

# 2016-17

## PhD Policies and Procedures Manual

Faculty of Rehabilitation Medicine

University of Alberta

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**2016-2017**  
**PHD PROGRAM IN REHABILITATION SCIENCE**  
**Faculty of Rehabilitation Medicine**  
**Policies and Procedures**

I. **INTRODUCTION**

**History and Overview**

The University of Alberta approved the Faculty of Rehabilitation Medicine's (FRM) PhD in Rehabilitation Science program in the 1992-93 academic year. The program is designed to prepare students for careers in research in the disciplines of rehabilitation science, including but not limited to academic, not-for-profit, private, government and industry settings. Graduates of the program will be able to:

1. demonstrate an overall understanding of the theoretical basis of rehabilitation science,
2. demonstrate an in depth knowledge of their areas of specialization,
3. identify major research issues and questions in rehabilitation science,
4. design and conduct research investigations aimed at addressing and answering these issues and questions, and
5. communicate their research findings effectively through written and oral presentations.

**Definition of Rehabilitation Science**

Rehabilitation Science encompasses the systematic study of psychosocial, communication, neurological and musculoskeletal disorders in humans of all ages. Rehabilitation Science includes a specialized, interdisciplinary body of knowledge that supports the rehabilitation professions in their efforts to: (1) develop, restore and maintain skill and function; (2) prevent dysfunction; (3) facilitate adaptation to disorder so that skill and function are maximized as individuals interact with their environments; (4) understand normal development and the evolution of dysfunction; (5) optimize clinical service delivery; and (6) understand administrative, educational and professional issues.

The Faculty of Graduate Studies and Research (FGSR) Graduate Program Manual provides the minimum standards and oversight for graduate programs at the University of Alberta. The information in **this** manual is specific to the FRM PhD program, and meets the minimum requirements set by the FGSR. The FGSR Graduate Program Manual is online and can be found at this URL: <https://www.ualberta.ca/graduate-studies/about/graduate-program-manual>. **Please bookmark this link as the FGSR Graduate Program manual is referred to throughout this document.**

The MSc and PhD RS programs are administered by the Dean of the FRM, through the Chair of the Rehabilitation Science Graduate Programs Committee (RS-GPC). The Chair of the RS-GPC, and the person responsible for thesis graduate programs, is a tenured or tenure-track faculty member appointed by the Dean to serve in this role. The Administrative Assistant, Graduate Studies, provides day-to-day support for operation of the programs. The student's first point of contact in the program is the Administrative Assistant.

## II. ADMISSION TO THE PROGRAM

### A. Requirements

An eligible applicant must meet all FGSR requirements (see the FGSR Graduate Program Manual), as well as the following FRM requirements:

1. a master's degree or the equivalent of an honours BSc degree in a rehabilitation discipline or a related field;
2. a *minimum* GPA of 3.0 on the University of Alberta 4-point grading system or an equivalent standing from another recognized institution during the last 2 years of full-time study;
3. Acceptable scores on an approved test of competency in the English language. For example, 1) Test of English as a Foreign Language (TOEFL) minimum score of 550 (paper-based), 213 (computer-based), or 88 (IBT) with a score of 20 or better on each skill area; 2) Michigan English Language Assessment Battery (MELAB) minimum score of 85; 3) International English Language Testing System (IELTS) minimum overall band score of 6.5 with at least 5 on each test band;
4. identify a faculty member within the FRM who has agreed to supervise the applicant's program;
5. submit three references from individuals who are knowledgeable about the applicant's academic and research potential and capabilities;
6. submit a current *curriculum vitae*;
7. submit a formal written summary (1-2 pages, single-spaced) of personal, professional, and research objectives during their PhD program. The student (not the proposed supervisor) must write the summary. The committee is interested in learning about your reasons for wanting to complete graduate work, as well as your research interests and learning objectives for a graduate program. It is acceptable if your research interests are fairly broad at the application stage. As you work with your supervisory committee, your research questions will be refined.

The final decision regarding *suitability/acceptability* of the applicant for the PhD Program in Rehabilitation Science lies with the RS-GPC. The final decision

regarding *admission* of an acceptable applicant to the PhD Program lies with the FGSR.

**B. Deadlines**

The FRM follows the deadline procedures outlined in the FGSR *Graduate Program Manual*. Normally, applicants from Canadian universities may apply at any time. Applicants from universities in most other countries should allow *at least four months* for the processing of their applications from the time their files are complete to a potential admission date. Please note that students who apply within a month of start date into the program may not be eligible for faculty level funding (e.g., graduate research assistantships provided by the FRM) until the start of the next term in the program.

**C. Duration of the PhD Program**

Students in doctoral programs must complete all program requirements (courses, candidacy, professional development, ethics), other than the thesis, within 3 years of the start of their program. The *maximum* period of time permitted to complete all requirements for a PhD degree is 6 years (see FGSR *Graduate Program Manual*). When unusual circumstances have prevented timely completion of the degree or degree requirements, PhD students may petition for an extension of the time allotted to complete the requirements of the program. Timelines and associated requirements for a student's progression through the doctoral program are summarized in the ***Timelines PhD-RS Program document on page 16.***

**D. Required Components of the PhD Program**

The program requires successful completion of the following:

1. A minimum of 18 units of course weight at the graduate level, (i.e., four mandatory courses and at least two, 3-credit optional courses)
2. The Candidacy Examination
3. The PhD Thesis (including prospectus and final examinations)
4. Training in Ethics and Scientific Integrity
5. FGSR Professional Development Requirement

**E. Residence Requirement**

The residence requirement of the FGSR is satisfied by *full-time registration* (9 credit hours/term) for two 4-month terms of study and research at the University of Alberta. It is expected that students who are working full-time outside of the faculty will be registered in part-time studies.

## F. **Financial Assistance**

Financial assistance is available from several sources, and students should work with their supervisors to create a funding package that will support them throughout their programs. Funding is not guaranteed by the FRM. The following are common sources of financial support for PhD students:

### ***Graduate Research Assistantships:***

A limited number of Graduate Research Assistantships (GRA) are available to support doctoral students. These funds are designed to provide temporary financial support until students receive scholarships and awards to fund their PhD programs. Priority will be given to FRM students who are: (a) registered full-time, (b) in the first 3 years of their program, (c) making satisfactory progress toward their degree, (d) not holding any major internal or external awards, and (e) desire and can manage an additional work assignment designed to complement their program of study. **Students are required to disclose their funding from all sources when applying for a GRA.** Normally GRAs will be awarded only to doctoral students in the FRM. Students from other Faculties who are working under the supervision an academic staff member in Rehabilitation Medicine will be eligible for GRAs only on the condition that the Rehabilitation Medicine GRA is a supplement to one of equal or greater value from their home faculty. The Administrative Assistant, GS will communicate by email about the deadlines for these applications.

### ***Scholarships and Awards:***

PhD students are expected to apply, with the help of their supervisors, for studentships or fellowships from the Natural Sciences and Engineering Research Council (NSERC), the Social Sciences and Humanities Research Council (SSHRC), the Canadian Institutes for Health Research (CIHR), as well as provincial agencies (Alberta Innovates-Health Solutions). In addition, the Graduate Programs Committee may nominate eligible, newly admitted doctoral students for University of Alberta Recruitment Scholarships.

Students and supervisors are encouraged to read the information about these and numerous other awards in the University of Alberta *Calendar*, on the FGSR website under “Awards and Funding” and in the FGSR *Graduate Program Manual*.

### ***Supervisor Funding:***

Some supervisors provide funding to their PhD students through research grants. Students are encouraged to explore such options with their supervisors upon admission and throughout their programs.

