



Rehabilitation Sciences Institute  
**UNIVERSITY OF TORONTO**

# **RSI HANDBOOK**

## **2015-2016**



## TABLE OF CONTENTS

<b>WELCOME FROM THE DIRECTOR .....</b>	<b>4</b>
<b>WELCOME FROM THE GRADUATE COORDINATOR .....</b>	<b>4</b>
<b>DEFINITION OF REHABILITATION SCIENCE .....</b>	<b>5</b>
<b>1. INTRODUCTION .....</b>	<b>6</b>
1.1 REHABILITATION SCIENCES INSTITUTE: REHABILITATION SCIENCES SECTOR .....	6
1.2 REHABILITATION SCIENCES INSTITUTE ADMINISTRATION .....	6
1.3 IMPORTANT DATES & DEADLINES .....	9
1.4 RSI COMMITTEES .....	12
1.5 GRADUATE STUDENTS' ASSOCIATION .....	12
<b>2. BEING A STUDENT IN RSI .....</b>	<b>15</b>
2.1 REGISTRATION .....	15
2.2 COURSES AND COURSE ENROLMENT .....	16
2.3 COURSES OUTSIDE OF RSI .....	17
2.4 USING THE STUDENT WEB SERVICE, ROSI/ACORN .....	17
2.5 STUDENT T-CARDS, UTORID .....	22
2.6 REPLACEMENT OF T-CARDS .....	22
2.7 UTMAIL + ACCOUNT .....	23
2.8 GO TRANSIT AND TTC DISCOUNT .....	23
<b>3. MSC PROGRAM .....</b>	<b>24</b>
3.1 DEGREE & COURSE REQUIREMENTS .....	24
3.2 PROGRAM ADVISORY COMMITTEE (PAC) .....	24
3.3 PART-TIME STUDIES .....	25
3.4 ANNUAL REPORTS .....	25
3.5 TIME LIMITS & EXTENSIONS .....	25
3.6 MSC/PHD TRANSFER .....	26
3.7 DEGREE COMPLETION FOR FULL-TIME AND PART-TIME STUDENTS .....	26
3.8 MSC THESIS DEFENSE AND ORAL EXAMINATION .....	29
3.9 EXAMINATION COMMITTEE FOR MSC DEGREE GUIDELINES AND PROCEDURES .....	31
<b>4. PHD PROGRAM .....</b>	<b>37</b>
4.1 DEGREE REQUIREMENTS .....	37
4.2 REQUIRED COURSES .....	37
4.3 COMPREHENSIVE EXAMS.....	37
4.4 PHD CANDIDACY .....	38
4.5 THESIS .....	39
4.6 PROGRAM ADVISORY COMMITTEE (PAC) .....	39
4.7 PHD TIMELINE .....	40
4.8 PROGRESS/ ANNUAL REPORTS .....	40
4.9 FLEXIBLE-TIME .....	41
4.10 FINAL ORAL EXAMINATION .....	41
<b>5. COLLABORATIVE PROGRAMS .....</b>	<b>52</b>
5.1 AGING, PALLIATIVE & SUPPORTIVE CARE ACROSS THE LIFE COURSE .....	52
5.2 BIOETHICS .....	53
5.3 CARDIOVASCULAR SCIENCES .....	55
5.4 GLOBAL HEALTH .....	56

5.5	HEALTH CARE, TECHNOLOGY AND PLACE (HCTP)	58
5.6	HEALTH SERVICES AND POLICY RESEARCH	59
5.7	INSTITUTE OF BIOMATERIALS AND BIOMEDICAL ENGINEERING (IBBME)	60
5.8	MUSCULOSKELETAL SCIENCES	61
5.9	NEUROSCIENCES	61
5.10	RESUSCITATION SCIENCES (CPRS)	65
5.11	WOMEN'S HEALTH	65
5.12	WORKPLACE LEARNING AND SOCIAL CHANGE (WLSC)	67
<b>6.</b>	<b>RSI FACULTY 2015-2016</b>	<b>70</b>
<b>7.</b>	<b>GRADUATE SUPERVISOR RESPONSIBILITIES</b>	<b>73</b>
<b>8.</b>	<b>GRADUATE STUDENT RESPONSIBILITIES</b>	<b>76</b>
<b>9.</b>	<b>FUNDING 2015-2016</b>	<b>78</b>
9.1	FUNDING POLICY	78
9.2	DOCTORAL GRADUATE STUDENT-SUPERVISOR AGREEMENT (GRADISIS)	80
9.3	SCHOLARSHIPS/AWARDS	80
9.4	SGS ACCESSIBILITY GRANTS	84
9.5	COMPLETION GRANTS AND EMERGENCY FUNDING	84
9.5.1	SGS EMERGENCY LOAN	84
9.5.2	SGS EMERGENCY GRANT	84
9.5.3	THE MASTER'S TUITION FEE BURSARY (MTFB)	85
9.5.4	DOCTORAL COMPLETION AWARD (DCA)	85
9.6	SGS CONFERENCE AND RESEARCH TRAVEL GRANTS	86
<b>10.</b>	<b>SUPPORT AND RESOURCES</b>	<b>87</b>
10.1	EMERGENCY SUPPORT	87
10.2	STUDENT LIFE PROGRAMS & SERVICES	87
10.3	STUDENT CONSELING	87
10.4	HEALTH AND WELLNESS SERVICES AND PROGRAMS	88
10.5	HEALTH INSURANCE FOR INTERNATIONAL STUDENTS & FAMILIES	88
10.6	TAX FORMS	88
10.7	CENTRE FOR INTERNATIONAL EXPERIENCE	89
10.8	TRANSCRIPTS & DEGREE CONFIRMATION	89
10.9	STUDENT LOUNGE AND QUIET STUDY SPACE	90
10.10	COMPUTER RESOURCE LAB	90
10.11	STUDENT ROOM	90
10.12	LOST & FOUND	90
10.13	BICYCLE STORAGE	90
10.14	ACCESSIBILITY-ELEVATORS	91
10.15	BUILDING ACCESS	91
10.16	LIGHT SCHEDULE	91
10.17	SUPPORT STAFF FUNCTIONS	92
<b>11.</b>	<b>ACCOMMODATION</b>	<b>94</b>
<b>12.</b>	<b>RESEARCH IN RSI</b>	<b>96</b>
12.1	FACULTY OF MEDICINE GUIDELINES	96
12.2	ETHICS APPROVAL POLICIES	96
12.3	ETHICS REVIEW CONTACTS AT AFFILIATE HOSPITALS	96
12.4	INTELLECTUAL PROPERTY	99
<b>13.</b>	<b>POLICES AND REGULATIONS</b>	<b>100</b>

13.1	CHANGE OF NAME .....	100
13.2	PARENTAL/PERSONAL OR MEDICAL LEAVE .....	100
13.3	CHANGE OF ENROLMENT STATUS (FT/PT) .....	100
13.4	RSI LETTERHEAD & STUDENT BUSINESS CARDS .....	101
13.5	ANNUAL REPORTS .....	101
13.6	APPEALS PROCESS .....	102
<b>14.</b>	<b>GRADUATION &amp; CONVOCATION .....</b>	<b>105</b>
<b>15.</b>	<b>LIST OF APPENDICES .....</b>	<b>106</b>
<b>16.</b>	<b>GLOSSARY .....</b>	<b>107</b>



**Angela Colantonio, PhD**  
500 University Ave., Rm.  
164 (416) 978-1098  
[angela.colantonio@utoronto.ca](mailto:angela.colantonio@utoronto.ca)

## WELCOME FROM THE DIRECTOR

I wish to extend a warm welcome to the Rehabilitation Sciences Institute [www.rsi.utoronto.ca](http://www.rsi.utoronto.ca) and wish to express that we are committed to providing you with an outstanding educational experience at the University of Toronto.

Within the School of Graduate Studies (SGS), RSI is the doctoral stream arm for the Department of Occupational Science and Occupational Therapy and the Department of Physical Therapy. As of September 1 of this year, the Department of Speech Language Pathology doctoral stream program will be a part of RSI. It was established 1995 to foster graduate education and scholarship in Rehabilitation Sciences.

RSI provides an interdisciplinary rehabilitation research training program and is internationally recognized. The academic activities of its students cover the full breadth of the

rehabilitation sciences. We currently have over 100 talented faculty members from a broad range of disciplines and departments throughout the University of Toronto and affiliated teaching hospitals and research institutes. The program has 6 recognized field and It is part of 12 collaborative programs.

The administrative home of RSI is on the 1<sup>st</sup> floor (Rooms 161 and 163) of the Rehabilitation Sciences Building, 500 University Ave.

This handbook outlines the procedures and regulations for graduate students in the Rehabilitation Sciences Institute (RSI). Please note, however, that general regulations, degree regulations, details regarding fees, etc., of the School of Graduate Studies also apply to RSI. (see SGS Calendar- <http://www.sgs.utoronto.ca/calendar/Pages/default.aspx>) Graduate students and applicants are expected to familiarize themselves with both sets of regulations.

## WELCOME FROM THE GRADUATE COORDINATOR

Welcome to RSI and congratulations on embarking on this journey.

As graduate coordinator, my role is to assist you in succeeding during this important journey. I am available to answer your questions about courses, comprehensives, committees, defenses and any other daily issues. Although I may not always have the answers, I hope that I can direct you in the right direction. So please do not hesitate to contact me when you have concerns or questions.



**Dina Brooks, PhD**  
500 University Ave., Rm.  
848 (416) 978-1739  
[dina.brooks@utoronto.ca](mailto:dina.brooks@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. **Field leader: Heather Carnahan**
- **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. **Field Leader: Helene Polatajko**
- **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. **Field Leader: Susan Jaglal**
- **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. **Field Leader: Milos Popovic**
- **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. **Field Leaders: Robin Green & Rebecca Renwick**

# 1. INTRODUCTION

This handbook outlines the procedures and regulations for graduate students in the Rehabilitation Sciences Institute (RSI). Please note, however, that general regulations, degree regulations, details regarding fees, etc., of the School of Graduate Studies also apply to RSI. (see SGS Calendar: [www.sgs.utoronto.ca/écalendat](http://www.sgs.utoronto.ca/écalendat)) Graduate students and applicants are expected to familiarize themselves with both sets of regulations.

## 1.1 Rehabilitation Sciences Institute: Rehabilitation Sciences Sector

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

## 1.2 Rehabilitation Sciences Institute Administration

The office of the Rehabilitation Sciences Institute (RSI) is located at 500 University Ave., 1<sup>st</sup> Floor, Rooms 161 and 163 in the Rehabilitation Sciences Building. Student study space and a lounge area are also located in the building. The mailing address is:

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

<b>Director</b>	Dr. Angela Colantonio	<a href="mailto:angela.colantonio@utoronto.ca">angela.colantonio@utoronto.ca</a>	(416) 978-1098
<b>Graduate Coordinator</b>	Dr. Dina Brooks	<a href="mailto:dina.brooks@utoronto.ca">dina.brooks@utoronto.ca</a>	(416) 978-1739
<b>Business Officer</b>	J. Diane Wiltshire	<a href="mailto:rsi.busofficer@utoronto.ca">rsi.busofficer@utoronto.ca</a>	(416) 978-0300
<b>Graduate Administrator</b>	Loida Ares	<a href="mailto:rsi.admin@utoronto.ca">rsi.admin@utoronto.ca</a>	(416) 946-8582
<b>Assistant to Director</b>	Jessica Boafo	<a href="mailto:rsi.director@utoronto.ca">rsi.director@utoronto.ca</a>	(416) 978-1675

## The Director

The Director is appointed by the Dean of the Faculty of Medicine and by the Dean of the School of Graduate Studies (SGS). The Director reports dually to the two Deans, reporting in academic matters primarily to the Dean of the SGS and the Dean of the Faculty of Medicine in administrative and budgetary matters. The Director is responsible for all academic and administrative aspects of the RSI (including faculty and students), in accordance with the University of Toronto policies and procedures. The Director is assisted by the Graduate Coordinator and the Graduate Administrator, each of whom has special designated responsibilities.

Duties of the Chair include:

- approval of faculty membership on graduate program committees, thesis defense committees
- organization of Ph.D. transfer
- administration of SGS and RSI policies and procedures concerning graduate studies
- development of the academic program in rehabilitation science

## Graduate Coordinator

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

Duties of the Coordinator include:



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

## **Business Officer**

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

## **Graduate Administrator**

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

## **Assistant to the Director**

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

## 1.3 Important Dates & Deadlines

<http://www.sgs.utoronto.ca/facultyandstaff/Pages/Dates-and-Deadlines.aspx>

### 2015-2016

2015 August			
M	August	3	Civic Holiday (University Closed)
F	August	28	Last date for payment of tuition fees to meet registration deadline. Minimum required payment due (arrears + 100% of current fall tuition fee charges)
2015 September			
M	September	7	Labour Day (University closed)
F	September	11	Coursework must be completed and grades submitted for summer session courses and extended courses
M	September	14	Most formal graduate courses and seminars begin in the week of September 14 <sup>th</sup> (1)
T	September	15	Final date to submit final doctoral (Ph.D.) theses to SGS to avoid fee charges for 2015-2016
W	September	16	Summer Session grades available for viewing by students on the Student Web Service (ROSI/ACORNéACORN)
F	September	18	Registration deadline for students beginning program in Fall session; after this date, a late registration fee will be assessed
M	September	28	Final date to add full-year and Fall session courses
2015 October			
F	October	2	Final date to submit final doctoral theses for Fall convocation.
F	October	2	Final date for receipt of degree recommendations and submission of any required final theses for Master's degree for Fall Convocation without fees being charged for the Fall session.
M	October	12	Thanksgiving Day (University closed)
2015 November/December			
M	November	2	Final date to drop Fall session full or half courses without academic penalty
M	November	2	Students registered in Fall-Winter: Last date for payment of Winter session minimum required payment (unpaid fees from previous session(s) + 100% of current Winter session tuition charges)
	November	TBA	Fall Convocation Information and Dates are posted at: <a href="http://www.convocation.utoronto.ca">http://www.convocation.utoronto.ca</a>

M	November	30	Students registered in Fall-Winter: Remaining Winter session (January- April) fees due by this date to avoid incurring service charges.
F	December	18	Students registered in Winter session only: Last date for payment of Winter session minimum required payment (unpaid fees from previous session(s) +100% of current Winter session tuition charges) to meet registration deadline.
W	December	23	University closed for winter break from Wednesday, December 23 to Friday, January 1 inclusive (for last day of classes before Winter break, consult graduate office)
<b>2016: Winter Session January/ February</b>			
M	January	4	University re-opens
M	January	11	Most formal graduate courses and seminars begin in the week of January 11th
F	January	15	Registration deadline for students beginning program in Winter session; after this date, a late registration fee will be assessed. Minimum required payment (arrears + 100% of current Winter session [January to April] tuition fees) due
F	January	15	Coursework must be completed and grades submitted for Fall session courses
F	January	15	Final date to submit doctoral (Ph.D.) theses without fee payment for Winter session
W	January	20	Fall Session grades available for viewing by students on the Student Web Service (ROSI/ACORN/ACRON)
F	January	22	Final date for receipt of degree recommendations and submission of any required theses for March or June graduation for master's students without fees being charged for the Winter session
F	January	22	Final date for all students to request that their degrees be conferred <i>in absentia</i> in March
F	January	22	Final date to submit final doctoral thesis for March Convocation <i>in absentia</i>
F	January	22	Fall dual registrants must be recommended for the master's degree by this date to maintain their Ph.D. registration
M	January	25	Final date to add Winter session courses
M	February	1	Students registered for Winter session only—pay any remaining Winter session (January to April) fees to avoid incurring service charges
M	February	15	Family Day (University closed)
<b>2016 March</b>			
	March	TBA	March Graduation <i>in absentia</i> , information is posted at: <a href="http://www.convocation.utoronto.ca">http://www.convocation.utoronto.ca</a> , choose March <i>in absentia</i>
T	March	1	Final date to drop full-year and Winter session courses without academic penalty
F	March	25	Good Friday (University closed)

<b>2016 April</b>			
	April		For last day of winter classes, consult graduate department office
F	April	22	For students obtaining degrees at June Convocation, course work must be completed and grades submitted for full-year and Winter session courses
F	April	22	Final date for receipt of degree recommendations and submission of any required theses for master's degrees for June Convocation
F	April	22	Final date for submission of final doctoral (Ph.D.) thesis for students whose degrees are to be conferred at the June Convocation
F	April	22	Final date for degree recommendations of Winter dual registrants for the master's degree to maintain their Ph.D. registration
<b>2016: Summer Session May</b>			
	May		For first day of summer classes, consult graduate unit
F	May	6	Final date for registration for May session
F	May	13	Coursework must be completed and grades submitted for full-year and Winter session courses (except for extended courses)
M	May	9	Final date to enroll in May-June or May-August session courses
W	May	18	Winter session grades available for viewing by students on Student Web Services (ROSI/ACORN/ACORN)
M	May	23	Victoria Day (University closed)
F	May	27	Final date to drop May-to-June F section courses without academic penalty
<b>2016 June</b>			
	June	TBA	June Convocation information and dates are posted at <a href="http://www.convocation.utoronto.ca">www.convocation.utoronto.ca</a>
	June	TBA	Spring Convocation
F	June	24	Final date to enroll in July course work only programs
M	June	20	Final date to drop May-August session Y section courses without academic penalty
<b>2016 July</b>			
M	July	1	Canada Day Holiday (University closed)
M	July	4	Final date to enroll in July-August courses
F	July	15	Coursework must be completed and grades submitted for May/June F Section Courses
F	July	18	Final date to drop July-August S section courses without academic penalty
W	July	20	Grades for May-to-June F section courses available for viewing by students on Student Web Services (ROSI/ACORN/ACORN)

## 1.4 RSI Committees

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

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

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

The **Programs and Curricula Committee (PCC)** is chaired by the Associate Director of the RSI. The Committee will develop, monitor and evaluate curricula; propose, develop, monitor and evaluate program components, e.g., transfers, comprehensives, oral defenses; develop policies and procedures for consideration by AAC. The PCC will include two representatives; one from the Master's program and one from the PhD program.

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

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

## 1.5 Graduate Students' Association

All students registered in the RSI are automatically members of the Rehab Science Graduate Students Union (RSGSU). A portion of the student's incidental fees goes to the Graduate Students Union (GSU), which in turn funds the RSGSU. The RSGSU Executive is an elected body that represents students' views and interests to the Committee on Graduate Studies and organizes various academic and social events throughout the year. The RSGSU Executive meets to plan these events and discuss issues of relevance to students. In addition, each member of the Executive fulfills specific duties:

<b>President</b>	<ul style="list-style-type: none"> <li>• Ensure that the Executive Committee is duly and fairly elected during an advertised general meeting of all graduate students</li> <li>• Appoint other students to the Executive Committee as necessary (i.e. if a post remains vacant and must be filled).</li> <li>• Notify a representative of the Graduate Students' Union (GSU) of the University of Toronto of his/her election and present the names of the Executive Committee in person after the election at the beginning of the academic year.</li> <li>• Ensure that the RSGSU is represented at the meetings of the GSU</li> <li>• Ensure that there is an orderly replacement of the Executive Committee and transfer of the RSGSU documents from one academic year to the next.</li> </ul>
<b>Vice President</b>	<ul style="list-style-type: none"> <li>• Assist the President and fill in for the President, if necessary</li> </ul>
<b>GSU Course Union Representative</b>	<ul style="list-style-type: none"> <li>• Represent RSGSU at the GSU council meetings and notify RSGSU when they cannot so that a replacement can be found.</li> <li>• Report back to the RSGSU all relevant information so that it can be disseminated to RSI students.</li> <li>• Circulate GSU information and posters received from the GSU mail out, as well as forward GSU Digest e-mails to RSI students.</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Manages RSGSU funds and attends meetings</li> <li>• Prepare a written financial statement for the RSGSU and the GSU at the end of each academic year</li> <li>• Draft applications and secure funding for the RSGSU in consultation with the members of the Executive Committee</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Ensure that the records of the Union meetings and business are kept up to date</li> <li>• Be of assistance to the Executive Committee in the preparation of documents and publicity for special events.</li> </ul>
<b>Social Committee</b>	<ul style="list-style-type: none"> <li>• Organize social/academic events for the students</li> <li>• Present plans for events to committee for approval</li> <li>• Delegate tasks to committee to assist in planning events</li> </ul>
<b>AAC Representative</b>	<ul style="list-style-type: none"> <li>• Represent RSI students at each AAC meeting</li> <li>• Report back to the RSGSU all relevant information so that it can be disseminated to RSI students</li> </ul>

The election of the Executive Committee is held annually at the beginning of the academic year. Results of the election are sent to all students and faculty as soon after the election as possible. The RSGSU web address is: <http://rsgsu.sa.utoronto.ca/>

### **2015-2016 Student Representatives:**

**Co-Presidents:**

Rosh Rajachandrakumar/Tian Renton

**Vice-President:**

Gillian De Boer

<b>Treasurer:</b>	Chen Xiong
<b>Secretary:</b>	TBA
<b>Social Committee Representatives:</b>	Rachel Downey, Patrick Antonio, Elaine Kearney
<b>Mentorship Committee Representatives:</b>	Melissa Paniccia, Sareh Zarshenas
<b>AAC Representative: (MSc)</b>	Rosh Rajachandrakumar
<b>AAC Representatives (PhD):</b>	Teresa Valenzano
<b>GSU Representative:</b>	Tyler Saumur
<b>ICDR Representatives:</b>	Brydne Edwards, Shaun Cleaver
<b>IPHSA Representative:</b>	Brydne Edwards
<b>General Assembly Members:</b>	Hillary Ganek

## 2. BEING A STUDENT IN RSI

### 2.1 Registration

#### Registration Status

PhD & MSc students are required to register annually on a full-time basis until all degree requirements have been completed. For registration information:

<http://www.sgs.utoronto.ca/currentstudents/Pages/Registration-and-Enrolment.aspx>)

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

#### Reinstatement

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

*Reinstatement PRIOR to degree time limit:*

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

*Reinstatement AFTER degree time limit:*

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

#### Registration vs Enrolment

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

The deadlines to enroll in graduate-level courses may vary depending on your graduate unit. See SGS [sessional dates](#) for full details.

<http://www.sgs.utoronto.ca/currentstudents/Pages/Graduate-Fees.aspx>

#### Simultaneous Registration

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



- Students are responsible for the fees charged for both programs.

## 2.2 Courses and Course Enrolment

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

REH 1100H	Theory and Research in Rehabilitation Science
REH 1120H	Research Methods in Rehabilitation
REH 1130H	Theory and Research in Occupational Science
REH 1510H	Disordered and Restorative Motor Control
REH 2000H	Individual Reading and Research Course
REH 2001Y	Rehabilitation Research Presentations
REH 3100H	Advanced Rehabilitation Research Issues
REH 3001Y	Advanced Rehabilitation Presentations & Proceedings
REH3120H	International Issues in Disability and Rehabilitation
REH 3140H	Disability, Embodiment, and Voice in the Rehabilitation Science Context
REH 3301H	Rehabilitation Leadership: Transforming Practice
REH 3302H	Determinants of Rehabilitation Practice
REH 3303H	Clinical Practicum
REH3400H	Therapeutic Exercise in Rehabilitation: Emerging Trends and Research Approaches
REH3500H:	Gender, Sex, Work and Health
REH 5100H	Introduction to Cognitive Rehabilitation Neuroscience I: Basic Science to Clinical Applications
REH 5102H	Cognitive Rehabilitation Neuroscience II
JRP 1000H	Theory and Method for Qualitative Researchers: An Introduction

See [Appendix I](#) for course descriptions.

### Course Abbreviations

Y Course – 1 credit

H Course – ½ credit

### Individual Reading and Research Course

Students who wish to take an Individual Reading and Research Course should review the course standards and policy ([Appendix N](#)) and contact the course coordinator before completing the Request Form ([Appendix O](#)). Once approval is given the student should contact the RSI office to be enrolled in the course.

### Course Enrolment

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

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

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

## 2.3 Courses Outside of RSI

Students wishing to take courses outside RSI should consult the department offering the course on their registration procedures; this usually involves the completion of a Course Add/Drop Form (Appendix G). The SGS Calendar is available at <http://www.sgs.utoronto.ca/calendar/Pages/default.aspx>

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

## 2.4 Using the Student Web Service, ROSI/ACORN

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

Use ROSI/ACORN/ACORN for help with:

- viewing tuition amounts
- registration
- course enrolment
- deadlines

### Student Responsibility

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

**Note:** The Rehabilitation Sciences Institute and other university offices may send important information to you by email. Please make sure that your email address, your

mailing/permanent address and telephone number is up to date at all times. Under University policy students are required to maintain a University based email account (e.g., UTOR), record that in ROSI/ACORN/ACORN and regularly check for messages. That account may be forwarded to another personal account but it is the University account to which the University & RSI will send official correspondence.

## **Declaration**

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

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

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

## **Personal Identification Number**

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

## **Reactivating Student Web Services (ROSI/ACORN/ACORN) PIN**

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

If the reactivation procedure does not work, please reset your PIN by contacting SGS Student Services 416-978-6614

or [graduate.information@utoronto.ca](mailto:graduate.information@utoronto.ca); or you may visit our office at 63 St George Street, Monday to Friday between 10:00 am and 4:00 pm.

