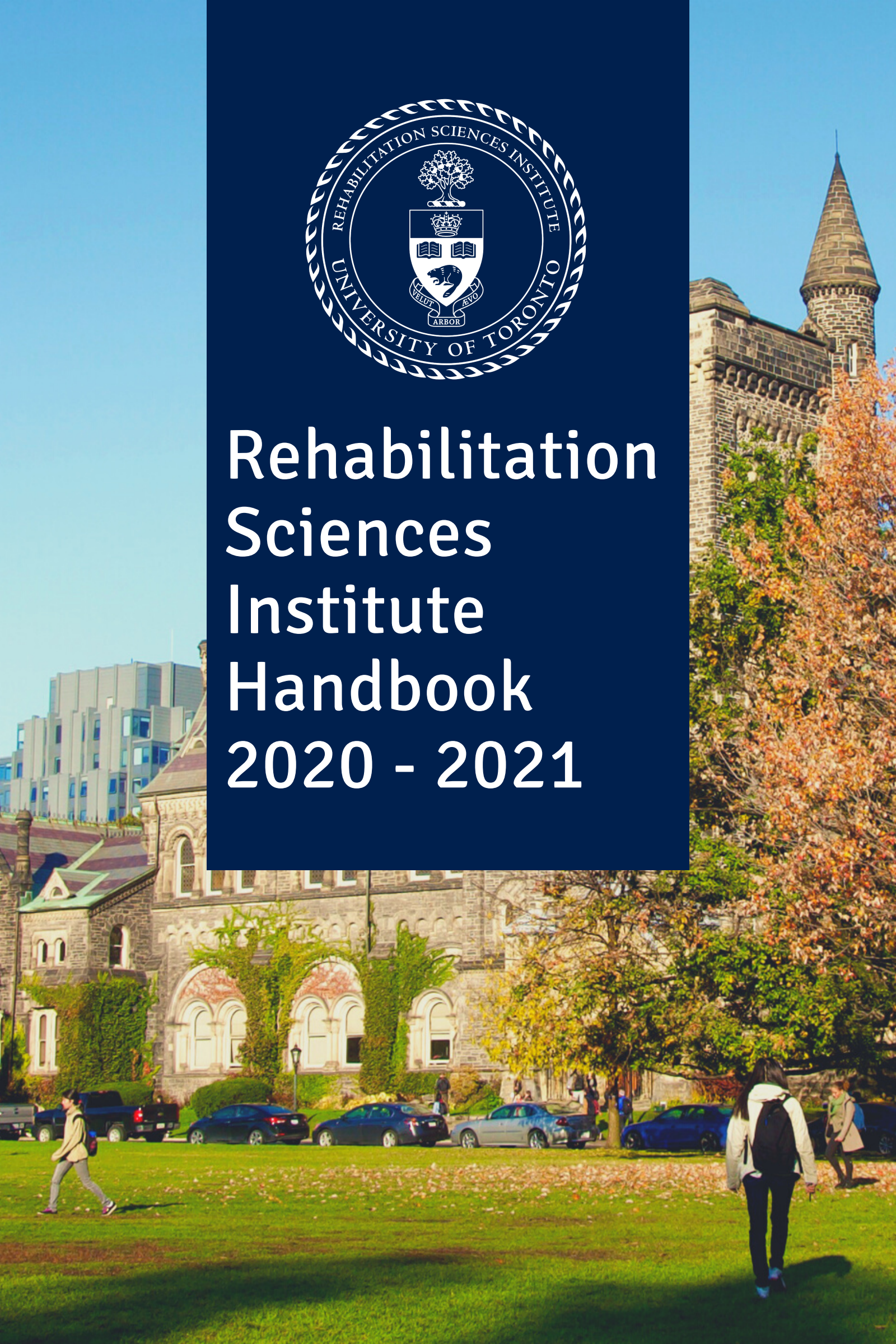




# Rehabilitation Sciences Institute Handbook 2020 - 2021



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**\*DISCLAIMER\*** – University of Toronto in Response to COVID-19:

*"Ontario's response to the COVID-19 pandemic continues to evolve. Changes will likely occur as the province and its municipalities adjust to new data about the virus. In these circumstances, please be advised that the manner of delivery of courses, co-curricular opportunities, programs, and services is subject to change, in accordance with university policies. The University thanks its students, faculty, and staff for their flexibility during these challenging times as we work together to maintain the standards of excellence that are the hallmark of the University."*

## WELCOME FROM THE ACTING DIRECTOR



***Yana Yunusova, PhD, CCC-SLP, Reg. CASLPO***

500 University Ave., Rm. 1040 | (416) 978-6890 | [yana.yunusova@utoronto.ca](mailto:yana.yunusova@utoronto.ca)

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

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

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

# WELCOME FROM THE GRADUATE COORDINATORS



***Karl Zabjek, PhD***

500 University Ave., Rm. 840 | (416) 978-5072 | [k.zabjek@utoronto.ca](mailto:k.zabjek@utoronto.ca)



***Bonnie Kirsh, PhD***

500 University Ave., Rm. 930 | (416) 978-4647 | [bonnie.kirsh@utoronto.ca](mailto:bonnie.kirsh@utoronto.ca)



***Deirdre Dawson, PhD***

500 University Ave., Rm. TBA | (416) 785-2500 Ext. 2136 | [d.dawson@utoronto.ca](mailto:d.dawson@utoronto.ca)

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

# DEFINITION OF REHABILITATION SCIENCE

*“Rehabilitation Science is an integrated science dedicated to the study of human function and participation and its relationship to health and well-being.”*

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

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

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

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

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

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

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



## INTRODUCTION

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

Note that there are **two programs\*** within RSI:

1. Rehabilitation Science
2. Speech-Language Pathology (SLP)

\*These RSI programs include a full-time and a part-time MSc and a full-time PhD in Rehabilitation Science (RSI) as well as an MSc and PhD in Speech-Language Pathology (RSI-SLP). The requirements of the RSI and RSI-SLP programs are very similar; existing differences (e.g., course requirements) are specified below, where appropriate.

## Rehabilitation Sciences Sector

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

## RSI Administration

The office of the Rehabilitation Sciences Institute (RSI) is located at 500 University Ave., 1<sup>st</sup> Floor, Rooms 161, 163 and 164 in the Rehabilitation Sciences Building. Student study space and a lounge area are also located in the building.

### MAILING ADDRESS:

**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  
Email: [rsi.admin@utoronto.ca](mailto:rsi.admin@utoronto.ca)  
Website: <http://www.rsi.utoronto.ca>



### If You Have A Question/Issue...

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

<b>Acting Director</b>	Dr. Yana Yunusova	<a href="mailto:yana.yunusova@utoronto.ca">yana.yunusova@utoronto.ca</a>	(416) 978-6890
<b>Graduate Coordinators</b>	Dr. Karl Zabjek Dr. Bonnie Kirsh Dr. Deirdre Dawson (Winter Term)	<a href="mailto:k.zabjek@utoronto.ca">k.zabjek@utoronto.ca</a> <a href="mailto:bonnie.kirsh@utoronto.ca">bonnie.kirsh@utoronto.ca</a> <a href="mailto:d.dawson@utoronto.ca">d.dawson@utoronto.ca</a>	(416) 978-5072 (416) 978-4647 (416) 785-2500 Ext. 2136
<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 the Director &amp; Communications Coordinator</b>	Jessica Boaf	<a href="mailto:rsi.director@utoronto.ca">rsi.director@utoronto.ca</a>	(416) 978-1675

## Director

The RSI Director reports all academic matters to the Dean of the Faculty of Medicine and the Dean of the School of Graduate Studies (SGS). The Director is ultimately responsible for all academic and administrative parts of the graduate program in RSI, including students and faculty. The Director is assisted by the Graduate Coordinator, administrative staff and the RSI committees.

## Graduate Coordinator

The RSI Graduate Coordinators are responsible for the graduate program activities for all students in the Department. Accordingly, Graduate Coordinators sit on the relevant committees of the Faculty of Medicine and the School of Graduate Studies. Duties of the Graduate Coordinator include:

### **Karl Zabjek:**

- Review and approve required program activities
- Graduate student and supervisor questions/issues
- Research Day

### **Bonnie Kirsh & Deirdre Dawson:**

- Student Affairs Committee (SAC)
- Admissions
- Awards

## Business Officer

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

## Graduate Administrator

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

## Assistant to the Director & Communications Coordinator

The Director's Assistant gives administrative support to the Director and the Executive Team. The assistant also supports communications such as updating the RSI website and the RSI social media sites. The Assistant to the Director is also responsible for the Institute's promotional materials.