### III. PHD PROGRAM

#### A. Courses

##### ***Required Courses (12 credit units):***

1. **REHAB 600 - THEORY AND ISSUES IN REHABILITATION SCIENCE**  
An orientation to the theoretical bases of rehabilitation science and its historical development.
2. **REHAB 601 - RESEARCH DESIGN IN REHABILITATION SCIENCE**  
An orientation to the unique features of rehabilitation science that have an impact on research methodology, design, ethical issues, measurement and statistical analysis.
3. **REHAB 603 - SEMINARS IN REHABILITATION SCIENCE**  
A seminar designed to acquaint students with the scope of research, as well as other issues in professional development, in rehabilitation science.
4. **GRADUATE-LEVEL STATISTICS COURSE**

Unusual circumstances may occasionally warrant that a student substitute another course for 1 of the 3 required courses within the FRM (REHAB 600, 601 & 603). In cases where substitution of a required course appears to be warranted in a student's plan of study, a formal request from the student and supervisor must be submitted in writing to the Chair, RS-GPC. That request should include identification of appropriate alternative coursework (in the FRM or elsewhere on campus), explicit evidence that the substitution is an appropriate equivalent (e.g., course outlines, letters from instructors, etc.) and an academically sound rationale for the substitution in the student's program. Normally only 1 required-course substitution will be allowed in a student's PhD program.

##### ***Elective Courses (6 credit units):***

Elective courses include those that pertain to an area of specialization determined by each student's background, needs and interests. Choices for elective courses normally should be made *within the first year* of doctoral studies and should be included in the student's plan of study.

Subsequent, reasonable revisions to the elective coursework on a student's plan of study are allowable and will be reviewed for approval by the Chair, RS-GPC and the GPC (as indicated).

#### B. Supervisory Committee

A PhD student's program is directed by a Supervisory Committee of at least 3 full-time staff members, one of whom is the student's Supervisor and chair of the

supervisory committee. In some cases, a second supervisor also will be appointed, typically within the first year of the student's program. At least 2 other full-time, tenure track faculty members will be appointed to serve as members of the Supervisory Committee *within the first 12 months of the student's program*. Normally, at least one of these committee members will be external to the FRM. The FGSR *Graduate Program Manual* provides detailed information about who may serve, and in what capacity. As soon as the Supervisory Committee's membership is finalized, the supervisor must forward the names of the committee members to the Chair, RS-GPC via the Administrative Assistant ([alibutti@ualberta.ca](mailto:alibutti@ualberta.ca)). If the membership of the Supervisory Committee needs to be revised, at any time during the student's program, the Chair, RS-GPC must be notified.

The Supervisor and the Supervisory Committee shall provide direction to the PhD student at all stages of the program. The Supervisory Committee shall be a formal meeting with the student *at least once a year*. A summary of this annual review session and the yearly student expectations should be prepared by the Supervisor, and signed by all members of the Supervisory Committee and the student (**see *Supervisory Committee Annual Report - page 26***). The Supervisory Committee annual report is distributed to all committee members, and the student, and then submitted online to the Administrative Assistant, Graduate Studies ([alibutti@ualberta.ca](mailto:alibutti@ualberta.ca)).

#### C. **Plan of Study**

The Plan of Study for a student's doctoral program includes a listing of the required components of the PhD program (see below). Normally, the ***Plan of Study form – page 25*** should be submitted by the student's supervisor to the RS-GPC *within the first year* of the student's doctoral program. Please submit the form electronically to the Administrative Assistant, GS ([alibutti@ualberta.ca](mailto:alibutti@ualberta.ca)). If the Plan of Study is modified, supervisors must submit such changes to the RS-GPC (via the administrative assistant) as soon as possible.

#### D. **Candidacy and Final Doctoral Examination**

The Candidacy Examination and the Final Doctoral Examination will be conducted according to the regulations specified by the FGSR *Graduate Program Manual*.

However, the FGSR also stipulates that each unit is responsible for establishing detailed examination procedures; those for the FRM are provided below. You can find detailed procedures for these exams at the following link (FRM ***Candidacy and Final Doctoral Examination Procedures – page 29***).

***Candidacy Examination:*** The overarching purpose of the Candidacy Examination is to determine whether students are adequately prepared to continue their doctoral

studies. The Candidacy exam is conducted by the Candidacy Examination Committee which consists of the Supervisory Committee plus two members (see FGSR Graduate Program Manual for specifics of committee membership and other information).

The candidacy examination in the FRM consists of two parts:

***Part I.*** Part I is a **written examination** that will provide students with an opportunity to demonstrate that they possess adequate knowledge of their discipline and the subject matter related to their thesis research. Members of the Candidacy Examination Committee will collaborate to develop the questions the student will answer during Part I of the Candidacy Examination.

At least 3 months before the date of Part I, the Supervisory Committee (with input as appropriate from the two additional members of the Candidacy Committee), will agree on a reading list that will guide the student's preparation for the Candidacy Examination.

Part I of the Candidacy Examination will be written as a take-home examination consisting of three questions. Each question will be answered in extended essay format (5-10 double-spaced pages in 12-point font) and completed *within one week*. In addition to the answering the three exam questions, the student must prepare a 500 word abstract of their proposed general topic for thesis research.

*Upon completion of the written examination, the student will return the examination, along with the 500 word research abstract, specific to the subsequent thesis prospectus, to the Chair, RS-GPC.* The research abstract will provide context of proposed doctoral work to the Candidacy Committee, but it will not be a specific part of the Part II examination. Copies of the written examination and the abstract will be forwarded to each member of the Candidacy Examination Committee *at least two weeks* prior to the oral component of the candidacy exam. Thus, Part I of the Candidacy Exam needs to take place at least 3 weeks prior to Part II, the oral component of the Candidacy Exam.

Committee members will independently assess the student's answers and may follow-up on some of the student's written answers in the subsequent oral examination. However, the topics covered in Part I of the Candidacy Examination shall not constrain the range of topics covered in Part II of the Candidacy Examination.

***Part II.*** Part II is an **oral examination** that provides students with the opportunity to respond to questions about the written answers generated in Part I and to demonstrate their ability to pursue and complete original research at an advanced

level. The oral examination is limited to 2 hours of direct examination (exclusive of committee introduction and post-exam deliberation).

In the FRM, the outcome of the Candidacy Examination is based on the student's performance in Part I and Part II. The possible outcomes the examination committee will consider are: Pass, Conditional pass, Fail and repeat the candidacy, Fail with a recommendation to terminate the doctoral program or for a change of category to a master's program, or Adjourned. The Candidacy Examination must be passed *no less than six months* prior to the student's Final Doctoral Examination (FGSR Graduate Program Manual).

**PhD Thesis Prospectus Meeting:** It is required by the RS-GPC that a formal meeting and public presentation be scheduled to consider the Candidate's PhD thesis proposal. To meet this requirement:

1. The candidate will write a thesis proposal that includes a literature review, rationale, experimental questions and proposed methods, and preliminary data where appropriate. The thesis prospectus will be limited to 50 pages, excluding references and appendices.
2. The candidate will provide the proposal to the Supervisory Committee **within 3 months** of a successful Candidacy Examination.
3. **The candidate will provide a 30-40 minute public presentation of the thesis proposal in the FRM.** This presentation will generally be scheduled just prior to the prospectus meeting (i.e., on the same day), but if scheduling prohibits the public presentation may be on a different day than the meeting with the supervisory committee to discuss the proposal.
4. After the public presentation, the candidate will meet with the supervisory committee to discuss and defend the proposal, and be prepared to make changes as indicated. Participation of the full candidacy committee is not required. A consensus among the supervisory committee must be reached about any changes to be made to the proposal on the basis of this meeting. The supervisory committee must sign the **Thesis Proposal Approval Form - page 18** once any required revisions are complete.

