



UNIVERSITY OF ALBERTA
FACULTY OF REHABILITATION MEDICINE

REHABILITATION SCIENCES POLICIES AND PROCEDURES MANUAL

2019-20

Faculty of Rehabilitation Medicine
University of Alberta
revised: July 2019

ADVANCING
THE ART & SCIENCE OF REHABILITATION



Table of Contents

1. Introduction – Graduate Programs in Rehabilitation Science	3
1.1 History and Overview	3
1.2 Program Administration	3
2. General Information	4
2.1 Admission Requirements and Deadlines	4
2.2 Registration	5
2.3 Academic Standing	6
2.4 Funding	6
3. PhD Program	7
3.1 Learning Outcomes	7
3.2 Required Components	7
3.3 Courses	7
3.4 Supervisory Committee	8
3.5 Plan of Study and Progress in the Program	8
3.6 Candidacy Examination	9
3.7 Research Prospectus Meeting	13
3.8 Final Doctoral Examination	13
4. MSc Program	16
4.1 Required Components	16
4.2 Courses	16
4.3 Supervisory Committee	17
4.4 Plan of Study and Progress in Program	17
4.5 The MSc Thesis (Prospectus Meeting and Thesis Defense)	18
5. Academic Integrity and Ethics Training Requirement	21
6. Professional Development Requirement	21
7. Special Plans of Study	21
7.1 Combined Clinical/Research programs (MScSLP/PhD and MScPT/PhD)	21
7.2. Specialism in Surgical Design and Simulation (MSc program)	21
7.3 In-Lieu-of-Master’s Thesis Requirement (Rehab 899)	22
8. Intellectual Property	23

9. Timelines and Informational Documents	24
9.1 Time Lines for Students and Supervisors in the PhD in Rehabilitation Science Program	24
9.2 Time Lines for Students and Supervisors in the MSc in Rehabilitation Science Program	27
9.3 Detailed Candidacy Examination Procedures – Part II (Oral Examination)	29
9.4 Detailed Procedures for Thesis Defense Examinations	30

1. INTRODUCTION – GRADUATE PROGRAMS IN REHABILITATION SCIENCE

1.1 History and Overview

The Rehabilitation Science graduate programs provide training for future rehabilitation scientists who seek to discover, integrate, and apply knowledge to improve the health and wellness of people with health conditions and disabilities. Applicants to the graduate programs include clinicians in the rehabilitation medicine professions (occupational therapy, physical therapy, speech-language pathology, and audiology), physical medicine (physiatry and orthopedics), as well as kinesiologists, and engineers with special interests in rehabilitation. Applicants also have interests in health care ethics, health policy, health systems, Indigenous health, rehabilitation and law, clinical service delivery and program management. The graduate programs benefit from the expertise of the supervisors within Rehabilitation Medicine as well as the research plan within the faculty with research foci in three areas including: Neuroscience and Mental Health, Prevention and Management of Chronic Conditions, and Children's Health and Wellness

The Faculty of Rehabilitation Medicine offers PhD and Masters programs in Rehabilitation Sciences, as well as combined programs that provide the opportunity for highly qualified students to complete clinical and research training at the same time. The PhD in Rehabilitation Science program celebrated its 25th year in 2018. The MSc in Rehabilitation Science program was approved in the spring of 2006. The 5-year combined MScSLP/PhD program was approved in 2015; the combined MScPT/PhD program accepted its first students in 2018. All programs are designed to train students to be researchers who can work in a variety of settings, including but not limited to academic, not-for-profit, private, government and industry settings.

1.2 Program Administration

The Rehabilitation Science graduate programs are administered by the Dean of the Faculty of Rehabilitation Medicine, through the Chair of the Rehabilitation Science Graduate Program Committee (the Associate Dean- Graduate Studies). The Academic Advisor- Rehabilitation Science, provides day-to-day support for operation of the programs. The student's first point of contact in the program is the Academic Advisor-RS.

Primary Contacts:

Angela Libutti, Academic Advisor – Rehabilitation Science – angela.libutti@ualberta.ca

Trish Manns, PhD PT Associate Dean, Graduate Studies (Chair Rehabilitation Science Graduate Program Committee)

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 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 the FGSR Graduate Program manual link as it is referred to throughout this document.**

The information in **this** manual is specific to the Faculty of Rehabilitation Medicine graduate programs, and meets the minimum requirements set by the FGSR. Throughout this manual, the Rehabilitation Sciences eClass site is referred to. Once admitted, students receive access to the eClass site.

