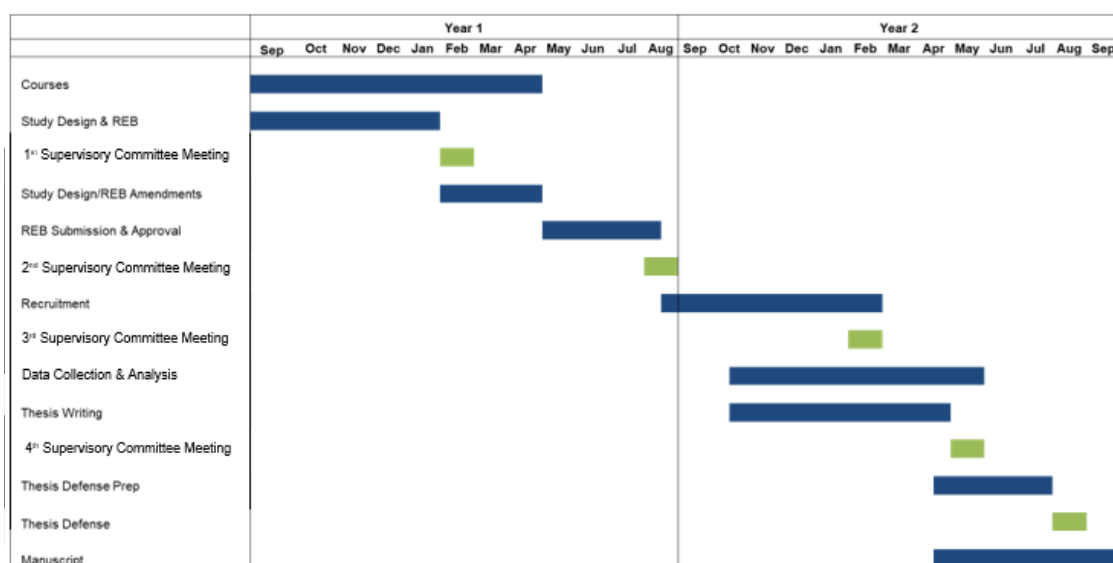
Full-time Students (Supervisory Committee meetings take place every 6 months)

YEAR 1	Course Work to be completed by the end of Year 1 Research Proposal should be started within 6 months
18 MONTHS	Research to be completed in 18 months
YEAR 2	Writing of Thesis and first authored scientific paper (after Year 1) Masters Research Thesis Defense

Part-time Students (Supervisory Committee meetings take place every 6 months)

YEAR 1	Course Work and Research Proposal should be started within 12 months
YEAR 2-5	Writing of Thesis and first authored scientific paper (after Year 2) Masters Research Thesis Defense

MSc Timeline: This is an example of a timeline to complete an MSc degree within the 2-year period. Note that this template is to provide a rough guideline for various milestones to be achieved throughout the program and may not exactly reflect your personal timeline.



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 Supervisory 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 supervisory committee approve the completed written thesis, the [Final Supervisory Committee Meeting Form](#) is signed by all the committee members and sent to the RSI office.

2. The supervisor must contact the examination committee members (including internal and external) to ensure their 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 \(MSc\)](#) and submit to the RSI office. The office will arrange for the Associate Director to sign off.
3. **Four weeks prior to the defense date the student must submit to the RSI office:**
 - The signed [Final Supervisory Committee Meeting Form](#)
 - A completed [List of Examiners Form \(MSc\)](#) – 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. There is also an option to book a virtual MSc oral defense. 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](#).
6. The [SGS Calendar](#) should be consulted for the details of the final thesis requirement.

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 T-Space, rather they are now to be submitted electronically via the [ProQuest 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 information, please visit the following links:

 [Formatting](#)

 [T-Space Submission](#)

 [Copyright](#)

 [Thesis Submission Deadlines](#)

 [Forms & Checklists](#)

 [FAQs](#)

CONTACT:

Master's Candidates Office

School of Graduate Studies

63 St. George Street.

Toronto, Ontario, M5G 1V7

Tel: (416) 978-2377

Email: masters@sgs.utoronto.ca

Visit the [Producing Your Thesis](#) page on the SGS website for more information.