**Final Doctoral Examination:** The Final Doctoral Examination is an oral exercise, based largely on the doctoral thesis. The examination is arranged by the Supervisor, not by the student, and must conform to FGSR regulations. All logistical aspects of the exam (scheduling, booking rooms etc. is done by the administrative assistant). Important information about thesis requirements, and procedures and timelines related to the exam are discussed below.

1. **Thesis Requirements.** The FGSR has assigned the following title to the degree in this program: Doctor of Philosophy in Rehabilitation Science, Faculty of Rehabilitation Medicine. This should appear on the title page of the doctoral

thesis and will be so designated on the diploma. Otherwise, for guidance regarding thesis preparation you should refer to the FGSR Graduate Program Manual – Thesis Requirement and Preparation Section. At a minimum the text of the thesis is, `an introduction, followed by the presentation of the research in a manner suitable for the field, and a conclusion` (taken from FGSR Minimum Thesis Formatting Requirements Document, current as of April 3, 2014). In the Faculty of Rehabilitation Medicine, you have the option of doing a traditional or a paper based thesis. A traditional thesis generally has separate chapters for an introduction, literature review, methods, results, and discussion. By contrast, a paper-based thesis will have 3-4 `papers`. These will be similar to manuscripts sent for submission (i.e., a self-contained introduction, methods, results and discussion specific to the paper).

Use the supplied Thesis Submission Checklist to ensure you have completed all the FGSR requirements related to thesis preparation.

2. *Final Doctoral Examining Committee.* The Final Thesis Examination Committee will consist of a minimum of 5 persons: the members of the Supervisory Committee (usually 3), plus 2 arm's length examiners (1 of which may be the external examiner). For details on committee membership see FGSR Graduate Program Manual.
3. The procedures and timelines related to the final doctoral examination are:
  - i. **Invite an external examiner** to be a part of the final doctoral examination committee. The PhD supervisor must complete the ***Request to Invite External Examiner form (found on the FGSR website)*** and submit to the Chair, RS-GPC. At that time, the supervisor should provide a brief *curriculum vitae* of the external examiner, a short statement regarding the examiner's qualifications, and an indication of whether the external member will be in attendance. The FRM may invite the external member to attend the examination if resources are available within its budget to bring the individual to the University. Otherwise, all external member travel related expenses are the responsibility of the supervisor. Most external examiners attend the defense via tele-or video-conferencing. The Chair, GPC will officially invite the external examiner to serve in that capacity. **Timeline: at least 2 months in advance of the proposed defense.**
  - ii. **Send final thesis to external examiner**, at least 4 weeks, before the final oral examination.
  - iii. **Notify FGSR.** Once the Supervisor and the Chair of the Final Doctoral Examination Committee have confirmed the membership of the Final Doctoral Examination Committee, including the external examiner,

- the Administrative Assistant will notify the FGSR. This occurs *at least 3 weeks* prior to the Final Doctoral Examination date.
- iv. **Send completed thesis to all examining committee members** at least three weeks in advance of the examination.
  - v. **Advertise the public presentation.** The PhD candidate's final oral presentation of the thesis findings are to be presented in a public forum immediately prior to the Final Doctoral Examination and will be advertised accordingly prior to the date of the examination.
  - vi. **Final Doctoral Examination.** At the final examination, the public presentation of the thesis (~ 30 minutes), will proceed the oral examination. The final doctoral examination, including the public presentation, should not exceed 3 hours.
  - vii. **Final Doctoral Examination Outcomes.** The decision of the examining committee will be based both on the content of the thesis and on the student's ability to defend it. The final examination may result in one of the following outcomes: Pass, Pass subject to revisions, Fail, Adjourned. There is no provision for a final examination to be "passed subject to major revisions".
  - viii. **Follow up activities.**
    1. Immediately after the Final Doctoral Examination it is the responsibility of the Chair, RS-GPC to advise the FGSR of the examining committee's decision by means of the form, "Report of Completion of Final Oral Examination."
    2. If adjourned, the Chair of the RS-GPC must send a memorandum that accompanies this form to explain the decision.
    3. If the examining committee agrees to a "Pass subject to revisions", the chair of the examining committee must provide in writing, within five working days of the examination, to the Dean, FGSR, the graduate coordinator and the student:
      - the reasons for this outcome,
      - the details of the required revisions,
      - the approval mechanism for meeting the requirement for revisions (e.g., approval of the examining committee chair or supervisor, or approval of the entire examining committee, or select members of the committee)
      - the supervision and assistance the student can expect to receive from committee members.

Normally, if the student successfully completes the Final Doctoral Examination (i.e., the decision is pass or pass subject to revisions) the student should make the appropriate revisions **within 30 days of the Final Doctoral Examination** as per the recommendations of the examining committee. The student is officially required to

make the revisions within 6 months of the final examination. Once the required revisions have been made and approved, the supervisor and student indicate to the Chair, RS-GPC that the changes have been made. The Chair, RS-GPC will then submit a completed Thesis Approval Form to the FGSR. If the required revisions have not been made and approved by the end of the 6 month deadline, the outcome of the examination is a Fail.

**All theses must be submitted electronically.** Please visit the FGSR website for information and instructions.

- ix. **Student Responsibilities related to completion of the program.** Students must ensure that they are registered in THESIS at the time of their thesis defense and up to the point when their final thesis is submitted to FGSR.
- x. **Excerpt from the FGSR Graduate Program Manual regarding student responsibilities (retrieved Feb 2, 2017),** “After your final examination, you will make any required revisions as directed by your examining committee. After your supervisor has approved your revisions and signed the Thesis Approval/Program Completion form, the form is given to the Graduate Coordinator/Department Chair to complete the program completion section. They will send it to FGSR. FGSR must receive this form by the listed deadlines in order to avoid future registration and fees. Graduate students must apply to graduate in Bear Tracks before submitting their thesis. Once in Bear Tracks, go to Academics>My Academics>Graduation and follow the directions. Students who fail to apply will not be eligible for convocation. Theses must be submitted within six months of the date of the final oral examination. There are thesis submission deadlines for each convocation period and registration requirements when submitting your thesis. We recommend you submit your thesis a minimum of 3-5 working days before any deadline, as corrections may be required. Please consult the Thesis Deadlines section for more details”

**E. Ethics and Scientific Integrity Training**

Graduate students at the University of Alberta are required to obtain at least 8 hours of training in academic integrity and ethics <https://www.ualberta.ca/graduate-studies/current-students/academic-requirements/ethics>. See the **Training Requirements (page 20) Form** and a **Summary Form (page 22)** to help students in tracking their hours.

**F. Professional Development Requirement**

Graduate students must complete the University of Alberta Professional Development Requirement which includes an Individual Development Plan and 8 hours of Professional Development Activities. Please see the following link for

detailed information: <https://www.ualberta.ca/graduate-studies/professional-development>

## G. Special Plans of Study

### **Fast-Tracking**

*Graduate students in the MSc in Rehabilitation Science program in the FRM may apply to enter the PhD in Rehabilitation Science program prior to completing the MSc-RS degree. **Fast-tracking is reserved for outstanding students and the decision regarding change of category to the PhD program rests with the Graduate Programs Committee.*** Minimum eligibility to apply for admission to the PhD program will include the following: (a) at least 1 term of full-time attendance in the FRM MSc program with a GPA of 3.8 or higher, (b) evidence of research potential (e.g., peer reviewed presentations and publications), (c) a well-developed doctoral research plan, (d) an appropriate supervisor, (e) an appropriately constituted supervisory committee, and (f) strong endorsement of the supervisory committee, provided in writing.

### **REHAB 899 – *In-Lieu-of-Master's Thesis Requirement***

This requirement applies to students admitted to the PhD program with Master's degrees from non-thesis programs and students admitted to the PhD program from honours baccalaureate programs with no graduate coursework or graduate research opportunities.