## RSI Committees

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

- The **Academic Affairs Committee (AAC)** is chaired by the Director of the RSI. The AAC is responsible for department program planning as well as policies and procedures. The Committee defines the internal policies that govern the RSI. It regularly reviews and monitors all course offerings by the RSI and recommends and implements changes to the curriculum. The AAC includes two student representatives; one from the MSc program and one from the PhD program.
- The **Student Affairs Committee (SAC)** is chaired by the Graduate Coordinator. The SAC is responsible for student recruitment, admissions, awards and bursaries. It advises and assists the Graduate Coordinator on RSI student admission policies, review of applications and recommendations for admission, and adjudicates student awards. The SAC includes one student member.
- The **Programs and Curricula Committee (PCC)** develops, monitors and evaluates curricula as well as proposes, develops, monitors and evaluates program components (e.g., transfers, comprehensives, oral defenses, etc.) as well as develops policies and procedures for consideration by AAC. The PCC includes two student representatives; one from the MSc program and one from the PhD program.
- The primary function of the **Faculty and Staff Development Committee (FSDC)** is to support and monitor faculty development, including education, mentoring and awards; plan annual departmental assembly; develop policies and procedures for consideration by AAC.
- The **Communications and Community Relations Committee (CCR)** proposes, develops, implements and monitors a) vehicles for communication with all RSI stakeholders including students (prospective and actual) and, b) activities to support relations with external stakeholders, supports advancement activities, develops policies and procedures for consideration by AAC. The CCR includes two student members: one MSc and one PhD.



# Graduate Students' Association



All students registered in the RSI are automatically members of the **Rehabilitation 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</li></ul>
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	<p>of the GSU</p> <ul style="list-style-type: none"> <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 when 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. Visit the [RSGSU website](#) for more info.

Your **2020-2021 Student Representatives** are as follows:

COMMITTEE	NAME*	POSITION
RSGSU Executive	<a href="#">Josh Shore</a> <a href="#">Nivetha Chandran</a> <a href="#">Michelle Legasto</a> <a href="#">Erica Dove</a> <a href="#">Nithin Jacob</a> <a href="#">Reeman Marzouqah</a>	Co-President Co-President Secretary Treasurer Vice President Communications Officer
Social & Service	<a href="#">Vahid Anwari</a>	Committee Head(s)
Student Awards	<a href="#">Kai Leung</a> <a href="#">Nithin Jacob</a>	Committee Head(s)
Academic Affairs Committee	<b>VACANT</b> <a href="#">Kylie Mallory</a>	MSc Representative PhD Representative
Mentorship	<a href="#">Siwenn Liu</a> <a href="#">Insiya Bhaloo</a>	Committee Head(s)
rehabINK	<a href="#">Stephanie Posa</a>	Committee Head(s)
ICDR-S	<a href="#">Daniela Chan Viquez</a>	Committee Head(s)
Research Day	<a href="#">Wade Michaelchuck</a> <a href="#">Sara Hanafy</a>	PhD Representative PhD Representative
GSU Representative	<a href="#">Lina Musa</a>	Committee Head(s)
Programs & Curricula Committee (PCC)	<a href="#">Nivetha Chandran</a> <a href="#">Sarah Gregor</a>	MSc Representative PhD Representative
Communications & Community Relations Committee (CCR)	<a href="#">Abby Vijayakumar</a> <a href="#">Insiya Bhalloo</a> <a href="#">Marko Bjelica</a> <a href="#">Alexandra Thompson</a>	MSc Representative MSc Representative PhD Representative PhD Representative
Faculty of Medicine Graduate Awards Committee	<b>VACANT</b>	PhD Representative
Speaker Series	<a href="#">Lina Musa</a> <a href="#">Anita Kaiser</a>	MSc Representative PhD Representative
CUPE Representative	<b>VACANT</b>	Committee Head(s)
Faculty & Staff Development Committee (FSDC)	<b>VACANT</b> <a href="#">Azadeh Barzideh</a>	MSc Representative PhD Representative
Mental Health Committee	<a href="#">Allee Thompson</a> <a href="#">Stephanie Scodras</a>	Committee Head(s)

\*Click the name for email address

## BEING A STUDENT IN RSI

### Registration

#### Registration Status

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

PhD & MSc students are required to register annually on a full-time basis until all degree requirements have been completed. Visit the SGS website for more info on [Registration and Enrolment](#).

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.

#### Registration Deadlines

The deadlines to register for each session in the **2020-2021 Academic Year** are:

- Fall Session: **September 11, 2020**
- Winter Session: **January 18, 2021**
- Summer Session: **May 7, 2021**

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

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



## Late Registration

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

## Reinstatement

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

Reinstatement **PRIOR** to degree time limit:

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

Reinstatement **AFTER** to degree time limit:

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

## Registration vs Enrolment

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

The deadlines to enroll in graduate-level courses may vary depending on your graduate unit. See SGS [Sessional Dates](#) and [Graduate Fees](#) for full details.

## Simultaneous Registration

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

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

Graduate students receiving funding packages that are part of the graduate unit's funding commitment (funded cohort – years 1 and 2 of MSc, years 1- 4 of PhD, 1-5 if transfers or 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 by the deadline to request to register without payment.

## For OSAP, CSL and US Student Loan Recipients

Students who have received notification of an award through the **Ontario Student Assistance Program (OSAP)** for their U of T program may make their fees arrangements through the SWS up to the registration deadline instead of having to appear at SGS, if the amount of the loan covers the minimum payment and no outstanding fees owing. Students still must appear in person to pick up their OSAP documents as soon as possible after registration.

The online arrangements may also be available for recipients of **Canada Student Loans (CSL)** and some **US government loans**. Please see the [Office of Student Accounts](#) website for details.

## Graduate Student Research Integrity Workshop

All incoming Year 1 students must attend a mandatory **Research Integrity Workshop**. Dates and further info will be sent by email.

## Courses and Course Enrolment

The graduate courses offered in RSI are listed below. Detailed course descriptions\*, instructors and schedules for the courses offered in the current year may be obtained from the [RSI website](#). Courses may not be offered every year and course offerings\*\* are subject to change. Course requirements, by program, are outlined in sections below.

REH 1100H	Theory and Research in Rehabilitation Science
REH 1120H	Research Methods for Rehabilitation Science
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 Presentation & Proceedings
REH 3001Y	Advanced Rehabilitation Presentations & Proceedings

REH 3100H	Advanced Rehabilitation Research Issues
REH3120H	International Issues in Disability and Rehabilitation
REH 3140H	Disability, Embodiment, and Voice in the Rehabilitation Science Context
REH 3301H	Knowledge Translation in Rehabilitation: Foundational Knowledge and Innovation Applications
REH 3302H	Determinants of Rehabilitation Practice
REH 3303H	Rehabilitation Clinical Practicum
REH 3400H	Therapeutic Exercise in Rehabilitation: Emerging Trends and Research Approaches
REH3500H	Gender, Work and Health
REH 3600H	Synthesis Toolkit: Approaches and Methodologies
REH 5100H	Introduction to Cognitive Rehabilitation Neuroscience I: Basic Science to Clinical Applications
REH 5102H	Cognitive Rehabilitation Neuroscience II

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

\*\*These courses may be requested & offered as such depending on the willingness of the professor

## Course Abbreviations

Y Course – 1 credit

H Course – ½ credit

## Course Enrolment

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

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

For students, ACORN will replace the existing Student Web Service (ROSI). This is a period of transition between ROSI and ACORN. To find out more about how to use U of T's online services, visit: [ROSI/ACORN online](#).

## Individual Reading and Research Course





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

## Courses Outside of RSI

Students wishing to take courses outside RSI should consult the department offering the course on their registration procedures. This usually involves the completion of a course [Add/Drop Form](#). See the [SGS Calendar](#) for important dates and deadlines. Initial contact should be sent to graduate administrator, **Loida Ares** at [rsi.admin@utoronto.ca](mailto:rsi.admin@utoronto.ca) to determine the appropriate steps required to enroll in the external course of interest.

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

## Using the Student Web Services, ROSI/ACORN

Use ROSI/ACORN for help with:	Explore <a href="#">Student Web Services (ROSI/ACORN)</a> , 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.
 Viewing tuition amounts	
 Registration	
 Course enrolment	
 Deadlines	

### Student Responsibility

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

#### NOTE:

The Rehabilitation Sciences Institute and other University offices may send important information to you by email. Please make sure that your email address, your mailing/permanent address and telephone number is up to date at all times. **Under University policy, students are required to maintain a University based email account (e.g., UTOR), record that in ROSI/ACORN and regularly check for messages.** That account may be forwarded to another personal account but it is the University account to which the University & RSI will send official correspondence.