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

MSc Examination Committee



The Chair

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

Internal Appraiser – Examiner

The supervisor and student are responsible for selecting the internal examiner. This individual must have an appointment in the SGS, University of Toronto. The external appraiser must be at arm's length from both the Candidate and the supervisor(s). Normally, this will exclude anyone who: has served as Masters or PhD Supervisor/Supervisee of the Candidate or the Supervisor; or has, in the past six years, been a departmental colleague of the Candidate or the Supervisor, or has collaborated on a research project, scholarly work or publication, with either of them. The Vice Dean (Students), in considering nominations of external appraisers, will assess whether the nominee is at arm's length.

External Appraiser – Examiner

The supervisor and student are responsible for selecting the external examiner. This individual should be a well-recognized scientist in the candidate's research area. They must not be affiliated with the University of Toronto or have collaborations with the supervisor relating to the research content of the thesis. If the examination is to take place in person, the external appraiser can attend the defense in person or remotely. If the external attends remotely, 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 reach the external examiner during the defense.

If the external examiner attends the defense in person, RSI will ordinarily provide up to \$500.00 in travelling expenses.

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

Final Defense Dates and Tuition Fees

Fall Session

Your Fall 2022 session registration and fees are cancelled if your degree recommendation and final master's thesis (if required) are submitted to SGS by **September 30, 2022**. If you are not recommended by September 30, 2022 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 2023 session if your degree recommendation and final master's thesis (if required) are submitted to SGS by **January 20, 2023**. If you are not recommended by January 20, 2023 you will be required to pay fees for the Winter session.

Examination Committee for MSc Degree Guidelines & 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**. Their 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, the chair must:

- review the candidate's file
- 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.
5. Upon completion of the oral defense, to vote on whether the thesis and its defense are acceptable.

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:

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.
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 <i>no abstentions in voting</i> on grounds of ignorance of the thesis' contents.

<p>SCOPE OF EXAMINATION</p>	<p>The Chair reminds the Committee that:</p> <ol style="list-style-type: none"> 1. the examination covers both the thesis and the oral defense; 2. 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 3. the study must be an independent piece of scholarship/research. <p>Where the study is part of a larger investigation, or where someone other 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.</p>
<p>COMPLETION OF COURSE REQUIREMENTS</p>	<p>The Chair reports on the completion of all course requirements.</p>
<p>APPRAISALS</p>	<p>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.</p>
<p>ORDER OF QUESTIONING</p>	<p>The Chair consults with the Committee concerning the order of questioning. The sequence generally followed is that of:</p> <ul style="list-style-type: none"> • External Examiner • Internal Examiner • Member(s) of Thesis Committee • Supervisor

Oral Summary and Defense

CANDIDATE'S SUMMARY OF RESEARCH

- The Chair admits the candidate who is invited to summarize the research and conclusions within twenty minutes.

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.

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.

COMPLETION OF DEFENSE

- When there are no further questions, the Chair asks the candidate and all non-committee members to retire.

Voting Procedure Oral Summary and Defense

Basis of Evaluation – The Chair reminds Members of the Committee that:

- they should discuss the thesis and options before the vote is taken.
- the examination covers both the thesis and its oral defense.
- 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.

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.

Level of Acceptance of Thesis – The Chair reviews the terms on which the thesis may be accepted:

- **Acceptable in its present form:** no changes

- **Acceptable with editorial corrections:** this involves 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.
- **Acceptable with minor revisions:** these 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.

If the thesis and its defense are not accepted and major revisions are required, this decision results in an adjournment with a reconvened examination to be held within a year by the Examination Committee.

Voting – Following discussion of the examination, the Chair calls for votes on two motions regarding:

- **Acceptance of thesis and oral defense:** This vote is on whether the thesis and its defense are acceptable. More than one negative votes (and/or abstention) results in an adjournment of the examination.
- **Level of acceptance of thesis:** If the defense is accepted, then the Committee must also vote on whether the thesis is acceptable in its present form, or requires editorial corrections or minor revisions.

Record of Oral Defense – The Chair completes this form constituting an official record of the candidate's defense.

Notification of Candidate on the Vote

- If the thesis and its defense are accepted, the Chair of the Examination Committee invites the Supervisor to inform the candidate.
- If the thesis and/or defense are not accepted, the Chair of the Examination Committee and the Supervisor should jointly advise the candidate.

Editorial Corrections

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.