If a student did not write a master's thesis and has no equivalent piece of publishable research to offer in lieu of that kind of accomplishment prior to enrolment in the PhD program, the student will be required to implement and complete such a research task in the form of an "in-lieu-of-thesis" project prior to the PhD Candidacy Examination. Students may submit an honours baccalaureate thesis or a project that satisfied a course based Master's degree program to the Rehabilitation Science Graduate Programs Committee for consideration in lieu of a Master's thesis. This should be done ***within the first two years*** of the student's doctoral program.

Students who must complete this requirement should register for it using a Directed Research Project course number (REHAB 899, \*3). The project will be supervised by the student's doctoral program supervisor and may be related to the student's future doctoral thesis research. It also may be used to fulfill one of the required elective courses.

Its rationale and proposed methodology must be presented in a formal document to a committee that includes the supervisor and supervisory committee. The project's implementation, results and analysis must be described in a formal paper submitted

to the project supervisory committee for approval and defended by the student in an oral examination conducted by the members of the committee. It will receive a mark of “credit,” “incomplete” or “fail”. If a student receives an “incomplete” or “fail” for the project at the end of the year in which it is undertaken, that student must clear the incomplete or repair the project satisfactorily for a “credit” no later than the end of the subsequent academic year. Students who complete the REHAB 899 satisfactorily may continue in the doctoral program toward the Candidacy Examination. Students who need to complete a Rehab 899 (in-lieu-of-thesis) project are strongly recommended to enroll in Rehab 500 in their first term (where course content focuses on writing a research proposal) and register in Rehab 899 in second term, to allow them more time to complete the 899 project.

#### **IV. INTELLECTUAL PROPERTY**

The university has developed guidelines for supervisors and graduate students regarding ownership of intellectual property. These can be found on the university website at: <https://www.ualberta.ca/graduate-studies/about/graduate-program-manual/section-10-intellectual-property>.

#### **V. TERMS OF REFERENCE FOR THE GRADUATE PROGRAM COMMITTEE**

The PhD program is administered by the Dean of the Faculty of Rehabilitation Medicine (through the Chair of the RS-GPC). Administrative assistance for operation of the program is provided by the Faculty’s Administrative Assistant for Graduate Studies.

COMPOSITION OF THE REHABILITATION SCIENCE GRADUATE PROGRAMS COMMITTEE IS AS FOLLOWS:

- Associate Dean for Graduate Studies who will serve as Chair
- Administrative Assistant for Graduate Studies and Research who will record the minutes of meetings and provide necessary administrative support
- One tenure track faculty member from each department
- Director of the Rehabilitation Research Centre (RRC)

TERMS OF APPOINTMENT:

- Members from each department will serve 3-year terms; appointment starts will be staggered.
- The RRC member will serve for the duration of his/her appointment.
- The Associate Dean will serve for the duration of his/her appointment.

PROCEDURES:

- The committee will meet at least once each term or at the call of the chair.
- A quorum shall be 3 voting members (exclusive of the chair).
- The terms of reference will be reviewed annually.

- The Associate Dean for Graduate Studies will vote only in the case of a tie.
- The Administrative Assistant for Graduate Studies will not vote.

#### RESPONSIBILITIES:

- Members of the committee will review applicants' files, rate/rank, and make recommendations for all admissions to the PhD and MSc programs in Rehabilitation Science.
- The committee will recommend to FGSR changes in admission procedures, policies, initiatives, and standards pertinent to the PhD and MSc programs in Rehabilitation Science.
- The committee will review, rate/rank and recommend PhD and MSc student applicants for scholarships and awards as necessary.
- The Chair will provide 2 reports annually to Faculty Council.
- The Chair will receive individual plans of study formulated by the students and their Supervisory Committees;
- The committee will monitor each student's progress through the MSc and PhD programs by means of records of satisfactory/unsatisfactory performance on the following milestones:
  - ❖ all required and elective coursework,
  - ❖ an in-lieu-of master's thesis project, if required,
  - ❖ the Candidacy Examination, and
  - ❖ the Final Doctoral Examination;
- The committee will monitor the quality of the graduate programs by self-study and participation in External Reviews mandated by FGSR and the Alberta Innovation and Advanced Education and undertake appropriate revisions;
- The committee will develop policies and procedures for graduate program administration;

and

- The Chair will work with the Administrative Assistant for Graduate Studies to maintain files for the following:
  - ❖ FGSR forms associated with application to and progress through the MSc and PhD Programs,
  - ❖ scholarships and awards for which graduate students are eligible,
  - ❖ FGSR policies and procedures,
  - ❖ inquiries and applications to the MSc and PhD programs,
  - ❖ MSc and PhD students enrolled in the program, and
  - ❖ MSc and PhD program administration.

### Time Lines for Students and Supervisors in the PhD in Rehabilitation Science Program

Dates	Action	Forms/Other Correspondence
At admission into the PhD program	Student meets with Supervisor(s) to begin to discuss program	Supervisor-Supervisee form for first meeting
Within one year of admission	Approval of Supervisory Committee  Submission of plan of study	"Approval of Supervisor/ Supervisory Committee" to FGSR  <i>Plan of Study</i> form to Rehabilitation Science Graduate Programs Committee
Annually for duration of student's program	Supervisory Committee must meet with student at least once per year to review student's progress	A written summary of the session and expectations for the coming year should be prepared by the Supervisor and a copy sent to student, other members of Supervisory Committee and to Chair RS-GPC for the student's file.
Candidacy Examination  Part I and Part II: Within 3 years of start of program and no less than 6 months prior to Final Doctoral Examination	Three months prior to Part I, student and supervisory committee develop reading list  Part II is scheduled by supervisor and Administrative Assistant  Student writes Part I  Student's answers to examination questions are distributed to Candidacy Examination Committee members by the Administrative Assistant.  Student takes Candidacy Exam Part II. If Examination successfully completed, student takes title PhD Candidate.  If the examination is not completed successfully, the FRM recommends the course of action to FGSR	"Notice and Approval of Doctoral Candidacy Examining Committee" - must go to FGSR at least 3 weeks prior to Part II.  Administrative assistant sends confirmatory note to Candidacy Examining Committee, along with 500 word summary of research project, CV of student and reading list  "Report of Completion of Candidacy" form. Chair, RS- GPC sends form to FGSR by as per conditions of outcome.
Within 3 months of Successful Candidacy Examination	Student provides thesis proposal to Supervisory Committee and meets to discuss. <b>Student provides public presentation of proposal.</b>	Supervisory Committee completes <i>Thesis Proposal Approval Form</i> and supervisor submits to Chair, RS-GPC.

At least 3 months prior to Final Doctoral Examination	<p>Completion of PhD thesis. All Supervisory Committee members must declare in writing to the Supervisor that the thesis is adequate to proceed to the final oral exam.</p> <p>Commencement of activities for Final Doctoral Examination. Supervisor engages the additional members of the Committee from the U of A community, informally approaches the potential external examiner and proposes a date for the examination.</p>	<p>Supervisor submits "Preliminary Acceptance of Thesis" to Chair, RS-GPC</p> <p>Letter from Supervisor to Chair of the GPC recommending Final Doctoral Examination Committee membership including suggestion for external member.</p>
At least 2 months prior to Final Doctoral Examination date	Chair, Graduate Programs Committee approves external examiner suggested by supervisor and informs FGSR.	<p>Chair, RS-GPC sends Copy of "Request to Invite External Examiner" to FGSR.</p> <p>Formal invitation from Chair, RS-GPC to external member.</p>
At least 4 weeks prior to Final Doctoral Examination	External examiner/reader receives thesis	Administrative assistant sends thesis, copies of instructions for oral examination, with CV of Candidate by express mail to External examiner/reader
At least 3 weeks prior to Final Doctoral Examination	<p>Chair, RS-GPC, recommends examining committee members to FGSR. The supervisor notifies examiners of the date of the examination. The candidate and supervisor supply a copy of the thesis to all examination committee members.</p> <p>Candidate takes the final examination and <b>provides public presentation of the thesis.</b></p>	Chair, RS-GPC, sends "Notice and Approval of Doctoral Final Oral Examining Committee" to FGSR.
Immediately after Final Doctoral Examination	FGSR is advised of outcome of final examination	<p>Thesis Examination Signature Page provided by Administrative Assistant to Chair of the Examining Committee; All Committee members but Supervisor sign the signature pages "Thesis approved with revisions"</p> <p>Chair, RS-GPC sends "Report of Completion of Final Oral Examination" to FGSR - as per conditions of outcome</p> <p>Detailed notes on revisions sent by Chair, RS-GPC to student, supervisor and FGSR within 5 days of the examination.</p>
Within 6 months of the Final Doctoral Examination	Revised thesis is submitted to Supervisor and/or Supervisory Committee	Signature(s) of all remaining members of the Final Doctoral Examination Committee obtained on signature page of thesis; Chair, RS-GPC informs FGSR of completion