2. GENERAL INFORMATION

2.1 Admission Requirements and Deadlines

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

1. **PhD program:** a master's degree or the equivalent of an honours BSc degree in a rehabilitation discipline or a related field. Trained medical doctors or clinicians (OT, PT, SLP, Audiology) may apply directly to the PhD program and if accepted will be expected to complete an in lieu of thesis;
MSc program: a bachelor's degree or equivalent or a previous graduate degree in a rehabilitation discipline or related field;
Combined programs: applicants must meet the application requirements of both programs, for more information see [Combined Programs](#)
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) Pearson Test of English Academic (preferred test of competency of English language) overall minimum score of 59; 2) 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; 3) International English Language Testing System (IELTS) minimum overall band score of 6.5 with at least 5 on each test band;
Note: Changes to English language admission requirements have been approved and will take effect for Fall 2020 applicants. The new requirements are: Pearson Test of English, (PTE Academic), no score lower than 70; TOEFL internet score 100; IELTS 7.5 (with no band lower than 7).
4. Identify a faculty member within the Faculty of Rehabilitation Medicine 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 research statement using the directions: *Please write a short description of the research interests you discussed with your potential supervisor. Explain how the proposed research relates to your career goals, listing your academic, research and professional plans. Talk about how your background (academic training and work experience) make you a suitable candidate to complete research in this field. Also, discuss why you've chosen to apply to the Rehabilitation Science program at the University of Alberta (word limit 500 words).*

On the admission application system, you will be prompted to complete the research statement. The student (not the proposed supervisor) must write the statement. 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 either the PhD or MSc Program in Rehabilitation Science lies with the Rehabilitation Science – Graduate Program Committee (RS-Graduate Program Committee). The final decision regarding *admission* of an acceptable applicant to the PhD or MSc Program lies with the FGSR. Admission application fees are non-refundable.

Admission deadlines are April 15 for Fall admission and September 15 for Winter Admission. All documents, including reference letters, must be received by the admission date in order for the application to be considered. The RS-Graduate Program Committee considers applications once the deadline has passed, with admission decisions generally made within 30 days after the admission deadline. In compelling circumstances, it may be possible to apply after the admission deadline – please contact the Associate Dean for information. Students who do not meet admission deadlines will not be eligible for faculty level funding (e.g., graduate research assistantships provided by the Faculty of Rehabilitation Medicine) in their first term.

2.2 Registration

Students who register as full-time students at the beginning of their program must remain full time (a policy of the FGSR). Students who start part-time may transition to full time and back, as is appropriate during their program. It is expected that students who are working more than 2 days per week outside of the faculty will be registered in part-time studies.

2.3 Academic Standing

All students must maintain a grade point average ≥ 3.0 , throughout their program. Student progress in the program is monitored. Course, program or general performance, below the expectations set out for graduate students may result in academic probation.

Read more at: [Academic Standing](#)

2.4 Funding

The Faculty of Graduate Studies and Research is working towards a policy that mandates a minimum level of funding for full-time PhD students. That policy is not expected to be in place for at least two years. In Rehabilitation Medicine, we will work with supervisors and students to create a funding package that will support students throughout their programs. Funding packages typically include supervisor and faculty funding (research assistantship, teaching assistantship), as well as studentship funding (i.e., through tri-council awards).

At this time, we guarantee some funding for PhD students in Year 1 and 2, and MSc students in Year 1.

Scholarships and Awards:

The Faculty of Rehabilitation Medicine offers recruitment awards to highly competitive students (i.e., students who will be competitive for national funding through the tri-council agencies). The call for applications for this award goes out to supervisors on March 15 and August 15 of each year. Contact your supervisor about applying for a Faculty of Rehabilitation Medicine recruitment award.

PhD and MSc 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), or the Canadian Institutes for Health Research (CIHR), as well as provincial agencies (Alberta Innovates). In addition, the Graduate Program Committee may nominate eligible, newly admitted doctoral students for FGSR 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. Links can be found on the Rehabilitation Science eClass site.