Minor Revisions

1. When Minor Revisions are required, the Chair appoints a Subcommittee to be approved by the Examination Committee. Under exceptional circumstances, the Subcommittee may be limited to one member.
2. Written Instructions to Candidate. The candidate's Supervisor will specify in writing the nature of the revisions required.
3. Timeframe. The candidate must complete the revisions within the period specified, which must be within three months from the date of the examination.
4. Completion of revisions. The appointed supervising Member or Members of the Subcommittee must certify in writing to the Associate Director that the required revisions have been completed.

Should one or more Members of the Subcommittee not be satisfied that the revisions have been properly completed, RSI must reconvene an oral examination within a year from the date of the original 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: in its present form or subject to minor revisions

No further adjournment will be allowed. If unsuccessful, the candidate's registration in the program will be terminated. 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 Associate Director.

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.

PhD PROGRAM

Degree & Course Requirements

Please refer to [PhD Degree Requirements](#) for full details. The PhD program emphasizes research work through the completion of a doctoral thesis. In addition, students are required to complete a candidacy exam, take a minimum of 1.5 FCE and take the PhD Seminar course REH 3001H.

REQUIREMENTS:

- ✓ **REH 3001H | RSI PhD Seminar – Foundation of Professional Development;**
Attendance is expected during Year 1 of PhD program

- ✓ an ***Advanced Research Methods/Statistics** course

- ✓ a **half-credit course** in an area related to the student's thesis

- ✓ a **thesis** successfully defended before the **Thesis Examination Committee**

- ✓ pass a [Candidacy Examination](#)

- ✓ attend and present at [RSI Research Day](#) (in Year 2, 3 & Year 4)

- ✓ submission of Supervisory Committee and [Annual Report](#)

* Can be taken outside of RSI. Students should contact the department the course is being offered in about registration.

Depending on the student's background preparation the supervisor, in consultation with other members of the Supervisory Committee, may recommend additional courses. Check [ACORN](#) to make absolutely sure you have been correctly enrolled and credited for your courses.

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 **CANDIDACY EXAM** – within the second year, the research, written thesis and defense will be completed by the end of Year 4.

All students are also required to attend the **RSI Research Day** in order to remain in “good standing”. The goal of the research showcase is to highlight the work and diversity of our students’ research to peers and faculty, as well as the university and clinical communities. This has traditionally been a student-led event which provides opportunities to develop leadership and other graduate professional skills. All students **MUST ATTEND** annually:

*PhD students must present a poster or oral presentation in **Year 2, 3 and 4***

If a student believes they have a valid reason why they cannot attend or present at the RSI Research Day, they should inform the Associate Director and seek approval. Normally, students who are exempted from attending the research day in a given year are still required to submit a poster to the event.

Attendance and participation at Research Day are required in order to remain in good standing in your program.

Supervisory Committee

All students are expected, with the assistance of the supervisor, to select a supervisory committee **within 6 months** of their program. All RSI PhD students are required to submit the proposed membership of their Supervisory Committee using the [Supervisory Committee Membership Approval Form](#) to the RSI office within 6 months 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](#) for more information.

To be in “good standing” in RSI means a documented Supervisory Committee meeting must be held every 6 months in the PhD program. It is the student’s responsibility to schedule the meetings. 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; you can choose to attach a response to the committee’s report.

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. If you are uncertain whether a prospective committee member

meets the requirements, please contact the RSI student administration office. Only approved Supervisory Committee members are eligible to participate in Supervisory Committee meetings.

PhD Supervisory Committee



NOTE:

All students are responsible for completing the [RSI Supervisory Committee Meeting Form](#) after each meeting with their Supervisory Committee.

Annual Report

At the end of the first full calendar 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 form](#) is available in an online format that students can access via a link that is provided at a disclosed time. 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 form must be submitted to the RSI office for review by the Associate Director to identify student progress and possible areas needing further assistance/guidance.

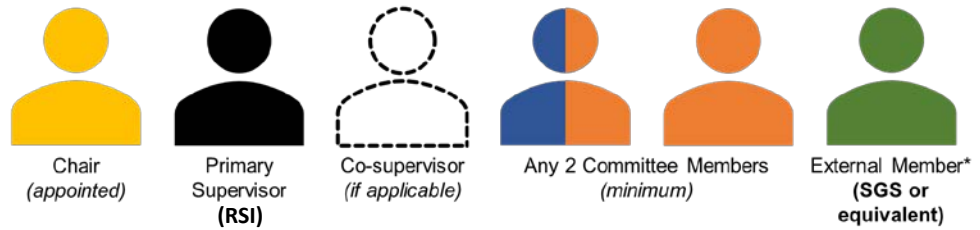
Candidacy Exam

The purpose of the PhD Candidacy Exam is to evaluate the student's breadth and depth of knowledge in the field of rehabilitation science. Preparation for the exam will encourage the student to develop the foundational knowledge in rehabilitation science that is the context of their chosen thesis work. Students who have completed the [MSc to PhD Transfer Exam](#) are exempted from completing the Candidacy Exam.