**FACULTY OF REHABILITATION MEDICINE PHD-RS**  
**Supervisory Committee Approval of Dissertation Proposal Form**

**Date:**

The supervisory committee for:  
agrees that the proposal entitled:

outlines a research project that should constitute a suitable basis for a defensible PhD thesis in the Faculty of Rehabilitation Medicine.

**SIGNATURES:**

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Supervisor

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Committee Member

---

Committee Member

---

Committee Member

**Preliminary Acceptance of Thesis (PhD)**

**Student's Name:** \_\_\_\_\_ **Program:** \_\_\_\_\_

Preliminary acceptance of thesis by Ph.D. Supervisory Committee prior to submission of thesis to the External Examiners.

Note: This form should be completed and retained in the Department before a Notice and Approval of Oral Examination Committee is sent to the Faculty of Graduate Studies and Research (FGSR).

A. I hereby certify that I have read the thesis and I am:

prepared to recommend                       not prepared to recommend

That it is of adequate substance to proceed to the final oral examination for a final decision.

\_\_\_\_\_  
Name of Supervisory Committee Member

\_\_\_\_\_  
Signature

B. I hereby certify that I have read the thesis and I am:

prepared to recommend                       not prepared to recommend

That it is of adequate substance to proceed to the final oral examination for a final decision.

\_\_\_\_\_  
Name of Supervisory Committee Member

\_\_\_\_\_  
Signature

C. I hereby certify that I have read the thesis and I am:

prepared to recommend                       not prepared to recommend

That it is of adequate substance to proceed to the final oral examination for a final decision.

\_\_\_\_\_  
Name of Supervisory Committee Member

\_\_\_\_\_  
Signature

**D. TO BE COMPLETED BY SUPERVISOR IF ONE OR MORE OF THE ABOVE SIGNATURES IS NOT AVAILABLE.**

I hereby certify that I have the assurance of \_\_ that the thesis has been read and is of adequate substance to proceed to the final oral examination.

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Signature

**DATE:** \_\_\_\_\_

## Training in Academic Integrity and Ethics for PhD Rehabilitation Science Students Faculty of Rehabilitation Medicine

The Faculty will assist its doctoral students in accessing eight hours of training in academic integrity and ethics in the following ways:

First year students, at the time of the PhD/MSc RS orientation, must take the *Academic Integrity Mandatory Tutorial (1.5 hours)*. Information attached.

Students are encouraged to take the **FGSR WebCT course** (5 hours) within the first year of their program. This self-directed study is available on the web as Graduate Ethics Training (GET) and can be accessed by clicking on the "WebCT" link from the UofA homepage and following the "Log on to My WebCT" link. Students' GPU IDs and passwords are required to access the course.

**REHAB 500 – Conducting Rehabilitation Research.** This course has one seminar session (2.5 hours) that focuses on issues related to ethical conduct of research. There is an organized discussion of common ethics issues and some time is given to actually looking at the HREB form for the Health Sciences Faculties, Capital Health, and Caritas and how to complete it for submission. This course is *not* required for the PhD in Rehabilitation Science.

**REHAB 600 – Theory and Issues in Rehabilitation Science.** This course has one seminar session (2.5 hours) that focuses on discussion of principles guiding health care research. This is a required course for the PhD in Rehabilitation Science.

**REHAB 601 – Research Design in Rehabilitation Science.** This course has one seminar session (2.5 hours) that focuses on issues related to ethical conduct of research with particular emphasis on the recruitment and retention of research subjects. This is a required course for the PhD in Rehabilitation Science.

**Annual Ethics and Scientific Integrity Days.** This full-day event (5.5 hours) is organized by the Faculty of Medicine and Dentistry every fall. It has a series of formal presentations on contemporary issues in research ethics and a series of videotaped scenarios depicting ethical dilemmas that form the basis of small group discussions.

**Additional content** is available in the form of informal workshops and lectures and via the website. Students are encouraged to take advantage of the following free information sessions and web-based tutorials:

- Health Ethics Seminar series through the John Dosseter Centre. Current seminars are listed on the website: <http://www.ualberta.ca/BIOETHICS/page3.html>. One per month during fall term (1 hour each).

- CIHR’s tutorial on ethical conduct for research involving humans via the CIHR website: [www.pre.ethics.gc.ca/english/tutorial](http://www.pre.ethics.gc.ca/english/tutorial) (2 hours).
- Pertinent sessions arranged as part of the Teaching and Learning Effectiveness program by UTS such as: “Academic integrity in assignments” (1.5 hours); Teaching and copyright: What you should know” (1.5 hours).

These information sources will afford Rehabilitation Medicine doctoral students several options for fulfillment of this training requirement. They may choose to receive training on issues of academic integrity and ethics common to all students in graduate programs or they may familiarize themselves with issues that are unique to the rehabilitation professions.

Total number of training hours available above: 24

Minimum requirement: 8

Students are required to document their exposure to each information source as appropriate. For example, the CIHR web-based tutorial automatically issues a certificate to users who successfully complete it, and a form (attached) enables students to obtain the signatures of seminar and workshop presenters. For content provided in credit courses, knowledge will be assessed as part of the individual course, and the student’s final course grade will be taken as evidence of completion. Near the end of their program, students will be asked to submit a summary of their training by filling out the Training in Academic Integrity and Ethics (TAIE) form and presenting it to the Office of the Vice-Dean for Graduate Studies and Research in the Faculty of Rehabilitation Medicine, where it will become a permanent part of their student file.

For additional information, contact the the Administrative Assistant, Faculty of Rehabilitation Medicine, 3-48 Corbett Hall ([alibutti@ualberta.ca](mailto:alibutti@ualberta.ca)).

**Faculty of Rehabilitation Medicine  
Training in Academic Integrity and Ethics (TAIE) Training Summary Form**

Student name: \_\_\_\_\_

Students in the PhD Program in Rehabilitation Science are required to document their training in the area of academic integrity and ethics. This form is designed to facilitate and standardize record keeping. It can be used to tally hours of training of any type and to verify participation (e.g., with the signature of seminar and workshop presenters).

When complete, this form will become part of the student’s permanent file, which resides in the Office of the Vice-Dean for Graduate Studies and Research in the Faculty of Rehabilitation Medicine.

<i>Training event</i>	<i>Date</i>	<i>Type of training*</i>	<i>Hours</i>	<i>Verifying signature</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\*Type of training: C = credit course; S = seminar; W = workshop; L = Lecture; or O = other (please describe).

The above summary is an accurate account of my training in the area of academic integrity and ethics.