## Obligations of a Registered Student

Please visit the [Student Web Services](#) website for more details on obligations of a registered students.

## JOINid

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

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

### Enabling your JOINid:

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

### Activating your UTORid:

Instructions on how to [activate](#) your UTORid are provided to you by the [TCard Office](#). All University buildings including all TCard office locations are closed to the general public as of **March 17, 2020**. There are online procedures in place to allow you to obtain your UTORid activation instructions and U of T email starting **June 1<sup>st</sup>** over a video conference call with a TCard staff member. When the University re-opens, you will be required to visit a TCard office in person to [obtain your TCard](#) and provide documentation to validate your legal status in Canada.

## Personal Identification Number

Each time a student accesses ROSI/ACORN via the web, a personal identification number is required in addition to a student number. The first time the system is accessed, the personal identification number will be derived from the student's date of birth (format YYYY/MM/DD). However, at that point the student will be required to change the PIN. Subsequent access to the system will require this new number which should be known only to the student. The PIN and student number together constitute an "electronic signature".

*\*Never give your PIN or student number to someone else\**

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

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

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

S E R V I C E S   A V A I L A B L E	
✧	Valuable information Change PIN number
✧	View/Change address, telephone number, email
✧	View final grades
✧	View academic history or current timetable
✧	Add/request/drop/list courses or waitlist requests
✧	View student account information and update direct deposit details
✧	Defer payment of tuition (for approved Ontario, Canada and some US government student loan recipients only – see note below)
✧	Print “Educational Credit” tax forms (T2202A)
✧	Order transcripts
✧	Order graduation tickets
✧	View transaction log

## Updating Personal Information

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

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

## Requesting Courses

Students may begin requesting courses on **July 20<sup>th</sup>**. Students must request their courses by no later than **September 21<sup>st</sup>**.

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:

<b>COURSE NUMBER</b>	e.g. HIS2651Y
<b>SECTION CODE</b>	Usually F, S or Y. This indicates whether the course is offered in the fall session (F), the winter session aka “second term” (S) or over both (Y)
<b>TEACHING METHOD</b>	All graduate courses have a teaching method of LEC (lecture)
<b>TEACHING SECTION</b>	The number of the class. Most graduate courses only have one teaching session (0101). Although there may be only one teaching section the information must still be entered on the system

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

## Courses from Outside the Department

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

## Course Waiting Lists

ROSI/ACORN and the SWS have the capacity to maintain waiting lists in courses.

Not all courses or meeting sections have waiting lists. If the department offering the course has opted to allow a waitlist and either your enrollment category in the course or the course itself is full, you can choose to join a waiting list. If a space is opened in your category then ROSI/ACORN will automatically place you in the course.

*\*It is your responsibility to check your status on SWS as you will not be contacted by phone or email\**

The SWS will inform you of your place on the waiting list and how many spaces are allotted for your category. You may “wait” in multiple meeting sections but if you are enrolled in one meeting section you may not simultaneously wait for another. Before the final date to enroll in courses, all waiting lists will be suspended and normal enrolment procedures will apply. Please consult the offering department for more info. Consult the unit offering the course to see if a waiting list is being used.

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

<b>REQ</b>	Course requested. Must be resolved/approved by the last date to add a course
<b>INT</b>	Course requested pending instructor approval in addition to co-coordinator's/advisor's approval
<b>APP</b>	Request approved. Student is enrolled in course
<b>REF</b>	Request denied. Student is not enrolled and may not make another request for this course via the web during this session
<b>CAN</b>	Course cancelled (student withdrew from course before deadline)
<b>WAIT</b>	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.
<b>DWAIT</b>	Student has cancelled place on the waiting list or been removed

### Canceling or Withdrawing from Courses

You may cancel or withdraw from individual courses up to certain deadlines. Before doing this, however, you are advised to consult with your supervisor and departmental office.

The deadlines to drop courses are as follows:

- **October 26, 2020** for Fall session Full or Half courses;
- **February 22, 2021** for full-year and Winter session courses;
- **May 28, 2021** for May-to-June F section courses; and
- **July 12, 2021** for July-to-August S section courses

If you miss the deadline to drop a course:

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



averaging purposes.

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

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

Please note that withdrawing from all your courses does not constitute a withdrawal from your program. To do so, you must complete a [Program Withdrawal Form](#). Dropping courses prior to deadlines or withdrawing from a program does not guarantee a refund. Information on fee refunds and deadlines is outlined at [www.studentaccount.utoronto.ca](http://www.studentaccount.utoronto.ca).

## Final Results

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

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

<b>July 14, 2020</b>	<b>Summer Session</b> (first term)
<b>September 9, 2020</b>	<b>Summer Session</b> (summer & second term)
<b>January 13, 2021</b>	<b>Fall Session</b>
<b>May 19, 2021</b>	<b>Winter Session</b> (and Fall/Winter courses)

## Important Dates and Deadlines

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

## 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.

## Student T-Cards & UTORid



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

## Newly Admitted Students Starting in Fall 2020:

**STEP 1:** Submit a photo via [MyPhoto](#), and once the photo is approved, you can move to Step 2.

**STEP 2:** Set up an appointment with a TCard Staff via [CLNx](#) to verify your identity, approve your photo and activate your UTORid and UTmail+.

- Appointments will take place via [MSTeams](#).
- You will need your [JOINid](#) to login to [CLNx](#).

At the *Appointment* you will:

- Be required to show your face via a webcam (For identity purposes).
- Show your valid, physical/hard copy government-issued [required documents](#).
- Have your MyPhoto picture verified by a TCard Staff.
- Receive your [UTORid](#) Activation instructions.

**BONUS:** Submit a photo using the [MyPhoto](#) system before August 21st and get a \$15 Bookstore gift card + free shipping in Canada. Visit the [Bookstore](#) website for terms and conditions.

### T-CARD OFFICE LOCATION:

#### **Koffler Student Services Centre**

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

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

Your email account at U of T is associated with your [UTORid](#). It is 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.

## Replacement of T-Cards

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

It is your responsibility to immediately report the loss of your T-Card to 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 no one 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.

## UTmail+ Account

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

For more information on UTmail+ enrolment and features, please visit the [UTmail+ website](#).

## GO Transit Discount

Discounted student passes are available for registered full-time graduate students requiring transportation to and from campus on the GO Transit system. Go Transit student ID cards are available at the [T-Card Office](#).



## Building Access

Access to the exterior doors and elevators is controlled by an electronic security system. Since March 2020, 500 University is only accessed by FOB including stairwells and elevators. If you have problems with your FOB or you lose it, please contact the Sector receptionist at: [rehabsector.reception@utoronto.ca](mailto:rehabsector.reception@utoronto.ca).

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

For security purposes, please do not prop open the stairwell doors, as the silent alarm will disengage during non-business hours. Several break-ins have occurred over the last years and valuable equipment has been stolen. **UNDER NO CIRCUMSTANCES** should you give or lend your U of T student card or key FOB to another person. If you notice a suspicious person wandering in or out of any departmental rooms, immediately alert one of the faculty or staff. **Campus police for emergencies and/or off-hours can be reached at: (416) 978-2222.**

### After-hours Access

The building is open at 7:45 a.m. and locked at 6:00 p.m. Monday through Friday. Students have access to the elevators and the 4<sup>th</sup> floor of the building on weekends using their access key FOBs. Your key FOB will provide access to the building. Since March 2020, 500 University is only accessed by FOB. If you have problems with your FOB, please contact the Sector receptionist at [rehabsector.reception@utoronto.ca](mailto:rehabsector.reception@utoronto.ca).

### Personal Property

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

### Fire and Safety

All students and staff are required to familiarize themselves with the following procedures, which should be strictly adhered to in the event of a fire emergency. When the fire evacuation alarm is sounded, it must be treated as an emergency and the building must be completely evacuated. Please familiarize yourself with the location of exits, fire alarm pull stations, fire extinguishers and the Emergency Control Centre Telephone Number: 8-2222.

## MSc PROGRAM (RSI & RSI-SLP)

### Degree & Course Requirements

To complete the MSc degree, RSI and RSI-SLP students require a minimum of 12 months of full-time study. The expected duration of the MSc program is 18 to 24 months for full-time students. This includes time for thesis preparation and defense. Engagement in research should be initiated as soon as possible and well underway within six months of enrollment. Students are required to take a minimum of 2.5 credits. Students in a collaborative program may have additional course requirements. Courses outside the department need an [Add/Drop Form](#). Please refer to [Courses Outside of RSI](#) for additional details.