## **Services Available**

Change PIN number

View/Change address, telephone number, email

View final grades

View academic history or current timetable

Add/request/drop/list courses or waitlist requests

View student account information and update direct deposit details

Defer payment of tuition (for approved Ontario, Canada and some US government student loan recipients only – see note below)

Print "Educational Credit" tax forms (T2202A)

Order transcripts

Order graduation tickets

View transaction log

## **Updating Personal Information**

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

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

## **Request to Register Without Payment (Deferrals of Fee Payment)**

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

Students no longer in the funded cohort but are receiving funding outside of the funding commitment must make their request with RSI using the request form found on the SGS website (<http://www.sgs.utoronto.ca/informationfor/students/inform/stuforms.htm>) by the deadline to request to register without payment.

## For OSAP, CSL and US student Loan recipients

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

## Requesting Courses

Students may begin requesting courses on August 1st. [**Option:** Required courses, thesis and research activity are preloaded to students' records in the XXXXXX program. Optional courses may be requested/added through the web service] [**Option:** All course requests (requests for courses outside the department) must be approved by the graduate co-ordinator/academic advisor. Students must request their courses by no later than September 21st. Courses will be approved or refused before the last date to add courses. Students should check the web for their request status before October 1.]

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

**Course number:** e.g. HIS2651Y

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

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

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

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

## Courses from outside the department

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

## Course Waiting Lists

ROSI/ACORN and the SWS have the capacity to maintain waiting lists in courses. Not all courses or meeting sections have waiting lists. If the department offering the course has

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

### **Checking course status**

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

- REQ:** Course requested. Must be resolved/approved by the last date to add a course
- INT:** Course requested pending instructor approval in addition to co-coordinator's/advisor's approval.
- APP:** Request approved. Student is enrolled in course.
- REF:** Request denied. Student is not enrolled and may not make another request for this course via the web during this session.
- CAN:** Course cancelled (student withdrew from course before deadline)
- WAIT:** No room in the meeting section. Student has been placed on a waiting list based on category and will be enrolled automatically if space comes available.
- DWAIT:** Student has cancelled place on the waiting list or been removed.

### **Canceling or withdrawing from courses**

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

## Final Results

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

## URL

The Student Web Service can be accessed at [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca). Instructions are located there. Please remember to log out after each use.



## 2.5 Student T-Cards, UTORid

All RSI students must have a T-Card. The U of T [TCard](#) is an access card for services on campus. Government-issued photo ID and your offer of admission letter are required to obtain your TCard. Email service, wireless network, and access to the [Learning Portal](#) will be available upon receipt of your TCard and authentication of your UTORid. It is also

used as a cash card for the student photocopier as well as the printer in the Computer Lab (Room 444). There is a cash-to-card machine in the Student Lounge (Rm 254), where you can load cash value on to your card.

You can obtain your TCard from the following location:

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

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

See also: [UTmail+](#), an email and calendaring service for students and alumni.

## 2.6 Replacement of T-Cards

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

St. George Campus - Robarts Library, north lobby, room 2054A, 2nd floor.

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

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

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

## **2.7 UTmail + Account**

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

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

## **2.8 GO Transit and TTC Discount**

Discounted student passes are available for registered full-time graduate students requiring transportation to and from campus on the GO Transit system. Go Transit student ID cards are available at the [TCard Office](http://www.utoronto.ca/tcard/): <http://www.utoronto.ca/tcard/>



## 3. MSc PROGRAM

### 3.1 Degree & Course Requirements

To complete the MSc degree, students require a minimum of 12 months of full-time study. The expected duration of the MSc program is 18 to 24 months for full time students, including time for thesis preparation and defense. Engagement in research should be initiated as soon as possible and well underway within six months of enrolment. Students are required to take a minimum of 2.5 courses (see list below).

- REH1100H (Theory and Research in Rehabilitation Science), 0.5
- REH2001Y (Rehabilitation Presentations and Proceedings), - expected to attend one (1) year of MSc CR/NCR), 1.0
- one half course, at the graduate level, in Research Methodology and/or Statistics, 0.5
- one additional half course, at a graduate level, related to the field of study, (0.5) and
- a thesis successfully defended before the Thesis Examination Committee.

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

Each student must:

- submit a thesis on her/his research, and
- pass an oral thesis examination.
- it is strongly recommended that students prepare a paper for submission to a peer reviewed journal. A Master's thesis is generally considered to be the equivalent of one full peer-reviewed research paper, with a thorough, integrated literature review and a detailed description of methods greater than allowed in publication.

### 3.2 Program Advisory Committee (PAC)

All RSI students are required to submit the proposed membership of their PAC to the RSI office using the PAC Approval Form ([Appendix Z](#)) form by the end of their first term in the program (December 31 for students starting in September, and April 30 for students starting in January). This form must also be re-submitted if PAC membership changes during the student's program. Students will be notified by email of approval.

## **Please review the RSI Program Advisory Committee Policy ([Appendix Y](#))**

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

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

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

### **3.3 Part-time Studies**

Exceptional students may be considered for enrolment on a part-time basis. There will be no residency requirement for part-time students. Part-time students must complete the program within five years; however, all course work must be completed within the first two years of the program. Part-time students must agree to an Annual Learning Contract ([Appendix B](#)) and must submit to the Department a Program Map (planned with his or her supervisor). Part-time students should be aware that it is the student's responsibility to modify his or her schedule to accommodate required course work since not all course times are flexible.

### **3.4 Annual Reports**

At the end of the first year of registration and once a year thereafter, all students are required to complete an Annual Research Progress Report detailing the achievements of the previous year and the objectives for the next year. This report is submitted to the PAC, for signature and to the RSI office where it will be reviewed by the Graduate Coordinator. A copy of the report form is included as [Appendix M](#).

### **3.5 Time Limits & Extensions**

Every academic program at SGS has a minimum period of registration and a maximum time limit. "Time to Degree" refers to the time taken to complete all degree requirements, from the point of admission to graduation. The "minimum period of registration" is the minimum time required to complete the program and this predetermines the minimum total academic fees that you pay prior to graduation. If you do not complete your degree within the "maximum time limit", you will not be permitted further registration.

Consult your graduate administrator who will know the specific time limits for your degree or refer to the [Minimum Period of Registration and Time Limits Chart](#). This chart contains both the minimum period of registration and maximum time limit for all degree programs, including combined degree programs, in years (each year contains three sessions).

Minimum period of registration varies from program to program and can be anywhere from 1 year for a doctoral program to 1 to 3.5 years for a master's program. The maximum time limit for full-time doctoral programs is 6 years (7 years for direct-entry); 6 to 8 years for flexible-time PhD programs; 5 to 6 years for professional doctoral programs; 3 years for full-time master's programs (except for the MArch: 4 years); 6 years for part-time master's programs; and 4 years for combined degrees.

If you are beyond the time limit, you may request a [program extension](#).

If you finish your degree program before you have completed the minimum period of registration, you are required to pay a balance of degree fee.

## 3.6 MSc/PhD Transfer

**MSc students in good standing who intend to continue into the PhD program may consider transferring to the PhD program without completing the MSc.** MSc students who wish to enter the PhD program without first completing their MSc degree must:

- Apply for transfer within 12 to 18 months of enrolment in the MSc
- Have a minimum of an A- average in all required MSc courses
- Have the written support of the thesis supervisor and program advisory committee (PAC)
- Complete the Request to Transfer Form and have it signed-off by the graduate coordinator ([Appendix K](#)).
- Successfully complete the Transfer Examination.

All transfers require the approval of the Graduate Coordinator.

The Transfer Examination must take place within 18 months into the MSc program. Note that the timelines for **comprehensive exams** for transfer to PhD are based on the start date of the MSc. Often, students must complete their comprehensive within 6 months of transfer.

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

Students should review the Transfer Examination Policy in [Appendix K](#) for detailed information on the policy.

Students thinking about a transfer should set-up an appointment with the RSI office within their first 10 months of enrolment.

### **Good Standing & Satisfactory Progress**

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

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

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

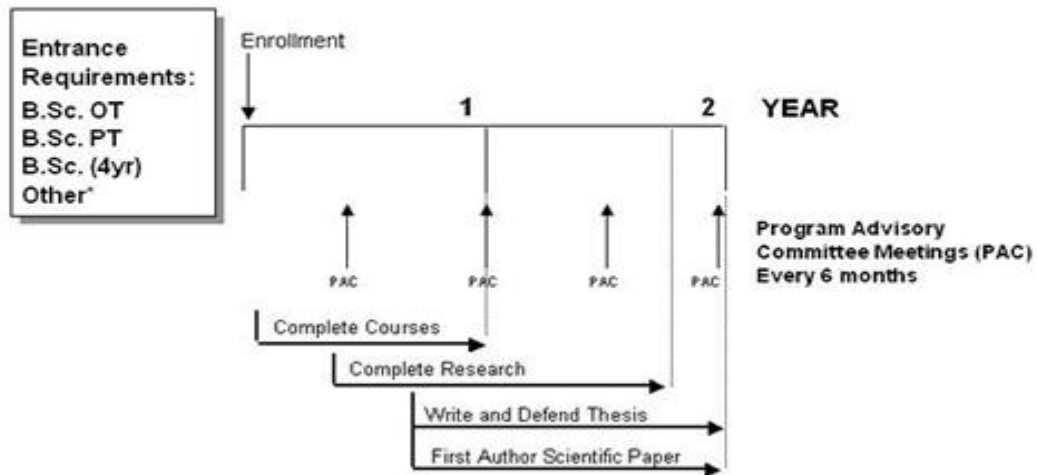
To be in "good standing" means a documented PAC meeting must be held every six months. Your progress is reviewed annually by your supervisory committee. As a doctoral student, you are required to meet with your supervisory committee once a year, or more often if required by the committee. Your committee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

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

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

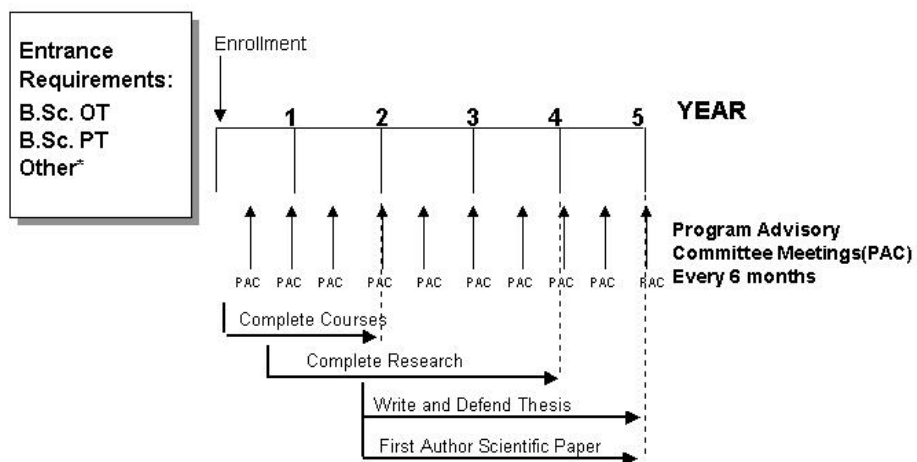
### 3.7 Degree Completion for Full Time and Part-time students

#### M.Sc. Model Timeline for Degree Completion for Full Time Students



\* See Admission Requirements

#### M.Sc. Model Timeline for Degree Completion for PartTime Students



\* See Admission Requirements

## 3.8 MSc Thesis Defense and Oral Examination

The MSc degree requires an oral RSI defense. **It is imperative that the thesis be prepared and ready for oral defense prior to termination of the residency.**

### Thesis Approval & Procedure

1. The Supervisor and PAC committee must verify that all course work and research has been completed by the student. When the supervisor and thesis program committee have approved the written thesis, a final committee meeting should be held to prepare the student for defense. (Please see Thesis Format Guidelines in [Appendix P](#)).

When the supervisor and committee approve the completed written thesis, the “**final program Advisory**” form ([Appendix Q](#)) is signed by all the committee members and sent to the RSI office.

2. The supervisor must contact the committee members (including internal and external) to ensure his /her willingness to participate and to arrange the defense date (two alternate dates and times should be arranged). Student and supervisor must complete the list of examiner form ([Appendix R](#)) and have it signed by the Graduate Coordinator.

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

- ◆ Final, signed PAC form
- ◆ A completed List of Examiners Form ([Appendix R](#)) – 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.

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

6. Prior to the defense, the internal and external examiners will be asked to sign a form stating that the student is ready to proceed to oral defense. Form can be found in [Appendix S](#).

7. The SGS Calendar should be consulted for the details of the final thesis requirement. Please note the following:

**Following the successful completion of the thesis the MSc student is required to submit one bound copy of the thesis to the RSI (or a receipt that the thesis has gone for binding) before the recommendation form is forwarded to the SGS for completion of their degree.**

## **Producing Your Thesis**

Electronic submission of the thesis is **NOW MANDATORY**. 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. ETDs are available through [T-Space](#), the University's digital library repository, and also released to the world-wide web with priority in many search engines, enabling scholars worldwide to locate, search, and download U of T's ETDs.

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

[Formatting](#)

[T-Space Submission](#)

[Copyright](#)

[Thesis Submission Deadlines](#)

[Forms & Checklists](#)

[FAQs](#)

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

Contact:

Master's Candidates Office

School of Graduate Studies, Room 304, 63 St. George Street

416-978-2377

[masters@sgs.utoronto.ca](mailto:masters@sgs.utoronto.ca)

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

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

## **Examination Committee**

The Examination Committee for MSc departmental defense is composed of:

- i.** two members of the PAC;
- ii.** the Chair
- iii.** one internal appraiser-examiner (inside U of T), with an SGS appointment;

- iv. one external appraiser–examiner (outside the U of T), with graduate status at the home university
- v. Supervisor

### **The Chair**

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

### **Internal Appraiser–Examiner**

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

### **External Appraiser–Examiner**

This individual should be a well-recognized scientist in the candidate’s research area. He/she must not be affiliated with the University of Toronto, or have collaborations with the supervisor relating to the research content of the thesis. The external examiner will be invited, in writing, by the Chair or Graduate Coordinator.

The external appraiser can attend the defense in person or via teleconference. If the external attends by teleconference it is the student’s responsibility to ensure that the external has their visual presentation and that the RSI office has a phone number to call during the defense.

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

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

### **Final Defense Dates and Tuition Fees**

Students who complete their thesis requirement after two years but prior to the deadline date for Fall convocation in **October 2<sup>nd</sup>, 2015** will not be charged Fall fees. Students who miss the deadline but complete their degree requirements by **January 22<sup>nd</sup>, 2016** are required to pay fees for one session.

## **3.9 Examination Committee for MSc Degree Guidelines and Procedures**

### **The Chair’s Mandate**

Acting on behalf of the Chair of the Rehabilitation Sciences Institutes, the Chair of the Examination Committee is responsible for, and empowered to ensure, the proper conduct of the examination. *The Chair* is expected to exercise full control over the proceedings and



*does not participate directly in questioning the candidate during the examination.* Her/his responsibilities include:

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

### **Responsibilities of the Chair**

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

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

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

### **Responsibilities of the Examination Committee**

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

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

### **Composition of the Committee**

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

- External Reviewer
- Internal Reviewer

- Supervisor
- Member(s) of Thesis Committee

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

## **Review of Documentation and Appraisals**

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

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

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

- 4. Completion of Course Requirements.** The Chair reports on the completion of all course requirements.
- 5. Appraisals.** The Chair asks the External Examiner to read their assessments of the candidate's thesis. With the exception of a written report which may be made by a supervisor, no other written statements or letters of reference are permitted. Any of the other appointed examiners present may make an oral statement.

**6. Order of Questioning.** The Chair consults with the Committee concerning the order of questioning. The sequence generally followed is that of:

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

### **Oral Summary and Defense**

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

### **Voting Procedure**

- 1. Basis of Evaluation.** The Chair reminds Members of the Committee that:
  - i. they should discuss the thesis and options before the vote is taken;
  - ii. the examination covers both the thesis and its oral defense; and
  - iii. the conclusion of their discussion will be followed by a vote to accept, or not to accept the thesis and its defense; contingent upon the vote on the examination being positive, then this is followed by a second vote concerning the terms of acceptance of the thesis.
- 2. Pass/Failure Voting Ratio.** The Chair reminds the Committee that ***more than one negative vote and/or abstention*** results in the thesis not being accepted and the examination is adjourned.
- 3. Level of Acceptance of Thesis.** The Chair reviews the terms on which the thesis may be accepted.
  - i. **Present Form** - no changes

- ii. **Minor corrections** involve typographical errors, errors in punctuation or problems in style. These alterations must be completed within one month (at least one week prior to the deadline for submitting a degree recommendation to the School of Graduate Studies). Changes are checked by the supervisor(s) and the supervisor will inform the Graduate Chair/Coordinator in writing.
- iii. **Minor modifications** are more than changes in style and less than major changes in the thesis. A typical example of a minor modification is clarification sought concerning textual material or the qualification of research findings or conclusions. Changes are checked by the supervisor(s) and must be capable of completion within three months, preferably much sooner. The supervisor will inform the Graduate Chair/Coordinator in writing.
- iv. **Major modifications** entail substantial revisions in one or more of the conceptual rationale, design, documentation and conclusions of the research. This decision would result in an adjournment with a reconvened examination to be held within a year by the Examination Committee.

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

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

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

**6. Notification of Candidate on the Vote.**

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

### **Minor Corrections/modifications**

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

### **Major Modifications**

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

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

## **Examination**

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

## **Reconvened Examination**

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

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

## **Return of Records to Graduate Department's Office**

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

The Chair should also remind the candidate to report to the Graduate Co-coordinator for follow up instructions concerning completion of degree requirements.

## 4. PHD PROGRAM

### 4.1 Degree Requirements

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

### 4.2 Required Courses

- REH 3100H Advanced Rehabilitation Research Issues, if an equivalent was not taken at the master's level, (0.5)
- REH 3001Y Rehabilitation Presentations & Proceedings (Expected to attend first 2 yrs of PhD program, CR/NCR) (1.0). (Students remain enrolled and are encouraged to attend until the completion of the degree)
- An advanced Research Methods course (0.5)

Depending on the student's background preparation the supervisor, in consultation with PAC, may recommend additional courses. Students may be required to take up to one extra full courses in addition to the degree requirements listed above. Students are expected to be on-campus and participating full-time until all program requirements are completed. It is expected that courses will be completed in the first year, the comps within 18 months the research, written thesis and defense will be completed by the end of year 3 or 4.

### 4.3 Comprehensive Exams

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

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

- 1) a written submission and*
- 2) a comprehensive oral exam.*

Ordinarily, the comps will be conducted after all required course work is completed. It is recommended that the preparation for the comps be started by 12 months of registration in the PhD program (see [Appendix V](#)), however, 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. Comprehensive Examination Form is included in [Appendix V](#). Students should set-up a meeting with the Graduate Coordinator to set-up a timeline for

their comps after their first year.

## 4.4 PhD Candidacy

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

Candidacy is achieved as noted below:

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

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

If you need an extension, complete the [Extension to Achieve Candidacy](http://www.sgs.utoronto.ca/Documents/Extension_to_Achieve_Candidacy.pdf) form at [http://www.sgs.utoronto.ca/Documents/Extension\\_to\\_Achieve\\_Candidacy.pdf](http://www.sgs.utoronto.ca/Documents/Extension_to_Achieve_Candidacy.pdf) and submit it to your graduate unit for review along with a letter explaining the cause(s) for the delay and evidence that the remaining candidacy requirements will be completed within the period of the extension requested.

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

### **Courses**

- REH 3100H Advanced Rehabilitation Research Issues ( or equivalent)
- REH3001Y Advanced Rehabilitation Presentations and Proceedings(students remain enrolled until the completion of the degree)
- An Advanced Research Methods Course

### **PLUS**

- Comprehensive Exam

### **PLUS**

Additional degree requirements for a collaborative program, if applicable

These are minimum course requirements. Your supervisor and PAC may request that you take additional courses towards your degree. Check on ROSI/ACORN

(<http://www.rosi.utoronto.ca>) to make absolutely sure you have been correctly enrolled and credited for your courses.

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

## 4.5 Thesis

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

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

## 4.6 Program Advisory Committee (PAC)

The Ph.D. candidate is expected, with the assistance of the supervisor to select a supervisory committee.

All RSI students in their PhD are required to submit the proposed membership of their PAC using the Program Advisory Committee (PAC) membership approval form ([Appendix Z](#)) to the RSI office within the first year of their program.

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

**Please review the RSI Program Advisory Committee Policy ([Appendix Y](#))**

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



## 4.7 PhD Timeline

- Year I & II** Course Work, Comprehensive Examination and Research Proposal should be started within 12 months, REH3001Y, PAC committee formed in year 1.  
Comprehensive Exam Completed
- Year III** Doctoral Research  
Writing of Thesis
- Year IV** Writing of Thesis  
Doctoral Research Thesis Defense

## 4.8 Progress/ Annual Reports

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

### Good Standing & Satisfactory Progress

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

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

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

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

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

Your eligibility for funding and registration in the program may be affected if you do not remain in good standing or if you do not make satisfactory progress, so it is important to

meet with your advisor/supervisor regularly and ask for feedback on your progress and the level and quality of your work.

## **4.9 Flexible-time**

Currently a flex-time program is not offered.

## **4.10 Final Oral Examination**

### **Fees and Bursaries in the Final Year**

#### **Final Year Doctoral Fees**

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

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

1. The full fee.
2. The minimum first payment (100% of current fall tuition fee charges);
3. The fee based on the expected date of completion

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

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

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

## **Completion Grants and Emergency Funding**

### **Doctoral Completion Award:**

The aim of the Doctoral Completion Award (DCA) is to help ensure that meritorious PhD students who are no longer receiving the normal funding from their graduate unit can complete their degree program within the time limit. Students may receive a DCA only once during their program. The award is competitive. Criteria include: academic merit and quality of research, the availability of alternative funding, and, if appropriate, special features of the research program that require more time than usual. Students who have experienced a delay in their program due to unfortunate personal circumstances should be referred to the Emergency Grant program.

### **SGS Emergency Grant**

The intent of the Emergency Grant Program is to assist currently registered, full-time, graduate students beyond their first year of study who generally are not part of the funded cohort and who encounter an unanticipated serious financial emergency. It is not considered to be a source of routine or long-term funding.

### **Eligibility**

All graduate students who encounter an unanticipated serious financial emergency are invited to make an appointment with the SGS Financial Counsellor (416-946-0808) whether or not they believe they are eligible for emergency grant assistance. Please also view the information below on SGS Emergency Loans which may be appropriate depending on your situation.

To be eligible for emergency grant assistance:

You must currently be registered full-time as a graduate student. Normally, you must have already applied to the Ontario Student Assistance Program ([OSAP](#)) or [other provincial government assistance](#) and received your Notice of Assessment. In accordance with the [University of Toronto's Policy on Student Financial Support](#), OSAP is the common mechanism used to assess student need. Note that any assessed need, which remains unmet above the OSAP maximum, is automatically covered by UTAPS. Students with federal/provincial student aid other than OSAP must apply separately to [UTAPS](#).

### **Students Normally Ineligible for the Emergency Grant**

Students in the categories below are normally not eligible for this emergency grant. However, if you have a financial emergency, please contact the Financial Counsellor even if you believe you are not eligible for emergency grant assistance.

First year students: If you are entering the first year of your program, it is expected that you will have already created a financial plan for yourself in order to cover all of your upcoming expenses.

Students in graduate programs with guaranteed funding: If you are a beneficiary of the funding guarantee, you are unlikely to be eligible for emergency grant assistance unless you qualify for OSAP.

## **Grant Application**

Please submit the completed [application](#) along with all necessary documentation to SGS at 63 St. George Street, Room 202. Alternatively, you can fax the application to the attention of the SGS Graduate Awards Office at 416-971-2864. We are open Monday to Friday from 10 a.m. to 4 p.m.

You can apply for an emergency grant at any time throughout the year. Before you apply, we encourage you to speak to someone from your home department, such as your supervisor or your graduate coordinator. These individuals may be able to help you with other sources of financial assistance and/or provide useful advice.

You may normally only apply for an emergency grant once per academic year. New and compelling information would be required for a second application. If you do believe that your situation warrants a second application, please contact the Financial Counsellor.

## **Activation**

Normally, emergency grants that are awarded will first be applied to fees or institutional loans that are outstanding. Upon request (see Section 2 on the application form), you may be able to receive payment personally. Please ensure you have your current mailing address updated on ROSI/ACORN to avoid delays in the event that you are awarded funding.

## **Notification of Results**

We will notify you of the results as soon as possible after your application has been submitted to the Graduate Awards Office with all necessary documentation. Notification may occur within two weeks. Complex cases will be sent to the Emergency Grant Committee, which normally meets several times per term. You will be notified of the results via your official University of Toronto email address unless reasonable alternate arrangements of notification are requested.

## **Questions**

Please email [graduate.awards@utoronto.ca](mailto:graduate.awards@utoronto.ca)

Candidates are required to pay outstanding University fees before the Final Oral Examination.