The exam will be conducted by the Examination Committee struck specifically for each student. The exam comprises two elements:

1. A written submission, and
2. An Oral Exam

Candidacy Examination Committee



*selected in consensus between Supervisor & RSI Graduate Coordinator; cannot have collaborated with supervisor or any member of the supervisory committee

All students who entered their PhD program in Fall 2021, will complete their candidacy exam following the [policy and procedures outlines](#). Students who entered their program prior to Fall 2021 will have one additional option for a written submission. Specifically, their written submission can also be in a form of a review/synthesis paper (e.g., systematic or narrative review). If the review paper is directly related to the student’s PhD, it can be included in the thesis as a fourth paper.

For the grant proposal option, the proposal must be written in a format similar to a grant proposal. Please refer to [Thesis Proposal Writing Guidelines](#).

Ordinarily, the candidacy exam will be conducted after all required course work is completed. It is recommended that the preparation for the exam is started during the first year in the program; students **must** successfully complete both the written and oral components of the comps **within 24 months** of registration in order to continue in the doctoral program.

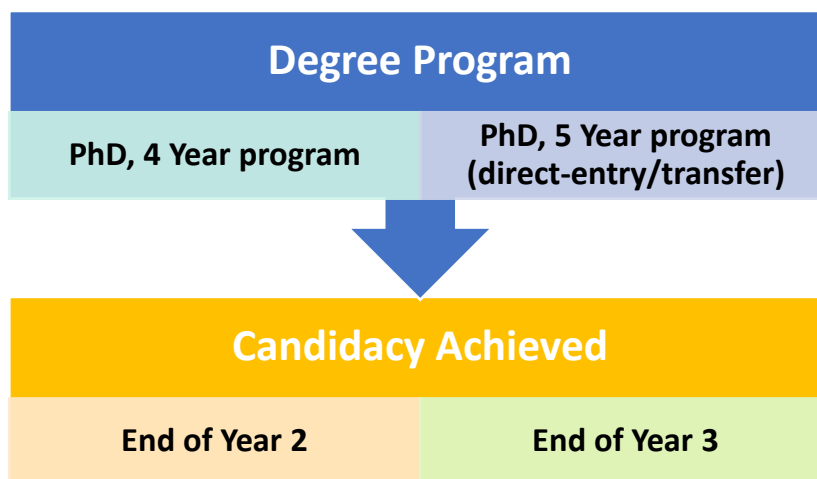
PhD Timeline/Candidacy

YEAR 1 & 2	Course Work and Research Proposal should be started within 12 months, Supervisory Committee approves proposal. Candidacy Exam completed.
YEAR 3	Doctoral Research Writing of Thesis

YEAR 4	Writing of Thesis Doctoral Research Thesis Defense
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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:



Students who do not achieve candidacy by these deadlines will be denied further registration in their program and will have their eligibility terminated, unless an extension has been approved.

If you need an extension, complete the [Extension to Achieve Candidacy Form](#) and submit it to the RSI student administration office 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.

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

PhD Timeline. This is an example of a timeline to complete a PhD degree within the 4-year period. Note that this template is to provide a rough guideline for various milestones to be achieved throughout the program and may not exactly reflect your personal timeline.

		Year 1		Year 2		Year 3		Year 4	
Supervisory Committee Meetings		#1	#2	#3	#4	#5	#6	#7	#8
Research Studies	Apply for Ethics and Run Pilot Studies (As Applicable)	[Bar]							
	Study 1 – Data Collection, Analysis, Writing		[Bar]						
	Study 2 – Data Collection, Analysis, Writing			[Bar]					
	Study 3 – Data Collection, Analysis, Writing					[Bar]			
Coursework	Candidacy Exam			[Bar]					
	Complete Coursework	[Bar]							
Dissemination	Publish Candidacy Exam Paper				[Bar]				
	Publish Study 1				[Bar]				
	Publish Study 2					[Bar]			
	Publish Study 3						[Bar]		
	Present At RSI Research Day			[Bar]			[Bar]		[Bar]
	Present At Conferences			[Bar]			[Bar]		
Defense	Circulate Thesis Document To Committee								[Bar]
	Defense Preparation								[Bar]
	Thesis Defense								[Bar]
	Changes To Thesis And Final Submission								[Bar]

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 (at minimum), with an appropriate scholarly introduction and general discussion. 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 their chosen field.