3. PHD PROGRAM

3.1 Learning Outcomes

In 2018-19, the Rehabilitation Sciences Program Committee worked with Faculty and Students to document expected learning outcomes from our programs. The Rehabilitation Science Learning Outcomes as well as information about their process for development can be found on the Rehabilitation Sciences eClass site and publically available on our website.

3.2 Required Components

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

3.3 Courses

Required Courses (12 credit units):

- **REHAB 600** - Theory and Issues in Rehabilitation Science
An orientation to the theoretical bases of rehabilitation science and its historical development.
- **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.
- **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.
- **Graduate-level research analysis course**

Unusual circumstances may warrant that a student substitutes another course for 1 of the 3 required courses within the Faculty of Rehabilitation Medicine (REHAB 600, 601 & 603). In cases where substitution 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 Faculty of Rehabilitation Medicine 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 are normally 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-Graduate Program Committee and the Graduate Program Committee (as indicated).

3.4 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. The committee is appointed within the first 12 months. The FGSR *Graduate Program Manual* provides detailed information about who may serve, and in what capacity.

Once the Supervisory Committee's membership is finalized, the supervisor forwards the names of the committee members to the Chair, RS-Graduate Program Committee via the Academic Advisor, RS (alibutti@ualberta.ca). A form documenting this finalized committee is then forwarded to FGSR. If the membership of the Supervisory Committee needs to be revised, the Chair, RS-Graduate Program Committee must be notified, and the committee composition will be resubmitted to FGSR.

3.5 Plan of Study and Progress in the Program

The Plan of Study for a student's doctoral program includes a listing of the required components of the PhD program. Normally, the Plan of Study form (on Rehabilitation Sciences eClass site) should be submitted by the student's supervisor to the RS-Graduate Program Committee within the first year of the student's doctoral program. Please submit the form electronically to the Academic Advisor, RS (alibutti@ualberta.ca). If the Plan of Study is modified, supervisors must submit such changes to the RS-Graduate Program Committee (via the academic advisor) as soon as possible.

The Supervisor and the Supervisory Committee shall provide direction to the PhD student at all stages of the program; and will have a formal meeting with the student *at least once a year*. A summary of this annual meeting, which will include a discussion of student progress and plans for the coming year, will be documented in the Student's Annual Report (on Rehabilitation Sciences eClass site). All Supervisory committee members sign this report.

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, 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](#).

3.6 Candidacy Examination

Background Information about Candidacy (from FGSR)

The Candidacy Examination will be conducted according to the regulations specified by the *FGSR Graduate Program Manual*. In brief, the FGSR mandates that the candidacy examination is an oral examination. Each department offering a doctoral degree is responsible for establishing detailed examination policies and procedures for candidacy examination. These documents should be publicly available. The overarching purpose of the Candidacy Examination, as stated in the FGSR graduate program manual, is to determine whether students have adequate knowledge to conduct research at a doctoral level. Specifically, in a candidacy examination students must demonstrate to the satisfaction of the examining committee that they possess:

1. An adequate knowledge of the discipline and of the subject matter relevant to the thesis;
2. The ability to pursue and complete original research at an advanced level;
3. The ability to meet any other requirements found in the departments' published policy on candidacy examinations.

Candidacy Examination Policies and Procedures in the Faculty of Rehabilitation Medicine

A. General Information

The Rehabilitation Sciences candidacy examination takes place in the student's second year in the program and is an opportunity for the student to demonstrate the knowledge and skills of an independent researcher. The candidacy exam should be completed before the student commences their doctoral research work. In the FRM, the candidacy examination has two parts (written examination and oral examination). The research prospectus meeting, where the student presents their proposed doctoral research, is separate and held within the three months after candidacy completion.

In FRM, a student who passes the candidacy exam demonstrates: 1) knowledge of a specific research area and the ability to articulate a gap in knowledge (both orally and in writing); 2) knowledge of the theoretical foundations of the research (both orally and in writing); and 3) knowledge/skills specific to the methodology proposed for doctoral research. The knowledge tested varies depending on the student's research interests as well as the supervisory committee.