**Regular PAC meetings** – at least five PAC meetings must have been held and reports filed in the RSI office by the end of year 3 of the PhD.

## Countdown to the PhD Final Oral Examination

### Step 1: Final Program Advisory Meeting

When the supervisor and thesis program committee have approved the written thesis, a final committee meeting should be held to prepare the student for defense. Any further changes to the thesis should be clearly outlined to the student and the **"Final PAC" form** should be signed by all the committee members and sent to the RSI office.

At the Final PAC 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 Mock Oral Examination and agree on at least one RSI full member to be invited to the Mock defense.
- 3) Recommend three potential External Examiners for the Final Oral Examination.

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

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

**Students may NOT contact the examiner under any circumstances.** Supervisors may contact external examiners **ONLY** to ascertain willingness to provide a written appraisal and/or availability to attend the examination at the specified time. Supervisor and examiner **DO NOT** discuss thesis content, aside from providing the thesis title.

The Final Oral Examination External Examiner Nomination Form ([Appendix W](#)) must be attached to the Final PAC form.

The external examiner must:

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

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

## **Step 2: Submitting thesis to RSI**

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

- A paper copy plus an electronic copy of the entire final thesis with the changes recommended at the final PAC meeting
- The signed Final PAC 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 ([Appendix W](#)). All proposed committee members must have agreed to be available on the listed potential examination date(s).
- The supervisor completes and submits an External Examiner Nomination Form ([Appendix W](#)) to the RSI Office. It will prove useful in setting up the Final Oral Examination later if the supervisor has previously ascertained any proposed examiner's willingness to participate by sending a written appraisal and possibility of attending the exam.

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

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

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

### **Step 3: Departmental Mock Oral Examination**

The supervisor and student are responsible for arranging a time convenient to PAC members and at least one other full member of RSI for a Departmental Mock Oral Examination. The RSI office should be notified of the time and date and will organize the room and equipment. This mock defense is open to all RSI students and faculty.

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

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

The supervisor needs to notify the RSI office in writing that the mock defense has been completed

### **Step 4: Members of the Final Oral Examination Committee**

Student and supervisor discuss and agree on who should be on the examination committee (see below). *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.*

All UofT examiners must be members of the UofT Graduate Faculty, as an Associate Member, Full Member, or Member Emeritus. Unfortunately, the University does NOT maintain a current and complete listing of its entire graduate faculty. You can determine the graduate faculty status of a proposed examiner by checking with: (a) the examiner; (b) the SGS Calendar; (c) the examiner's graduate unit. If in doubt, consult the RSI Office.

The Examination Committee shall consist of four to six voting members, plus the Examination Chair. The quorum is four voting members. The Committee must include:

- a.** at least one member, but not more than three members, of the Candidate's PAC committee.
- b.** the External Appraiser as approved earlier
- c.** a non-voting Chair appointed by SGS. The Ph.D. Examinations Office will inform the graduate unit when a Chair for the examination has been appointed. Note that the graduate unit is not required to include the name of the Chair of the Examination

Committee on the Examination Committee Nomination Form, which the graduate unit should submit to SGS as soon as possible.

- d. at least one examiner who has **not** been closely involved in the supervision of the thesis.

those eligible include: members of the faculty appointed to the Candidate's graduate unit, and members of the faculty appointed to other graduate units

The Examination Committee may also include up to two non-voting members.

Proposed exceptions to the above must be approved by the Associate Dean.

The Final Oral Examination is a closed examination. Only members of the examination committee may attend the examination. If the candidate wishes to include non-voting members at the defense, s/he must request this in writing to the RSI Office at the time of booking the examination. The Associate Dean of SGS must approve the attendance of any non-voting members.

Two weeks before the examination the RSI Office will distribute a copy of the External Examiner's thesis appraisal to all Final Oral Examination Committee members and the candidate **WITH THE PROVISION THAT THE COMMITTEE AND CANDIDATE SHALL NOT DISCUSS THE APPRAISAL PRIOR TO THE EXAMINATION**. The student is entitled to this time to reflect on the appraiser's comments and address these comments at the examination.

If the External Examiner's appraisal is not available 2 weeks before the Final Oral Examination, the examination will either be cancelled, or the candidate will be required to complete a form, waiving his/her right to see the written appraisal 2 weeks prior to the examination.

### **Step 5: Final Oral Examination Rules of Procedure**

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

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

### **Step 6: Graduation**

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

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

Members of the graduate faculty are entitled to attend the examination, and with the permission of the Chair, they may ask questions of the candidate, but they must withdraw before the Committee's discussion and vote. A qualified observer may attend, subject to the



same restrictions, if the graduate unit has received approval for such attendance in writing beforehand from the Associate Dean. Otherwise the examination is closed to the public. The vote at the examination takes into account both the thesis and the oral defense itself.

The Examination Committee represents the Council of the School of Graduate Studies and through it the University. It is therefore responsible for the standard of the Ph.D. degree in this University. Graduate unit examinations held immediately in advance of the final oral must not therefore interfere with attendance at, or thoroughness of, the final examination.

The Committee must evaluate the external appraisal of the thesis, which is to be considered only as an individual opinion to be employed as the committee sees fit. It must examine the candidate on the content and implications of the thesis. Where someone other than the candidate is a co-author of any portion of the thesis, the Examination Committee must be satisfied that the candidate's personal contribution to the thesis is sufficient to fulfill the requirements of the Ph.D. degree. In addition to determining the adequacy of the thesis, the committee must satisfy itself that the thesis document meets the proper standards of scholarship.

The committee possesses the full authority of the School with respect to the examination.

A quorum for the final examination is four voting members, plus the Examination Committee Chair who has no vote. Voting shall be by signed ballot, and the names of the examiners and their respective votes shall be read to the Examination Committee by the Chair. If a quorum is not present the Chair may delay the examination to obtain a quorum or may postpone the examination to another date.

The candidate passes on the first examination:

- a.** if the decision is unanimous, OR
- b.** if there is not more than one negative vote or abstention.

If there is more than one negative vote or abstention, adjournment is mandatory.

In the event of adjournment, the Examination Committee must provide the candidate, as soon as possible, with a written statement that indicates the reasons for adjournment and the committee's requirements for the reconvened oral examination. In addition, the Examination Committee must decide the approximate date of the reconvened examination. The time between the adjourned examination and the reconvened examination should be as short as circumstances will permit and in no case shall exceed one year.

At the reconvened examination, no new committee members shall be added, except for necessary replacements. It is the obligation of the examiners to attend the reconvened examination.

The candidate passes on the reconvened examination:

- a.** if the decision is unanimous, OR
- b.** if there is not more than one negative vote or abstention.

No further adjournment will be allowed.

If a candidate is not recommended for the degree by the committee in charge of the second examination, the candidate is ineligible for further Ph.D. candidacy at the University. The Examination Committee must provide the candidate, as soon as possible, with a written statement that explains clearly and directly why the examiners found the candidate's performance unsatisfactory on the written and/or oral components of the examination, as may be relevant.

If minor corrections in style are a condition of acceptance of the thesis, the candidate must complete the corrections within one month of the date of the examination, and the supervisor will inform the candidate of the necessary corrections. The supervisor must notify the School of Graduate Studies directly in writing that the required corrections have been made by the candidate, with a copy of the correspondence sent to the graduate coordinator of the graduate unit, before the candidate is recommended for the degree.

If minor modifications are a condition of acceptance of the thesis, the Chair of the Examination Committee will appoint a Subcommittee of the Examination Committee (to be approved by the Examination Committee) to supervise the proposed modifications. One member of the Subcommittee is designated by the Chair, with the approval of the Examination Committee, as the Convener. The Convener will be responsible for the preparation of a statement detailing the modifications required. Modifications must be completed within three months of the date of the oral examination. The members of the Subcommittee will report on the acceptability of the completed modifications to the Convener. If all members of the Subcommittee approve the completed modification, the candidate will be passed without the necessity of reconvening the Examination Committee. The Convener of the Subcommittee must certify in writing to the School of Graduate Studies, within three months of the original examination that the modifications have or have not been satisfactorily completed. If one or more members of the Subcommittee do not approve the completed modifications, the final oral examination must be reconvened within a year of the date of the original examination.

The Examination Committee must decide the nature of minor modifications, but it is intended that minor modifications should be more than corrections in style and less than major changes in the thesis. A typical example of minor modifications might be clarification of textual material or qualification of research findings and conclusions. The option of acceptance with minor modifications does not apply to the reconvened examination.

If major changes are required, the examination must be adjourned and the Committee reconvened after the changes have been made.

The University Library authorization form and publication agreement must be signed by the candidate when the final thesis is submitted.

The School requires that every Ph.D. thesis be published substantially as it is accepted as follows:

- a. after all the requirements for the degree have been met, the School will forward an original unbound copy of the thesis to University Microfilms Inc. (UMI), the National Library's microfilming agent, with the Non-exclusive License to Reproduce Theses Form, authorizing the National Library to reproduce, loan, distribute, or sell copies of the thesis in microform, paper, or electronic format. UMI will include the abstract in the listings of *Dissertation Abstracts International*. Titles published since 1997 are available in PDF digital format with 24-page previews. To offset the cost incurred by the National Library, UMI charges \$37 per thesis, which is borne by the School.
- b. all theses copies **must include** an abstract. Most importantly, the technical requirements outlined in the guidelines for preparation of the abstract, (copies available in graduate units and the Ph.D. Examinations Office) must be followed in order for the abstract in the unbound copy to be reproduced in *Dissertation Abstracts International*.

**The abstract in the final unbound copy of the thesis must be no longer than 350 words.**

The National Library's Non-exclusive License to Reproduce Form must be signed and submitted to the Ph.D. Examinations Office when the final thesis is submitted. The National Library is prepared to allow a student to revoke the permission he or she has accorded to reproduce, loan, distribute, and sell copies of the thesis in the following situation: if a commercial publishing opportunity arises whereby the commercial publisher objects to the non-exclusive license granted by the student to the National Library. In this case the National Library will request that UMI, after official notification by the student, withdraw the thesis in question from possible future sale and distribution. However, the thesis in microform format will remain in the National Library's collection and will continue to be made available for on-site consultation and for interlibrary loan.

Publication in microfilm satisfies the School's publication requirement but does not preclude publication of the thesis or any part of it in a journal or as a monograph. In this case, acknowledgment should be made that the work is part of a thesis at the University of Toronto.

If a thesis includes material from other previously copyrighted works, such as off prints of journal articles, maps, published texts, etc., written authorization from the copyright holder is required in order that they may be filmed. This authorization can be included in the author's acknowledgements or at the top of the actual document (or first page of a document more than one page in length).

It is the intention of the University of Toronto that there will be **no restriction** on the distribution and publication of theses. However, in exceptional cases, the author, in consultation with the thesis supervisor and with the approval of the chair of the graduate unit, shall have the right to postpone distribution and publication by microfilm for a period up to two years from the date of acceptance of the thesis. In exceptional circumstances and on written petition to the Dean of the School of Graduate Studies, the period might be extended, but in no case for more than five years from the date of acceptance of the thesis unless approved by the Council of the School of Graduate Studies.

Copies of the thesis shall bear the words "Thesis submitted in conformity with the requirements for the Degree of Doctor of Philosophy, Graduate Department of (name of department) in the University of Toronto." In a prominent place on the title page of the thesis the international copyright notice should appear, which consists of three elements in the same line:

- a. the letter "C" enclosed in a circle
- b. the name of the copyright owner, in this case the author
- c. the year

For further details, students should consult the pamphlet, *Guidelines for the Preparation of Theses for Microfilming and Binding*.

## **Producing Your Thesis**

Electronic submission of the thesis is ***NOW MANDATORY***.

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. ETDs are available through [T-Space, https://tspace.library.utoronto.ca/](https://tspace.library.utoronto.ca/) the University's digital library repository, and also released to the world-wide web with priority in many search engines, enabling scholars worldwide to locate, search, and download U of T's ETDs.

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

[Formatting](#)

[T-Space Submission](#)

[Copyright](#)

[Thesis Submission Deadlines](#)

[Forms & Checklists](#)

[FAQs](#)

### **Contact:**

Doctoral Examinations Office

School of Graduate Studies, Room 304, 63 St. George Street

416-978-5258

[doctoral@sgs.utoronto.ca](mailto:doctoral@sgs.utoronto.ca)

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

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

## 5. COLLABORATIVE PROGRAMS

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

- ◆ Aging, Palliative & Supportive Care across the Life Course
- ◆ Bioethics
- ◆ Cardiovascular Sciences
- ◆ Global Health (PhD)
- ◆ Healthcare Technology and Place (HCTP)
- ◆ Health Services and Policy Research
- ◆ Institute of Biomaterials and Biomedical Engineering
- ◆ Musculoskeletal Sciences
- ◆ Neuroscience
- ◆ Resuscitation Sciences
- ◆ Women's Health
- ◆ Workplace Learning and Social Change (WLSC)

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

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

### 5.1 Aging, Palliative & Supportive Care across the Life Course

The Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course prepares students for specialization in the field of aging and/or the field of palliative and supportive care, with an emphasis on viewing aging and palliative issues within the

perspective of the life course. The collaborative program offers students two options of study:

1. aging and the life course
2. palliative and supportive care

Students must apply to and register in a home participating unit (i.e., one of the graduate programs listed in the link below), and follow a course of study acceptable to both the graduate unit and the Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course.

Upon successful completion of the requirements, students receive, in addition to the degree from the home graduate unit, the notation "Completed the Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course" on their transcript.

<http://www.sgs.utoronto.ca/prospectivestudents/Pages/Programs/Aging,-Palliative-and-Supportive-Care.aspx>

**Contact:** Nina Carlton  
Reception, Institute for Life Course & Aging  
263 McCaul Street, room 328  
University of Toronto  
Toronto, ON, M5T 1W7

**Telephone:** (416) 978-0377

**Fax:** (416) 978-4771

**Email:** [aging@utoronto.ca](mailto:aging@utoronto.ca)

**Website:** <http://www.aging.utoronto.ca>

**Dr. Angela Colantonio ([angela.colantonio@utoronto.ca](mailto:angela.colantonio@utoronto.ca)) is the Graduate Faculty Representative for this program.**

## 5.2 Bioethics

The Collaborative Program in Bioethics (CPB) prepares students who will specialize in bioethics with an emphasis on innovative interdisciplinary research and scholarship in bioethics, and trains scholars whose primary goal is to contribute original research in bioethics. Students are expected to conduct innovative research in relation to the discipline of their home departments and to have a working knowledge of selected bioethical issues from the current viewpoint of each of the other relevant discipline.

**Contact:** Carmen Alfred, Academic Secretary  
University of Toronto Joint Centre for Bioethics,  
155 College Street, Suite 754  
Toronto, Ontario, Canada M5T 1P8

**Telephone:** (416) 978-0871

**Fax:** (416) 978-1911

**Email:** [carmen.alfred@utoronto.ca](mailto:carmen.alfred@utoronto.ca) 

**Website:** <http://www.jointcentreforbioethics.ca/education/cpb.shtml>

**Dr. Barbara Gibson ([barbara.gibson@utoronto.ca](mailto:barbara.gibson@utoronto.ca)) is the Graduate Faculty Representative for this program.**


### **Admission Requirements:**

In addition to the minimum requirements of the School of Graduate Studies (SGS), each of the above departments has its own standards for admission. Please check with the home department to which you are applying for specific admission requirements.

### **Application Process:**

The application process is twofold. Prospective students must apply to one of the collaborating graduate units (check individual websites for application deadlines) and must also apply separately to the CPB (deadline March 31). Admittance into a home unit is necessary for admission into the CPB. Applications are assessed by the CPB Executive Committee, which consists of a representative from each of the collaborating units. CPB admission decisions will be made after the CPB receives notification that you have been admitted into the home department. NOTE: admission into a home department does not guarantee admission into the CPB.

Applications to the CPB should be sent to: Carmen Alfred, Academic Secretary, Collaborative Program in Bioethics, University of Toronto Joint Centre for Bioethics, 155 College Street, Suite 754, Toronto, Ontario, Canada M5T 1P8. Your application must include:

1. [Application Form for Admission](#) 
2. Current curriculum vitae
3. Current transcripts
4. Two letters of reference, and
5. A one-page letter of intent. This letter must:
  - detail why you are interested in the CPB
  - outline the research project you will conduct
  - provide the reasons why you chose this research project
  - describe the research methodology that will be used to complete the project, and

- describe what you hope to gain from the CPB, what you will give to the CPB, and what you intend to do once you have completed the program
6. A letter or e-mail from your thesis supervisor who has agreed to supervise you. The letter or e-mail should be sent to the Academic Secretary.

### 5.3 Cardiovascular Sciences

The Cardiovascular Sciences Collaborative Program is an exciting program created to develop co-operative and joint graduate teaching and research across departmental boundaries under the Faculties of Dentistry, [Medicine](#), Nursing, Pharmacy and the [Physical Education and Health](#). The Program builds on the strengths of the collaborating graduate departments (Dentistry; Exercise Sciences; Health Policy, Management and Evaluation; Institute of Biomaterials and Biomedical Engineering; Institute of Medical Science; Laboratory Medicine and Pathobiology; Medical Biophysics; Nursing; Pharmaceutical Sciences; Pharmacology; Physiology; Public Health Sciences; and Rehabilitation Science) and the clinical departments of Anesthesia, Medicine and Surgery - enhancing the visibility of cardiovascular studies and facilitating interdisciplinary training and research.

The Program offers diverse areas of training including 2 major streams of studies: Cardiac and Vascular. **Dr. Dina Brooks ([dina.brooks@utoronto.ca](mailto:dina.brooks@utoronto.ca)) is the Graduate Faculty Representative for this program.**

**Contact:** Dr. C. Wittnich, Director  
Cardiovascular Sciences Collaborative Program  
University of Toronto  
Fitzgerald Building, Room 83E  
150 College Street  
Toronto, ON, M5S 3E2

**Telephone:** (416) 978-0746

**Fax:** (416) 946-5713

**Email:** [cv.program@utoronto.ca](mailto:cv.program@utoronto.ca)

**Website:** <http://www.cscp.utoronto.ca>

#### Applying to the Program

Students submit a separate [application](#) (<http://www.cscp.utoronto.ca/applicat/applicat.html>) with attachments to the Cardiovascular Sciences Collaborative Program office. This application will be assessed for admission into the Program by the Executive Committee. Students are advised to make personal contact with potential supervisors as early as possible as admission may depend on availability of a faculty member. Cardiovascular Sciences Collaborative Program requires all MSc level students to take a one-half credit course selected from the cardiovascular curriculum (see courses offered). All PhD level students are required to take any two of the following course selections ([JCV3060/3061/3062/3063](#)). Students that complete any of the



JCV courses at the MSc level will have this credited towards their PhD course requirements for the CSCP.

## **5.4 Global Health**

The Collaborative Doctoral Program in Global Health (CPGH) at the University of Toronto is sponsored by the Dalla Lana School of Public Health (DLSPH) in the Faculty of Medicine, and will include PhD students from divisions in DLSPH and the Faculties of Medicine (Health Policy Management and Evaluation), Nursing, Pharmacy, Law, and Arts and Science (Departments of Anthropology and Political Science). Five centres (Centre for International Health, Centre for Global health Research, Joint Centre for Bioethics, Munk Centre for International Studies and Centre for Health Services Sciences) are supporting units of the collaborative program.

The CPGH integrates methods and insights from the scholarly arenas of the participating partners. It provides a vibrant intellectual community for doctoral students and research faculty to interact and learn from one another. Students are encouraged to think critically about dominant paradigms and to integrate academic research skills in an applied community or policy setting. Graduates of the program will have the skills to work effectively with trans- disciplinary, international teams.

The Collaborative Program views 'global health' in an integrative manner. It focuses on the relationships among local, regional, national, and international forces and factors that influence health and on the development of effective interventions and policies that will address or shape these.

### **Program Objectives**

- To enable students to develop an understanding of global health in terms of the interaction of global, national, regional, and local forces, processes, and conditions;
- To ground training in disciplinary perspectives and engage in transdisciplinary efforts through concrete collaborative global health research projects;
- To offer mentorship opportunities by committed and experienced faculty with a diversity of theoretical, operational and methodological perspectives on global health; and,
- To grapple with complex health-related policy making by the range of international, national, and local actors in a wide range of sectors that shape policies and carry out activities that affect health.

### **Program Requirements**

Formal requirements include:

- Completion of core course: NUR1083H Comparative Politics of Health and health Policy in a Globalizing World (please hyperlink to the course description attached).

- One additional course relevant to global health offered by a department other than the home department. There are currently more than 40 approved courses at participating departments, faculties and centres.
- Participation in CHL5701H 9 a half-credit global health research seminar series) for 3 terms (the equivalent of 1.5 academic years).
- Writing and defending a thesis on an issue related to global health, to be approved by both the home unit and the Collaborative PhD Program committee. Either the supervisor or a committee member must be a member of the collaborative program.

Students participating in CPGH will still be required to complete all requirements of their home department to complete their doctoral studies.

### **Eligibility and Application Process**

The Collaborative Doctoral program in Global Health is a special designation within existing collaborating doctoral programs. All applicants must first apply to, meet the admission criteria of, and accepted into a doctoral program, in one of the collaborating graduate departments, indicating their interest in the Collaborative Program in Global Health. Once accepted in a participating doctoral program, the student may apply to the Collaborative Program by submitting a complete application to the CPGH which includes:

- A personal statement (no more than 2 pages single-spaced) describing relevant personal and/or professional experiences, a career plan, motivation for advanced research training in global health, and any past work and research experience in global health.
- Copies of materials from the original doctoral application, including curriculum vitae, transcripts and reference letters.
- A solo-authored short writing sample on the topic of global health (published articles, unpublished course papers as well as other writing samples are acceptable).

#### **Contact:**

#### **Administrative Assistant:**

Elayna Fremes ([elayna.fremes@utoronto.ca](mailto:elayna.fremes@utoronto.ca))

#### **Program Director (Interim):**

[Anne-Emanuelle Birn](#)

Professor and Canada Research Chair in International Health  
Dalla Lana School of Public Health  
Health Sciences Building  
155 College St., Room 558  
Toronto, ON M5T 3M7

**Telephone:** (416) 946-5792

**Fax:** (416) 978-8299  
**Email:** [ae.birn@utoronto.ca](mailto:ae.birn@utoronto.ca)  
**Website:** <http://www.dlsph.utoronto.ca/degree-information/collaborative-doctoral-program-global-health>

**Dr. Stephanie Nixon ([stephanie.nixon@utoronto.ca](mailto:stephanie.nixon@utoronto.ca)) is the Graduate Faculty Representative for this program.**

## 5.5 Health Care, Technology and Place (HCTP)

Health Care, Technology and Place is a strategic research and training initiative based at the University of Toronto. HCTP is funded by the Institute of Health Services and Policy Research at the [Canadian Institutes of Health Research](#).

The objectives of the Collaborative Doctoral Program in Health Care, Technology and Place are to:

- Prepare doctoral students to understand, explain, and improve geographically-dispersed and technologically-mediated health care.
- Provide mentorship in trans-disciplinary research to doctoral students in the life sciences, physical/applied sciences, social sciences, and humanities.
- Bridge knowledge gaps among doctoral students who are concerned with the interconnectedness of bodies, technologies, places, and work in contemporary health

All applications are reviewed by the HCTP Fellowship Review Committee using the following criteria:

- Enrolment in a participating graduate unit.
- Research promise and commitment.
- Pertinence of proposed research to the themes of HCTP.
- Aptitude for interdisciplinary research.

**Note:** Students must be enrolled in a home graduate unit and this unit will recommend the granting of the doctoral degree. Home graduate units will retain control over their admissions and a duty to provide their students with adequate supervision from within the unit.

**Dr. Denise Reid ([d.reid@utoronto.ca](mailto:d.reid@utoronto.ca)) is the Graduate Faculty Representative for this program.**

## Application

Doctoral applications must include the following:

- Formal evidence of application/admission to a doctoral program at the University of Toronto.
- Research Statement.
- Three (3) confidential Letters of Support.
- Two (2) samples of academic writing.
- Transcripts from all post-secondary institutions.
- Current Curriculum Vitae.

**Contact:** Prof. Peter C. Coyte  
Director

**Telephone:** (416) 978-8369

**Fax:** (416) 978-7350

**Email:** [peter.coyte@utoronto.ca](mailto:peter.coyte@utoronto.ca)  
[hctp.program@utoronto.ca](mailto:hctp.program@utoronto.ca)

**Website:** <http://www.hctp.utoronto.ca/>

## 5.6 Health Services and Policy Research

The Collaborative program will provide a focus for those students with an interest in health services and policy research to interact and learn from each other in a manner which may not be available in their home departments or faculties. The objective of the program is to: **(1)** provide training in health services and policy research for graduate students (Masters and PhD); **(2)** enhance the quality and breadth of trans-disciplinary training in health services and policy research by providing learners with access to learning experiences (e.g. course, summer institutes, practicum experiences, supervisors and supervisory committee members, and mentors) that cut across universities, faculties, disciplines, departments and existing graduate programs; and **(3)** include decision makers as active partners in teaching, program and curriculum planning and provision of fields placements with students.