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#### REQUIREMENTS:

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- ✓ **REH 1100H | Theory and Research in Rehabilitation Science**
  - ✓ **REH 2001Y | Rehabilitation Presentations and Proceedings;** expected to attend one year of MSc – YRII is recommended (CR/NCR)
  - ✓ one half course, at the graduate level, in **Research Methodology and/or Statistics** (This course can be taken outside of the department)
  - ✓ a **thesis** successfully defended before the **Thesis Examination Committee**
  - ✓ attend and present at [RSI Research Day](#) (in Year 1 & Year 2)
  - ✓ submission of [Annual Report](#)
- 

As a general policy, RSI encourages students to spend the maximum time devoted to their research. Courses, however, can be invaluable in helping the student acquire the content, knowledge, and expertise for 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.

At the end of their program, each student must:

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

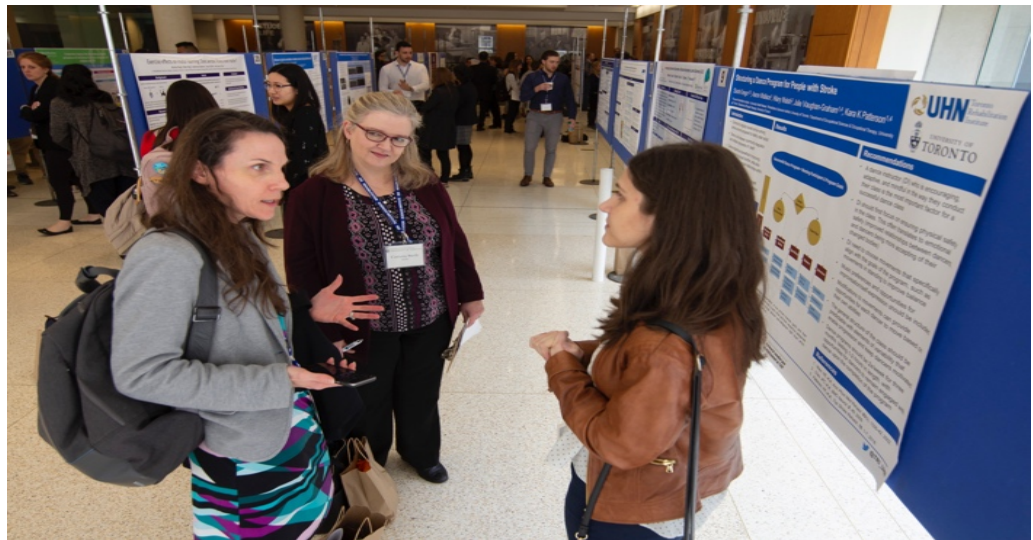
**NOTE:**

A Master's thesis is generally considered to be the equivalent of one full peer-reviewed research paper, with a thorough, integrated literature review and a detailed description of methods greater than allowed in publication.

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

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

If for any reason a student cannot attend or present, he/she should notify the Graduate Coordinator. Attendance and participation at the Research Showcase are taken into consideration in order to remain in good standing with the department.





## Supervisory Committee

formerly known as Program Advisory Committee (i.e. P.A.C)

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

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

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

The Supervisory Committee members provide expertise in the areas relevant to the thesis topic and should complement the supervisor's own research interests. The committee members assess, encourage, motivate the student and provide guidance and mentoring. The committee composition could change depending on student needs (e.g. change in focus of research).

The meetings are documented meetings of the student, supervisor and other members of the Supervisory Committee. The purpose of the meeting is to review the student's research proposal and graduate program progress. Usually, students pre-circulate a short report and begin the meeting with an overview of her/his research (e.g., 15 to 20 minute oral presentation, augmented by slides or other materials as appropriate), followed by discussion. All graduate students must submit a Supervisory Committee Form to the RSI office every 6 months.

### MSc Supervisory Committee



## Part-time Studies

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

Part-time students who are studying in an approved part-time Master's program continue to pay a part-time fee until the degree requirements are satisfied. Part-time Master's students in research programs must maintain continuous registration. Part-time Master's students who have paid fees only for one academic session in the previous year are required to pay summer fees. Changes to full-time/part-time status cannot be made retroactively. Part-time students must complete the program within five years; however, all course work must be completed within the first two years of the program. Part-time students must agree to a [Learning Contract for Part-Time Students Form](#) and must submit to RSI a Program Map (planned with his or her supervisor). Part-time students should be aware that it is the student's responsibility to modify his or her schedule to accommodate required course work since not all course times are flexible.

## Annual Report

At the end of the first full calendar year of registration and once a year thereafter, **all students** are required to complete an **Annual Report** detailing the achievements of the previous year and the objectives for the next year. This form is available in an online format that students can access via a link that is provided at a disclosed time. This report is submitted to the Supervisory Committee for signature and to the RSI office where it will be reviewed by the Graduate Coordinator to identify student progress and possible areas needing further assistance/guidance.

## MSc to PhD Reclassification (formerly known as Transfer Exam)

MSc students in good standing who intend to continue into the PhD program may consider reclassifying to the PhD program without completing the MSc. The student should discuss with the research supervisor and the members of the supervisory committee his or her intention to take the reclassification examination. If the supervisor and the members of the Supervisory Committee support the student, the supervisor should discuss the intention to reclassify with the Graduate Coordinator.

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

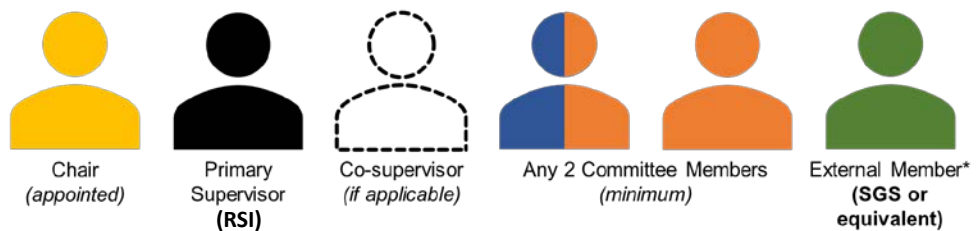
request by the Graduate Coordinator, the student's existing MSc Supervisory Committee with an external member (i.e. external to the committee but internal to the University) will act as the **Reclassification Examination Committee**.

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

- Apply to reclassify within 12 to 18 months of enrollment in the MSc
- Have a minimum of an A- average in all required MSc courses (which must be completed prior to reclassification)
- Have the written support of the thesis supervisor and Supervisory Committee
- Have financial support from their supervisor and or external funding.
- Complete the [Reclassification Examination Policy \(MSc to PhD Program\)](#) and have it signed-off by the graduate coordinator
- Successfully complete the Reclassification Examination.

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

### MSc to PhD Reclassification Examination Committee



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

## Reclassification Course Credit

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

The Reclassification Examination must take place within 18 months into the MSc program. Note that the timelines for comprehensive exams as part of the PhD program are based on the start date of the MSc program and students must complete their comprehensive within 6–18 months of reclassification.

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

Students should review the [Reclassification Examination Policy](#) (MSc to PhD Program) for detailed information on the policy. Students thinking about a reclassification should set-up an appointment with the Graduate Coordinator within their first 10 months of enrollment.

## Good Standing & Satisfactory Progress

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

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

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

**To be in “good standing” in RSI means a documented Supervisory Committee meeting must be held every 6 months.** Your progress is reviewed annually by your Supervisory Committee. Your committee will assess your progress in the program and provide advice on future work. The committee provides you with a report detailing its observations and a copy will also be placed in your student file; you can choose to attach a response to the committee’s report.

For detailed information on the Good Academic Standing and Satisfactory Academic Progress policy, see the [SGS Calendar](#) and consult the RSI office regarding specific timelines.

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.