Student signature: \_\_\_\_\_

## ACADEMIC INTEGRITY MANDATORY TUTORIAL

The Faculty of Rehabilitation Medicine and the University of Alberta take academic integrity very seriously and want to make sure that you have had an opportunity to learn about what is considered plagiarism and how to avoid participating in this dishonest practice by mistake. The following steps will help you learn more about plagiarism and establish that you have received this information so you are well prepared prior to course assignments.

### STEP ONE:

Log onto the Truth in Education (TIE) website <http://www.tie.ualberta.ca/>. Read ***A Guide to Academic Integrity for Graduate Students***. This guidebook helps you clarify what is meant by certain terms and what the University considers to be dishonest behavior. **It is a good idea to bookmark the TIE website for future reference.** Once you have read the handbook please sign Statement A on the *Academic Integrity Signature Page* (see following page).

### STEP TWO:

Log onto the library website <http://guides.library.ualberta.ca/content.php?pid=62200&sid=460084> and review the resources available there to help understand and practice academic integrity in your course work. Once you have reviewed the website material please sign Statement B on the *Academic Integrity Signature Page*.

### STEP THREE:

Complete the plagiarism tutorial you will find at the University of Southern Mississippi website <http://www.lib.usm.edu/legacy/plag/plagiarismtutorial.php>. First do the pre-test and then work through each section in order. When you complete the post-test you will be asked to email the results to yourself. When you receive the email print out one copy, put your student number on the print out, sign it at the bottom of the page, and staple it to *the Academic Integrity Signature Page*.

### STEP FOUR:

Submit the *Academic Integrity Signature Page* (with the stapled on plagiarism tutorial results) to the Vice Dean, Graduate Studies and Research in the Faculty office (3-48). Keep a copy this page for your own reference.

Questions? Please email me - my email address is [pmanns@ualberta.ca](mailto:pmanns@ualberta.ca).

**ACADEMIC INTEGRITY SIGNATURE PAGE**

Student name (please print legibly): \_\_\_\_\_

Student ID number: \_\_\_\_\_

Date: \_\_\_\_\_

**Statement A:** I have read and understand the material in **A Guide to Academic Integrity for Graduate Students**.

\_\_\_\_\_

(SIGNATURE)

**Statement B:** I am aware of the material available to me on the library website.

\_\_\_\_\_

(SIGNATURE)

**Statement C:** I have completed the on-line plagiarism tutorial and attached a copy of the post-test to this signature page.

\_\_\_\_\_

(SIGNATURE)

## PLAN OF STUDY FOR THE PHD PROGRAM IN REHABILITATION SCIENCE

Student's name: \_\_\_\_\_ ID# \_\_\_\_\_ Program start date: \_\_\_\_\_

Doctoral program supervisor(s): \_\_\_\_\_

Focus for Plan of Study: \_\_\_\_\_ Focus for doctoral thesis: \_\_\_\_\_

**YEAR 1 – 1<sup>st</sup> term coursework**

Revision

**2<sup>nd</sup> Term coursework**

Revision


**YEAR 2 – 1<sup>st</sup> term coursework**

Revision

**2<sup>nd</sup> Term coursework**

Revision


**YEAR 3 – 1<sup>st</sup> term coursework**

Revision

**2<sup>nd</sup> Term coursework**

Revision


Plan for REHAB 899 (In-lieu-of Thesis Project) if applicable. Record year/term of program here and above: \_\_\_\_\_

Plan for Candidacy Examination (year/term of program): \_\_\_\_\_

Plan for doctoral thesis registration (please record years/terms of program enrolled in THES 999) Target for final thesis examination: \_\_\_\_\_

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6

Completion of Academic Integrity and Ethics Training Component

Completion of Professional Development Requirement

Supervisor's signature \_\_\_\_\_ Date submitted: \_\_\_\_\_

Student's signature \_\_\_\_\_ Date submitted: \_\_\_\_\_

**Summary of Annual Meeting  
PhD Student and Supervisory Committee**

Name of Student:	Date of Meeting:
Time frame covered by meeting:	
Members of the supervisory committee: <i>(must be completed within first year)</i> . A doctoral supervisory committee must have at least <b>three</b> members, and must include all the supervisors. <i>Please see attached FGSR checklist for rules on committee composition for both Candidacy and Final Defence.</i>	
Supervisor(s)	
Member	
Member	
Member	
Status report on student's progress (for coursework, check courses <i>completed</i> as of this meeting date).	
<b>Required Courses:</b>	<b>Elective Courses:</b> <i>(minimum of 2)</i>
<input type="checkbox"/> Rehab 600	1. <input style="width: 100%;" type="text"/>
<input type="checkbox"/> Rehab 601	2. <input style="width: 100%;" type="text"/>
<input type="checkbox"/> Rehab 603a/b	3. <input style="width: 100%;" type="text"/>
<input type="checkbox"/> Advanced course in statistics	4. <input style="width: 100%;" type="text"/>
Status report on <b>residency requirement</b> (4 months full-time):    completed: <input type="checkbox"/>	
Status report on <b>"in-lieu-of-thesis" project (REHAB 899)</b> , if applicable:	
not required: <input type="checkbox"/> in progress: <input type="checkbox"/> completed: <input type="checkbox"/>	
Comments:	
Status report on <b>Candidacy Examination:</b>	
Exam not yet taken: <input type="checkbox"/>	Projected time for exam: <input style="width: 100%;" type="text"/>
Exam taken: <input type="checkbox"/>	Date: <input style="width: 100%;" type="text"/> Outcome: <input type="checkbox"/> Pass <input type="checkbox"/> Fail
Data collection anticipated prior to candidacy exam?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>Committee members to initial their approval.</i>	
Comments:	

<p>Status report on <b>Thesis Prospectus Exam</b>:</p>	
<p>Exam not yet taken: <input type="checkbox"/></p>	
<p>Data collection anticipated prior to prospectus exam? Yes <input type="checkbox"/> No <input type="checkbox"/>  <i>Committee members to initial their approval.</i></p>	
<p>Exam taken: <input type="checkbox"/> Date: <input style="width: 150px; height: 20px;" type="text"/></p>	<p>Outcome: <input type="checkbox"/> Pass <input type="checkbox"/> Changes requested and documented changes delivered to appropriate parties as per Program Manual).</p>
<p>Comments:</p>    	
<p>Status report on <b>PhD Thesis</b>:</p>	
<p>Projected time to completion: <input style="width: 250px; height: 20px;" type="text"/></p>	
<p>Project date for defense: <input style="width: 250px; height: 20px;" type="text"/></p>	
<p>Comments:</p>    	
<p>If <b>Final Doctoral Examination</b> is imminent, please complete the following:</p>	
<p>"Preliminary Acceptance of Thesis" forms received from all members of Supervisory Committee? Yes <input type="checkbox"/></p>	
<p>External examiner/reader selected? Yes <input type="checkbox"/></p>	
<p>If yes, FGSR "Request to Invite External..." form submitted? Yes <input type="checkbox"/> Approved by FGSR? Yes <input type="checkbox"/></p>	
<p>Final Oral Examining Committee formed? Yes <input type="checkbox"/></p>	
<p>If yes, FGSR "Notice &amp; Approval of Examining Committee &amp; Examination Date" form submitted? Yes <input type="checkbox"/></p>	

<b>SIGNATURES:</b>	
Student	Supervisor(s)
Committee Member	Committee Member
Committee Member	Committee Member

## GUIDELINES FOR ORAL EXAMINATIONS

### Candidacy and Final Doctoral Examination See also the FGSR *Graduate Program Manual*

An examination is used to determine if a provisional PhD student is qualified to become a PhD candidate. This examination is called the **Candidacy Examination**. A second examination occurs late in the PhD candidate's tenure to determine whether the student's thesis is acceptable. This examination is called the **Final Doctoral Examination**. The standards for these two examinations are described in detail in the body of this manual, but the procedures for them are similar and are outlined in the following text. The guidelines provided below are intended to follow the rules and regulations of the Faculty of Graduate Studies and Research (FGSR), as stated in the university calendar and in the FGSR document entitled "Graduate Program Manual: Policies, Procedures and Guidelines". In the text below, "Committee Chair" refers to the Chair of the Examining Committee, and "Supervisor" refers to the student's supervisor(s).