Final Oral Examination

Countdown to the PhD Final Oral Examination

STEP 1: Final Program Advisory Meeting

When the supervisor and Supervisory 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](#) 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 their 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](#) must be attached to the final Supervisory Committee form.

The external examiner must:

- Be a non-U of T 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 two weeks** before the Final Oral Examination date. The External Examiner may attend the defense in person or participate remotely. The RSI Office will ordinarily provide up to \$1000.00 in traveling expenses.

PhD Examination Committee



*Quorum for committee is 4 members

STEP 2: Submitting Thesis to RSI

The RSI Office requires ALL of the following documentation **AT LEAST 8 WEEKS 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):

- 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](#) 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](#). 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](#) 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 electronic copy of the thesis (or a paper copy if requested) 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 if needed (preferably 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 them with the examination file and, finally, remind all Final Oral Examination Committee members of the examination one working day prior to the examination.

STEP 3: Departmental Practice Oral Examination

All incoming Rehabilitation Science students are required to complete a **Departmental Practice Oral Exam**. 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 (if in-person) 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, if any, to be made prior to the Final PhD Oral Examination and test the student's knowledge of their field of study. At the Departmental Practice Oral Examination, the committee can make recommendations for modifications to the presentation for the Final Oral Examination and suggest on areas for the student to consider in their 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 recommended for the examination committee. Refer to the SGS website for the [Guidelines for the Doctoral Final Oral Examination \(FOE\)](#).

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. Find the official SGS [Guidelines for the Doctoral Final Oral Examination \(FOE\)](#) on the SGS website.

STEP 6: Graduation

Find information on [Graduation Procedures](#) on the SGS website. **MAKE SURE TO UPDATE YOUR ADDRESS ON ROSI/ACORN**, as it will be used for mailings about convocation.



COLLABORATIVE PROGRAMS

Graduate students (both MSc and PhD) in RSI may participate in a range of **Collaborative Programs**. Collaborative programs currently available include:

- | | |
|--|--|
| • Aging, Palliative & Supportive Care Across the Life Course | • Musculoskeletal Sciences |
| • Bioethics | • Neuroscience |
| • Cardiovascular Sciences | • Resuscitation Sciences |
| • Global Health (PhD students) | • Robotics |
| • Health Services and Policy Research | • Women's Health |
| • Institute of Biomedical Engineering (BME) | • Workplace Learning and Social Change |

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.

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

Also see [Centre of Critical Qualitative Health Research Course Series](#) for information on training in qualitative and mixed methods research.

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:

November Graduation

To graduate in November, all degree requirements must be met by **September 30, 2022**

March Graduation in Absentia

Students who complete all degree requirements by **January 20, 2023** may graduate either in March in absentia or in June

June Graduation

To graduate in June, all degree requirements must be met by **April 21, 2023**

Final Year Fees

Master's students who do not submit their final master's thesis and degree recommendations by SGS by **September 30, 2022**, will be required to register and pay fees for the following Fall session. Full-time doctoral students, including those who finish their program before or after their maximum time limit, can find further information about academic fees on the [Final Year Fees](#) webpage.

NOTE:

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.

Completion Grants and Emergency Funding

Information on completion awards and emergency funds can be found through the following links: [SGS Emergency Grant](#) & [Completion & Postdoctoral Awards](#)

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 the [SGS website](#) 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](#)!



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, health related leave, retirement)
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

For more information on [Graduate Supervision Guidelines for Students, Faculty, and Administrators](#), visit the SGS website.

Graduate Student Responsibilities

A supervisor must be selected prior to enrolling in the program. The details of the supervisor's responsibilities at the University of Toronto 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.

RSI FACULTY & FUNDING

Faculty Directory

For a full list of RSI faculty, visit the [Faculty Directory](#) on the RSI website.