**Contact:** Whitney Berta

**Telephone:** (416) 946-5223

**Fax:** (416) 978-7350

**Email:** [whit.bera@utoronto.ca](mailto:whit.bera@utoronto.ca)

**Website:** <http://www.ihpme.utoronto.ca/about/rp/collab/hspr.htm>

**Contact:** Rhonda Cockerill  
Director

**Telephone:** (416) 978-7721

**Fax:** (416) 978-7350

**Email:** [rhonda.cockerill@utoronto.ca](mailto:rhonda.cockerill@utoronto.ca)

## **5.7 Institute of Biomaterials and Biomedical Engineering (IBBME)**

IBBME offers a Collaborative Program in Biomedical Engineering where students can receive a certificate in Biomedical Engineering in conjunction with their degree from their home department. A certificate can only be obtained through completion of one advanced research based graduate degree (i.e. MSc, MASc or PhD) in one of the participating departments. Students who obtained a Collaborative Biomedical Engineering Certificate during their MSc or M.A.Sc. studies cannot receive a second certificate through the PhD program. However, we do encourage students to continue to participate in IBBME activities.

The Collaborative Program provides a flexible way for outstanding students to cross traditional disciplinary boundaries through registration in one of the 14 collaborating graduate units and the Institute. The Collaborative Program provides students with the opportunity to expand their expertise in a particular research field while gaining knowledge in biomedical engineering.

Registration in the Collaborative Program is through the collaborating graduate unit and then IBBME. All student admissions, records, financing, course registration and degree requirements are administered through the collaborating graduate unit.

Students interested in the collaborative program in Biomedical Engineering should apply at the time of their initial application for graduate studies at the University of Toronto, or within the first 4 months of starting their graduate program.

### **Applicants to the Collaborative Program must:**

Please see the Collaborative Program - Partner Programs page for information on collaborative program courses offered in other departments/institutes.

- 1.** Have an A- average in their last two years of studies and are required to maintain an A- a average in each of their graduate courses.
- 2.** Have a supervisor, or co-supervisor, with a full, or cross-appointment with IBBME
- 3.** Complete the [collaborative program application](#) and submit to the IBBME Graduate Programs Administrator.
- 4.** Request a copy of the Graduate application from their home department to be submitted to IBBME Graduate Programs Administrator.

## **MAILING ADDRESS:**

Institute of Biomaterials & Biomedical Engineering  
Rosebrugh Building  
164 College Street, Room 407  
University of Toronto  
Toronto, Ontario  
M5S 3G9

**Fax:** (416) 978-4317

**Website:** <http://ibbme.utoronto.ca/about.htm>

**Contact:** Willy Wong, Graduate Coordinator  
Collaborative Program in Biomedical Engineering

**Telephone:** (416) 978-8734

**Email:** [willy@eecg.utoronto.ca](mailto:willy@eecg.utoronto.ca)

**Contact:** Jeffrey Little, Graduate Programs Administrator

**Telephone:** (416) 978-4841

**Email:** [jeffrey.little@utoronto.ca](mailto:jeffrey.little@utoronto.ca)

**Dr. Denise Reid ([d.reid@utoronto.ca](mailto:d.reid@utoronto.ca)) is the Graduate Faculty Representative for this program.**

## **5.8 Musculoskeletal Sciences**

This multidisciplinary program aims to enhance the experience of graduate students by strengthening their education to carry out musculoskeletal research, fostering multi-disciplinary approaches to musculoskeletal research, educating students as to how their work fits into the larger community of musculoskeletal research that stretches from bench to bedside to society, and to create leaders in the field of musculoskeletal sciences who are capable of bringing about transformational change.

### **Admission Requirements**

Applicants who wish to enroll in the collaborative program must apply to the program as well as apply to and be admitted to a graduate degree program in one of the [participating units](#). In addition to the application requirements of the participating unit, the following documentation is mandatory as part of the Collaborative Program in Musculoskeletal Sciences (CPMS) application process.

- Application form (attachment below)
- A curriculum vitae

- A maximum one page letter explaining how the applicant's program of study and specific research interest relates to musculoskeletal science signed by the trainee and their Supervisor
- Copy of the participating unit program acceptance

### **Master's Program Requirements**

- Satisfy requirements of the participating unit degree program and graduate unit
- Complete the required CPMS Core Course: [MSC3001H](#), Foundations In Musculoskeletal Science
- Attend and participate in **12 seminars** of the [SRM3335H](#) Seminar Series (CR/NCR)
- Complete a thesis or major project or placement in the area of musculoskeletal sciences under the supervision of a collaborative program [core faculty](#).

### **Doctoral Program Requirements**

- Satisfy requirements of the participating degree program and graduate unit
- Complete the required CPMS Core Course: [MSC3001H](#), Foundations In Musculoskeletal Science
- Attend and participate in **18 seminars** of the [SRD4445H](#) Doctoral Seminar Series (CR/NCR)
- Complete a thesis or major project or placement in the area of musculoskeletal sciences under the supervision of a collaborative program [core faculty](#).
- Students enrolled in the Collaborative Program at the master's level who transfer to the doctoral level will have the course [MSC3001H](#) Foundations in Musculoskeletal Science counted toward the completion of the doctoral collaborative program requirements.

**Please submit your completed [application form](#) and the required documents as soon as possible to [msk.lunenfeld.ca](http://msk.lunenfeld.ca)**

To download the application form [CLICK HERE](#)

Students who transfer from the Master's degree and collaborative program will be required to attend 18 seminars in total over the course of the Master's and Doctoral collaborative program.

Where a student who has completed the collaborative program at the Master's level wishes to enroll in the collaborative program at the Doctoral level, the student will not be required to repeat the core course, Foundations of Musculoskeletal Science, but will be required to attend and participate in 18 seminars of the [SRD4445H](#) Doctoral seminar series and complete the Doctoral thesis in the area under the supervision of the Graduate Faculty

Member.

## 5.9 Neuroscience

CPIN Requirements – Collaborative Program in Neuroscience

[CPIN Application](#)

Admission to the program is open to all students who are registered in one of the [member graduate units](#).

### Master's Level

#### Admission Requirements

- Applicants who wish to enrol in the collaborative program must apply to and be admitted to both the collaborative program and a graduate degree program in one of the collaborating units.

#### Program Requirements

1. The thesis topic must be in the neuroscience area.
2. The student's supervisor must be a [member of the Collaborative Program in Neuroscience](#).
3. All master's-level students must complete at least one half-course chosen from the [list of courses approved](#) by the Program in Neuroscience.
4. The student must attend the [Annual CPIN Research Day](#), and present his/her work at least once.
5. The student must attend at least 75% (or a minimum of seven, including Sackler Lecture) of the [CPIN Distinguished Lectureship Series](#) for minimum of one year.

### Doctoral Level

#### Admission Requirements

- Applicants who wish to enrol in the collaborative program must apply to and be admitted to both the collaborative program and a graduate degree program in one of the collaborating units.

#### Program Requirements

1. The thesis topic must be in the neuroscience area.
2. The student's supervisor must be a [member of the Collaborative Program in Neuroscience](#).



3. All PhD students must complete at least [one full course \(1.0 FCE\) equivalent course \(or two half courses\)](#), such as JNR1444Y Fundamentals of Neuroscience: Cellular and Molecular, or JNS1000Y Fundamentals of Neuroscience: Systems and Behaviour, or one of several additional courses in [cognitive psychology or imaging](#), or neuroscience-related course to be determined by the CPIN Program Committee and posted on the CPIN website in July of each year ([list of courses approved](#) by the Program in Neuroscience).
4. The student must attend the [Annual CPIN Research Day](#), and present his/her work at least twice.
5. The student must attend at least 75% (or a minimum of seven, including Sackler Lecture) of the [CPIN Distinguished Lectureship Series](#) for minimum of three years.
6. The CPIN Masters' students who have completed their MSc or MA degree and wish to pursue a CPIN PhD program must a) register again and b) fulfil all the requirements for the CPIN PhD program (e.g. students must present poster and attend Lectures for a total of 3 years, including the 1-2 years of lectures attended in the master's program).

## Application

Application to join the Collaborative Program in Neuroscience should be made immediately following registration in the School of Graduate Studies (SGS).

An application form must be completed by the applicant, and submit to the [Collaborative Program office](#) by fax, e-mail, mail or in person.

The RSI currently offers REH 1510 *Disordered and Restorative Motor Control*, as a course co-registered with this program.

## Collaborative Program in Neuroscience Office

**Telephone:** (416) 978-0746

**Fax:** (416) 946-5713

**Email:** [p.neuroscience@utoronto.ca](mailto:p.neuroscience@utoronto.ca)

**Website:** <http://www.neuroscience.utoronto.ca/>

**Contact:** David R. Hampson,  
Director

**Telephone:** (416) 978-4494

**Fax:** (416) 978-8511

**Email:** [d.hampson@utoronto.ca](mailto:d.hampson@utoronto.ca)

**Prof. Molly Verrier ([m.verrier@utoronto.ca](mailto:m.verrier@utoronto.ca)) is the Graduate Faculty Representative for this program.**

## 5.10 Resuscitation Sciences (CPRS)

The goal of the Collaborative Program in Resuscitation Sciences is to train scientists pursuing research in the optimal care of the acutely ill and injured patient and, ultimately, to create leaders in the discipline who will supervise others providing this level of scientific injury. The program will appeal to students from a wide variety of backgrounds with an interest in any aspect of resuscitation science.

Resuscitation Science includes a number of medical disciplines such as trauma, critical care, emergency medicine, neurotrauma, anesthesia, shock, sepsis, acute coronary syndrome, paediatric care, cardio vascular, peripheral vascular and rehabilitation medicine. Many non-medicine disciplines such as engineering, basic science, public health among others as well as allied health professions such as nursing, pharmacy and paramedicine will find synergies in the resuscitation science program. Research programs can use methodologies ranging from molecular medicine and genomics, through clinical trials and outcomes, to engineering, health administration and health prevention strategies. Resultant advances in knowledge will ultimately be applied to the clinical setting.

**Application Process:** When you have been accepted to one of the participating graduate studies programs you are eligible to apply to CPRS.

Your acceptance is conditional on the following:

- A completed application form
- A current resume or curriculum vitae
- A personal statement (1 page) explaining how your program of study and specific research interests relate to resuscitation science
- A brief written recommendation from a faculty member, usually your thesis supervisor, commenting on your academic abilities and the likelihood of research success in the field of resuscitation sciences. This can be sent in an email or communicated by telephone to the program coordinator.

For more information about CPRS please explore the website or contact:

Research Education Coordinator, CPRS

**Telephone:** 416-864-6060 x 7843

**Email:** [cprsinfo@smh.ca](mailto:cprsinfo@smh.ca)

**Website:** <http://www.emergencymedicine.utoronto.ca/research/ptmr/CS/cprsinfo.htm>

## 5.11 Women's Health

The Collaborative Program in Women's Health is a new collaborative graduate program at the University of Toronto that is the first of its kind in Canada and, given the breadth of its disciplinary representation, is likely the first of its kind, internationally.

The purpose of the program is to provide graduate students across the University the opportunity to interact and be mentored by more senior researchers engaged in women's health research and to gain experience the multidisciplinary approaches necessary to do women's health research.

Regardless of the department or faculty to which students belong, they will be given scholarly opportunities to interrogate their projects in the context of women's health.

The program includes shared learning experiences including a [student seminar](http://www.womensresearch.ca/graduate/research_seminars.php) ([http://www.womensresearch.ca/graduate/research\\_seminars.php](http://www.womensresearch.ca/graduate/research_seminars.php)) that meets once a month and a core course that will commence in January 2008 (winter semester). Students will also participate in the Women's College Research Institute's [Graduate Student Research Day](http://www.womensresearch.ca/students/GSRD.php) (<http://www.womensresearch.ca/students/GSRD.php>) that already has a 5-year history of giving graduate students from all disciplines at UofT the opportunity to present their work in a multidisciplinary format. For more information on the collaborative program, a slide presentation developed by Program Director Gillian Einstein explains how in detail the program's organization. This slide show was presented at the Program's recent launch event.

Students must be registered with the School of Graduate Studies through a home graduate unit before applying to the Collaborative Graduate Program in Women's Health. Applicants must comply with the admission procedures of that unit.

**Application Process:** Students must be registered with the School of Graduate Studies through RSI before applying to the Collaborative Graduate Program in Women's Health. Applicants must comply with the admission procedures of RSI.

In addition, applicants to the Collaborative Graduate Program in Women's Health must submit the following for review by the Program Committee:

- A complete Application Package Cover Form (available here in [Word](#) or as a [PDF form](#) <http://www.womensresearch.ca/learning-centre/graduate-programs/collaborative-graduate-program/applying>)
- Photocopies of all application materials submitted to their home unit including curriculum vitae, transcripts, and letters of reference. Note: Copies of the official documents are acceptable and may be obtained from your home unit.
- A personal statement, a concise letter no longer than 1-5 paragraphs describing relevant personal and/or professional experiences, a career plan, and motivation in seeking advanced training in women's health.

**Women's Health Collaborative Program**  
c/o Women's College Research Institute  
7th floor, 790 Bay Street  
Toronto, Ontario M5G 1N8

Dr. Gillian Einstein  
Director  
**Telephone:** 416-978-0896  
**Email:** [Gillian.einstein@utoronto.ca](mailto:Gillian.einstein@utoronto.ca)

**Telephone:** (416) 351-3732 ext 2331; (416) 978-0896

**Fax:** (416) 351-3746

**Email:** [CPWH@womensresearch.ca](mailto:CPWH@womensresearch.ca)

**Website:** <http://www.hpme.utoronto.ca/about/rp/collab/womenshealth.htm>

## 5.12 Workplace Learning and Social Change (WLSC)

[http://www.oise.utoronto.ca/lhae/Programs/Collaborative\\_Programs/Workplace\\_Learning\\_and\\_Change.html](http://www.oise.utoronto.ca/lhae/Programs/Collaborative_Programs/Workplace_Learning_and_Change.html)

The program is designed for students interested in developing their understandings of work and learning trends in Canada and internationally, with a focus on social change. This program situates workplace learning within broader social trends such as globalization, neo-liberalism and organizational restructuring. As well, the program allows for an exploration of the connections between learning as an individual phenomena and learning as a social/organizational and public policy phenomenon. It aims to highlight the learning strategies that seek to foster social change through greater equality of power, inclusivity, participatory decision-making and economic democracy.

### Eligibility

The Collaborative Graduate Program encourages diversity in academic disciplines and life experiences. The program is open to all qualified applicants. The applicant will need to satisfy the requirements of the home department including grade point average. For the Collaborative Program specifically, qualified applicants will also demonstrate well developed, scholarly awareness of the field of workplace learning and social change in their application materials.

### Admission Requirements

Applicants will indicate on their application to the home department that they are also applying to the Collaborative Program. Applicants will indicate to referees that their letters of support will be used in application for both the Collaborative Program and the home department. In addition to corresponding to all home department requirements, the application shall include a statement of interest which includes:

- relevant personal and/or professional experiences, a career plan, motivation in seeking advanced training in Workplace Learning and Social Change (all applicants)
- an indication of specific courses of interest (all applicants)
- a brief outline of their proposed research project (for thesis students)
- indication of their preference of supervisor (for thesis students)

Students who are already enrolled in SJE or LHAЕ will also be allowed to apply to the collaborative program during their course of study. Requests from already enrolled applicants will be considered on a rolling entry basis. Students should submit the [add program form](#) and a half page statement explaining your interest in the collaborative program to the WLSC/CIDEC/CEPP office 7-107 or by email to [oise.wlsc@utoronto.ca](mailto:oise.wlsc@utoronto.ca).

## **Core Courses**

WPL1131H (Master's): Introduction to Workplace Learning & Social Change

This course will introduce students to the central national and international debates in the field. Students will explore the historical development of the notion of "workplace learning" and its links to agendas of social change. The course will expose students to theories of workplace learning and social change, as well as practice and policy in the area.

WPL3931H (Doctoral): Advanced Studies in Workplace Learning & Social Change

This course will allow students to engage in advanced learning and research on the central national and international debates in the field. Students will develop extensive analytic and conceptual knowledge in the areas of the historical development of the notion of "workplace learning" and its links to diverse agendas of social change. The course will require the critical assessment and research applications of theories of workplace learning and social change, as well as practice and policy in the area.

## **Program Requirements**

During their graduate studies, students must follow a program of study acceptable to both the home degree program and the WLSC Collaborative Graduate Program. Students will be registered in both the home department and in the Collaborative Graduate Program. The Director of the Collaborative Program will review students' progress to ensure that they are meeting the requirements of the collaborative program. If a student changes their thesis topic or the focus of their studies mid-way through their degree and no longer wishes to pursue the area of work and learning, they will be required to withdraw from the collaborative program.

Master's level students must complete WPL1131. Doctoral students must complete WPL3931. All students must also complete one elective half course. Thesis students will develop a topic of relevance to the focus of the collaborative program.

## **Course List - Master's Level**

Master's-Level Required Course

WPL1131H Introduction to Workplace Learning & Social Change

Master's-Stream Electives

The list of electives is subject to change.

LHA1113H Gender and Race at Work

LHA1119H Creating a Learning Organization

LHA1131H Special Topics in Adult Education (Master's): Work Learning and Migration

LHA1141H Organizations and the Adult Educator: Historical and Theoretical Perspectives on Organization Development

LHA1145H Participatory Research in the Community and the Workplace

LHA1148H An Introduction to Workplace, Organizational, and Economic Democracy

LHA1150H Critical Perspectives on Organization Theory, Development, and Practice  
LHA1156H Power and Difference in the Workplace  
LHA1182H Non Profits, Co-operatives and the Social Economy  
LHA1185 Leadership in Organizations: Changing Perspectives  
LHA1186H Perspectives on Organizational Change  
LHA1195H Technology@Work  
WGS486/WGS1020HF Gender and Globalization: Transnational perspectives  
HSJ2942H Education and Work  
HSJ2999H Special Topics in Sociological Research in Education: Sociology of Learning and Social Movements  
IRE1362H Organizational Behaviour  
IRE1611H Sociology of Industrial Relations  
IRE1615H Labour and Globalization  
IRE1620H Labour Relations in Historical Perspective

### **Course List - Doctoral Level**

Doctoral-Level Required Course

WPL3931H Advanced Studies in Workplace Learning & Social Change

Doctoral-Stream Electives

The list of electives is subject to change. Doctoral students can select an elective course from the list above or take one of the following to meet their elective requirement:

LHA3131H Special Topics in Adult Education: Rethinking Skills: Theory, Policy and Practice

LHA3183H Mapping Social and Organizational Relations in Education

## 6. RSI FACULTY 2015-2016

Name	Telephone	E-Mail
Agur, Anne PhD	416-978-8855	<a href="mailto:anne.agur@utoronto.ca">anne.agur@utoronto.ca</a>
Badley, Elizabeth DPhil	416-978-7520	<a href="mailto:e.badley@utoronto.ca">e.badley@utoronto.ca</a>
Barela, Ana PhD		<a href="mailto:ana.barela@cruzeirosul.edu.br">ana.barela@cruzeirosul.edu.br</a>
Bartel, Lee PhD		<a href="mailto:lbartel@chass.utoronto.ca">lbartel@chass.utoronto.ca</a>
Beaton, Dorcas PhD	416-864-6060 x6701	<a href="mailto:dbeaton@iwh.on.ca">dbeaton@iwh.on.ca</a>
Ben-David, Boaz PhD		<a href="mailto:boaz.ben.david@utoronto.ca">boaz.ben.david@utoronto.ca</a>
Berg, Katherine PhD	416-978-0173	<a href="mailto:katherine.berg@utoronto.ca">katherine.berg@utoronto.ca</a>
Biddiss, Elaine PhD	416-425-6220 x3505	<a href="mailto:ebiddiss@bloorview.ca">ebiddiss@bloorview.ca</a>
Black, Sandra MD	416-480-4551	<a href="mailto:sandra.black@sunnybrook.ca">sandra.black@sunnybrook.ca</a>
Bressmann, Tim PhD	416-978-7088	<a href="mailto:tim.bressmann@utoronto.ca">tim.bressmann@utoronto.ca</a>
Brooks, Dina PhD	416-978-1739	<a href="mailto:dina.brooks@utoronto.ca">dina.brooks@utoronto.ca</a>
Cameron, Jill PhD	416-978-2041	<a href="mailto:jill.cameron@utoronto.ca">jill.cameron@utoronto.ca</a>
Campbell, Kent PhD		<a href="mailto:kac_phd@rogers.com">kac_phd@rogers.com</a>
Campisi, Paolo MD	416-813-2192	<a href="mailto:paolo.campisi@sickkids.ca">paolo.campisi@sickkids.ca</a>
Carnahan, Heather PhD	416-978-6009	<a href="mailto:heather.carnahan@utoronto.ca">heather.carnahan@utoronto.ca</a>
Chau, Tom PhD	416-425-6220 x3515	<a href="mailto:tom.chau@utoronto.ca">tom.chau@utoronto.ca</a>
Chen, Joyce PhD	416-480-6100 x85410	<a href="mailto:j.chen@sri.utoronto.ca">j.chen@sri.utoronto.ca</a>
Cockburn, Lynn PhD	416-978-8541	<a href="mailto:l.cockburn@utoronto.ca">l.cockburn@utoronto.ca</a>
Colantonio, Angela PhD	416-978-1098	<a href="mailto:angela.colantonio@utoronto.ca">angela.colantonio@utoronto.ca</a>
Colquhoun, Heather PhD		<a href="mailto:heather.colquhoun@utoronto.ca">heather.colquhoun@utoronto.ca</a>
Comper, Paul PhD	416-597-3422 x3962	<a href="mailto:paul.comper@uhn.ca">paul.comper@uhn.ca</a>
Cott, Cheryl PhD	416-978-0301	<a href="mailto:cheryl.cott@utoronto.ca">cheryl.cott@utoronto.ca</a>
Cullen, Nora MD	416-243-3600 x2088	<a href="mailto:nora.cullen@westpark.org">nora.cullen@westpark.org</a>
Davis, Aileen Mary PhD	416-603-5543	<a href="mailto:adavis@uhnresearch.ca">adavis@uhnresearch.ca</a>
Dawson, Deirdre PhD	416-946-8567	<a href="mailto:ddawson@rotman-baycrest.on.ca">ddawson@rotman-baycrest.on.ca</a>
De Nil, Luc PhD	416-978-5456	<a href="mailto:luc.denil@utoronto.ca">luc.denil@utoronto.ca</a>
Dutta, Tilak PhD		<a href="mailto:tilak.dutta@uhn.ca">tilak.dutta@uhn.ca</a>
Eriks-Brophy, Alice PhD	416-946-8633	<a href="mailto:a.eriks.brophy@utoronto.ca">a.eriks.brophy@utoronto.ca</a>
Evans, Cathy PhD	416-978-2768	<a href="mailto:cathy.evans@utoronto.ca">cathy.evans@utoronto.ca</a>
Fehlings, Darcy PhD	416-425-6220 x3586	<a href="mailto:dfehlings@hollandbloorview.ca">dfehlings@hollandbloorview.ca</a>
Fernie, Geoffrey PhD	416-597-3422 x3738	<a href="mailto:geoff.fernies@uhn.ca">geoff.fernies@uhn.ca</a>
Friedland, Judith PhD	416-946-7664	<a href="mailto:judith.friedland@utoronto.ca">judith.friedland@utoronto.ca</a>
Gibson, Barbara PhD	416-978-1819	<a href="mailto:barbara.gibson@utoronto.ca">barbara.gibson@utoronto.ca</a>
Girolametto, Luigi PhD	416-978-3353	<a href="mailto:l.girolametto@utoronto.ca">l.girolametto@utoronto.ca</a>
Goldstein, Roger MBChB	416-243-3631	<a href="mailto:rgoldstein@westpark.org">rgoldstein@westpark.org</a>
Grace, Sherry PhD	416-736-2100x22364	<a href="mailto:sgrace@yorku.ca">sgrace@yorku.ca</a>
Green, Robin PhD	416-587-3422 x7606	<a href="mailto:robin.green@uhn.ca">robin.green@uhn.ca</a>
Hebert, Luc PhD		<a href="mailto:luc.hebert@forces.gc.ca">luc.hebert@forces.gc.ca</a>
Hirdes, John PhD		<a href="mailto:hirdes@uwaterloo.ca">hirdes@uwaterloo.ca</a>
Hunter, Judith PhD	416-978-5934	<a href="mailto:judith.hunter@utoronto.ca">judith.hunter@utoronto.ca</a>
Iwama, Michael		<a href="mailto:miwama@gru.edu">miwama@gru.edu</a>
Jaglal, Susan PhD	416-978-0315	<a href="mailto:susan.jaglal@utoronto.ca">susan.jaglal@utoronto.ca</a>
Janaudis-Ferreira, Tania PhD	416-226-6780 x7618	<a href="mailto:tjanaudis-ferreira@stjohnsrehab.com">tjanaudis-ferreira@stjohnsrehab.com</a>
Keightley, Michelle PhD	416-946-4004	<a href="mailto:michelle.keightley@utoronto.ca">michelle.keightley@utoronto.ca</a>
King, Gillian PhD	416-424-3855 x3538	<a href="mailto:gking@hollandbloorview.ca">gking@hollandbloorview.ca</a>