## Degree Completion for Full-time and Part-time Students

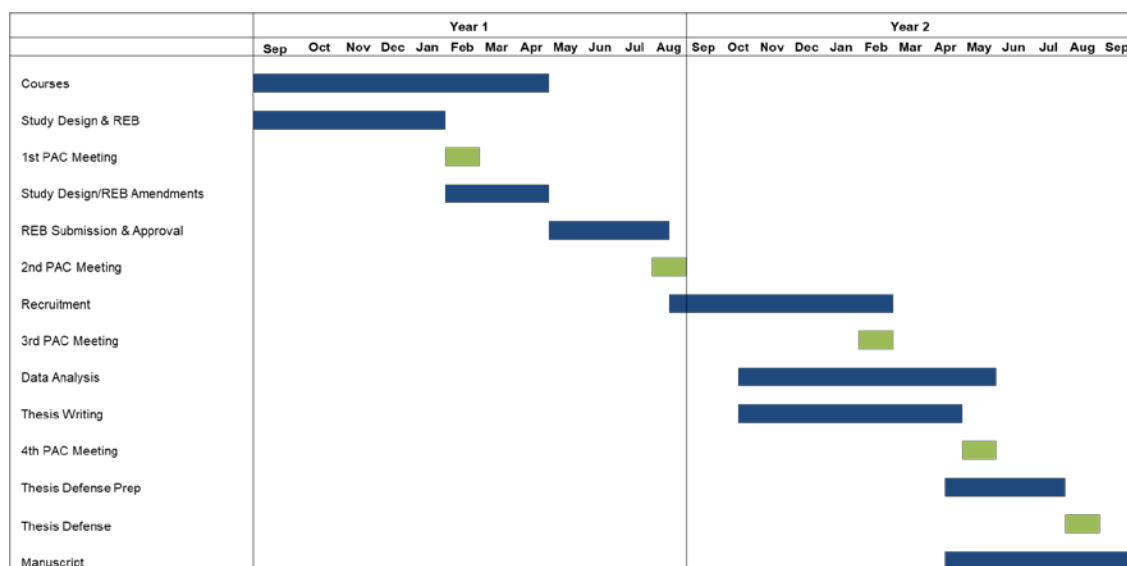
**Full-time Students** (Supervisory Committee meetings take place every 6 months)

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

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

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

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



# MSc Thesis Defense and Oral Examination

The MSc degree requires an oral RSI defense.

## Thesis Approval & Procedure

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

When the supervisor and committee approve the completed written thesis, the [Final Supervisory Committee Meeting Form](#) 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 MSc Examiners Form - Thesis Defense](#) and submit to the RSI office. The office will arrange for the Graduate Coordinator to sign off.
3. **Four weeks prior to the defense date the student must submit to the RSI office:**
  - The signed [Final Supervisory Committee Meeting Form](#)
  - A completed [List of MSc Examiners Form - Thesis Defense](#) – signed off by Graduate Coordinator
  - A copy of the completed thesis

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

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

4. The RSI office will officially invite the examiners, obtain a Chair, and book a room and audiovisual equipment. The RSI will notify all participants, in writing, about the date, time, and location of the thesis.
5. Prior to the defense, the internal and external examiners will be asked by the RSI office to sign an [MSc Thesis Defense Report Form](#).



6. The [SGS Calendar](#) should be consulted for the details of the final thesis requirement.

NOTE:

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

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

## Producing Your Thesis

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

Please also note that thesis submissions are no longer submitted to T-Space, rather they are now to be submitted via the [ProQuest Digital Library Repository](#).

Any thesis submitted online **after August 27, 2015** no longer requires the Theses Non-exclusive License. Embargoed theses still require the submission of the embargo request form to SGS. Scholars worldwide can search, locate, and download U of T's ETDs through a [Digital Library Repository](#).

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

For more info, please visit the following links:

• <a href="#">Formatting</a>	• <a href="#">Thesis Submission Deadlines</a>
• <a href="#">T-Space Submission</a>	• <a href="#">Forms &amp; Checklists</a>
• <a href="#">Copyright</a>	• <a href="#">FAQs</a>

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

**CONTACT:**

**Master's Candidates Office**

School of Graduate Studies

63 St. George Street, Room 304

Toronto, Ontario, M5G 1V7

Tel: (416) 978-2377

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

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

## Examination Committee

The Examination Committee for MSc departmental defense is composed of:

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

## MSc Examination Committee



### **The Chair**

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

### **Internal Appraiser – Examiner**

The supervisor and student are responsible for selecting the internal examiner. This individual must have an appointment in the SGS, University of Toronto. 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**

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

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

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

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

#### **Fall Session**

Your Fall 2020 session registration and fees are cancelled if your degree recommendation and final master's thesis (if required) are submitted to SGS by **October 2, 2020**. If you are not recommended by October 2, 2020 you will be required to register and pay fees for the Fall session.

#### **Winter Session**

You do not register or pay fees for the Winter 2021 session if your degree recommendation and final master's thesis (if required) are submitted to SGS by **January 22, 2021**. If you are not recommended by January 22, 2021 you will be required to pay fees for the Winter session.

# Examination Committee for MSc Degree

## Guidelines & Procedures

### The Chair's Mandate

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

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

### Responsibilities of the Chair

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

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

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

### Responsibilities of the Examination Committee

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

1. To ascertain that there is adequate documentation of the satisfactory completion of all requirements for the degree;
2. To receive and consider appraisals of the thesis prior to the oral defense;

3. To examine the candidate on the substance and implications of the thesis;
4. To assess whether the thesis meets the proper standards of scholarship; and
5. Upon completion of the oral defense, to vote on whether the thesis and its defense are acceptable.

### Composition of the Committee

The Committee consists of those members approved by the Graduate Chair and will normally include five members:

- External Reviewer
- Internal Reviewer
- Supervisor
- Member(s) of Thesis Committee (Max of 2)

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:

<b>QUORUM</b>	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.
<b>KNOWLEDGE OF THESIS</b>	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 <b><i>no abstentions in voting</i></b> on grounds of ignorance of the thesis' contents.
<b>SCOPE OF EXAMINATION</b>	<p>The Chair reminds the Committee that:</p> <ol style="list-style-type: none"><li>1. the examination covers both the thesis and the oral defense;</li><li>2. except for minor corrections (e.g., typographical errors), all other modifications that subsequently may be requested must be clearly raised in the questioning of the candidate, with these being subsequently specified in writing; and</li><li>3. the study must be an independent piece of scholarship/research.</li></ol> <p>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.</p>
<b>COMPLETION OF COURSE REQUIREMENTS</b>	The Chair reports on the completion of all course requirements.



<b>APPRAISALS</b>	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.
<b>ORDER OF QUESTIONING</b>	<p>The Chair consults with the Committee concerning the order of questioning. The sequence generally followed is that of:</p> <ul style="list-style-type: none"> <li>• External Examiner</li> <li>• Internal Examiner</li> <li>• Member(s) of Thesis Committee</li> <li>• Supervisor</li> </ul>

## Oral Summary and Defense

### CANDIDATE'S SUMMARY OF RESEARCH

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

### ORAL EXAMINATION

- The Chair then invites each Member of the Committee to ask questions of the candidate. If necessary, the Chair should intervene to preclude the examination from becoming an inquisition or unduly dominated by a Committee Member.

### FOLLOW UP BY CANDIDATE

- As part of the dialogue of learning and as a collegial courtesy to the candidate, she/he should be given the opportunity to make final remarks or address questions for clarification to the Members of the Committee.

### COMPLETION OF DEFENSE

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

## Voting Procedure Oral Summary and Defense

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

- they should discuss the thesis and options before the vote is taken;
- the examination covers both the thesis and its oral defense; and
- the conclusion of their discussion will be followed by a vote to accept, or not to accept the thesis and its defense; contingent upon the vote on the examination being positive, then this is followed by a second vote concerning the terms of acceptance of the thesis.

**Pass/Failure Voting Ratio** – The Chair reminds the Committee that more than one negative vote and/or abstention results in the thesis not being accepted and the examination is adjourned.

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

- **Present Form** - no changes
- **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.
- **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.
- **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.

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

- **Acceptance of thesis and oral Defense** This vote is on whether the thesis and its defense are acceptable. More than one negative votes (and/or abstention) results in an adjournment of the examination.

- Level of acceptance of thesis. If the defense is accepted, then the Committee must also vote on whether the thesis is acceptable as is, or requires corrections or modifications (minor, major).

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

### **Notification of Candidate on the Vote**

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

### **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**

1. 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.
2. Written Instructions to Candidate. The candidate's Supervisor will specify in writing the nature of the modifications required.
3. Timeframe. The candidate must complete the modifications within the period specified which must be within three months from the date of the examination.
4. 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:

1. In its present form; or
2. Subject to minor corrections

No further adjournment will be allowed. If unsuccessful, the candidate is ineligible for further MSc candidacy at this University. On behalf of the Examination Committee, the candidate's Supervisor and Program Director will draft a statement which will be signed by Members of the reconvened Examination Committee, and submitted to the Graduate Chair.

## Return of Records to Graduate Department's Office

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



## PhD PROGRAM (RSI & RSI-SLP)

### Degree & Course 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 REH 3001Y.

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#### REQUIREMENTS:

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

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- ✓ **REH 3001Y | Rehabilitation Presentations and Proceedings;** expected to attend in the first 2 years of the PhD program. Students remain enrolled and are encouraged to attend until the completion of the degree.