The Candidacy exam is conducted by the Candidacy Examination Committee which consists of the Supervisory Committee plus two arm's length members (see FGSR Graduate Program Manual for specifics of committee membership and other information). The arm's length members (i.e., faculty members who have not been involved with the student's program prior to the candidacy exam) must not have worked with the student previously in any capacity. The arm's length examiners can be faculty members the supervisor has worked with previously.

At least two months prior to the written examination, the student must provide a 2-page outline of the research proposal to the candidacy committee. Knowledge of the proposed research will allow the reading list and written questions in Part 1 of the candidacy exam to sufficiently address the stated purpose of the candidacy exam (i.e., assess the student's knowledge related to the proposed thesis work, and their ability to conduct original research).

B. Part I (Written Examination)

At least 2 months before the date of written examination, the Supervisory Committee (with input as appropriate from the two additional members of the Candidacy Committee), will agree on a reading list that guides the student's preparation. Using the reading list, as well as knowledge of the proposed thesis research (provided by the student in the 2-page, outline), members of the Candidacy Examination Committee collaborate to develop three questions. These three questions comprise the take-home written examination the student will complete. Each question will be answered in extended essay format (5-10 double-spaced pages in 12-point font) and completed in 7 days. Supervisors are directed to the eClass site (see for supervisors tab) for more detailed information about candidacy plan development.

Upon completion of the written examination, the student will return the examination to the Chair, RS-Graduate Program Committee, and it will be forwarded to each member of the Candidacy Examination Committee *at least two weeks* prior to the oral component of the candidacy exam. Committee members will independently assess the student's written answers prior to the oral examination.

C. Part II (Oral Examination)

Part II is an oral examination that provides students with the opportunity to respond to questions about their written answers generated in Part I and to demonstrate their ability to pursue and complete original research at an advanced level. The oral examination will be scheduled for a 2.5-hour time slot with approximately 2 hours of direct examination, and the remaining time for committee introduction and post-exam deliberation. During the oral examination, examiners will follow-up on the written answers (e.g., ask for clarification, probe for greater depth). At the oral examination, questions unrelated to the written answers can be included, if they address the learning outcomes of the candidacy exam.

A chair will be assigned for the oral examination by the Associate Dean's office. The detailed procedures followed during this meeting are found [here](#).

In the Faculty of Rehabilitation Medicine, the outcome of the Candidacy Examination is based on the written and oral examination. The possible outcomes the examination committee will consider are:

- Adjourned
- 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.

The explanation of the different outcomes, as documented in the FGSR Graduate Program manual is:

Adjourned: A majority of examiners must agree to an outcome of Adjourned. The candidacy examination should be adjourned in the event of compelling, extraordinary circumstances such as a sudden medical emergency taking place during the examination or possible offences under the Code of Student Behaviour after the examination has started.

Pass: All or all but one of the examiners must agree to an outcome of Pass. If the student passes the candidacy examination, the department should complete the Report of Completion of Candidacy Examination form and submit it to the FGSR.

Conditional Pass: A Conditional Pass is appropriate when the student has satisfied the committee in all but a very discrete area of deficiency that can be addressed through a reasonable requirement (e.g., coursework, literature review, upgrading of writing skills). Reworking of the candidacy proposal is not an acceptable condition and the examiners should consider the options available for a student that has failed the examination.

A majority of examiners must agree to an outcome of Conditional Pass. If the candidacy examining committee agrees to a conditional pass for the student, the chair of the examining committee will provide in writing within five working days to the Dean, FGSR, the graduate coordinator and the student:

- the reasons for this recommendation,
- the details of the conditions,
- the timeframe for the student to meet the conditions, but which should be no less than six weeks and no more than six months.
- the approval mechanism for meeting the conditions (e.g., approval of the committee chair or supervisor, or approval of the entire committee, or select members of the committee), and
- the supervision and assistance the student can expect to receive from committee members

Conditions are subject to final approval by the Dean, FGSR. At the deadline specified for meeting the conditions, two outcomes are possible:

- All the conditions have been met. In this case, the department will complete the Report of Completion of Candidacy Examination form and submit it to the FGSR; or
- If the conditions are not met by the deadline, the outcome of the examination is a fail and the committee must be reconvened to make the recommendation as described in the following section

Fail: All or all but one of the examiners must agree to an outcome of Fail.