Kirsh, Bonnie PhD	416-978-4647	<a href="mailto:bonnie.kirsh@utoronto.ca">bonnie.kirsh@utoronto.ca</a>
Koeberle, Paulo PhD	416-978-6583	<a href="mailto:paulo.koeberle@utoronto.ca">paulo.koeberle@utoronto.ca</a>
Kontos, Pia PhD	416-597-3422 x7609	<a href="mailto:kontos.pia@torontorehab.on.ca">kontos.pia@torontorehab.on.ca</a>
Landry, Michel PhD		<a href="mailto:mike.landry@duke.edu">mike.landry@duke.edu</a>
Lindsay, Sally PhD	416-425-6220 x3654	<a href="mailto:slindsay@hollandbloorview.ca">slindsay@hollandbloorview.ca</a>
MacArthur, Colin PhD	416-425-6220 x3500	<a href="mailto:cmacarthur@bloorview.ca">cmacarthur@bloorview.ca</a>
MacEachen, Ellen PhD	416-927-2027 x2136	<a href="mailto:emaceachen@iwh.on.ca">emaceachen@iwh.on.ca</a>
Mainela-Arnold, Elina PhD	416-978-8331	<a href="mailto:elina.mainela.arnold@utoronto.ca">elina.mainela.arnold@utoronto.ca</a>
Mansfield, Avril PhD	416-597-3422 x7831	<a href="mailto:avril.mansfield@uhn.ca">avril.mansfield@uhn.ca</a>
Martino, Rosemary PhD	416-946-8644	<a href="mailto:rosemary.martino@utoronto.ca">rosemary.martino@utoronto.ca</a>
Mathur, Sunita PhD	416-978-7761	<a href="mailto:sunita.mathur@utoronto.ca">sunita.mathur@utoronto.ca</a>
McEwen, Sara PhD	416-226-6780	<a href="mailto:sara.mcewen@utoronto.ca">sara.mcewen@utoronto.ca</a>
McFadyen, Bradford PhD		<a href="mailto:brad.macfadyen@rea.ulaval.ca">brad.macfadyen@rea.ulaval.ca</a>
McGilton, Katherine PhD	416-597-3422 x2500	<a href="mailto:kathy.mcgilton@utoronto.ca">kathy.mcgilton@utoronto.ca</a>
McIlroy, William E. PhD	416-978-1819	<a href="mailto:w.mcilroy@utoronto.ca">w.mcilroy@utoronto.ca</a>
McPherson, Amy PhD	416-425-6220 x6378	<a href="mailto:amcpherson@hollandbloorview.ca">amcpherson@hollandbloorview.ca</a>
Mihailidis, Alex PhD	416-946-8565	<a href="mailto:alex.mihailidis@utoronto.ca">alex.mihailidis@utoronto.ca</a>
Mochizuki, George PhD	416-480-6100 x83724	<a href="mailto:george.mochizuki@sunnybrook.ca">george.mochizuki@sunnybrook.ca</a>
Morshead, Cindi PhD	416-946-5575	<a href="mailto:cindi.morshead@utoronto.ca">cindi.morshead@utoronto.ca</a>
Mosnyk (Cameron), Debra PhD.	416-946-8568	<a href="mailto:deb.cameron@utoronto.ca">deb.cameron@utoronto.ca</a>
Musselman, Kristin PhD		<a href="mailto:kristin.musselman@usask.ca">kristin.musselman@usask.ca</a>
Mustard, Cameron ScD	416-927-2027 x2143	<a href="mailto:cam.mustard@utoronto.ca">cam.mustard@utoronto.ca</a>
Nalder, Emily PhD		<a href="mailto:emily.nalder@utoronto.ca">emily.nalder@utoronto.ca</a>
Narayanan, Unni PhD		<a href="mailto:unni.narayanan@sickkids.ca">unni.narayanan@sickkids.ca</a>
Ng, Stella PhD		<a href="mailto:stella.ng@utoronto.ca">stella.ng@utoronto.ca</a>
Nixon, Stephanie PhD	416-946-3232	<a href="mailto:stephanie.nixon@utoronto.ca">stephanie.nixon@utoronto.ca</a>
Novak, Christine PhD	416-603-5800 x3729	<a href="mailto:christine.novak@utoronto.ca">christine.novak@utoronto.ca</a>
O'Brien, Kelly PhD	416-978-0565	<a href="mailto:kelly.obrien@utoronto.ca">kelly.obrien@utoronto.ca</a>
Parsons, Janet PhD	416-864-6060 x7111	<a href="mailto:ParsonsJ@smh.toronto.on.ca">ParsonsJ@smh.toronto.on.ca</a>
Patterson, Kara PhD	416-946-8549	<a href="mailto:kara.patterson@utoronto.ca">kara.patterson@utoronto.ca</a>
Perry, Stephen PhD	519-884-0710 x4215	<a href="mailto:sperry@wlu.ca">sperry@wlu.ca</a>
Phadke, Chetan PhD	416-243-3600 x2716	<a href="mailto:chetan.phadke@westpark.org">chetan.phadke@westpark.org</a>
Polatajko, Helene PhD	416-978-5936	<a href="mailto:h.polatajko@utoronto.ca">h.polatajko@utoronto.ca</a>
Popovic, Milos PhD	416-978-6676	<a href="mailto:milos.popovic@utoronto.ca">milos.popovic@utoronto.ca</a>
Rappolt, Susan G. PhD	416-946-3248	<a href="mailto:s.rappolt@utoronto.ca">s.rappolt@utoronto.ca</a>
Reed, Nicholas PhD	416-425-6220 x3861	<a href="mailto:nreed@hollandbloorview.ca">nreed@hollandbloorview.ca</a>
Reid, Denise PhD	416-978-5937	<a href="mailto:d.reid@utoronto.ca">d.reid@utoronto.ca</a>
Reid, W. Darlene PhD		<a href="mailto:darlene.reid@utoronto.ca">darlene.reid@utoronto.ca</a>
Renwick, Rebecca PhD	416-978-1818	<a href="mailto:r.renwick@utoronto.ca">r.renwick@utoronto.ca</a>
Rigby, Patricia PhD	416-978-0528	<a href="mailto:patty.rigby@utoronto.ca">patty.rigby@utoronto.ca</a>
Rochon, Elizabeth PhD	416-978-8332	<a href="mailto:elizabeth.rochon@utoronto.ca">elizabeth.rochon@utoronto.ca</a>
Roy, Eric A. PhD	519-885-1211 x3536	<a href="mailto:eroy@healthy.uwaterloo.ca">eroy@healthy.uwaterloo.ca</a>
Rudzicz, Frank PhD	647-261-3827	<a href="mailto:frank@cs.toronto.edu">frank@cs.toronto.edu</a>
Ryan, Stephen PhD	416-425-6220 x3526	<a href="mailto:sryan@hollandbloorview.ca">sryan@hollandbloorview.ca</a>
Salbach, Nancy PhD	416-946-8558	<a href="mailto:nancy.salbach@utoronto.ca">nancy.salbach@utoronto.ca</a>
Secker, Barbara PhD	416-946-8567	<a href="mailto:barbara.secker@utoronto.ca">barbara.secker@utoronto.ca</a>
Shein, Fraser PhD	416-425-6220 x3538	<a href="mailto:fshein@bloorview.ca">fshein@bloorview.ca</a>



Steele, Catriona PhD	416-597-3422 x7603	<a href="mailto:steele.catriona@torontorehab.on.ca">steele.catriona@torontorehab.on.ca</a>
Stergiou-Kita, Mary PhD	416-946-3249	<a href="mailto:mary.kita@utoronto.ca">mary.kita@utoronto.ca</a>
Stuss, Donald T. PhD	416-785-2500 x2918	<a href="mailto:dstuss@braininstitute.ca">dstuss@braininstitute.ca</a>
Switzer-McIntyre, Sharon PhD	416-946-3591	<a href="mailto:s.switzer.mcintyre@utoronto.ca">s.switzer.mcintyre@utoronto.ca</a>
Thomas, Scott G. PhD	416-978-7329	<a href="mailto:scott.thomas@utoronto.ca">scott.thomas@utoronto.ca</a>
Topolovec-Vranic, Jane PhD	416-864-6060 x3421	<a href="mailto:topolovec-vranicj@smh.ca">topolovec-vranicj@smh.ca</a>
Trentham, Barry PhD	416-978-0302	<a href="mailto:b.trentham@utoronto.ca">b.trentham@utoronto.ca</a>
Van Lieshout, Pascal PhD	416-978-8334	<a href="mailto:p.vanlieshout@utoronto.ca">p.vanlieshout@utoronto.ca</a>
Verrier, Molly C. MHSc	416-978-5935	<a href="mailto:m.verrier@utoronto.ca">m.verrier@utoronto.ca</a>
Wang, Rosalie PhD		<a href="mailto:rosalie.wang@utoronto.ca">rosalie.wang@utoronto.ca</a>
Woods, Nicole PhD	416-340-4803/416-978-6424	<a href="mailto:nikki.woods@utoronto.ca">nikki.woods@utoronto.ca</a>
Wright, Virginia PhD	416-424-3824	<a href="mailto:vwright@hollandbloorview.ca">vwright@hollandbloorview.ca</a>
Yoshida, Karen K. PhD	416-978-6589	<a href="mailto:karen.yoshida@utoronto.ca">karen.yoshida@utoronto.ca</a>
Yunusova, Yana PhD	416-978-6890	<a href="mailto:yana.yunusova@utoronto.ca">yana.yunusova@utoronto.ca</a>
Zabjek, Karl PhD	416-946-3232	<a href="mailto:k.zabjek@utoronto.ca">k.zabjek@utoronto.ca</a>

## 7. GRADUATE SUPERVISOR RESPONSIBILITIES

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

1. Direct the graduate program of the student, facilitating timely completion of research, thesis writing and defense.
2. Provide mentorship and serve as an academic role model.
3. Choose appropriate members for the Graduate Program Advisory Committee (PAC) and ensure, jointly with the student, that the ongoing supervision is appropriate and timely.
4. Ensure appropriate continuing supervision of the student during any leave of absence from the University (e.g., sabbatical).
5. Disclose to the student and the RSI intention regarding funding.
6. Play a major role in obtaining funding for the student and assist in applications accordingly

The SGS has provided further guidelines in the form of a checklist for supervisors, students and departments, which each supervisor and student should address (see [Appendix A](#)).

### **1. Direct the Graduate Program of the Student**

A successful match between supervisor and student is dependent on dual commitment. Although self-directed learning is emphasized, graduate students, particularly at the Master's level, may require considerable assistance in defining their research project. Each student enters her/his graduate program with a unique set of academic and personal skills. It is essential that the supervisor carefully and accurately assesses the student's abilities and then provides specific guidance. The student must acquire methodological expertise and content knowledge necessary to successfully complete the research and thesis writing in a timely fashion. Agreement between supervisor and student about the specific research goals and engagement of the student in these studies must occur within the first six months of enrolment.

Generally, the most successful match occurs when the student's research is an integral (and funded) component of the supervisor's ongoing investigation. This does not prevent the creative input of the student, who should engage in the design and testing of new experimental hypotheses. The supervisor must have the content knowledge and expertise to ensure appropriate supervision.

Regular discussion between supervisor and student (**e.g., weekly or biweekly**) is essential to facilitate progress. In these meetings, the student should have an opportunity to review new data, plan further experiments, review material written by the student and discuss all aspects of the student's program, including course work. The supervisor should give the student opportunities to write scientific abstracts and manuscripts as first author, and to

present her/his research locally to other faculty members and students, as well as scientific conferences.

## **2. Provide Mentorship and an Academic Role Model to the Student**

Students will look to the supervisor for guidance and support throughout their graduate program. Genuine interest and enthusiasm on the part of the supervisor, as well as thoughtful, critical appraisal, will be highly valued and appreciated. In particular, students will need the supervisor's time. Prompt turnaround of their written work, especially thesis drafts, is not only helpful in achieving timely completion, but also indicates to the students that their work is important.

## **3. Choose Appropriate Members for the Graduate Committee (PAC)**

At the time of admission, the student and her/his supervisor should discuss the membership of the PAC. This committee will usually be comprised of two or three (at most) individuals with appointments in the SGS. Their function is to provide expertise in areas relevant to the thesis topic, which is complementary to the supervisor's own interests.

The student should be encouraged to meet informally with members of the PAC as often as necessary.

Formal meetings of the student, supervisor and committee must be held at least twice a year (in the spring and fall) for the purpose of reviewing the student's research proposal and monitoring progress. It is usual for students to pre-circulate a short report and to begin the meeting with an overview of her/his research (e.g., 15 to 20 minute oral presentation, augmented by overheads as appropriate). The PAC meeting forms ([Appendix H](#)) should be picked up by the student from the RSI office ahead of the meeting. The student should send the completed PAC meeting form to the Chair of RSI within two weeks of each meeting.

Please review the PAC policy in [Appendix Y](#).

## **4. Ensure Appropriate Continuing Supervision of the Student During Any Leave of Absence from the University.**

Before a supervisor goes on any leave of absence or sabbatical supervisory arrangements should be discussed with the student, the PAC and the Graduate Chair. A written notification to the Chair about these arrangements should be provided prior to the leave of absence.

## **5. Disclose to the Student and the RSI, Intention Regarding Funding**

The basic policy of the RSI is that full-time graduate students should have personal support throughout the duration of a normal graduate degree program. If such support is not derived from external fellowships or awards, then it is expected that the supervisor will make every effort to assist the student in acquiring support.

The broad spectrum of research and backgrounds of the RSI students requires careful consideration of each student's funding needs prior to agreement between supervisor and student about commitment to each other for completion of the graduate program. All students are expected to apply to **all** agencies that provide personal awards relevant to their research. The supervisor, is to play a major role in obtaining funding for the student and assist in applications accordingly.

Both student and supervisor will benefit from a clear understanding of their roles in both seeking and maintaining student funding. The Doctoral (MAsc/MSc/PhD) Graduate Student – Supervisor Agreement is in [Appendix T](#).

**6. Complete the Doctoral Graduate-Supervisor Agreement- GradSIS**

All students are required to complete an agreement form by October 31<sup>st</sup>. Students will receive an e-mail directing them to the website where the agreement is completed. If funding changes students must revise their agreement. ([Appendix T](#)).

## 8. GRADUATE STUDENT RESPONSIBILITIES

A supervisor must be selected prior to enrolling in the program. This is the most important person in the student's graduate program. The details of the supervisor's responsibilities in Division IV are outlined under "Graduate Supervision: Guidelines for Students, Faculty, and Administration" ([Appendix L](#)). 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 PAC meetings, writing abstracts and manuscripts as first author is all the responsibility of the student. (See Student's Guidelines in [Appendix A](#).)

Ongoing and open communication between the student and the supervisor is necessary for a successful program. Students are provided with guidelines to encourage a positive relationship. The Chair or Graduate Coordinator meets annually with all students to discuss progress, problems and time to completion. If problems or questions arise between faculty member and student, the faculty member should discuss them immediately with the student and/or the Chair.

### **1. Annual Report Submission**

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

### **2. Graduate Program Advisory Committee Forms**

Formal meetings of the student, supervisor and committee must be held twice per year for both full and part-time students. The student must pick up the form from the RSI student room (242) or download a copy at the RSI website under forms (or copy the form in [Appendix H](#)) ahead of the meeting. The completed PAC meeting form should be sent to the RSI office within two weeks of each meeting. This applies to both MSc and PhD students.

### **3. Part-time Students Annual Learning Contract (MSc only)**

Part-time students must agree to an Annual Learning Contract ([Appendix B](#)) and should be aware that it is the student's responsibility to modify her/his schedule to accommodate required course work as course times are not flexible.

### **4. Basic Program Information Sheet**

All students must submit a Basic Program Information Sheet ([Appendix C](#)), planned with her/his supervisor, to the RSI at the start of their program.

### **5. Doctoral Graduate – Supervisor Agreement-GradSIS**

All students are required to complete an agreement form by **October 31<sup>st</sup>**. Students will receive an e-mail directing them to the website where the agreement is completed. If funding changes students must revise their agreement ([Appendix T](#)). Failure to complete

this agreement by the required date may affect funding. RSI students are expected to maintain a “good standing” status.

## 9. FUNDING 2015-2016

### 9.1 Funding Policy

The University of Toronto has committed to provide a minimum of \$15,000.00 plus tuition and fees for eligible doctoral-stream students.

The RSI policy is that graduate students registered in their department should have financial support throughout the fundable period of the program.

#### **Support is derived from:**

- External Scholarships (OGS, NSERC, SSHRC, CIHR)
- Supervisor Stipends
- Departmental/ Internal awards

These will be considered part of the funding package.

If a student is offered any of the funding components as a part of their minimum funding package and then turns the offer down, the student forfeits that component of their funding package for that year.

#### **Funded Cohort**

The funded cohort consists of all doctoral stream students (excluding Practice Science Field) who **maintain good standing** in their program. The fundable period for students in good standing will normally be:

years 1 and 2 of MSc

years 1-4 of PhD or years 1-5 of PhD, if direct entry

The minimum stipend must be provided for 2 years for MSc and 4 years for PhD students, or 5 years for students who have direct entry to the PhD.

#### **RSI Funding Policy**

- The minimum funding for all eligible new and continuing RSI MSc students will be \$24,500.00 per year.
- The minimum funding for all eligible new and continuing RSI PhD students will be \$25,500.00 per year.
- Students must maintain **“good standing”** in their programs to remain eligible for this funding.

- All students who receive an external competitive award (i.e. CIHR Doctoral Award, OGSST, OGS, NSERC) equal to or greater than \$15,000 will also receive a **“bonus”** of \$2,000. (Note: RSI will not provide any additional funds if the sum of external/internal awards and supervisor support is equal to or greater than \$30,000).
- Supervisors are strongly encouraged to provide support for eligible students through training grants and stipends to support their academic program (T4A income). If the supervisor can only provide partial funding, RSI will augment the supervisor’s stipend, to the full amount of the required minimum.
- Students whose funding sources change throughout the year are required to provide RSI with supporting documentation and the revised GradSIS agreement. In addition, the students may be required to return or decline funds in order to comply with the policies of the funding sources and/or RSI. The net result will be an equal or a greater amount of student support.
- Students must be registered as a full-time degree candidate for a minimum of fourteen weeks in any term during which they hold an award. Repayment of an award is required if a student is in full-time attendance fewer than 14 weeks in any term, transfers to another graduate unit, changes to part-time status or withdraws from the program.
- Full funding must be guaranteed for a minimum of 2 years for the MSc program and 5 years for the PhD program. For students who have transferred from the Masters of Science program, time in the Master’s program will be counted towards the PhD full funding time limit. PhD Direct Entry students are guaranteed a minimum of 6 years of funding.
- Supervisory and/or departmental support equivalent to the minimum standard should be in place prior to acceptance and registration in the entry year. If such support is not derived from external fellowships or awards, then it is expected that the supervisor will make support available. Supervisors are required to fund students on a first-entry, first-supported basis.
- All students are required to apply for external awards throughout their program.
- Students receiving tuition assistance must report all information to the RSI office.

### **Satisfactory Performance (Good Standing)**

Good standing includes satisfactory progress in coursework, thesis research, and participation in other academic activities of the graduate program. Students and their supervisors must complete their **RSI Annual Report, PAC Forms** and their **GradSIS Student-Supervisor Agreement**. The supervisor should notify the Graduate Coordinator immediately of any issues related to poor performance in the program.



Students must be in “good standing” to continue in the program and receive funding.

### **Funding Sources**

Both student and supervisor will make every reasonable effort to obtain funding for the student from external, peer-reviewed award sources, such as the CIHR, NSERC, SSHRC, OGS, private foundations. The RSI will make every effort to inform students and supervisors, of the availability and application procedures for such awards. The RSI will not be able to monitor award applications. Supervisors are requested to be particularly vigilant to ensure that their students apply, and students and supervisors must notify RSI for all awards applied for at the time of application.

All students’ graduate income will be classified as T4A Income.

**Teaching assistantships (T4) are not counted as part of the graduate student funding.**

## **9.2 Doctoral Graduate Student-Supervisor Agreement (GRADSI)**

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

<http://medsis.utoronto.ca/>. Students will receive notification to complete this agreement in September.

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

## **9.3 Scholarships/Awards**

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

A more complete list is available in [Appendix U](#) and from the SGS website.

<http://www.sgs.utoronto.ca/informationfor/students/money/support.htm>

<https://ulife.utoronto.ca/opportunities/list/type/award>

## External Awards

Applications for the following awards usually have deadline dates and it is recommended that these applications be completed before entry into the graduate program.

<p><b>Ontario Graduate Scholarships (OGS)</b></p>	<p>The government of the Province of Ontario, through the Ministry of Colleges and Universities (MCU), provides 1,300 graduate scholarships tenable at Ontario Universities. The Scholarships are available for graduate study in all disciplines, to applicants with a high level of academic achievement, i.e., with first-class standing in most courses. During tenure of the award the student must be registered <b>full-time</b> in a graduate program leading to a master's or doctoral degree. Applications are available in September. <a href="https://osap.gov.on.ca/OSAPPortal/en/A-ZListofAid/PRD1346626.html">https://osap.gov.on.ca/OSAPPortal/en/A-ZListofAid/PRD1346626.html</a></p>
<p><b>NSERC, SSHRC</b></p>	<p>These national agencies require ranking by the SGS; therefore, the RSI deadline for completion is generally six weeks in advance of the agency deadlines. The guidelines and application forms are available at <a href="http://www.NSERC.ca">http://www.NSERC.ca</a> and <a href="http://www.SSHRC.ca">http://www.SSHRC.ca</a></p>
<p><b>Canadian Institutes of Health Research (CIHR)</b></p>	<p>Doctoral Research Awards are intended to provide special recognition and support to students pursuing a doctoral degree in the health sciences in Canada. Candidates are expected to have an exceptionally high potential for future research achievement and productivity. The program is open to Canadian citizens and permanent residents of Canada. Only those students engaged in full-time research training in a Canadian graduate school are eligible for support. At the time of application, candidates must have completed at least 12 months of graduate study at the master's or Ph.D. level and have been registered for no more than 26 months as a full-time student in a doctoral program. Deadline: October. Late or incomplete applications will not be considered. Awardees receive an annual stipend of \$19,030. Program guidelines and applications available at <a href="http://www.cihr.ca">http://www.cihr.ca</a></p>
<p><b>The Vanier Canada Graduate Scholarship</b></p>	<p>This is open to Canadian and International students and is valued at \$50,000 per year, for up to three years. For more details, please visit the Vanier CGS website at <a href="http://www.vanier.gc.ca">http://www.vanier.gc.ca</a></p>
<p><b>Foundations: Heart and Stroke, Ontario Cancer, etc.</b></p>	<p>There are many Foundations that offer graduate student awards. Students may be eligible if they are involved in one of the associated areas. Applications are available from the Office of Research Administration, Faculty of Medicine, Fitzgerald Building.</p>

	<b>Deadlines for each application are generally in the fall for the next academic year.</b>
<b>Canadian Bureau of International Education (CBIE)</b>	<a href="http://www.cbie.ca/">http://www.cbie.ca/</a> A list of awards for international students from CBIE

## Internal Awards

<b>University of Toronto Open Fellowships</b>	<p>The U of T Fellowship provides financial support for graduate students with excellent academic standing. It may also be given out as a "tuition scholarship" or a "top up award" for those receiving a major external award. Tuition scholarships are deposited directly into the student's fee account.</p> <ul style="list-style-type: none"> <li>• The value of this award is determined by your department.</li> <li>• If students apply for admission to the graduate unit before its financial support deadline, they are automatically considered for the Fellowship. For more information, contact the department</li> <li>• There is no restriction based on citizenship or status in Canada; however special and part-time students are not eligible to hold a U of T fellowship.</li> </ul>
<b>Connaught Scholarships</b>	<p>The Connaught Scholarship is a prestigious entrance award intended to attract excellent doctoral-stream students. This award is primarily for international students. Approximately 25 awards are given each year.</p> <p>The award is open to all disciplines, with the exception of programs in the Ontario Institute for Studies in Education (OISE/UT)</p> <ul style="list-style-type: none"> <li>• You do not need to apply for this award. Your department will nominate eligible students to the School of Graduate Studies, who then selects the recipients.</li> <li>• While the Connaught can be renewed, it is expected that students will compete successfully for external awards.</li> </ul>
<b>Toronto Rehabilitation Institute Student Scholarship</b>	<p>Students accepted in Master's or Doctoral programs in any Faculty of the University of Toronto who will carry out their research or professional work at the TRI or at another suitable institution and whose studies will further the strategic directions of the TRI are eligible. Please contact Graduate &amp; Inter-Faculty Affairs regarding supervisory and other eligibility guidelines. (OSOTF)</p>

<b>The Queen Elizabeth II Graduate Scholarship in Science and Technology Program –QEII-GSST (formerly OGSST)</b>	Awarded for one academic year to a student who plans to enroll as in a full time master's or doctoral program in science and technology.
<b>The W. Garfield Weston Doctoral Fellowships</b>	The W. Garfield Weston Doctoral Fellowships are awarded each year to 16 Canadian doctoral students from the University of Toronto—across the humanities and the social, physical and life sciences—a travel award of \$50,000 to further their research and broaden their skills and networks in a global setting. <a href="http://www.utoronto.ca/westonfellows/">http://www.utoronto.ca/westonfellows/</a>

### Internal RSI Awards (Awarded by the Department)

<b>Ruth Bradshaw Graduate Award</b>	Awarded annually, at the time of admission, on the basis of academic achievement to a full-time student enrolled in the first year of the Master's of Science Program in Rehabilitation Science, the student being a graduate of an undergraduate program in physical therapy in one or more provinces in Canada.
<b>Marguerite Harland Smith Graduate Award</b>	Awarded annually to a full-time physical therapy graduate student. The student must be conducting rehabilitation research in neuroscience field. Based on financial need and academic achievement.
<b>Robin Schaffer Graduate Scholarship</b>	Awarded annually, at the time of admission, on the basis of academic merit, to a graduate student with an Occupational Therapy background, who is entering the first year of the Master's Program in Rehabilitation Science.
<b>Gwen Bell Endowment Fund</b>	Awarded annually to an Occupational Therapist who is entering in the University of Toronto Rehabilitation Sciences Institute The award will be based on: <ol style="list-style-type: none"> <li>1. His/her undergraduate academic performance and</li> <li>2. His/her general area of research with preference given to research in occupational therapy that has application for everyday practice.</li> </ol>
<b>Judy Willcocks Memorial Bursary</b>	Awarded annually to a full-time student enrolled in the Master's of Science program in Rehabilitation Science. Based on Financial need.
<b>Lois Snelling Physical Therapy Bursary</b>	Awarded to a Physical Therapy doctoral stream student enrolled in the Rehabilitation Sciences Institute, at the Faculty of Medicine, on the basis of financial need.
<b>Drs. Walter Colston (Pete) Howell &amp; Helene J.</b>	To defray travel costs for full-time registered students in the Department of Occupational Science & Occupational

<b>Polatajko-Howell Student Conference Presentation Fund</b>	Therapy (OS&OT) and the Rehabilitation Sciences Institute (RSI) who: <ol style="list-style-type: none"> <li>a) Are presenting his/her work at a peer-reviewed national or international conference and,</li> <li>b) Can demonstrate financial need</li> </ol>
--	---

## 9.4 SGS Accessibility Grants

The SGS Accessibility Grant supports significant educational expenses not normally covered by the student, the graduate unit, provincial, or federal agencies. We recognize that each student's situation is unique and funding will be assessed on a case-by-case basis. The grant was established to assist with accommodations necessary to meet unexpected needs arising from the particular demands of the graduate program. For more information <http://www.sgs.utoronto.ca/currentstudents/Pages/Accessibility-Awards-and-Financial-Resources.aspx>

[DisabilityAwards.ca](http://DisabilityAwards.ca) is a portal to awards and scholarships for students with disabilities studying at a Canadian college or university.