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- ✓ An **\*Advanced Research Methods/Statistics** course. A list of possible courses are sent to students in July

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

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

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- ✓ pass a **Comprehensive (COMPS) Examination**

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- ✓ attend and present at **RSI Research Day** (in Year 3 & Year 4)

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- ✓ submission of **Annual Report**

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

Depending on the student's background preparation the supervisor, in consultation with other members of the Supervisory Committee, may recommend additional courses. Students may be required to take up to one extra full course in addition to the degree requirements listed above. Students are expected to be on-campus and participating full-time until all program requirements are completed. It is expected that courses will be

completed in the first year, the comps within the second year, the research, written thesis and defense will be completed by the end of Year 3 or 4.

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

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

If for any reason a student cannot attend or present, he/she should notify the Graduate Coordinator. Attendance and participation at the Research Showcase are taken into consideration in order to remain in good standing with the department.

## Supervisory Committee

All students are expected, with the assistance of the supervisor, to select a supervisory committee within 6 months of their program. All RSI PhD students are required to submit the proposed membership of their Supervisory Committee using the [Supervisory Committee Membership Approval Form](#) to the RSI office within 6 months of their program. The Supervisory Committee must approve the research proposal in the first year for PhD students. This form must also be re-submitted if Supervisory Committee membership changes during the student’s program. Students will be notified by email of approval. Please review the [Supervisory Committee Policy](#) for more info.

**To be in “good standing” in RSI means a documented Supervisory Committee meeting must be held every 6 months for the first 2 years in the PhD program.** Your committee will assess your progress in the program and provide advice on future work. The committee provides you with a report detailing its observations and a copy will also be placed in your student file; you can choose to attach a response to the committee’s report.

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

For a PhD student, the Supervisory Committee must include at least two individuals (in addition to the supervisor and/or co-supervisor) with graduate appointments in the School of Graduate Studies. Not all U of T faculty members have a graduate appointment with SGS. If you are uncertain whether a prospective committee member

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

### PhD Supervisory Committee



#### NOTE:

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

## Flex-Time

Currently a flex-time program is **not offered**.

## Annual Report

At the end of the first full calendar year of registration and once a year thereafter, all students are required to complete an Annual Report detailing the achievements of the previous year and the objectives for the next year. This form is available in an online format that students can access via a link that is provided at a disclosed time. This report is submitted to the Supervisory Committee, where permission to continue to register in the program will depend on a satisfactory report. A copy of the form must be submitted to the RSI office for review by the Graduate Coordinator to identify student progress and possible areas needing further assistance/guidance.

## 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. Additional resources

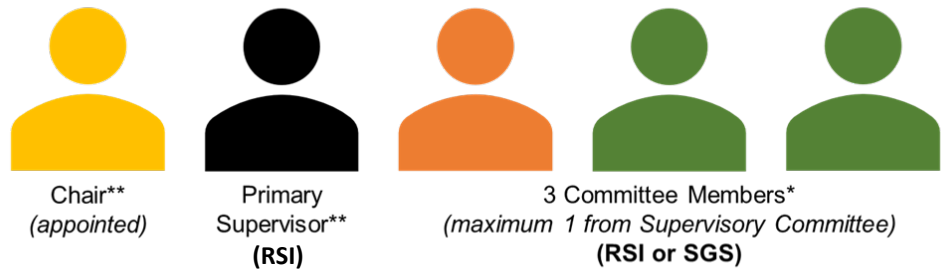


regarding the procedures involved in the COMPS exam can be found in the [RSI Doctoral Student Seminar Series](#) section of the RSI website.

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

## PhD Comprehensive Examination Committee



\*selected in consensus between student, Supervisor, & RSI Graduate Coordinator

\*\*Non-voting committee members

\*\*\*All members of COMPS committee must have and SGS appointment or equivalent

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

For the grant proposal option, the proposal must be written in a format of a [CIHR Project Grant](#). The topic of the grant should be chosen in consultation with the supervisor and the Supervisory Committee. The evaluation and the document and the oral defense should correspond to the grant evaluation criteria of CIHR.

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

## How Not To Plagiarize

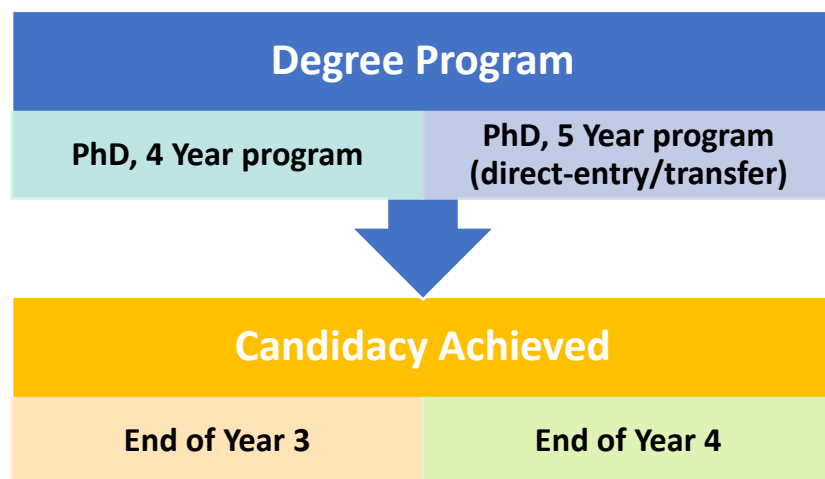
For information on how not to plagiarize go to [Writing at the University of Toronto](#).

## PhD Timeline/Candidacy

<b>YEAR 1 &amp; 2</b>	Course Work, Comprehensive Examination and Research Proposal should be started within 12 months, REH 3001Y, Supervisory Committee formed in Year 1 and approves proposal. Comprehensive Exam completed.
<b>YEAR 3</b>	Doctoral Research Writing of Thesis
<b>YEAR 4</b>	Writing of Thesis Doctoral Research Thesis Defense

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

Candidacy is achieved as noted below:



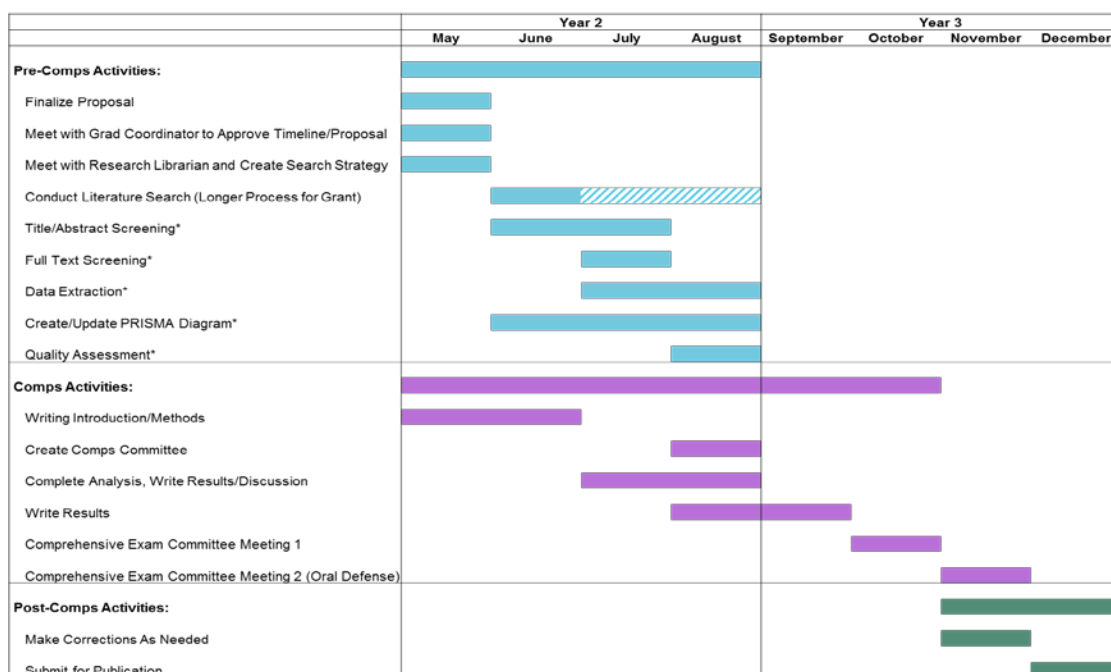
Students who do not achieve candidacy by these deadlines will be denied further registration in their program and will have their eligibility terminated.

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

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

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

**Comprehensive Exam Timeline.** This is an example of a timeline to conduct your comprehensive exam. Note that this template is to provide a rough guideline for various milestones to be achieved throughout the program and may not exactly reflect your personal timeline. Astrices demark items that would only apply to conducting a review. Additional resources on Comprehensive Exams and Dissertation can be found on the [Student Resources](#) page of the RSI website. Click [here](#) for an enlarged version.