The options available to the examining committee when the outcome of a student's candidacy exam is "Fail" are

- **Repeat the Candidacy:** Repeating the Candidacy is not an option after a second failed examination. A majority of examiners must agree to an outcome of Fail and Repeat the Candidacy. If the student's first candidacy exam performance was inadequate but the student's performance and work completed to date indicate that the student has the potential to perform at the doctoral level, the examining committee should consider the possibility of recommending that the student be given an opportunity to repeat the candidacy exam. Normally, the composition of the examining committee does not change for the repeat candidacy exam. If the recommendation of a repeat candidacy is formulated by the examining committee and approved by the FGSR, the student and graduate coordinator are to be notified in writing of the student's exam deficiencies by the chair of the examining committee. The second candidacy exam is to be scheduled no later than six months from the date of the first candidacy. In the event that the student fails the second candidacy, the examining committee shall recommend one of the following two options to the department:
- **Change of Category to a Master's Program:** All or all but one of the examiners must agree to an outcome of Fail and Change of Category to a Master's Program. This outcome should be considered if the student's candidacy examination performance was inadequate and the student's performance and work completed to date indicates that the student has the potential to complete a master's, but not a doctoral, program; or
- **Termination of the Doctoral Program:** All or all but one of the examiners must agree to an outcome of Fail and Terminate the Doctoral Program. If the student's performance was inadequate, and the work completed during the program is considered inadequate, then the examining committee should recommend termination of the student's program.

If the candidacy examining committee agrees that the student has failed, the committee chair will provide the reasons and the recommendation to the faculty. The graduate coordinator will then provide the report, together with the faculty's recommendation, to the Dean, FGSR, and to the student.

For failed candidacy examinations, an Associate Dean, FGSR, normally arranges to meet with the student (and others as required) before acting upon any Faculty recommendation.

3.7 Research Prospectus Meeting

A meeting and public presentation will be scheduled to consider the Candidate's PhD thesis proposal. This meeting must be held within 3 months of Part II of the candidacy (oral examination). The supervisor chairs this meeting, following the procedures outlined below. The prospectus meeting is attended by the supervisory committee and the arm's length examiners (if desired). Participation of the full candidacy examination committee is not required.

In preparation for the prospectus meeting, the candidate will write a thesis proposal that includes a literature review, rationale, research questions and proposed methods, and preliminary data where appropriate. The thesis proposal is limited to 50 pages, excluding references and appendices. It should be provided to the committee at least 2 weeks prior to the public presentation.

At the prospectus meeting, the candidate will provide a 20-minute public presentation. Following the public presentation, the candidate meets with the supervisory committee to discuss and defend the proposal. The proposal should be revised (if needed) based on the discussion at the prospectus meeting. The supervisory committee must sign the [Prospectus Meeting Approval Form.pdf](#) indicating the outcome of the meeting. Options for outcome include: approve (research can commence); approve with revisions (research can commence once revisions complete); approval withheld (changes/concerns are such that committee recommends 2nd proposal meeting prior to research commencing).

3.8 Final Doctoral Examination

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

A. 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 students should refer to the FGSR website – Thesis Preparation, Requirements & Deadlines section found [here](#). 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. Students and supervisors can view examples of previous Rehabilitation Medicine theses on the ERA: Educational and Research Archive. [See ERA](#). Use the search field to identify the work of students in Rehabilitation Medicine.

B. 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 is the external examiner). For details on committee membership see FGSR Graduate Program Manual.

C. The *procedures and timelines* related to the final doctoral examination are:

- a. **Supervisor recommends an external examiner** to be a part of the final doctoral examination committee. This person should be a senior researcher with expertise in the thesis area. They must not have a conflict with the supervisor or the student (i.e., should not have worked with either in the previous 6 years). The supervisor should:
 - a. informally approach the proposed external examiner to determine their willingness to serve. Provide them with information about when you expect the exam to occur.
 - b. Ask for a brief *curriculum vitae of the proposed external examiner* and forward to Associate Dean's office (Angela – alibutti@ualberta.ca).
 - c. After the examiner's name and CV have been received, the *Request to Invite External Examiner form* will be submitted to FGSR. The Chair, RS-Graduate Program Committee will officially invite the external examiner to serve. The external examiner should be confirmed at least 2 months in advance of the proposed defense.
 - d. The faculty has made a commitment to, where possible, bring the external examiner to Edmonton to attend in person. If they attend in person, the supervisor will host their visit along with the Associate Dean. The external examiner will also be expected to provide a research presentation to Faculty and students. Guidelines related to external examiners can be found in the supervisor section of the EClass site.
- b. **Supervisory committee members provide preliminary approval** of the thesis prior to the thesis going to the external examiner (Completion of Preliminary Acceptance of Thesis Form). Signing off on this form means that the student and their thesis proceed to the final examination, it does not restrict the examination outcomes available to the committee at defense.