[National Educational Association of Disabled Students \(NEADS\)](http://NationalEducationalAssociationofDisabledStudents.org) is a consumer organization, with a mandate to encourage self-empowerment of post-secondary students with disabilities.

## 9.5 Completion Grants and Emergency Funding

### 9.5.1 SGS Emergency Loan

This loan alleviates temporary cash flow problems for students who are expecting to receive a payment in the near future. The maximum loan amount is \$1000 and is interest free until the mutually agreed upon repayment date, which is typically within a month of the date of issue.

The [application form](#) can be obtained and filled in, in person at the SGS Graduate Awards Office. You will have to provide documentation of the funds you are expecting that will be used to repay the loan. For more information visit, <http://www.sgs.utoronto.ca/currentstudents/Pages/Completion-Grants-Emergency-Funding.aspx>

### 9.5.2 SGS Emergency Grant

The intent of the Emergency Grant Program is to assist currently registered, full-time, graduate students beyond their first year of study who generally are not part of the funded cohort and who encounter an unanticipated serious financial emergency. It is not considered to be a source of routine or long-term funding. For more information: <http://www.sgs.utoronto.ca/currentstudents/Pages/Completion-Grants-Emergency-Funding.aspx>

For inquiries, please email [graduate.awards@utoronto.ca](mailto:graduate.awards@utoronto.ca).

### **9.5.3 The Master's Tuition Fee Bursary (MTFB)**

The Master's Tuition Fee Bursary (MTFB) is intended for master's students in both course-based and research-based programs who are beyond the program length required for their degree, but who still have a small amount of work outstanding, due to unanticipated factors that are beyond their control.

MTFB applications are accepted for students who complete their degree requirements in either the Fall or Winter sessions. This bursary is not available during the Summer session. Students cannot use this bursary in order to register.

For more information on eligibility and application procedures and deadlines:

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

#### **Contact:**

Graduate Awards Office  
School of Graduate Studies  
63 St. George St. Room 202  
[graduate.awards@utoronto.ca](mailto:graduate.awards@utoronto.ca)  
416-946-0808

### **9.5.4 Doctoral Completion Award (DCA)**

#### **Purpose of the Award:**

The Doctoral Completion Award (DCA) is intended to support full-time PhD students who are beyond the funded cohort and within time-limit for the degree.

#### **Value and Duration of the Award:**

Value of awards is established by the individual Graduate Departments. The 2014 spring allocation is for students who will be eligible for the award beginning May 2014, September 2014 and January 2015.

#### **Eligibility & Conditions of Award:**

In addition to local criteria, applicants for the DCA must be:

- beyond the funded cohort as established by graduate department practice,
- within time limit for the degree,
- in good academic standing as defined by the graduate department, and
- a full-time PhD student (flexible-time PhD students are ineligible).

Students may hold a DCA in two successive years if they remain eligible.

In the event of a disruption to their program (i.e., leaves, completion and withdrawals), a DCA

Recipient is:

- Entitled to resume their award upon their return from an approved leave.
- Permitted to keep the award if they complete mid-session.
- Expected to return any funds received in that session if they withdraw mid-session

### **Application Procedures:**

Students must complete a Faculty of Medicine DCA application and submit directly to their Graduate Department by their internal deadline.

## **9.6 SGS Conference and Research Travel Grants**

**The SGS Research Travel Grant** is designed to assist full-time PhD or SJD students, registered in the Humanities and Social Sciences, pursue research travel that is necessary to the final stages of their program.

Funding for the SGS Research Travel Grant comes from The Associates of the University of Toronto Travel Award, The Edward W. Nuffield Graduate Travel Fellowship, The School of Graduate Studies Travel Grant, the Faculty of Arts and Science and the Ontario Institute for Studies in Education (OISE).

**The School of Graduate Studies Conference Grant** program is intended to encourage students in **doctoral-stream programs, professional master's programs (that can lead to a doctoral degree), and professional doctoral programs to actively present their research** at a regional, national, or international conference or equivalent academic event early in their program.

For more information on eligibility and application procedures and deadlines:

<http://www.sgs.utoronto.ca/currentstudents/Pages/Travel-Conference-Awards.aspx> or

**Contact:** [graduate.awards@utoronto.ca](mailto:graduate.awards@utoronto.ca)

## **10. SUPPORT AND RESOURCES**

### **10.1 Emergency Support**

**Campus Police (UofT) – (416) 978-2222**

**Counseling and Psychological Services (UofT) – (416) 978-7341**

<http://caps.utoronto.ca/main.htm/> Counselling and Psychological Services (CAPS) offers students short-term individual counselling, psychotherapy, Cognitive-Behavioural Therapy, group therapy, workshops, and psychiatric medication services.

**Distress Centre (UofT through GTA) – (416) 598-1121**

Provides a 24-hour telephone crisis hotline

**Emergency Housing Officer (UofT) – (416) 978-2323**

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

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

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

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

<http://www.familycare.utoronto.ca/index.html>

The office provides information, guidance, advocacy and referral services to students who require child care (facilities, programs, or subsidies), elder care, or assistance with other family matters.

### **10.2 Student Life Programs & Services**

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

For more information: <http://life.utoronto.ca/>

### **10.3 Student Counseling**

The Counseling and Learning Skills Service (CALSS) is the professional counseling service for students of the University of Toronto. Its services include short-term crisis counseling and brief psychotherapy for individuals and couples. As well, we provide counseling and



assistance to victims of assault and offer individual counseling and group programs in learning skills and stress management.

For more information: <http://life.utoronto.ca/get-help/counseling/>

## **10.4 Health and Wellness Services and Programs**

[Counselling & Psychological Services \(CAPS\)](#) offers students short-term individual counselling, assault counselling, psychotherapy, Cognitive-Behavioural Therapy, workshops, and psychiatric medication services.

[Health Promotion Programs](#) actively supports the health and well-being of University of Toronto students and strives to create a healthier campus.

[Health Services](#) offers University of Toronto students the same services as a family doctor's office, and more.

For more information: <http://healthandwellness.utoronto.ca/>

## **10.5 Health Insurance for International Students & Families**

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

## **10.6 Tax Forms**

### **Education Tax Credit Receipt: T2202A**

Students receive this tax receipt in February from SGS for income tax purposes. They are only available online at ROSI/ACORN each year for the previous year.

Dedicated to student success and development, the division of Student Life Programs & Services on the St. George Campus provides the supports, opportunities and resources students need to reach their full potential. The division consists of 11 distinct units dedicated to supporting a variety of personal and learning needs as well as a central team of program, communications, and information technology professionals who pull it all together.

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

## 10.7 Centre for International Experience

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

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

For Student Exchange Program inquiries, please contact:  
(416) 946-3138; [student.exchange@utoronto.ca](mailto:student.exchange@utoronto.ca)

**Web:** <http://cie.utoronto.ca/In-Focus/Make-CIE-Your-Home.htm>

## 10.8 Transcripts & Degree Confirmation

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

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

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

SGS will prepare two kinds of letters for students:

- 1.** Confirmation of degree letter: both master's and doctoral students may request a letter confirming that all degree requirements have been met. To request such a letter, complete the [confirmation of degree](#) form and fax it to SGS at 416-971-2864. The Doctoral Examinations Office will produce one letter free of charge for doctoral students.
- 2.** Confirmation of registration letter: SGS provides proof of registration for various purposes such as securing student visas and maintaining OSAP interest-free status. To request such a letter, complete the [confirmation of registration](#) form and fax it to 416-946-0992.

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

## **10.9 Student Lounge and Quiet Study Space**

Located on the 2<sup>nd</sup> floor of 500 University Avenue, the Student Lounge and Quiet Study Space are made available 24/7 to all rehabilitation sciences students. The Student Lounge (Room 242) is equipped with a sofa, tables, chairs, microwave and a telephone (local calls only) where students can gather and have lunch.

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

## **10.10 Computer Resource Lab**

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

## **10.11 Student Room**

All RSI students have access to a computer study room at 500 University Ave. Room 242. There are three computers available in the student room, with various statistical packages, e-mail access and internet access. RSI student mailboxes are also housed in this room.

## **10.12 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 Sector Receptionist.

## **10.13 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.

## 10.14 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.

## 10.15 Building Access

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

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

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

## 10.16 Light Schedule

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

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

**Step 1:** Dial this phone number: 416-946-5246

**Step 2:** Wait for 2 phone beeps

**Step 3:** Enter this password: 123456

**Step 4:** Wait for 2 phone beeps

**Step 5:** Press the pound key [#]

**Step 6:** Press the star key [\*]

**Step 7:** Enter the floor code (see below)

Floor Codes:

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

**Step 8:** Press the pound key [#]

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

**Step 10:** Press the star key [\*]

**Step 11:** Hang up the phone

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

## 10.17 Support Staff Functions

Name	Room	Title	Responsibility	Contact Information
TBD	160	Receptionist	general enquiries, room bookings, lost and found, parking, building issues, access problems,	Phone: 416-946-8554 Fax: 416-946-8643 E-mail: <a href="mailto:rehabsector.reception@utoronto.ca">rehabsector.reception@utoronto.ca</a>
Annmarie Riley	162	Administrative Assistant to the Executive Chair and Rehab Sector Chairs	Status-only Appointments, financial duties	Phone: 416-978-4648 E-mail: <a href="mailto:rehab.sector@utoronto.ca">rehab.sector@utoronto.ca</a>

Rob Page	809	Manager of IT services	IT and AV support	Phone : 416-978-7345 E-mail : <a href="mailto:rob.page@utoronto.ca">rob.page@utoronto.ca</a>
Chanh Diep	809	IT Infrastructure Analyst	IT and AV support	Phone : 416-978-7345 E-mail : <a href="mailto:chanh.diep@utoronto.ca">chanh.diep@utoronto.ca</a>

## 11. ACCOMMODATION

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

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

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

### On-campus Housing

There are a number of [residences on the St. George](#) campus that range in style from shared rooms, shared suites and individual rooms. [Housing Services](#) can help you find information on donships, meal plans and vacancies.

*Residences for undergraduate students only*

- [Innis College](#)
- [New College](#)
- [Trinity College](#)
- [University College](#)
- [Victoria College](#)
- [Woodsworth College](#)

*Residences for undergraduate, 2nd-entry program and graduate students*

- [Loretto College](#)
- [St. Michaels College](#)
- [89 Chesnut](#)

*Residences for 2nd-entry program and graduate students only*

- [Graduate House](#)
- [Knox College](#)
- [Wycliffe College](#)
- [Massey College](#)

## **Off-campus Housing**

You can find information about [off-campus housing](#) at Housing Services. They can help you:

- Search for shared and private off-campus rentals
- Find a roommate
- Learn more about your rights as a tenant, understand rental and sublet agreements, and refer you to Downtown Legal Services if you are being treated unfairly by your landlord
- Reference/credit check
- Budget and compare rental costs

To get an idea of current off-campus rental rates, see the [FAQ \(Frequently Asked Questions\) on the Housing Services Website](#). This [FAQ list](#) is a great resource for those looking for rental housing in Toronto and answers many relevant questions, including ones you may not even have thought of.

## **Family Housing**

Supportive and welcoming residence apartments for student families are available on campus through [Student Family Housing](#). Year round programs and activities are open to spouses and children. Priority is given to couples, couples with children and single parents. Applications are available on-line. Contact us today to ask about vacancies!

## **Temporary Accommodation**

If you need a place to stay while searching for long-term housing, or a place for visiting friends and family, please visit [www.housing.utoronto.ca](http://www.housing.utoronto.ca) for a list of establishments offering short-term housing near campus. The list is also available in the office and online.



## 12. RESEARCH IN RSI

### 12.1 Faculty of Medicine Guidelines

<http://www.facmed.utoronto.ca/Research/researchpolicies.htm>

<http://www.facmed.utoronto.ca/Research/ethicspolicy.htm>

### 12.2 Ethics Approval Policies

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

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

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

### 12.3 Ethics Review Contacts at Affiliate Hospitals

#### Holland Bloorview Kid's Rehabilitation Hospital

##### Chair

Dr. Stephen Ryan, PhD, Peng

Chair, Research Ethics Board Committee  
Holland Bloorview Kids Rehabilitation Hospital  
4W 295, 150 Kilgour Road  
Toronto, ON M4G 1R8

**Telephone:** (416) 425-6220, ext. 3526

**Fax:** (416) 424-3840  
**Email:** [sryan@hollandbloorview.ca](mailto:sryan@hollandbloorview.ca)

**Administrative Contact**

Marie Steele, Research Ethics Board Coordinator

Holland Bloorview Kids Rehabilitation Hospital  
4W 325-150 Kilgour Road Toronto, ON M4G 1R8

**Telephone:** (416) 425-6220, ext 3507  
**Fax:** (416) 425-1634  
**Email:** [msteele@hollandbloorview.ca](mailto:msteele@hollandbloorview.ca)

**Centre for Addiction & Mental Health REB (Joint UofT/Hospital Committee)**

**Chair**

Dr. Pdraig L. Darby, MB

Research Ethics Board  
Centre for Addiction and Mental Health  
33 Russell Street, Romm T115  
Toronto, Ontario M5S 2S1

**Telephone:** 416-979-6876  
**Fax:** (416) 583-4319  
**Email:** [padraig.darby@camh.ca](mailto:padraig.darby@camh.ca)  
**Website:** <http://www.camh.net>

**Administrative Contact**

Susan Pilon

Manager, Research Ethics Office  
Centre for Addiction and Mental Health  
**Telephone:** (416) 535-8501 x 6352  
**Email:** [susan.pilon@camh.ca](mailto:susan.pilon@camh.ca)

**The Hospital for Sick Children (Joint UofT/Hospital Committee)**

**Chair**

Mr. Richard Sugarman

Research Ethics Board  
**Telephone:** (416) 813-6152  
**Email:** [richard.sugarman@sickkids.ca](mailto:richard.sugarman@sickkids.ca)

**Administrative Contact**

Ms. Karen Eaton

**Telephone:** (416) 813-8279  
**Email:** [karen.eaton@sickkids.ca](mailto:karen.eaton@sickkids.ca)  
**Website:** <http://www.sickkids.ca/Research/REB/index.html>

## Mount Sinai Hospital

**Chair** Dr. Ronald Heslegrave  
Research Ethics Board  
**Telephone:** (416) 586-4800 x4875  
**Email:** [ronald.heslegrave@uhnresearch.ca](mailto:ronald.heslegrave@uhnresearch.ca)

**Administrative Contact** Diane Di Cesare  
**Email:** [dicesare@lunenfeld.ca](mailto:dicesare@lunenfeld.ca)

## St. Michael's Hospital

**Chair** Sharon Freitag  
Director, Research Ethics Board  
**Telephone:** (416) 864-6060 x 2385  
**Email:** [FreitagS@smh.ca](mailto:FreitagS@smh.ca)

**Administrative Contact** Dharmista Patel  
**Telephone:** (416) 864-6060 x 2557  
**Fax:** 416-864-6043  
**Email:** [PatelD@smh.ca](mailto:PatelD@smh.ca)

## Sunnybrook & Women's College Health Science Centre

**Chair** Dr. Philip Hebert  
Chair, Research Ethics Board  
2075 Bayview Avenue  
North York, Ontario M4N 3M5  
**Telephone:** (416) 845-5616  
**Email:** [philip.hebert@sunnybrook.ca](mailto:philip.hebert@sunnybrook.ca)

**Administrative Contact** Catherine Parry  
**Telephone:** (416) 480-4276  
**Fax:** (416) 480-5385  
**Email:** [catherine.parry@sunnybrook.ca](mailto:catherine.parry@sunnybrook.ca)

## The University Health Network (i.e. Baycrest, TRI, TGH, TWH, PMH)

**Chair** Dr. Ronald Heslegrave

UHN Research Ethics Board  
**Email:** [ronald.heslegrave@uhnresearch.ca](mailto:ronald.heslegrave@uhnresearch.ca)

**Administrative Contact** Ashley Kim (Baycrest)

**Email:** [ashleykim@rotman-baycrest-on.ca](mailto:ashleykim@rotman-baycrest-on.ca)

PMH General Inquiries: (416) 946-2000  
TGH General Inquiries: (416) 340-3111  
TWH General Inquiries: (416) 603-2581

## 12.4 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.

<http://www.sqs.utoronto.ca/currentstudents/Pages/Intellectual-Property.aspx>

## 13. POLICES AND REGULATIONS

### 13.1 Change of Name

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

### 13.2 Parental/Personal or Medical Leave

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

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

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

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

### 13.3 Change of Enrolment Status (FT/PT)

Full-time students wishing to switch to part-time status must do so within 12 months of enrollment. A Request for Program Transfer Form ([Appendix X](#)) must be completed and signed-off by the graduate coordinator. All changes must be completed by June of the student's first year.

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

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

## **13.4 RSI Letterhead & Student Business Cards**

### **Business Cards for Graduate Students**

- 1.** Student business cards should only be for academic programs (not for co-curricular groups).
- 2.** The request must be sent to the RSI office with the Director of RSI copied on the email.
- 3.** There should be a demonstrated need for the cards (e.g., students attend frequent events where they'll be expected to exchange cards)
- 4.** The RSI will keep a record of which students have received cards.
- 5.** RSI will use the Cyan 7 system to create the cards.
- 6.** If we need to make changes to the Cyan 7 system to accommodate the request, the cost of that change will be passed on to the student.

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

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

### **Letterhead**

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

## **13.5 Annual Reports**

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

## **13.6 Appeals Process**

### **General**

Graduate students may appeal substantive or procedural academic matters, including grades, evaluation of comprehensive examinations and other program requirements; decisions about the student's continuation in any program; or concerning any other decision with respect to the application of academic regulations and requirements to a student. Decisions related to admission to an academic program, including admission to the doctoral program for current master's students, are not subject to appeal. Appeals (except those under 11.1.1) must be initiated within the student's home graduate unit (hereafter referred to in this policy as "department") unless the appeal relates to a course outside the department, in which case it must be initiated in the department in which the course was taken, with notification to the student's home department chair (hereafter referred to in this policy as "Chair of the department". In the case of collaborative program core courses, the appeal is pursued through the student's home department where representation from the collaborative program will be included in the constitution of an appeal committee or hearing.

### **Exception**

The process of academic appeal described in this policy must be followed for all disputes except appeals related to failure of a Final Doctoral Oral Examination or related to termination of registration in a program. Such appeals must be made directly to the SGS Graduate Academic Appeals Board (GAAB). These appeals begin at Graduate Appeal Step 3 (section 11.3.3). In some such cases, the Chair of GAAB may refer the appeal to the Graduate Department Academic Appeals Committee (GDAAC) for prior consideration and a recommendation to GAAB. The GDAAC does not have the right to overturn a failed Final Doctoral Oral Examination result or a termination of registration, but may recommend that such a decision be considered further by GAAB.

### **Informal Mediation**

At any stage before filing and until the hearing of any appeal with the SGS Graduate Academic Appeals Board, a student may consult the relevant SGS Vice-Dean for advice and/or informal mediation. The Vice-Dean will serve as informal mediator, attempting to resolve the dispute or clarify issues. Timelines are not affected by mediation. Consultation with the Vice-Dean at an early stage is encouraged. In cases where the Vice-Dean has approved the termination of a student's registration or in cases where perceived or actual conflict of interest is identified, the student will have access to an alternate informal mediator.

### **Steps**

The overall graduate appeals process is set out in the table below. Students should note the timelines for each stage carefully.

### **Step 1: Informal**

In the case of dispute, students must first attempt to resolve the matter with the instructor or other person whose ruling is in question. Should the matter not be resolved with the instructor, and should the student wish to pursue the matter, the student must discuss the matter with the Graduate Coordinator/Associate Chair (hereafter referred to in this policy as "Graduate Coordinator") and/or Chair of the department.

### **Step 2: Department Appeal**

Should such discussions fail to resolve the matter, the student may make a formal appeal in writing to the Graduate Department Academic Appeals Committee (GDAAC). The student must complete a Notice of Appeal to the GDAAC; a copy of this notice is available from the Graduate Coordinator in every graduate department. This form must be completed and delivered to the Chair of the graduate department or the Chair of GDAAC within the specified timeline of eight weeks from the date of the decision under appeal. The Chair of the GDAAC will determine, at his or her sole discretion, whether the appeal will proceed by way of an oral hearing and/or written submissions. In either case, at the conclusion of the hearing and/or review of the written submissions, the GDAAC will make a recommendation to the Chair of the graduate department regarding the merits of the appeal. The Chair of the department will then render the department-level appeal decision. GDAAC guidelines for department chairs are made available to all parties in an appeal.

### **Step 3: Appeal to GAAB**

- 1.** The student may appeal the decision of the Chair of the department by filing a Notice of Appeal to the SGS Graduate Academic Appeals Board (GAAB) within eight weeks of the decision of the Chair of the department.
- 2.** Filing a Notice of Appeal to GAAB is the first step for a student who is making an appeal regarding the failure of the Final Doctoral Oral Examination or termination of registration in a graduate program.

### **Step 4: Governing Council Appeal**

A decision of the SGS Graduate Academic Appeals Board (GAAB) may subsequently be appealed by a student to the Governing Council's Academic Appeals Committee, in accordance with its guidelines and procedures. An appeal to this committee shall be commenced by filing a notice of appeal with its Secretary no later than 90 days after the date of the GAAB decision under appeal.



STEPS AND TIMELINES		
TIMELINE FOR STUDENT ACTION AT EACH STAGE (see Note A below)	STEP (see Note B below)	TIMELINE FOR DECISION / ACTION BY UNIVERSITY BODY AT EACH STAGE (see Note C below)
	1. Informal a. Student to instructor b. Student to Graduate Coordinator	
8 weeks from date of decision being appealed	2. Graduate-Unit-Level Appeal Notice of Appeal to GDAAC <sup>1</sup> Note: Appeals related to failure of the Final PhD Oral Examination or to termination of registration in a graduate program must be made directly to GAAB <sup>2</sup> ; see Step 3b below.	8 weeks from filing of Notice of Appeal to GDAAC <sup>1</sup>
a. 8 weeks from decision of graduate unit Chair or Director b. 8 weeks from written notification of failure of the Final PhD Oral Examination or termination of registration in a graduate program	3. SGS Appeal a. Notice of Appeal to GAAB <sup>2</sup> b. Appeal begins here for students who wish to appeal failure of the Final PhD Oral Examination or termination of registration in a graduate program.	8 weeks from filing of Notice of Appeal to GAAB <sup>2</sup>
90 days from decision of GAAB <sup>2</sup>	4. Governing Council Appeal Notice of Appeal to GCAAC <sup>3</sup>	N/A

**Note A:** A student may apply, in writing and with reasons, for an extension of time. Such applications may be made to the Chair of GDAAC for graduate-unit-level appeals or to the GAAB for SGS-level appeals. Any extension is within the discretion of the GDAAC Chair, or the GAAB, as appropriate, where the view is that compelling reasons exist.