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

		Year 1		Year 2		Year 3		Year 4	
Supervisory Committee Meetings		#1	#2	#3	#4	#5	#6	#7	#8
Research Studies	Apply for Ethics and Run Pilot Studies (As Applicable)								
	Study 1 – Data Collection, Analysis, Writing								
	Study 2 – Data Collection, Analysis, Writing								
	Study 3 – Data Collection, Analysis, Writing								
Coursework	Comprehensive Exam								
	Complete Coursework								
	Present In REH3001Y								
Dissemination	Publish Comprehensive Exam Paper								
	Publish Study 1								
	Publish Study 2								
	Publish Study 3								
	Present At RSI Research Day								
	Present At Conferences								
Defense	Circulate Thesis Document To Committee								
	Defense Preparation								
	Thesis Defense								
	Changes To Thesis And Final Submission								

## Thesis

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

Generally, speaking, a PhD thesis is considered to be a body of work roughly equivalent to three peer-reviewed research papers (at minimum), with an appropriate scholarly introduction. 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.

## Final Oral Examination

### Final Year Doctoral Fees

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

final extension year, and who are beyond their maximum time limit, are prorated based on 50% of the annual domestic fee for the 12-month academic year plus sessional incidentals.

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

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

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

When a final corrected thesis is submitted, fees and service charges are adjusted accordingly. For more information, please review the **Monthly Academic and Incidental Fees Schedule** on the [U of T 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.

**NOTE:**

International students may be entitled to a partial refund of their UHIP fee. These students are advised to contact the [Centre for International Experience](#) for more information.

The final date to submit doctoral theses without payment for the Fall 2020 session is September 15, 2020 and January 15, 2021 to avoid fee charges for the Winter 2021 session. Further information about final-year fees for doctoral students is available under [Graduate Fees](#).

## Completion Grants and Emergency Funding

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

## Countdown to the PhD Final Oral Examination

### **STEP 1:** Final Program Advisory Meeting

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

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

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

SGS regulations require that the external examiner of a Doctoral thesis be at arm's length from both the candidate and the supervisor. While prior research collaboration does not necessarily make an arm's-length relationship impossible, the relationship that develops between a doctoral student and his/her supervisor is much more than a simple research collaboration.

SGS deems that a supervisory relationship is never subject to a time rule.

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

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

The [Final PhD Oral Examination - External Examination Nomination Form](#) must be attached to the final Supervisory Committee Form.

The external examiner must:

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

The external examiner will be required to submit a written appraisal of the thesis **at least 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.

### PhD Examination Committee



\*Quorum for committee is 4 members





## STEP 2: Submitting Thesis to RSI

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

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

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

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

### STEP 3: Departmental Practice Oral Examination

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

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

The purpose of the Departmental Practice Oral Examination is to closely review the presentation, recommend revisions to be made prior to the Final PhD Oral Examination and test the student's knowledge of his/her field of study. At the Departmental Practice Oral Examination, the committee can make recommendations modifications to the presentation for the Final Oral Examination and suggestions on areas for student to consider in his/her preparation for the Final Oral Examination. The supervisor needs to notify the RSI office, in writing, that the practice defense has been completed.



#### STEP 4: Members of the Final Oral Examination Committee

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

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

#### STEP 5: Final Oral Examination Rules of Procedure

The student must bring one additional paper copy of the thesis to the Final Oral Examination. Find the official SGS [Principles and Practices of the PhD Final Oral Examination](#) on the SGS website.

#### STEP 6: Graduation

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



## COLLABORATIVE PROGRAMS

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

• <a href="#">Aging, Palliative &amp; Supportive Care Across the Life Course</a>	• <a href="#">Musculoskeletal Sciences</a>
• <a href="#">Bioethics</a>	• <a href="#">Neuroscience</a>
• <a href="#">Cardiovascular Sciences</a>	• <a href="#">Resuscitation Sciences</a>
• <a href="#">Global Health</a>	• <a href="#">Women's Health</a>
• <a href="#">Health Services and Policy Research</a>	• <a href="#">Workplace Learning and Social Change</a>
• <a href="#">Institute of Biomaterials and Biomedical Engineering</a>	

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

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

Also see [Centre of Critical Qualitative Health Research Course Series](#) for more info.

## GRADUATION & CONVOCATION

To ensure the final stages proceed as smoothly as possible, please keep the following in mind. Students must defend their thesis and hand in all necessary information to SGS and the RSI:

### November Graduation

To graduate in November, all degree requirements must be met by **October 2, 2020**

### March Graduation in Absentia

Students who complete all degree requirements by **January 22, 2021** may graduate either in March in absentia or in June

### June Graduation

To graduate in June, all degree requirements must be met by April **16, 2021**

## Final Year Fees

Master's students who do not submit their final master's thesis and degree recommendations by SGS by **October 2, 2020**, will be required to register and pay fees for the following Fall session.

Full-time doctoral students who finish their program before or after their maximum time limit, can find further information about academic fees [here](#).

## Outstanding Fees

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

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

Students will receive detailed information regarding convocation from the [Office of Convocation](#).

## Convocation

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

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

## Confirmation of Degree Letters

SGS prepares letters for both master's and doctoral students requesting confirmation that all degree requirements have been met. Please see the [SGS website](#) for additional information and the [Confirmation of Degree Form](#).

## Beyond Graduation

You have access to many benefits and services, such as [Career Advice](#), the [Graduate Dossier Service](#), [Continuing Education](#) (free course for new grads, more information at [Alumni Circle](#)), and many more [alumni benefits and privileges](#). Remember to read the graduation edition of [gradschool e-news](#)!

## GRADUATE SUPERVISOR RESPONSIBILITIES

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

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

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

### Graduate Student Responsibilities

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



## RSI FACULTY & FUNDING

### Faculty Directory

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

### Doctoral Graduate Student-Supervisor Agreement

The Faculty of Medicine's new Online Doctoral Graduate Student-Supervisor Agreement Form is now called [The Graduate Education Management System \(GEMS\)](#) it will replace the current Graduate Student Information System (GradSIS) starting Fall 2017.

The new application, GEMS, will have the same functions that GradSIS had. In addition, GEMS' design solution improves upon the existing GradSIS application:

- New interface that is intuitive and easy to use;
- Responsive design, fully functional on mobile devices (smartphones & tablets);
- Optimized for these desktop browsers: Firefox, Chrome, Safari, within the most recent 2 versions, and IE10+; and
- Single sign-on with UTORid

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

*\*Failure to complete the GRADSIS agreement may affect receipt of funding\**

provisions. This agreement will be in effect until completion of, or withdrawal from the program of study, or change in supervision. Students will receive notification to complete this agreement in September.

## International Fees

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

## Scholarships/Awards

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

• <a href="#">Scholarships &amp; Awards</a>	• <a href="#">External RSI Awards</a>
• <a href="#">Opportunities: Award</a>	• <a href="#">OSOTF &amp; Other Endowed Awards</a>

## Internal Awards

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

### 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><i>ROBIN SCHAFFER GRADUATE SCHOLARSHIP</i></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><i>GWEN BELL ENDOWMENT FUND</i></b>	☆ Awarded annually to an Occupational Therapist who is entering in the University of Toronto Rehabilitation Sciences Institute  The award will be based on: a) His/her undergraduate academic performance and; b) His/her general area of research with preference given to research in occupational therapy that has application for everyday practice
<b><i>JUDY WILLCOCKS MEMORIAL BURSARY</i></b>	☆ Awarded annually to a full-time student enrolled in the Master's of Science program in Rehabilitation Science. Based on financial need
<b><i>LOIS SNELLING PHYSICAL THERAPY BURSARY</i></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><i>DRS. WALTER COLSTON (PETE) HOWELL &amp; HELENE J. POLATAJKO-HOWELL STUDENT CONFERENCE PRESENTATION FUND</i></b>	☆ To defray travel costs for full-time registered students in the Department of Occupational Science & Occupational Therapy (OS&OT) and the Rehabilitation Sciences Institute (RSI) who: a) Are presenting his/her work at a peer-reviewed national or international conference and, b) Can demonstrate financial need
<b><i>PATTY RIGBY AND JOHN WEDGE GRADUATE SCHOLARSHIP IN SCIENCE AND TECHNOLOGY</i></b>	☆ To be awarded to graduate students in the Department of Surgery or Rehabilitation Sciences Institute on the basis of academic excellence. Preference will be given to graduate students pursuing a career either in occupational therapy or surgery. When awarded in the Rehabilitation Sciences Institute, preference should be given to students in the early stages of their degree