- c. **Send completed thesis** to all examining committee members (including the external examiner) at least 4 weeks in advance of the examination.
- d. **Notify FGSR.** Once the membership of the Final Doctoral Examination Committee, including the external examiner, has been confirmed, the Academic Advisor-RS will notify the FGSR. This occurs no later than *3 weeks* prior to the Final Doctoral Examination date.
- e. **Final Doctoral Examination.** At the final examination, the public presentation of the thesis (~ 20-30 minutes), precedes the oral examination. The final doctoral examination, including the public presentation, should not exceed 3 hours. A chair will be assigned for the Final Doctoral Examination. The detailed procedures followed during this meeting are found [here](#).
- f. **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".
- g. **Follow up activities.**
 1. Immediately after the Final Doctoral Examination it is the responsibility of the Chair, RS-Graduate Program Committee 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, RS-Graduate Program Committee 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), they 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 at [Thesis preparation, requirements and deadlines](#)

- h. **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.

4. MSc PROGRAM

4.1 Required Components

1. A minimum of 15 units of course weight at the graduate level (i.e., three required courses and at least two, 3-credit elective courses)
2. The MSc Thesis - including prospectus meeting and final examination (thesis defense)
3. Training in Academic Integrity and Ethics
4. FGSR Professional Development Requirement

4.2 Courses

Required Courses (9 credit units)

- **REHAB 500 – Conducting Rehabilitation Research**
Preparation of a plan to conduct research including writing a proposal. Students will discuss critically various aspects, such as the selection of the problem, the review of the literature, the research hypothesis, the collection and analysis of the data, and the significance of the research.
- **REHAB 512 – Theories and Issues in Rehabilitation Science**
An orientation to the theoretical bases of rehabilitation science and its historical development.
- **Graduate-level course in research analysis.**

Unusual circumstances may occasionally warrant that a student substitute another course for 1 of the 2 required courses within the Faculty of Rehabilitation Medicine (REHAB 500 & 512). 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-Graduate Program Committee. That request should include identification of appropriate alternative coursework (in the Faculty of Rehabilitation Medicine 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. Typically only 1 required-course substitution will be allowed in a student's MSc 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 MSc studies and should be included in the student's plan of study. Subsequent, reasonable revisions to the optional coursework on a student's plan of study are allowable, and will be reviewed for approval by Chair, RS-Graduate Program Committee and the RS-Graduate Program Committee (as indicated).

4.3 Supervisory Committee

An MSc student's program is directed by a Supervisory Committee of at least 2 full-time staff members, one of whom is the student's Supervisor and chair of the supervisory committee. The committee is appointed within the first 12 months. 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-Graduate Program Committee via the Academic Advisor-RS (alibutti@ualberta.ca). If the membership of the Supervisory Committee needs to be revised, the Chair, RS-Graduate Program Committee must be notified.

4.4 Plan of Study and Progress in Program

The Plan of Study for a student's MSc program includes a listing of the required components of the program. Normally, the **Plan of Study form** (found on Rehabilitation Science eClass site) should be submitted by the student's supervisor to the Chair, RS-Graduate Program Committee *within the first year* of the student's master's program. Please submit the form electronically to the Academic Advisor-RS (alibutti@ualberta.ca). If the Plan of Study is modified, supervisors must submit such changes to the Chair, RS-Graduate Program Committee (via the academic advisor) as soon as possible.

The Supervisor and the Supervisory Committee shall provide direction to the MSc student at all stages of the program; and will have a formal meeting with the student *at least once a year*. A summary of this annual meeting, which will include a discussion of student progress and plans for the coming year, will be documented in the Student's Annual Report. (found on Rehabilitation Science eClass site) All Supervisory Committee members sign this report.