**Note B:** Informal mediation is available via the SGS Vice-Dean at any stage before filing an appeal with the GAAB. Consultation with the SGS Vice-Dean at an early stage is encouraged. In cases where the Vice-Dean has approved the termination of a student's registration or in cases where perceived or actual conflict of interest is identified, the student will have access to an alternate informal mediator.

**Note C:** The Chair of the appeal body retains discretion to extend time limits applicable to its response at any stage where, in its view, compelling reasons exist.

<sup>1</sup> Graduate Department Academic Appeals Committee

<sup>2</sup> Graduate Academic Appeals Board

<sup>3</sup> Governing Council Academic Appeals Committee

<http://www.sgs.utoronto.ca/calendar/Pages/Academic-Appeals-Policy.aspx>

## 14. GRADUATION & CONVOCATION

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

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

### **November Graduation:**

To graduate in November, all degree requirements must be met by **October 2<sup>nd</sup>, 2015**.

### **March graduation *in absentia***

Students who complete all degree requirements by **January 22<sup>nd</sup>, 2016** may graduate either in March *in absentia* or June.

### **June Graduation**

To graduate in June, all degree requirements must be met by **April 22<sup>nd</sup>, 2016**.

### **Notes:**

#### **Outstanding Fees**

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

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

Students will receive detailed information regarding convocation from the Office of Convocation <http://www.sgs.utoronto.ca/currentstudents/Pages/Graduation-and-Convocation.aspx>

#### **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 \(SWS\)](#). 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](#).

## 15. LIST OF APPENDICES

<b>Appendix A</b>	<a href="#">Checklist for Supervisors, Students and Departments, SGS, Division IV</a>
<b>Appendix B</b>	<a href="#">Learning Contract for Part-Time Students</a>
<b>Appendix C</b>	<a href="#">Basic Program Information Sheet</a>
<b>Appendix D</b>	<a href="#">Report on MSc. Thesis Defense form</a>
<b>Appendix F</b>	<a href="#">Request for Fees Arrangement</a>
<b>Appendix G</b>	<a href="#">Request to Add/Drop Course(s)</a>
<b>Appendix H</b>	<a href="#">Program Advisory Committee Meeting Form</a>
<b>Appendix I</b>	<a href="#">Departmental Course Descriptions</a>
<b>Appendix J</b>	<a href="#">Request for Leave of Absence</a>
<b>Appendix K</b>	<a href="#">Request for Transfer Form &amp; Policy (MSc to PhD Program)</a>
<b>Appendix L</b>	<a href="#">Graduate Supervision; Guidelines for Students, Faculty, and Administrators</a>
<b>Appendix M</b>	<a href="#">Annual Report</a>
<b>Appendix N</b>	<a href="#">Independent Reading &amp; Research Course Standards &amp; Policy</a>
<b>Appendix O</b>	<a href="#">Independent Reading &amp; Research Course Request Form</a>
<b>Appendix P</b>	<a href="#">MSc. Thesis Format Guidelines</a>
<b>Appendix Q</b>	<a href="#">Final Program Advisory Committee Form</a>
<b>Appendix R</b>	<a href="#">List of Examiners Form-MSc</a>
<b>Appendix S</b>	<a href="#">Approval to Proceed to oral MSc Defense Form</a>
<b>Appendix T</b>	<a href="#">Doctoral (MAsc/MSc/PhD) Graduate Student – Supervisor Agreement</a>
<b>Appendix U</b>	<a href="#">Student Funding Sources</a>
<b>Appendix V</b>	<a href="#">Comprehensive Examination Policy</a> <a href="#">Comprehensive Examination form</a>
<b>Appendix W</b>	<a href="#">Final Oral Examination External Examination Nomination Form</a> <a href="#">PhD Thesis Defense Nomination Form – RSI</a>
<b>Appendix X</b>	<a href="#">Request for Program Transfer form</a>
<b>Appendix Y</b>	<a href="#">RSI Program Advisory Committee (PAC) Policy</a>
<b>Appendix Z</b>	<a href="#">Program Advisory Committee (PAC) Membership Form</a>

# 16. GLOSSARY

CV.....	Curriculum Vitae
GAAD .....	Graduate Admissions and Awards Committee
GAAF .....	Graduate Affairs and Appointments Committee
RSI.....	Rehabilitation Sciences Institute
IMS .....	Institute of Medical Science
ISC.....	International Student Center
MCU .....	Ministry of Colleges and Universities
CIHR .....	Canadian Institute of Health Research
NSERC.....	Natural Sciences and Engineering Research Council
OGS .....	Ontario Graduate Scholarship
OHIP .....	Ontario Health Insurance Plan
PAC .....	Program Advisory Committee
RSGSU.....	Rehab Science Graduate Students Union
SGS.....	School of Graduate Studies
SSHRC.....	Social Sciences and Humanities Research Council of Canada
UHIP.....	University Health Insurance Plan
SLP.....	Speech-Language Pathology

# **Checklist for Supervisors, Students, and Departments**

## **School of Graduate Studies, Division IV**

### **Supervisor's Guidelines**

- Does the program have procedures in place to achieve a good "match" between a supervisor and prospective student and procedures that allow for a smooth change in supervisor where necessary?
- Have the supervisor and student discussed their mutual expectations on the agreeable style of supervision, e.g., its anticipated closeness, the frequency of their meetings?
- Are there clearly defined requirements for the evaluation of student progress (by the end of April each year) by people other than the designated supervisor?
- Does the student have a supervisory committee made up of at least three members (including the supervisor)? Does the committee meet at regularly scheduled intervals?
- How is the topic of the research refined during the year of study, and a critical path laid out for the completion of the research and writing?
- Do the supervisor and student understand that regular meetings should be held and appropriate steps taken to keep track of progress?
- Does the supervisor understand that feedback on draft chapters (or parts of chapters) should be provided within two weeks, or an agreed upon time?
- Are appropriate steps taken to keep track of general experimental practices?
- Are there opportunities for the student to make public presentations of various aspects of the research, and meet with leading scholars in the area.
- Does the supervisor understand that he/she has responsibility to ensure adequate supervision of graduate students during study leaves, sabbatical, etc.?

# **Checklist for Supervisors, Students, and Departments School of Graduate Studies, Division IV**

## **Student's Guidelines**

These questions should be reviewed periodically by the student and supervisor during the course of the program of study and research.

- Did you discuss with your supervisor your mutual expectations on the agreeable style of supervision, e.g., the frequency of your meetings?
- Have you selected a field of research that has a number of faculty active within the field (or area) in which you wish to concentrate?
- Have you, with your supervisor's help, organized a supervisory committee made up of at least three members (including your supervisor)? Does the committee meet at regularly scheduled intervals? Do you prepare and present a report of your progress and an outline of future research directions at these meetings?
- Do you understand all the elements that are required for completion of the Master's degree, and are you committed to devote the time and energy to fulfill these requirements?
- Have you defined clearly the research questions/hypothesis on which you wish to focus?
- Do you understand the relevant references and know how they contribute to the research that you are undertaking?
- Have you developed a clear understanding with your supervisor concerning hi/her role as a mentor, and the possibilities for co-authored publications that may exist?
- Have you obtained a clear indication that the research topic you are pursuing, and methodology you are utilizing, are likely to yield original contributions to knowledge?
- Are you maintaining good records of each stage of the research so that others could, in fact replicate the work that you are doing (recognizing that they may not have the same interpretations)?
- Are you presenting your work section-by-section in a succinct, approved format that can be understood clearly by those active in the field?

# Rehabilitation Sciences Institute

500 University Ave., Toronto, Ontario M5G 1V7 Telephone (416) 978-0300 Facsimile (416) 946-8762

## REPORT ON M.Sc. THESIS DEFENSE

Name of Student:	Student Number:
Signature:	Date of Defense:
Name of Supervisor(s):	Committee Chair:
Committee Member:	Committee Member:
Internal Examiner:	External Examiner:

### To be Completed by Committee:

<b>Thesis Title/Topic:</b>	
<i>Please rate the candidate from Poor (1) to Excellent (5) and circle your choice below:</i>	
1. Grasp of field around research topic	1    2    3    4    5
2. Background and rationale of research indicated	1    2    3    4    5
3. Quality of research	1    2    3    4    5
4. Originality of research	1    2    3    4    5
5. Coherence and effectiveness of presentation	1    2    3    4    5
6. Ability to answer questions	1    2    3    4    5
7. Relevance to Rehabilitation Science	1    2    3    4    5
8. Overall evaluation	1    2    3    4    5
<b>Committee Comments</b> (please append additional pages, if necessary)	
<input type="checkbox"/> Accepted without changes <input type="checkbox"/> Accepted with minor corrections <input type="checkbox"/> Accepted with minor modifications  <input type="checkbox"/> Accepted with major modifications <input type="checkbox"/> Failed  <input type="checkbox"/> <i>If changes are required, please indicate who, in addition to the supervisor(s), is responsible for ensuring that these corrections are satisfactorily carried out:</i> _____ This person will then write a brief letter to the Chair, indicating that corrections have been carried out, before the thesis will be accepted by the Department.	
<b>Does the Committee accept the thesis?</b> _____	

Does the Committee consider the student to be a good candidate for PhD \_\_\_\_\_

We recommend that this thesis be accepted in partial fulfilment of the requirement for the Degree of Master of Science (please provide signatures below).

**Committee  
Chair:**

**Supervisor:**

**Committee  
Member:**

**Committee  
Member:**

**Internal  
Examiner:**

**External  
Examiner:**



## **POLICY ON REVISIONS OF REPORT ON MSc THESIS DEFENSE**

- **Minor corrections** are checked and corrected by the supervisor(s) alone. These are typically typographical and formatting errors that can be corrected within a period of 2-3 weeks.  
Changes are checked by the supervisor (s) and the supervisor will inform the Graduate/Chair/Coordinator in writing.
- **Minor Modifications:** Are more than changes in style and less than major changes in the thesis. A typical example of a minor modification is clarification sought concerning textual material or the qualification of research findings or conclusions. Changes are checked by the supervisor (s) and must be completed within a 3 month period, the supervisor will inform the Graduate/Chair/Coordinator in writing.
- **Major modifications:** Entail substantial revisions in one or more of the conceptual rationale, design, documentation and conclusions of the research. This decision would result in an adjournment with a reconvened examination to be held within a year by the Examination Committee

When changes have been made and checked, the Supervisor will then write a brief letter to the Chair/ Graduate Coordinator, indicating that these changes have been made, before the thesis will be accepted by the Department.

**REHABILITATION SCIENCES INSTITUTE**  
**Course Descriptions**  
**2014-2015**

**REH1100H – Theory and Research in Rehabilitation Science**

**Instructor/Coordinators: Prof. Helene Polatajko**

**Course Description:**

This course will examine historical, current, and emerging theories and models in Rehabilitation. It will also employ a systematic approach to representative methodological issues and research areas in Rehabilitation while incorporating a focus on measurement theory and techniques.

**REH1120H – Research Methods for Rehabilitation Science**

**Instructor/Coordinator: Prof. Susan Jaglal**

**Course Description:**

This is a weekly lecture and seminar course aimed at providing students with an introduction to the wide range of research design methodologies currently being applied in the field of rehabilitation science. Students will be introduced to hypothesis generation, observational and experimental research designs, qualitative research methodologies and measurement theory with relevant examples. We will review current funded proposals from the faculty ranging from topics on basic science to model of care interventions. The major assignment will be grant proposal suitable for the current CIHR format.

**REH1130H – Theory and Research in Occupational Science**

**Instructor/Coordinator: TBA**

**Course Description:**

This course focuses on human occupation and how best to understand it. In this seminar course, students will examine the phenomenon of occupation and the new emerging discipline of occupational science. Occupation and its enablement will be considered from a variety of perspectives ranging from positivistic to humanistic. The relationship between occupation, health, function and well-being will be explored, as will the various paradigms of inquiry that can inform our understanding of this important human phenomenon. The relevance of research in occupation to health professions, most particularly occupational therapy, will be discussed in relation to rehabilitation science.

**REH1510H – Disordered and Restorative Motor Control**

**Instructor/Coordinator: Prof. Karl Zabjek**

**Course Description:**

This course which will consist of seminars, tutorials and laboratories will focus on the physical assessment of the function/dysfunction of the neuromuscular system. Specific sensorimotor

functions including reaching, upright posture, gait and lower extremity movement will be analyzed. The functions will be analyzed conceptually as to their importance for a healthy life style, measured using state of the art technology in select patient populations and compared to normative parameters in the current literature. Tutorials will focus on strategies to minimize physical dysfunction and optimize performance. Students will be responsible for preparing background material in seminars for each of the sensorimotor functions included in the course

### **REH2001Y – Rehabilitation Presentation & Proceedings**

**Instructor/Coordinators: Prof. Katherine Berg**

#### **Course Description:**

This course is intended to focus upon the oral reporting of each student's Master's thesis work. All students will be required to enroll in this course during two terms, and will present their work-in-progress at least once. The course is designed to enable students to: **a)** practice the presentations and critical thinking skills they will use in defending their completed thesis; **b)** convey to fellow students and graduate faculty the context of their thesis project; and **c)** engage their audience in scholarly discussion about their selected research topic.

### **REH3100H – Advanced Rehabilitation Research Issues**

**Instructor/Coordinator: Prof. Helene Polatajko**

#### **Course Description:**

This senior level course is intended to provide the student with an in-depth review of issues in rehabilitation science such as economic models, Rasch analysis techniques, utility models, rehabilitation informatics, knowledge translation, etc. Faculty from the PhD program will provide lead seminars in these topics.

### **REH3001Y – Advanced Rehabilitation Presentations & Proceedings**

**Instructor/Coordinators: Prof. Katherine Berg**

#### **Course Description:**

PhD students will be required to conduct a written critical analysis of two seminars, for feedback by peers and/or the master's students, taking into account the current literature. The review will take the form of a grant review process to enhance skills for development of individuals who will serve on future grant review panels. (PhD students will attend for two years).

### **REH3301H – Rehabilitation Leadership: Transforming Practice (NOT OFFERED)**

**Instructor/Coordinator: TBA**

#### **Course Description:**

In this course, students will have the opportunity to learn how leadership is fundamental for transforming rehabilitation practice. The course will focus on the contributions of Leadership, Organizational Development, Strategic Planning and Change Management and their importance for facilitating Knowledge Translation in rehabilitation practice. Areas of study will include the rationale, interpretation and application of the existing research evidence. Each session will be 3 hours in duration. The first hour will be lecture format to include the theoretical underpinnings of the topic. The second hour will include an invited expert in the topic area. The

final hour will be a tutorial where students will be given a complex problem scenario and questions to be addressed. Using the literature and practice experience students will explore the topic in greater depth. A major component of the evaluation for this course will be briefing notes based on what was learned during the session.

### **REH3302H - Determinants of Rehabilitation Practice (NOT OFFERED)**

**Instructor/Coordinator: TBA**

#### **Course Description:**

Health and rehabilitation is in a state of perpetual change in Canada and the global community. Factors that affect rehabilitation are multidimensional, and in a state of continuous change. In this course, students will discover and learn the policy context of these factors, along with the determinants of practice related to the emerging field of rehabilitation in Ontario and across Canada. The course is designed to be progressive in that each of the 9 modules builds upon what was learned in the previous modules. Each of the 9 modules will be 3 hours in duration length, and will be structured in a similar fashion. The first part is dedicated to the theoretical underpinnings of the topic, the second part is an invited guest lecturer with expertise in the area, and the final part is a tutorial where the students will be encouraged to explore the topic in greater depth based on their own experience and practice setting. A major component of the evaluation for this course will be briefing notes based on what was learned in each module; and the ability to debate a relevant rehabilitation policy issue.

### **REH3303H – Rehabilitation Clinical Practicum – (NOT OFFERED)**

**Instructor/Coordinator: TBA**

#### **Course Description:**

The purpose of the Clinical Practicum is to enable the student to acquire in depth field experience in a practice area. The Clinical Practicum will be customized to align with each student's program of study. The activities included in the clinical practicum will be determined by the student in conjunction with the Graduate Coordinator, supervisor and practice mentor. The selected activities will facilitate the student's development of augmented clinical skills, evidence-based practice techniques or processes, knowledge translation strategies, or new knowledge through the analysis of clinical data to improve clinical practices across relevant practice settings.

### **REH5100H – Introduction to Cognitive Rehabilitation Neuroscience I: Basic Science to Clinical Applications**

**Instructor/Coordinator: Prof. Paul Comper**

#### **Course Description:**

Neuroscience research is rapidly advancing our understanding of the neural basis of cognitive function and dysfunction. The relatively new field of rehabilitation neuroscience has begun to inform our understanding of the neural mechanisms underlying recovery from brain injury; the translation of basic research into clinical interventions with demonstrated efficacy remains in the earliest stages. This graduate lecture course in cognitive neurorehabilitation will enable students to gain an in-depth understanding of the models and theoretical frameworks currently guiding research and practice in four core cognitive domains typically targeted in neurorehabilitation interventions: memory, visuospatial functions, executive control/attention

and cognitive communication. The course will be organized into four modules built around these core domains. Each module will comprise two lectures (i. basic theory and models and, ii. advanced concepts and state of the art research), followed by a student-led seminar. Each seminar will examine how the material covered in the first two lectures of the module may inform the conduct of rehabilitation neuroscience research, including the design and evaluation of novel interventions.

### **REH5102H – Rehabilitation Neuroscience II (NOT OFFERED)**

**Instructor/Coordinators: TBA**

#### **Course Description:**

This course builds directly upon the material covered in the prerequisite course **Cognitive Rehabilitation Neuroscience I**. Neuroscience research is rapidly advancing our understanding of the neural basis of cognitive functions and dysfunction. The relatively new field of rehabilitation neuroscience has begun to inform our understanding of the neural mechanisms underlying recovery from brain injury; yet the translation of basic research into clinical interventions with demonstrated efficacy remains in the earliest stages. This advance topics course continues to emphasize treatment interventions in the four cognitive domains examined in Cognitive Rehabilitation Neuroscience I (memory, visuospatial, executive and psychomotor functioning). However, in this seminar, greater emphasis is placed on advances in neuroscience research that cut across cognitive domains. These may be grouped into two broad categories: **(i)** neuroplasticity research to better characterize neural response to injury and/or interventions (e.g. progressive atrophy, neurogenesis, functional reorganization) and **(ii)** research to design novel interventions that exploit advances in our understanding of these structural and functional brain changes.

### **REH3120H – International Issues in Disability and Rehabilitation**

**Instructor/Coordinator: Prof. Stephanie Nixon**

#### **Course Description:**

In this course, students will have the opportunity to learn about a range of international issues and perspectives related to rehabilitation and disability. The course will engage with these issues using a critical perspective whereby students are encouraged to explore the story behind the story. This approach requires that we challenge taken-for-granted ideas, consider dynamics of power and privilege, and engage with the social, political, economic and historical dimensions of phenomena. Each session will be 3 hours in duration. Sessions will be guided discussions based on the week's readings. There will also be a number of guest experts invited to participate in person or by Skype. Several sessions will also include presentations by students.

### **REH3140H – Disability, Embodiment, and Voice in the Rehabilitation Science Context (TBA)**

**Instructors/Coordinators: Profs. Rebecca Renwick and Karen Yoshida**

#### **Course Description:**

This introductory course examines key constructs of and conceptual approaches to disability, body/embodiment, and voice drawn from the social sciences and disability studies. Further, it discusses how these constructs and approaches can inform, and potentially inform, research

and theory in rehabilitation science. It critically considers several influential perspectives on disability, body/embodiment, and voice (e.g. biomedical, Cartesian, postmodernist, feminist, social constructionist, social justice). It also introduces important classic and innovative research methods for studying disability, body/embodiment, and voice which are illustrated by examples from current and ongoing real-life research studies. The format for the course combines presentations by the course instructors and guest speakers who are academics and community disability activists engaged in this area of scholarship and research, class discussion, and student-led presentation/seminars.

**REH3400H – Therapeutic Exercise in Rehabilitation: Emerging Trends and Research Approaches (TBA)**

**Instructors/Coordinators: Profs. Dina Brooks and Sunita Mathur**

**Course Description:**

This course is designed to enable students to 1) gain an in-depth understanding of the foundational science of physical activity and exercise in health, disease and disability. 2) investigate the existing body of literature and evidence supporting the role of exercise in rehabilitation. 3) explores the implementation of exercise in specific populations and disease states and lastly gain an understanding of current contentious issues in the assessment of exercise capacity and exercise prescription and best practices. The course consists of faculty led sessions and student led sessions. Faculty led sessions will be large group teaching/seminars, supplemented by recent research articles while student led sessions will be team teaching approach with expert in the field and led by students.

# Rehabilitation Sciences Institute

UNIVERSITY OF TORONTO, FACULTY OF MEDICINE



## TRANSFER EXAMINATION POLICY

### Masters to Doctorate Transfer within the Rehabilitation Sciences Institute

---

---

MSc-to-PhD Transfer Examinations **are completed by MSc students who wish to enter the PhD program without first completing their MSc degree.**

#### Criteria for Transfer

Application for transfer within 12 to 18 months of MSc enrolment

Minimum of an A- average in all required MSc courses

Written support of supervisor and program advisory committee (PAC) to the graduate coordinator.

Transfer form completed and sign-off by the graduate coordinator

#### Examination

- The Research Proposal

A written proposal of doctoral research is required for the examination.

#### **Suggested Headings;**

- Literature review with references
- Research questions
- Hypotheses (optional)
- Methods
- Importance of the research to field of rehabilitation

The proposal length will generally be 20 double-spaced pages maximum (excluding references tables and figures), unless otherwise determined by the PAC. The proposal will be submitted to all examination members and RSI (graduate administrator) 2 weeks prior to oral exam.

#### **Committee**

- 1) Chair appointed by the graduate coordinator
  - Oversees the examination proceedings

- Does not need to review research proposal in advance
  - Does not vote
- 2) Supervisor
  - 3) Minimum of two PAC members
  - 4) One external member who has SGS status or equivalent, and who may or may not be a RSI member. The external member of the examining committee may not have collaborated with the supervisor or members of the PAC. The external member is chosen by consensus of the supervisor and RSI graduate coordinator.

❑ **Procedure of the Oral examination**

- Committee gathered
- Student leaves room
- General comments
- Student gives 20 minute oral presentation
- Two rounds of questions, 10 minutes allotted to each examiner
- Student leaves room
- Committee evaluates
- Student returns and chair reports the results of the evaluation to the student

**Evaluation**

Results of the evaluation may fall into one of four categories

- 1) Approved as presented
- 2) Minor correction to research proposal required
  - Amendment(s) approved by supervisor within one week\*
- 3) Minor revisions to research proposal required
  - Amendment(s) approved by PAC within one month\*
- 4) Major revisions to research proposal required
  - Student not approved to transfer to the Doctorate program



## **Results**

Results of an MSc-PhD Transfer Proposal Defence will be reported to the RSI by the chair of the evaluation committee using the MSc-PhD Transfer form. The successful candidate is eligible to enter the PhD program at the beginning of the next admission cycle.

# Rehabilitation Sciences Institute

## REQUEST FOR Transfer from MSc to PhD Program FORM

<b>Student's Name</b>	<b>Student Number</b>
<b>Student's Signature</b>	<b>Proposed Date of Transfer Examination</b>

**The Transfer Examination must take place not more than 18 months into the MSc program.**  
 Transfer from the MSc to PhD program will be effective at the next registration date set by the School of Graduate Studies, i.e. September, January, or May.

**Eligibility for Transfer**

- Application for transfer within 12 to 18 months of MSc enrolment
- Minimum of an A- average in all required MSc courses
- Written support of supervisor and program advisory committee (PAC) to the graduate coordinator.
- Transfer form completed and sign-off by the graduate coordinator

**Attach to this form:**

1. List of publications.
2. A PAC Committee Report indicating that the Supervisory Committee has met, discussed and approved the request for transfer from MSc to PhD. A letter may be attached from the supervisor and/or supervisory committee in support of the request to transfer.
3. A detailed financial plan (Letter of Commitment and Acceptance) describing how this student will be supported in the PhD program and a record (if necessary) of the supervisor's external funding for up to the last 5 years. A separate listing is required for each relevant grant.