<p><b>PETER RAPPOLT FAMILY SCHOLARSHIP FOR RESEARCH IN OCCUPATIONAL PERFORMANCE AND WELLBEING</b></p>	<p>☆ To be awarded based on academic merit to a graduate of a World Federation of Occupational Therapists approved entry-level occupational therapy program who is enrolled in the first year doctoral program of the Rehabilitation Sciences Institute to undertake research to improve the occupational performance and wellbeing of individuals with serious mental health issues and complex developmental and chronic health issues</p>
<p><b>DIANE GASNER GRADUATE SCHOLARSHIP</b></p>	<p>☆ To be awarded to a graduate student who has completed the University of Toronto's MScPT program, is enrolled in a doctoral-stream program in the Rehabilitation Sciences Institute and is undertaking musculoskeletal research</p>
<p><b>*NEW IN 2020* DAWSON FAMILY SCHOLARSHIP</b></p>	<p>☆ Awarded to a PhD student in any year who is pursuing mental health research with an occupational therapy focus in the Rehabilitation Sciences Institute. Preference will be given to new students who demonstrate high academic achievement.</p>

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

## SGS Accessibility Grants

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

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

## SGS Conference and Research Travel Grants

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

## SUPPORT AND RESOURCES

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

1. Mental Health
2. Personal Finances & Budgeting
3. Family Care, Housing, Community & Health
4. Professional Development
5. Conflict Resolution
6. Academic Writing & Editing
7. Literature Organization & Reference Management
8. Graduate Student Union
9. RSI Comprehensive Exam & Dissertation
10. Reporting Discrimination, Violence and Harassment  
(Including Sexual Violence and Harassment)

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

## Emergency Support

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

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

- Provides a 24-hour telephone crisis hotline

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

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

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

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

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

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

## Student Life Programs & Services

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

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

## Health and Wellness Services and Programs

The Rehab Sector has an On-site counsellor who provides confidential wellness counselling to students. This counselling service is for non-urgent issues; more severe or complex issues may be better served at the central clinic of the University. Students will be notified on how to access this service in September.

- [Counselling & Psychological Services \(CAPS\)](#) offers students short-term individual counselling, assault counselling, psychotherapy, Cognitive-Behavioural Therapy, workshops, and psychiatric medication services.
- [Health Promotion Programs](#) actively supports the health and well-being of University of Toronto students and strives to create a healthier campus.
- [Health Services](#) offers University of Toronto students the same services as a family doctor's office, and more.
- For more information, visit: [Health and Wellness U of T](#)

## Health Insurance for International Students & Families

Students from outside Canada must apply for the **University Health Insurance Plan (UHIP)**. Uninsured persons are responsible for the cost of medical care. Please visit the [Centre for International Experience](#) for more information.

## Tax Forms

Education Tax Credit Receipt: **T2202A**

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

## Centre for International Experience

The [Centre for International Experience \(CIE\)](#) at the St. George campus is a wonderful resource for international students. CIE and SGS offer the assistance of an international transition advisor who supports students adjusting to life in Canada. You can seek advice about CIC documentation and processes, including study and work permits. 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 inquiries, visit the [Centre for International Experience](#)

For **Student Exchange Program** inquiries:

CONTACT:

**Student Exchange Program**

Tel: (416) 946-3138

Email: [student.exchange@utoronto.ca](mailto:student.exchange@utoronto.ca)

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

## Transcripts & Degree Confirmation

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

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

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

SGS will prepare two kinds of letters for students:

1. **Confirmation of Degree Letter:** both masters and doctoral students may request a letter confirming that all degree requirements have been met. To request such a letter, complete the [Confirmation of Degree Form](#) and fax it to SGS at (416) 946-0992. 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).

## 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 RSI students. The Student Lounge (Room 242) is equipped with a sofa, tables, chairs microwave and a screen and projector to practice presentations. There are three computers available in the student room, with various statistical packages, e-mail access and internet access. RSI student mailboxes are also housed in this room.

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

## Computer Resource Lab

The Rehabilitation Sciences Building houses a student Computer Lab **Room 452**. The computer lab is a satellite of the computer labs in the Medical Sciences Building. During COVID-19, the Computer Lab is not available.

## Lost & Found

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

## Bicycle Storage

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

## Accessibility Elevators

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

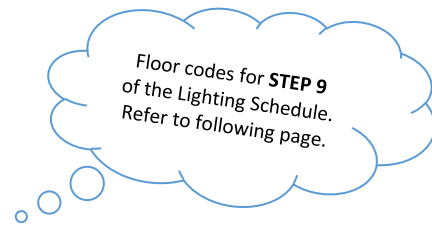
## Light Schedule

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

### NOTE:

As a friendly reminder, the lights will flash on and off 15 minutes prior to shut off.

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



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

- STEP 1 • Dial: **(416) 946-5246**
- STEP 2 • Wait for 2 phone beeps
- STEP 3 • Enter password: **123456**
- STEP 4 • Wait for 2 phone beeps
- STEP 5 • Press the **pound key** [#]
- STEP 6 • Press the **star key** [\*]
- STEP 7 • Enter the **FLOOR CODES\*** (refer to chart on previous page)
- STEP 8 • Press the **pound key** [#]
- STEP 9 • Enter the # of mins you would like to delay the lights for, between 0-999 mins, before turning off (i.e., if you press 90, the lights will shut off exactly 90 mins from the time you make the call after executing Steps 1 - 11)
- STEP 10 • Press the **star key** [\*]
- STEP 11 • Hang up the phone

## Support Staff Functions of the Rehabilitation Sector

NAME	ROOM	TITLE	RESPONSIBILITY	CONTACT
<b>Anwaar Hsan-Gowdie</b>	160	Receptionist	general enquiries, external room bookings, lost and found, parking, building issues, fob access problems, etc.	<b>Tel:</b> 416-946-8554 <b>Fax:</b> 416-946-8643 <a href="#">E-mail</a>
<b>Annmarie Riley</b>	162	Administrative Assistant to the Executive Chair and Rehab Sector Chairs	status-only appointments	<b>Tel:</b> 416-978-4648 <a href="#">E-mail</a>
<b>Rob Page</b>	809	Manager of IT services	IT and AV support	<b>Tel:</b> 416-978-7345 <a href="#">E-mail</a>
<b>Chanh Diep</b>	809	IT	IT and AV support	<b>Tel:</b> 416-978-7345 <a href="#">E-mail</a>

## Housing

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

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

For more information, visit: [Housing Service](#) on the Student Life webpage.

## RESEARCH IN RSI

### Research Integrity Resources

Please visit the [Research Integrity Resources](#) webpage for more information.

### 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 (i.e., Health Sciences I, HIV/AIDS, Oncology, or Cardiology), and are CAMPUS and/or COMMUNITY-BASED, are to be submitted to Health Sciences II for review. Studies from these departments that are HOSPITAL-BASED should still be submitted to the ad hoc committees. Please see: [Research & Innovation](#) for more info.

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

<a href="#">Holland Bloorview Kid's Rehabilitation Hospital</a>	<a href="#">The Hospital for Sick Children</a>	<a href="#">Sunnybrook &amp; Women's College Health Science Centre</a>
<a href="#">Centre for Addiction and Mental Health (CAMH)</a>	<a href="#">Mt. Sinai Hospital</a>	<a href="#">The University Health Network (TRI, TGH, TWH, PMH)</a>

### Intellectual Property

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

## POLICES AND REGULATIONS

### Change of Name

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

### Parental/Personal or Medical Leave

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:

1. **Serious health or personal problems** which temporarily make it impossible to continue in the program; or
2. **Parental leave** by either parent at the time of pregnancy, birth or adoption, and/or to provide full-time care during the child's first year. Parental leave must be completed within 12 months of the date of birth or custody. Where both parents are graduate students taking leave, the combined total number of sessions may not exceed four. (Learn about the [SGS Parental Grant](#) program)

Once on leave, students will neither be registered nor will they be required to pay fees for this period. In general, unless a request is made to [opt-in to access services while on leave](#), students on leave may not make demands upon the resources of the university, attend courses, or expect advice from their supervisor. As an exception, students on leave for parental or serious health reasons who wish to consult with their supervisor or other faculty are advised to make special arrangements through their department. Students on leave will not be eligible to receive University of Toronto financial

assistance. In the case of other graduate student awards, the regulations of the particular granting agency apply.

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

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

## Change of Enrolment Status (FT/PT)

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

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

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

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

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

### Letterhead

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

## Graduate Academic Appeals

### General

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

For more information, visit: [Graduate Academic Appeals](#) and [SGS Calendar – General Regulations](#)