The Examining Committee Chair must be a member of the Faculty of Rehabilitation Medicine other than the student's supervisor. Normally, the Chair of the Examining Committee will be the Associate Dean of Graduate Studies in the Faculty, or another member of the Rehabilitation Science Graduate Programs Committee. It is also possible for a member of the Examining Committee to serve as Chair. If the Chair is not one of the Examining Committee members, he or she *does not vote* on the outcome of the examination, and *does not sign* the thesis at the conclusion of a successful defense, but the Chair may participate in the questioning.

If the Associate Dean of Graduate Studies or a member of the Rehabilitation Science Graduate Programs Committee is not available to chair an Examining Committee, it is the responsibility of the Associate Dean to select an alternate to serve as the Chair in consultation with the Supervisory Committee. If the Supervisory Committee prefers a Chairperson other than someone among those mentioned here, the supervisor should contact the Associate Dean, Graduate Studies at least one month before the proposed date of the examination to select an alternate Chair.

If refreshments are to be served during an examination, their procurement, preparation, service, and removal will be the responsibility of the Administrative Assistant for Graduate Studies in the Faculty of Rehabilitation Medicine, not the student or the supervisor(s).

### **PRELIMINARY ACTIVITIES**

**Candidacy Examination:** The overarching purpose of the Candidacy Examination is to determine whether students are adequately prepared to continue their doctoral studies. The Candidacy exam is conducted by the Candidacy Examination Committee which consists of the Supervisory Committee plus two members (see FGSR Graduate Program Manual for specifics of committee membership and other information).

The candidacy examination in the FRM consists of two parts:

**Part I.** Part I is a **written examination** that will provide students with an opportunity to demonstrate that they possess adequate knowledge of their discipline and the subject matter related to their thesis research. Members of the Candidacy Examination Committee will collaborate to develop the questions the student will answer during Part I of the Candidacy Examination.

At least 3 months before the date of Part I, the Supervisory Committee (with input as appropriate from the two additional members of the Candidacy Committee), will agree on a reading list that will guide the student's preparation for the Candidacy Examination.

Part I of the Candidacy Examination will be written as a take-home examination consisting of three questions. Each question will be answered in extended essay format (5-10 double-spaced pages in 12-point font) and completed *within one week*. In addition to the answering the three exam questions, the student must prepare a 500 word abstract of their proposed general topic for thesis research.

Upon completion of the written examination, the student will return the examination, along with the 500 word research abstract, specific to the subsequent thesis prospectus, to the Chair, RS-GPC. The research abstract will provide context of proposed doctoral work to the Candidacy Committee, but it will not be a specific part of the Part II examination. Copies of the written examination and the abstract will be forwarded to each member of the Candidacy Examination Committee *at least two weeks* prior to the oral component of the candidacy exam. Thus, Part I of the Candidacy Exam needs to take place at least 3 weeks prior to Part II, the oral component of the Candidacy Exam.

Committee members will independently assess the student's answers and may follow-up on some of the student's written answers in the subsequent oral examination. However, the topics covered in Part I of the Candidacy Examination shall not constrain the range of topics covered in Part II of the Candidacy Examination.

**Part II.** Part II is an **oral examination** that provides students with the opportunity to respond to questions about the written answers generated in Part I and to demonstrate their ability to pursue and complete original research at an advanced level. The oral examination is limited to 2 hours of direct examination (exclusive of committee introduction and post-exam deliberation).

In the FRM, the outcome of the Candidacy Examination is based on the student's performance in Part I and Part II. The possible outcomes the examination committee will consider are: Pass, Conditional pass, Fail and repeat the candidacy, Fail with a recommendation to terminate the doctoral program or for a change of category to a master's program, or Adjourned. The Candidacy Examination must be passed *no less than six months* prior to the student's Final Doctoral Examination (FGSR *Graduate Program Manual*).

**Final Doctoral Examination:** The Final Doctoral Examination is an oral exercise, based largely on the doctoral thesis. The examination is arranged by the Supervisor, not by the student, and must conform to FGSR regulations. All logistical aspects of the exam (scheduling, booking rooms etc. is done by the administrative assistant). Important information about thesis requirements, and procedures and timelines related to the exam are discussed below.

**Thesis Requirements.** The FGSR has assigned the following title to the degree in this program: Doctor of Philosophy in Rehabilitation Science, Faculty of Rehabilitation Medicine. This should appear on the title page of the doctoral thesis and will be so designated on the diploma. Otherwise, for guidance regarding thesis preparation you should refer to the FGSR Graduate Program Manual – Thesis Requirement and Preparation Section. At a minimum the text of the thesis is, ‘an introduction, followed by the presentation of the research in a manner suitable for the field, and a conclusion’ (taken from FGSR Minimum Thesis Formatting Requirements Document, current as of April 3, 2014). In the Faculty of Rehabilitation Medicine, you have the option of doing a traditional or a paper based thesis. A traditional thesis generally has separate chapters for an introduction, literature review, methods, results, and discussion. By contrast, a paper-based thesis will have 3-4 ‘papers’. These will be similar to manuscripts sent for submission (i.e., a self-contained introduction, methods, results and discussion specific to the paper).

Use the supplied Thesis Submission Checklist to ensure you have completed all the FGSR requirements related to thesis preparation.

**Final Doctoral Examining Committee.** The Final Thesis Examination Committee will consist of a minimum of 5 persons: the members of the Supervisory Committee (usually 3), plus 2 arm’s length examiners (1 of which may be the external examiner). For details on committee membership see FGSR Graduate Program Manual.

Normally, if the student successfully completes the Final Doctoral Examination (i.e., the decision is pass or pass subject to revisions) the student should make the appropriate revisions **within 30 days of the Final Doctoral Examination** as per the recommendations of the examining committee. The student is officially required to make the revisions within 6 months of the final examination. Once the required revisions have been made and approved, the supervisor and student indicate to the Chair, RS-GPC that the changes have been made. The Chair, RS-GPC will then submit a completed Thesis Approval Form to the FGSR. If the required revisions have not been made and approved by the end of the 6 month deadline, the outcome of the examination is a Fail.

## **EXAMINATION PROCEDURES**

**Introductions.** At the time the Committee members convene for the examination the Committee Chair should ensure that all of the examiners are acquainted with one another, and that the student/candidate has met all of the examiners. After these introductions (as necessary) the Chair should ask the examinee to leave the examining room for a few minutes so that specific procedural matters can be discussed. The Committee Chair or supervisor(s) shall have arranged for an adjoining room or sheltered area near the examination room to be

available to the student during this initial waiting period and during the adjudication period at the end of the examination. ***The student should not be asked to wait in the hall during these periods.***

Review of Procedures. While the student/candidate is excused, the Committee Chair should outline the examination procedures that will be followed. These are described below. Any changes that are proposed by the Committee Chair or other members of the Examining Committee should be agreed upon at this point. During the review of these procedural matters, the Committee should be sensitive to the student's/candidate's expectations about the procedures and to the fact that the candidate is anxious for the examination to begin and should not be kept waiting for an extraordinarily long period of time.

#### ***ORDER OF PARTICIPATION BY THE EXAMINERS***

The order in which examiners ask questions in the Candidacy Examination or in the Final Doctoral Examination should be established. Typically, the examiner who is least familiar with the student's/candidate's past work (usually an external examiner) is given the option of asking the first set of questions, and the examiner who is most familiar with the student's work (the supervisor) is the last to ask questions. In some cases, the supervisor(s) may choose not to ask questions.