**COMPOSITION OF THE TRANSFER EXAMINATION COMMITTEE**

<b>Committee Chair:</b>	<b>E-mail and Phone</b>
<b>Supervisor</b>	<b>E-mail and Phone</b>
<b>Co-Supervisor (if applicable)</b>	<b>E-mail and Phone</b>
<b>PAC Committee Member</b>	<b>E-mail and Phone</b>
<b>PAC Committee Member</b>	<b>E-mail and Phone</b>
<b>External Member:</b>	<b>E-mail and Phone</b>

**External member may be from within or outside the Department. Include a brief description of the expertise of the external member that would justify their having been selected for this examination committee**

.....  
**TRANSFER REQUEST APPROVAL: The student may proceed with the transfer examination.**

<b>Signature of Graduate Co-ordinator / Chair</b>	<b>Date:</b>
---	--------------

# Rehabilitation Sciences Institute

500 University Ave., Toronto, Ontario M5G 1V7 Telephone (416) 978-0300 Facsimile (416) 946-8762

## ANNUAL REPORT

Report Period: \_\_\_\_\_

Name of Student:		Signature:	
Date:	Degree:	Date commenced:	
Name of Supervisor(s):		Signature(s):	
Committee Member:		Signature:	
Committee Member:		Signature:	
<b>Courses Taken:</b>	<b>Title</b>	<b>Course Number</b>	<b>Grade (if available)</b>
<b>Financial/Funding Information:</b>	<b>Name (please indicate)</b>	<b>Amount</b>	
	Ontario Graduate Scholarship	\$	
	U of T Open Fellowship	\$	
	Teaching Assistantship(s)	\$	
	Other(s)	\$	
		\$	

### Research and Committee Activities:

<b><i>Thesis Title/Topic:</i></b>	
Date of Last Meeting:	Date of Thesis Defense:
<b>Committee Comments</b> (below or attached)	

<b><i>Please attach the following items to this report:</i></b>	List of Scientific Meetings Attended List of Publications Research/Thesis Progress Report (1-2 pages) Award Notification Letters
---	---



## Thesis Format Guidelines

### Traditional Form

1. Refer to SGS for the preparation, formatting and binding of thesis.  
<http://www.sgs.utoronto.ca/informationfor/students/finup/producingthesis.htm>
2. Components of thesis should adhere to the following format:
  - Title page
  - Abstract and keywords
  - Dedication (optional)
  - Acknowledgements
  - Table of contents
  - List of tables
  - List of figures
  - List of appendices
  - List of abbreviations, symbols, and nomenclature
  - Body of thesis should be divided into chapters containing
    - i. introduction
    - ii. literature review
    - iii. methods
    - iv. results
    - v. discussion
    - vi. conclusion
    - vii. future directions
    - viii. references
    - ix. appendices

## Manuscript Form

1. Refer to SGS for the preparation, formatting and binding of thesis.  
<http://www.sgs.utoronto.ca/informationfor/students/finup/producingthesis.htm>
2. Components of thesis should adhere to the following format:
  - a. Title page
  - b. Abstract and keywords
  - c. Dedication (optional)
  - d. Acknowledgements
  - e. Table of contents
  - f. List of tables
  - g. List of figures
  - h. List of appendices
  - i. List of abbreviations, symbols, and nomenclature
  - j. Body of thesis which includes:
    - i. Chapter 1 – introductory chapter to the entire thesis
    - ii. Chapter 2 – literature review (where applicable)
    - iii. Chapter 3 – n – manuscripts (one for MSc and 3 for PhD)
    - iv. Chapter n + 1 – general discussion
    - v. Summary and conclusion
    - vi. Appendices



## Doctoral (MAsc/MSc/PhD) Graduate Student – Supervisor Agreement

### Department of Rehabilitation Science

#### A. GENERAL CONDITIONS OF SUPERVISION

Both supervisor and student are required to read their Graduate Department's policies pertaining to their degree programs, supervision and student funding.

<http://www.RSI.utoronto.ca/>

#### ***Supervisor's Responsibilities***

- The supervisor will direct the graduate program of the student facilitating timely completion of research, thesis writing and defense, in accordance with their Graduate Department's guidelines.
- The supervisor is expected to provide mentorship and serve as an academic role model.
- The supervisor and student together will recruit appropriate members for the graduate program advisory committee. The first meeting of the program advisory committee should occur within the first 6 months of initial registration and at least every 6 months following.
- The supervisor will ensure appropriate continuing supervision of the student during any leave of absence from the University, e.g., sabbatical.

#### ***Student's Responsibilities***

The student is responsible for becoming familiar with and adhering to the rules, policies and procedures of the Graduate Department, the School of Graduate Studies and the University.

<http://www.sgs.utoronto.ca/>

- The student is responsible for preparing a research plan in consultation with their supervisor, and meeting with and reporting to the supervisor regularly.
- The student must continue to make adequate progress toward degree completion, documented by reports of the program advisory committee. Failure to have at least one program advisory committee meeting per year for full time students (or 1 meeting every 2 years for part time students) may result in loss of good academic standing.
- In the Department of Rehabilitation Science, the recommended time to completion of the MSc is 2 years and the PhD is 4 years, including the time for thesis preparation and the

final thesis defense.

## **B. RESEARCH SAFETY AND ETHICS**

Research involving human subjects, experimental animals, radioisotopes and/or bio-hazardous agents must have a formal protocol approved by the research institution (University or affiliated teaching hospital). These protocols must be available to and adhered to by the student.

### ***Research Involving Human Subjects/Animals/Radioisotopes/Bio-hazardous Agents***

<http://www.sgs.utoronto.ca/governance/policies.htm> The University of Toronto requires that all graduate student and faculty research involving human subjects be reviewed and approved by the relevant institutional Research Ethics Boards (REBs) before work can begin. Although research methodologies differ, the fundamental ethical issues and principles in research involving human subjects are common across all disciplines. The standards that must be met are set out in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS) (<http://www.pre.ethics.gc.ca/eng/index/>). This "living" document outlines the guidelines for research involving human subjects in Canada and is the creation of the three major Canada research councils (CIHR, NSERC, SSHRC).

<http://www.research.utoronto.ca/for-researchers-administrators/ethics/>

<http://www.ehs.utoronto.ca/services/radiation.htm>

### ***Research Safety***

The supervisor is responsible for ensuring that relevant Occupational Health and Safety legislations and guidelines are communicated to the student and adhered to as proper laboratory and/or clinical practice. Students must attend appropriate training sessions (e.g., Laboratory Safety, Radioisotope Safety), as required by University or Research Institute policy. Supervisors are responsible for ensuring that such training is provided and undertaken by their students.

### ***Sexual Harassment Guidelines and Policies***

<http://www.facmed.utoronto.ca/programs/graduate/guide/harassment.htm>

The University of Toronto has specific guidelines and policies about sexual harassment covering students both on- and off-campus. The above document addresses the guidelines and policies that apply to Faculty of Medicine students whether they are located on campus or in the affiliated hospitals and research institutes.

## **C. INTELLECTUAL PROPERTY**

The student, supervisor and members of the supervisory committee are expected to be familiar with and to adhere to the most current University of Toronto and affiliated hospital guidelines and policies relating to graduate research that include, but are not limited to, the following documents.

### **Intellectual Property Guidelines:**

<http://www.sgs.utoronto.ca/governance/policies/intellectualprop.htm>

## **Guidelines for Faculty of Medicine Graduate Students and Supervisors in the Context of Commercialization of Inventions Based on Thesis-Related Research:**

<http://www.facmed.utoronto.ca/programs/graduate/guide.htm>

### **University of Toronto Policy on Inventions:**

<http://www.governingcouncil.utoronto.ca/policies/invent.htm>

### **Standards of Professional Practice Behaviour for all Health Professional Students:**

<http://www.governingcouncil.utoronto.ca/policies/ProBehaviourHealthProStu.htm>

## **D. GRADUATE STUDENT STIPEND**

The University of Toronto policy is that doctoral graduate students must receive minimum stipends during the normal graduate degree program duration, as outlined in the Graduate Unit's Funding Policy. If such support is not derived completely from external and internal fellowships or awards, then it is expected that the supervisor will provide the balance of support.

- The minimum stipend in the Department of Rehabilitation Science is \$24,500 for full-time MSc students and \$25,500 for PhD students.
- Full funding must be provided in the first 2 years for MSc, 4 years for PhD and 5 years for direct entry to PhD.
- In the case of a VISA student, the supervisor agrees to provide the minimum stipend of \$15,000 plus tuition fee and incidental (approx. \$1,000) + UHIP (approx. \$800). However, supervisors are strongly encouraged to provide the minimum stipend equivalent for domestic students (i.e., \$24,500 or \$25,500) plus the fee differential for VISA students.
- Salary earned as a Teaching Assistant is not part of the Graduate Student stipend in the Faculty of Medicine.
- It is strongly recommended that supervisors not employ their own students for duties related or unrelated to thesis research as conflict of interest between employee and employer falls outside the mandate of the student-supervisor relationship.
- Students are expected to compete for all relevant awards from external agencies such as CIHR, OGS, NSERC, SSHRC, charitable foundations, as well as awards internal to the University including OGSST and OSOTF awards.

### **Note:**

The Faculty of Medicine, University of Toronto has a guaranteed minimum funding policy, providing T4A studentships for our doctoral stream graduate students. This guaranteed studentship is exclusive of, and may be in addition to T4 taxable income that graduate students may earn from teaching or research assistantships. To ensure that you receive this minimum studentship funding and to ensure that the funds are administered in accordance with the terms



of their sponsors, your Social Insurance Number (SIN) will be used in GradSIS only to collect information about your studentship stipends paid to you from various sources. Some sources from which information will be collected using your SIN include the University's Repository of Student Information (ROSI/ACORN), the University's Human Resources Information System (HRIS), our affiliated hospitals, and granting agencies. The SIN information will remain secure and will not be stored in an identifiable format.

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to <http://www.utoronto.ca/privacy> or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

# PhD Comprehensives

## Rehabilitation Sciences Institute (RSI)

### **Overview**

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

The comps will be conducted by a comps examination committee (CEC) struck specifically for each student. The comps comprise two elements: 1) a written submission and 2) a comprehensive oral exam. Ordinarily, the comps will be conducted after all required course work is completed. It is recommended that the comps be completed within 18 months of registration in the PhD program; however, 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.

### **Comps Written Submission:**

The written comps submission can take one of two possible forms (to be decided jointly by the student and supervisor):

- 1) Grant format focused** on an area distinct from, but maybe related to the student's doctoral thesis: In order to standardize the format, the research proposal will be based on the Canadian Institutes of Health Research operating grant format. Note that it is important that the proposal clearly outlines the research question to be evaluated. The proposal should include a contemporary background review relevant to the proposed work. As well the applicant will need to provide an outline of the proposed methodology that will be used to address the research questions.

Students will complete all aspects of the Research Module as required by CIHR (excluding the administrative components of the module and the CV modules). The grant submission must follow all the CIHR requirements regarding length, margins, font style, font size, etc.

Details of the application requirements are available at the following website:  
<http://www.cihr-irsc.gc.ca/e/193.html>

- 2) Review article format** focused on issues related to, but distinct from the student's doctoral thesis: The review article must be suitable for submission to a relevant peer-reviewed journal and is intended to provide a contemporary review and interpretation of the literature. The journal and associated format is to be predetermined by the student and supervisor. The review article is not intended to be a collection of summaries of studies focused on a general theme, rather, the work should present a systematic and comprehensive analysis and synthesis of the literature in an area of study, and serve to advance or challenge the specific body of work. There are no specific recommendations for length since individual journals will have specific requirements.

**Originality:** The written comps submission is to be an original submission (e.g. not prepared for another course or represent work largely associated with a previous publication or grant of the student or supervisor) and must reflect, primarily, the work of the student while not a criterion for passing, it is expected that the student would eventually submit the work to a funding agency or journal, as appropriate, subsequent to successful evaluation by the examination committee. It is anticipated that the student and supervisor may be co-authors of the work at the time of actual submission to a granting agency or journal, as appropriate.

**Procedure:** The written component of the comps should be submitted to all members of the examination committee and RSI within 12-15 months of enrolment in the program. The examination committee will review the written document within 3 weeks and provide summary assessment and sample questions for the student's oral examination. The examination committee and chair will convene, without the student present, to summarize the assessment of the written document and to decide on sample questions to be provided to the student in their preparation for the oral examination. If the written component is not successful, there will be one opportunity for remediation. Feedback will be given to the student in writing if unsuccessful. The comprehensive process must be complete within 24 months. Refer to suggested timeline.

### **Oral Examination**

The oral examination will be a question and response format (maximum of 2 hours). While the questions will cover materials that arise from the written submission they will also cover matters not specifically addressed in that submission. For example, examiners may address matters related to the broader context of the student's research program. In order to assist the student's preparation, the student will be provided with 3-6 sample questions 4 weeks prior to the examination that represent the types of questions that will be asked.

*Note this is not an examination of the specific content of the written submission and as such there will be NO formal presentation for this examination.* However, the student is encouraged to bring materials to the examination that could assist in their response to questions, specifically the sample questions provided in advance of the examination.

Prior to the start of the oral examination, the examining committee will convene (without the student present) to plan the format of the oral examination. Following the completion of the oral examination, the committee will vote on the oral examination. Following the completion of the oral examination, the committee will vote on the oral examination results. If the student's performance is deemed unsuccessful the specific details to be addressed will be identified and summarized for the student. Following the meeting the supervisor will provide the specific list of revisions or topics to be re-examined that had been identified by the examination committee to the student and determine a time for re-examination. The same committee will be reconvened no later than 3 months later (and prior to 24 months of the student's enrolment in the program) to carry out the re-examination.

The oral examination is open to the university community unless otherwise specified by the student. However, those who are not part of the committee have observer status only and may

not participate in the discussion. They also will not be present for the deliberations before and after the oral examination.

### **Committee Structure:**

- 1) Chair**, the graduate coordinator or his/her delegate, runs the examination proceedings ("keeping the peace"). The chair does not vote and is not required to review the written comps submission.
- 2) Primary Thesis Supervisor** (RSI appointment): The Primary supervisor does NOT vote, but is present at the comp exam and reviews the written comps submission.
- 3) Three examiners** (selected in consensus with supervisor, student and RSI graduate coordinator) none of whom are PAC members, all of whom have an SGS appointment or equivalent from a recognized University.

### **Supervisor Involvement**

The primary thesis supervisor can **guide** the student throughout the comprehensive process such as topic selection, development of an outline for the written component, organization of content and preparation for the oral component.

### **Timelines\***

#### **Within 3 months of enrolment**

Members of the Program Advisory Committee determined.

#### **Within 12-15 months of enrolment**

A comprehensive examination committee must be struck and approved (Form- Comprehensive examination committee)

Written component of the comprehensive examination completed and submitted to the examination committee.

Examination committee provides summary assessment of the written document and sample questions for the oral examination. If unsuccessful the student can resubmit once.

#### **Within 15-21 months of enrolment**

Upon approval of the examination committee (written document considered acceptable with only minor corrections required) the student may continue on to the oral examination.

Oral component of the comprehensive examination completed.

*\*Individual timelines will be created with the graduate coordinator and supervisor for current students.*

*Note: If successful the student will transfer to a five-year Ph.D. with the years in the master's program being counted as part of the Ph.D. program.*

*If unsuccessful on the oral examination then:*

### **1 week after assessment/examination**

Student receives written feedback and additional questions to be the focus of a second oral examination.

### **Within 3 months of the initial examination (before 24 months of enrolment)**

Final oral examination is conducted.

### **Evaluation**

#### **Written Submission:**

*PASS* (no additional action)

*FAIL* (major revisions required – resubmission of document to examination committee prior to the oral examination. The examining committee will notify the student in writing of the required changes). The examining committee will reconvene to review changes and determine its acceptability. If acceptable, the student will proceed to the oral examination.

#### **Oral Examination:**

*PASS* (no additional action)

*FAIL* (2<sup>nd</sup> oral examination required, to be held within 3 months of the initial examination. If the failure in the oral examination resulted primarily from weakness in a specific area, the second examination may be designated to cover only that area of weakness. The chair of the examining committee will notify the student in writing of the scope of the next examination.

In the event that the student is unsuccessful on the 2<sup>nd</sup> examination (either the written or oral component), the examination committee will forward a letter to the Chair of the Graduate Department indicating that they do not recommend the student's continuing candidacy in the doctoral program. In the event that student is unsuccessful and wishes to appeal the decision, the student should follow School of Graduate Studies Guidelines for academic appeals (details can be found at the following web link: <http://www.sgs.utoronto.ca/calendar/2009-10/genreg/appeals.htm>). The student will be notified at the meeting of pass or fail.

# Rehabilitation Sciences Institute

## PHD COMPREHENSIVES

Student's Name: \_\_\_\_\_ Format:  Grant  Review Article

Student Number: \_\_\_\_\_

### Comps Written Submission

Date: \_\_\_\_\_

**Summary Assessment:** Please comment on the content of the written submission, the organization and style. Note that the quality of work should be such that it would be acceptable for submission to a funding agency or peer-reviewed journal.

---

---

---

---

---

---

---

---

The Written Component of the Comps was:

- Acceptable**
- Not Acceptable** (e.g. lacks originality, insufficient depth, not appropriate for submission to a journal or granting agency). If unsuccessful, feedback must be provided to the student in writing below. The student has one opportunity for remediation.

---

---

---

---

---

---

---

---

	Name	Signature
Comp Committee Chair:		
Primary Thesis Supervisor:		
First Examiner:		
Second Examiner:		
Third Examiner:		

# Rehabilitation Sciences Institute

## PHD COMPREHENSIVES

**Sample Questions** that represent the types of questions that will be asked at the oral comps component (no less than 3 and no more than 6). It is the responsibility of the chair of the committee to ensure that the student receives these questions.

---

---

---

---

---

---

### Oral Examination

Date: \_\_\_\_\_

Summary Assessment: Please comment on the depth of knowledge of the student, oral communication skill and the ability to answer questions.

---

---

---

---

---

The Oral Component of the Comps was:

- Acceptable**
- Not Acceptable** (e.g. insufficient depth, unprepared). If unsuccessful, feedback must be provided to the student in writing below. The student has one opportunity for remediation.

---

---

---

---

---

	Name	Signature
Comp Committee Chair:		
Primary Thesis Supervisor:		
First Examiner:		
Second Examiner:		
Third Examiner:		
Student:		

# Final Oral Examination EXTERNAL EXAMINER NOMINATION FORM

Process: This form is to be completed by RSI student supervisor, attached to the FINAL PAC form and sent to the RSI Office at least 8 weeks prior to the Final Oral Examination. The RSI office will review the proposed examiners, obtain the examiners' CV and forward it to SGS for formal approval. *SGS reviews and approves the External Examiner for the Final Oral Examination in advance of exam booking.* Student and supervisor will be notified via Email of SGS approval of an external examiner.

- **The RSI Office will deliver the final thesis to the External Examiner.**
- **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.**
- **Supervisor and examiner DO NOT discuss thesis content, aside from providing the thesis title.**

## The external examiner:

- must be a non-UofT expert in the candidate's field of research
- must be affiliated with another University and hold professorial rank equivalent to a Full Member of SGS
- must be an objective reviewer - *neither affiliated with the student's research project nor collaborated with the supervisor or student in the previous six years.*
- **will be required to submit a written appraisal of the thesis at least two weeks before the Final Oral Examination**
- Is a voting member at the **Final Oral Examination** by attending the defense or participating via speakerphone for the entire exam.

## First Choice (please print clearly)

Name \_\_\_\_\_ Position and Rank: \_\_\_\_\_

Institution: \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Area of Specialization: \_\_\_\_\_

## Second Choice

Name \_\_\_\_\_ Position and Rank: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Area of Specialization: \_\_\_\_\_

## Third Choice

Name: \_\_\_\_\_ Position and Rank: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_



## PhD THESIS DEFENSE NOMINATION FORM-RSI

Student Name: \_\_\_\_\_ UofT Student #: \_\_\_\_\_

Examination Date: \_\_\_\_\_ Start Time (min. 3 hours): \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Student Home Address: \_\_\_\_\_

Student Phone # \_\_\_\_\_ Student Email: \_\_\_\_\_

### EXAMINATION COMMITTEE Composition

Examiner	Name & SGS Appointment	Mailing Address	Contact
Supervisor	Name: Dept:		Phone: Fax: Email:
PAC Member # 1	Name: Dept:		Phone: Fax: Email:
PAC Member # 2	Name: Dept:		Phone: Fax: Email:
External Examiner	Name: Dept:		Phone: Fax: Email:
Additional Examiner	Name: Dept:		Phone: Fax: Email:
<b>Non- Voting Members</b>			
Non-voting member	Name: Dept:		Phone: Fax: Email:
Non-voting member	Name: Dept:		Phone: Fax: Email:

- Examination Chairs are provided by SGS
- non-voting members at the defense must be requested in writing to the RSI Office at the time of booking the examination. The Associate Dean of SGS must approve the attendance of any non-voting members.

Audio –Visual Requirements (check off all required items)

- Overhead Projector
- Lap-top Computer
- Slide Projector

- Speakerphone (for External Examiner only) - The External examiner must agree to participate for the entire defense and vote.
- VCR & Monitor



## **PROGRAM ADVISORY COMMITTEE**

### **RSI Program Advisory Committee (PAC) Policy 2011-2012**

---

---

#### **The Meeting**

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

#### **Frequency of Meetings**

To remain in good standing, a documented PAC meeting must be held every 6 months. Failure to meet this requirement could jeopardize a student's standing in the program. PhD students who have not had at least 4 meetings within the first 3 years of their program may not achieve candidacy.

Ideally, the meeting should be attended by the student, supervisor and all members of the PAC. However, if there are scheduling difficulties of a single member, the meeting should proceed without that member. In the case of repeated instances of scheduling difficulties, the student and supervisor should consider replacing that member (please meet with a Graduate Coordinator to discuss).

A student who has failed to meet with the supervisory committee within a given year will be considered to have received an unsatisfactory progress report from the committee.

The first meeting must take place within the first six months for MSc students and during the first year for PhD student. At the first meeting, the student should present an outline of their proposal including the course work to be undertaken. At the second meeting, the student should present a review of the pertinent literature, an update on course completion, and an overview of the hypothesis and experimental approach to be undertaken. Subsequent meetings should monitor progress.

Students are also encouraged to meet informally with committee members as often as necessary.

#### **Members of the PAC**

All RSI students are required to submit the proposed membership of their PAC to the RSI using the [PAC Approval Form](#) by the end of their first term in the program (December 31 for students starting in September, and April 30 for students starting in January). This form must also be submitted if PAC membership changes during the student's program. Students will be notified by email of approval.

The PAC members' function is to provide expertise in the areas relevant to the thesis topic and should complement the supervisor's own research interests. The committee members assess, encourage, and motivate the student, as well as provide guidance and mentoring. If this is the supervisor's first graduate student supervision, an experienced RSI graduate faculty member must be included on the PAC.

### **MSc**

The PAC must include one member, in addition to the supervisor, from the RSI. The others need not be members of the RSI.

### **PhD**

The Ph.D. candidate is expected, with the assistance of the supervisor to select a PAC committee. The committee must consist of at least two other individuals (in addition to the supervisor and co-supervisor) with graduate appointments in the School of Graduate Studies, during year 1 of PhD.

Not all U of T faculty members have a graduate appointment with SGS. Please review the [RSI graduate appointment policy](#) for details. If you are uncertain whether a prospective committee member meets the requirements, please contact us. Only approved PAC members are eligible to participate in PAC meetings.

Disagreements among PAC members should be brought to the attention of the Graduate Coordinators. If necessary, a RSI Graduate Coordinator can attend a student's PAC meeting.

### **PAC Report**

The [PAC report form](#) should be obtained by the student ahead of the meeting. PAC forms and any related minutes must be forwarded by the student to the RSI office within 2 weeks of each meeting. All PAC reports are reviewed by RSI office staff and the RSI Graduate Coordinators. Documentation of the meeting is an essential part of the student record, and it is the student's responsibility to ensure that the documentation is provided to the RSI office in a timely fashion. Students and supervisors should retain a copy of the form.

If a student receives two consecutive unsatisfactory reports, the RSI may recommend termination of the registration and eligibility of that student.



**PROGRAM ADVISORY COMMITTEE (PAC) MEMBERSHIP APPROVAL FORM**

All RSI students are required to submit the proposed membership of their PAC to the RSI office using this form by the end of their first term in the program (December 31 for students starting in September, and April 30 for students starting in January). This form must also be re-submitted if PAC membership changes during the student’s program. Students will be notified by email of approval.

**Please review the RSI Program Advisory Committee Policy**

The PAC 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.

**MSc**

The PAC must include one member in addition to the supervisor from RSI. The others need not be members of RSI.

**PhD**

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

**PLEASE PRINT CLEARLY**

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Supervisor’s Name: \_\_\_\_\_

Co-supervisor’s Name: \_\_\_\_\_ (if applicable)

\_\_\_\_\_ MSc PhD

Program Start Date (mm/yyyy): \_\_\_\_\_

PAC Member Name:	Graduate Unit:	Graduate Appointment Level
PAC Member Name:	Graduate Unit:	Graduate Appointment Level
PAC Member Name:	Graduate Unit:	Graduate Appointment Level
PAC Member Name:	Graduate Unit:	Graduate Appointment Level

Office Use Only	<input type="checkbox"/> Approved	Comments:
	<input type="checkbox"/> ROSI/ACORN	