Doctoral Graduate Student-Supervisor Agreement

The student and supervisor are required to jointly complete The Graduate Education Management System (GEMS). Completion of this agreement is required annually, commencing before initial enrollment, for all doctoral (MSc or PhD) students admitted to Graduate Departments in the Temerty 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 GEMS agreement may affect receipt of funding

International Fees

As of Fall 2018, most international PhD students at the University of Toronto pay tuition fees equivalent to those of domestic students. Visit the U of T website for the [official announcement](#) on this and for more information.

Scholarships/Awards

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

 [Scholarships & Awards](#)

 [OSOTF & Other Endowed Awards](#)

 [External RSI Awards](#)

Internal Awards

A list of available [internal awards](#) for RSI are listed on the RSI website. A call for award applications will be sent out via email by RSI's Business Officer. You may also find further information about U of T-wide internal awards [here](#).

For information on the [RSI Funding Policy](#), visit the RSI website.

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.

SGS Conference and Research Travel Grants

Visit the [Eligibility and Application Procedures and Deadlines](#) page on the SGS website for more information. Also check out these additional funding opportunities: [UTGSU Conference Bursary](#) & [CIHR Travel Grant](#)



SUPPORT AND RESOURCES

The University of Toronto and Rehabilitation Science Institute offer a variety of resources related to:

1. Mental Health
2. Personal Finances & Budgeting
3. Family Care, Housing, Community & Health
4. Professional Development
5. Graduate Supervision & Conflict Resolution
6. Academic Writing & Editing
7. Literature Organization & Reference Management
8. Graduate Student Union
9. RSI Transfer and Candidacy Exam
10. Master's and Doctoral Theses
11. Reporting Discrimination, Violence and Harassment (Including Sexual Violence and Harassment)
12. Formal Complaints & Academic Appeals
13. Accessibility for Ontarians with Disabilities Act (AODA)

For further information, visit the [Student Resources](#) page on the RSI website.

Emergency Support

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

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) | (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 (U of T) provides information on guidance, advocacy and referral services to students who require child care (facilities, programs, or subsidies), elder care, or assistance with other family matters

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:

- [Office of the Vice-Provost, Students](#)
- [Student Life U of T](#)

Health and Wellness Services and Programs

The Rehab Sector has an On-site counsellor who provides confidential wellness counselling to students. This counselling service is for non-urgent issues; more severe or complex issues may be better served at the central clinic of the University. Students will be notified on how to access this service in September. For more information, visit: [Health and Wellness U of T](#).

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 the [Centre for International Experience](#) for more information.

Tax Forms

Education Tax Credit Receipt: **T2202A**

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

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 and other immigration issues. The CIC also administers the University Health Insurance Plan (UHIP). The CIE is open to all students and hosts a myriad of events.

For **Student Exchange Program** inquiries:

CONTACT:

Student Exchange Program

Tel: (416) 946-3138

Email: student.exchange@utoronto.ca

Website: <http://www.studentlife.utoronto.ca/cie>

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 \(ACORN\)](#). 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 email it to SGS at graduate.information@utoronto.ca. 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 email it to: graduate.information@utoronto.ca.

Please allow five days (or more during peak periods).

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 printer, refrigerator, microwave and coffee maker. There are two computers available in the student room, 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.**

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](#).

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.

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.

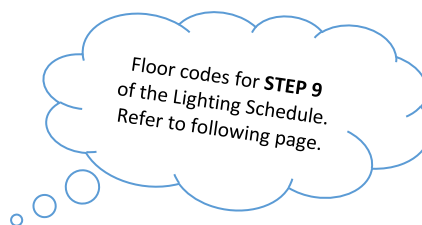
Light Schedule

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.

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



If you are planning to work late and would like to delay the lighting schedule, please follow **ALL** of the steps:

- 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 CODES*** (refer to chart on previous page)
- STEP 8 • Press the **pound key [#]**
- STEP 9 • Enter the # of mins you would like to delay the lights for, between 0-999 mins, before turning off (i.e., if you press 90, the lights will shut off exactly 90 mins from the time you make the call after executing Steps 1 - 11)
- STEP 10 • Press the **star key [*]**
- STEP 11 • Hang up the phone

Support Staff Functions of the Rehabilitation Sector

NAME	ROOM	TITLE	RESPONSIBILITY	CONTACT
Anwaar Hsan-Gowdie	160	Receptionist	general enquiries, external room bookings, lost and found, parking, building issues, fob access problems, etc.	Tel: 416-946-8554 Fax: 416-946-8643 E-mail
Annmarie Riley	162	Administrative Assistant to the Executive Chair and Rehab Sector Chairs	status-only appointments	Tel: 416-978-4648 E-mail

Rob Page	809	Manager of IT services	IT and AV support	Tel: 416-978-7345 E-mail
Chanh Diep	809	IT	IT and AV support	Tel: 416-978-7345 E-mail

Housing

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.