Student progress in the program, as set out in the plan of study, is monitored. Course (grade point average ≤ 3.0), program or general performance, below the expectations set

out for graduate students, may result in academic probation. Read more at: [Academic Standing](#)

The maximum period of time permitted to complete the requirements for an MSc degree is 4 years (see FGSR Graduate Program Manual). When unusual circumstances have prevented timely completion of the degree or degree requirements, 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 MSc-RS Program](#).

4.5 The MSc Thesis (Prospectus Meeting and Thesis Defense)

Prospectus Meeting: A meeting is required to consider the Candidate's MSc thesis proposal. The Academic Advisor-RS (alibutti@ualberta.ca) will assist with scheduling the meeting. The supervisor chairs the prospectus meeting which is attended by the supervisory committee. The prospectus meeting is an informal meeting designed to give the student the opportunity to present and defend their proposal.

In preparation for the prospectus meeting, the student will write a thesis proposal that includes a literature review, rationale, research questions and proposed methods, and preliminary data where appropriate. The thesis proposal is limited to 30 pages, excluding references and appendices. It should be provided to the committee at least 2 weeks prior to the meeting.

At the prospectus meeting. The student will provide a 20-minute presentation to the committee. After the presentation, the student will meet with the supervisory committee to discuss and defend the proposal, and be prepared to make changes as indicated. A consensus among the supervisory committee must be reached about changes to be made to the proposal on the basis of this meeting. The supervisory committee must sign the Prospectus Meeting Approval Form indicating the outcome of the meeting. Options for outcome include: approve (research can commence); approve with revisions (research can commence once revisions complete); approval withheld (changes/concerns are such that committee recommends 2nd proposal meeting prior to research commencing).

Final MSc Examination: The Final MSc Examination is an oral exercise, based largely on the master's thesis. The examination is arranged by the Supervisor or the Chair of the Examining Committee, not by the student, and must conform to FGSR regulations (Graduate Program Manual). All logistical aspects of the exam (scheduling, booking rooms etc. is done by the academic advisor). Important information about thesis requirements, and procedures and timelines related to the exam are below.

A. Final MSc Examination Committee

The examination committee consists of the committee and one arm's length examiner. The arm's length examiner must be external to the student and the project (i.e., has not

worked with the student or been involved in the Master's project in any way). They do not have to be external to the supervisor and can be from Rehabilitation Medicine or from another faculty at the University of Alberta. It is possible for arm's length examiners to be from outside the University of Alberta with appropriate rationale for that choice. The supervisor should forward the name of the arm's length examiner to the Rehabilitation Science Academic Advisor at least 4 weeks prior to the defense. A form providing the names of the examination committee (minimum of 3 people, supervisory committee plus 1 arm's length examiner added at the time of defense) will be forwarded to FGSR. Once the committee is set, the academic advisor will work with the supervisor and committee members to schedule the defense.

B. Thesis Preparation and Requirements

The FGSR has assigned the following title to the degree in this program: Masters of Science in Rehabilitation Science, Faculty of Rehabilitation Medicine. This should appear on the title page of the 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. Find information [here](#). In the Faculty of Rehabilitation Medicine, the student has 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 1-2 'papers'. These will be similar to manuscripts sent for submission (i.e., a self-contained introduction, methods, results and discussion specific to the paper).

All theses must be submitted electronically. Use the Thesis Submission Checklist found [here](#) to ensure you have completed all the FGSR requirements related to thesis preparation.

C. Procedures and Timelines related to the final MSc examinations are:

- a. Before a date for the Final Masters Examination is determined *the members* of the Supervisory Committee must declare in writing that the thesis is of adequate substance to warrant that the student proceed to the final examination or that the thesis is unsatisfactory and the student should not be allowed to proceed to the final oral examination. Signing off on the **Preliminary Acceptance of Thesis** form means that the student and their thesis proceed to the final examination, it does not restrict the examination outcomes available to the committee at defense. This happens at least one month prior to defense.
- b. The Final MSc Examination will be conducted according to the regulations specified by the Faculty of Graduate Studies and Research (FGSR *Graduate Program Manual*).
- c. At the final examination, the public presentation of the thesis (~ 20-30 minutes), precedes the oral examination. The final examination, including the public

presentation, should not exceed 2.5 hours. A chair will be assigned, by the Associate Dean's office, for the final examination. The detailed procedures followed during this meeting are found [here](#).