#### ***INTERROGATION TIME PER EXAMINER***

Normally, each Committee Member should be allocated a maximum of 15 minutes to examine the student/candidate on the first round of questions. Subsequent rounds will follow the same process. The Committee Chair must be prepared to monitor the time taken by each examiner and to enforce diplomatically the limits to which the examiners have agreed, as necessary.

Normally, the time allocated to each examiner is intended to be used primarily by that examiner. Other examiners may ask brief questions of clarification during that period, but extensive questioning by other examiners usually is inappropriate. The Committee Chair is responsible for determining that each examiner has an appropriate amount of time for questioning and is allowed to exercise that time.

The Committee Chair and other committee members are expected to be sensitive to the candidate's level of fatigue and to assess sensibly whether prolonged questioning is useful. Examinations normally last between two and four hours. The Committee Chair or the student/candidate may request a brief break at any point during the proceedings.

#### ***PURPOSE OF THE EXAMINATION AND ADJUDICATION CRITERIA***

The Committee Chair should remind the examiners that the purpose of the Candidacy Examination is to determine to the satisfaction of the Committee that the student possesses an adequate knowledge of the scope of Rehabilitation Science and its disciplines and of the subject matter relevant to the proposed doctoral thesis, and that the student demonstrates the aptitude to pursue and complete original research at the doctoral level. In cases when the

PhD thesis has been started or well-defined by the time of the Candidacy Examination, the committee convened for the Candidacy Examination also may consider the thesis proposal. If so, the Committee must remember ***it is not appropriate for the outcome of the Candidacy Examination to be based solely on the thesis proposal or the student's defense of it.***

The Committee Chair also should remind the examiners briefly about the judgments they will be called upon to make at the end of the examination. These are detailed within the body of this manual for the oral examinations whose procedures are reviewed here. It is especially important to reiterate the scope of the Candidacy Examination within which the student must be evaluated. For the final doctoral examination, examiners are reminded that their evaluations must consider *both* the thesis *and* its defense by the student in making their judgments about the outcome of the final examination.

Summary Presentation by the Supervisor(s). Before the student/candidate is invited to rejoin the Committee to begin the examination, the supervisor(s) may wish to describe briefly the student's academic and employment record, current research activity and history of research productivity, record of scholarships and awards, and any other background information that might be useful to the Candidacy Examining Committee. In the case of the Final Doctoral Examination, this summary should include a description of the Candidate's research activities, associated achievements and any special aspects of the thesis process that deserve to be mentioned.

The Examination period. The Committee Chair will invite the candidate to re-join the examiners at the table and will inform the candidate about the order in which examiners will ask questions and any other pertinent procedural details decided upon while the candidate was excused. The student/candidate should then be given an opportunity to ask for clarification of any procedures before beginning the examination.

At this point in the **Candidacy Examination**, any comments from the student are **optional** and should be brief (approximately 5 minutes). For example, such comments could summarize the student's approach to the scope of the Candidacy Examination as defined by the Examiners and the relevance of that scope to the student's research interests. This brief opportunity for the student to speak at the outset of the examination also may facilitate the student's transition to the commencement of questions from the Examining Committee. Normally at this juncture in the **Final Doctoral Examination**, the candidate is given an opportunity to provide a brief (15-20 minutes) overview of the thesis. This overview is unnecessary if the candidate has just finished presenting the thesis in a public forum with committee members present.

Questioning commences immediately after the student's/candidate's presentation (if any). The Committee Chair invites each examiner to participate in turn. The Committee Chair should ensure that the student/candidate has ample opportunity to respond to each question and should encourage the student to request clarification of questions, if necessary, and to answer as efficiently and accurately as possible.

When all of the examiners have agreed that they have completed their questioning, the Committee Chair should ask the student/candidate whether there are any brief, closing comments. At the conclusion of any such comments, the Committee Chair should excuse the candidate to the waiting room until the Committee has reached a decision.

### **ADJUDICATION**

The adjudication criteria for the **Candidacy Examination** include “adjourned, unconditional pass,” “conditional pass”, “fail and repeat candidacy”, and “fail with a recommendation to terminate the doctoral program or for a change of category to a master’s program”. *A majority of examiners must agree to an outcome of “conditional pass”.*

The adjudication criteria for the **Final Doctoral Examination** includes “pass”, “pass subject to revisions”, “fail”, and “adjourned”. *All or all but one of the examiners must agree to the outcome of the examination.*

During the adjudication period, each Committee member may be asked to comment on the strengths or weaknesses of the student’s/candidate’s performance and express his/her preliminary opinion about what the final decision should be. Often the examiner who is least familiar with the student’s past work is offered the option of commenting first. The Committee Chair is responsible for encouraging discussion and for determining whether consensus can be reached in a timely manner with respect to an adjudication criterion and in respect of the student awaiting the Committee’s decision. In addition to the formal decision about the candidate’s performance in the Oral Examination, Committee members should be encouraged to provide informal and helpful comments, suggestions, and advice to be passed on to the candidate by the supervisor(s) or by the Committee Chair.

An alternative to the open discussion/consensus exercise described above is the use of a secret ballot at the outset of the adjudication period *before* any discussion of the student’s performance which might bias some examiners. If all ballots but one on this first round are for an “unconditional pass,” the majority decision on the outcome shall be that. If there is some discrepancy among the votes, however, and no consensus is achieved on the first ballot with respect to an outcome criterion, open discussion is invited (as above) and a second vote via secret ballot is solicited as the decisive one.

In the case of conditional outcomes, adjournments and examination failures, it is important that the conditions that resulted in a “Conditional Pass” as the outcome of a Candidacy Examination, or plans for a re-examination after an adjournment of a Final Doctoral Examination, be specified by all members of the Examination Committee at the time of the adjudication and recorded by the Committee Chair. The Chair of the Examining Committee and the Associate Dean for Graduate Studies in the Faculty of Rehabilitation Medicine are responsible for forwarding those details (conditions that remain to be met, cause for adjournment and plans for reconsideration of the thesis, or reason for failure) to the Dean of the FGSR along with the official report of the examination outcome.

As soon as possible following the adjudication decision, the candidate should be invited back into the room by the Committee Chair and informed of the Committee's decision. In the case of conditional passes (Candidacy), examination adjournments (Final Doctoral Examination), failures, or the need for extensive revisions to a document, the supervisor typically provides explanatory details to the student at a later time. The supervisor also is responsible for describing to the student the factors that influenced the Committee's decision.

If signatures of the Committee members are required following the Final Doctoral Examination, they should be obtained at the end of the examination meeting before the examiners have dispersed. Where editorial changes have been suggested for a thesis that is otherwise successfully defended, signatures are obtained from all but the supervisor who is charged with signing off on the document once all the necessary changes have been made.

### ***POST-EXAMINATION PROCEDURES***

On the advice of the Examination Chair, the Associate Dean for Graduate Studies in the Faculty of Rehabilitation Medicine is responsible for advising the FGSR of the outcome of the Candidacy Examination or the Final Doctoral Examination by means of the appropriate forms ("Recommendation for Change of Category Form" following a successful Candidacy Examination; "Report of Completion of Final Oral Examination" following the Final Doctoral Examination), or a full report associated with a Conditional Pass, Adjournment, or Failure.

Following a successful thesis defense, the candidate and the supervisor are responsible for completing the revisions to the thesis within 30 days of the examination.

The candidate is responsible for submitting the final version of the thesis to the FGSR within six months of the examination.

Following a successful final examination the candidate also will be expected to make a formal presentation of the thesis at a public seminar sponsored by the Faculty of Rehabilitation Medicine, normally in Corbett Hall. Arrangements for this seminar will be facilitated by the supervisor and the Associate Dean, Graduate Studies.