RESEARCH IN RSI

Research and Academic Integrity Resources

Respecting and maintaining integrity in all of your academic and research activities is integral while being a student at RSI and the University of Toronto. The University provides many resources that are available to students to help them develop the knowledge and skills needed to respect academic and research integrity. Violations of such integrity can have significant adverse consequences for the student's continuation in their program or their ongoing registration at the University of Toronto.

For information on academic integrity, students should familiarize themselves with the [Code of Behaviour on Academic Matters](#). Additional information and helpful resources are available at the U of T [Academic Integrity website](#).

For information on research integrity, please visit the Temerty Faculty of Medicine [Research Integrity Resources](#) webpage for more information.

Ethics Approval Policies

Research projects at U of T that involve human participants, human biological materials, secondary use of personal information, secondary use of human biological materials or animal research require Research Ethics Board (REB) review and approval prior to the start of any recruitment or research activity. To learn whether your planned research requires REB approval and how to submit your protocol for approval, please visit [Research & Innovation](#) for more information.

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

[Holland Bloorview Kid's Rehabilitation Hospital](#)

[The Hospital for Sick Children](#)

[Sunnybrook & Women's College Health Science Centre](#)

[Centre for Addiction and Mental Health \(CAMH\)](#)

[Mt. Sinai Hospital](#)

[The University Health Network \(TRI, TGH, TWH, PMH\)](#)

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.



POLICES AND REGULATIONS

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.

Parental/Personal or Medical Leave

MSc and PhD students may apply to the RSI student administration office for a one-session to three-session leave during their program of study for:

1. **Serious health or personal problems** which temporarily make it impossible to continue in the program; or
2. **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 12 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. (Learn about the [SGS Parental Grant](#) program)

Once on leave, students will neither be registered nor will they be required to pay fees for this period. In general, unless a request is made to [opt-in to access services while on leave](#), 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 financial assistance. In the case of other graduate student awards, the regulations of the particular

granting agency apply. Research stream students on an approved Leave of Absence may qualify for the [GLSE Leave of Absence Stipendiary Fund](#) and should consult the GLSE website for further details.

Students may make application for a leave by completing the [Leave of Absence Form](#) and submitting it to the RSI graduate administrator at: rsi.admin@utoronto.ca for approval. The form is then sent to the School of Graduate Studies for processing. 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 [Student Services](#) at the School of Graduate Studies to make special arrangements.

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

Change of Enrolment Status (FT/PT)

Full-time MSc 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 approved by the Graduate Coordinator. All changes must be completed by May 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 the program (12 months) has been completed.

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

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 and cover costs)

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

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 (e.g., "Kelly Jones, PhD Candidate").

Please note once a student has achieved candidacy (i.e. completed all course work and candidacy 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 letter is approved and co-signed by the student's supervisor. If the student plans to use a large amount of letterheads, they are advised to contact the RSI office for the process of ordering. It is the responsibility of the student to make the necessary payment arrangements for the official letterhead paper.

Graduate Academic Appeals

Graduate students may appeal substantive or procedural academic matters, including grades, evaluation of transfer and candidacy 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.

Decisions related to admission to an academic program, including admission to the RSI doctoral program for current master's students, fees or voluntary withdrawal from a program are not subject to appeal.

It is expected that students will first attempt to resolve the matter with the instructor or other person whose ruling is being questioned. If those discussions do not resolve the matter, and the student wants to pursue an appeal, they should contact one of the Graduate Coordinators or Associate Director of RSI in a further attempt to try to resolve the issue. If still no resolution can be reached, the student may then make a formal appeal in writing to the Chair of the Graduate Department Academic Appeals Committee (GDAAC). The student should contact the Graduate Coordinator for the Chair's contact information.

More information on the University's appeal process can be found at these links: [Graduate Academic Appeals](#) and [SGS Calendar – General Regulations](#)