- d. 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: Adjourned, Pass, Pass subject to revisions, Fail. There is no provision for a final examination to be "passed subject to major revisions". Please see the FGSR Graduate Program Manual for more information on these outcomes.
- e. Follow up activities. Immediately after the Final MSc Examination, it is the responsibility of the Chair, RS-Graduate Program Committee to advise the FGSR of the examining committee's decision by means of the form, *Report of Completion of Final Oral Examination*.

If the examining committee agrees to adjourn, pass subject to revisions, or fail, 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), and
- the supervision and assistance the student can expect to receive from committee members.

Normally, if the student successfully completes the Final MSc Examination (i.e., the outcome is pass or pass subject to revisions), the student should make the appropriate revisions within 30 days of the Final Master's Examination. 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.

Student Responsibilities related to completion of the program: Students must ensure that they are registered in THES at the time of their thesis defense and up to the point when their final thesis is submitted to FGSR.

5. ACADEMIC INTEGRITY AND ETHICS TRAINING REQUIREMENT

Graduate students at the University of Alberta are required to complete at least 8 hours of training in academic integrity and ethics. The FGSR website outlines the requirements and provides resources that may be used to fulfil the requirement. Find information [here](#). Information on the Rehabilitation Sciences eClass site provides students with resources including ***A Guide to Academic Integrity for Graduate Students, and a one-page Understanding Plagiarism Tip sheet***. These resources help you clarify what is meant by certain terms and what the University considers to be dishonest behavior. To log your Academic Integrity and Ethics Training hours and to find information about options for academic integrity training, use the Training in Academic Integrity and Ethics (Information and Tracking Summary Form) found on the eClass site.

6. 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>.

The Rehabilitation Sciences eClass site has a section where you will find forms and information required to complete professional development activities.

7. SPECIAL PLANS OF STUDY

7.1 Combined Clinical/Research programs (MScSLP/PhD and MScPT/PhD)

The combined programs bring together two programs to achieve efficiencies that help exceptional students seamlessly complete combined clinical and research studies. You will find information about the combined programs in SLP and PT at the following links:

[MScSLP/PhD program information](#)

[MScPT/PhD program information](#)

7.2. Specialism in Surgical Design and Simulation (MSc program)

This program is for students who are interested in working as part of a surgically based team to apply advanced digital technology to surgical design and simulation

and contribute significantly to the work of a research team focused in Rehabilitation Science. For more information go to [link](#)

7.3 In-Lieu-of-Master's Thesis Requirement (Rehab 899)

The in-lieu-of-thesis requirement applies to students admitted to the PhD program with Master's degrees from non-thesis programs. This includes students admitted from honours baccalaureate programs and students with clinical degrees (OT, PT, SLP, MD). This requirement may be waived if a student has a thesis or equivalent piece of publishable research prior to enrolment in the PhD program. Requests to waive the in-lieu-of-thesis requirement should be forwarded to and discussed with the Associate Dean-Graduate Studies.

Students who must complete this requirement will register for 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. REHAB 899 can be used to fulfill one of the required elective courses.

Steps to complete an in-lieu-of-thesis include:

1. Idea stage - Conceive of an appropriate research project to complete. Options include experimental research (quantitative/qualitative) or a review (narrative, systematic) related to your thesis interests. Secondary analysis is acceptable. Idea discussions should happen with your supervisor. Note: the project should be of sufficient scope to result in a publishable outcome.
2. In-lieu-of-thesis proposal - Decide on your project and write up a research proposal including background and rationale, research question (s) and proposed methods. The proposal should be 20 pages or less (exclusive of references or appendices).
3. Committee formation. You and your supervisor should form an in-lieu-of-thesis committee consisting of three faculty members (usually from within the Faculty of Rehabilitation Medicine). The in-lieu-of-thesis committee does not have to be the same as the PhD committee.
4. Meeting with your in-lieu-of-thesis committee. At the meeting you will present your proposal orally (15-20 minutes), followed by a discussion about the proposal with the goal to refine it prior to starting.
5. Conduct the research
6. Write up the research project. The project's implementation, results and analysis must be described in a formal paper. This paper should be of publishable quality.
7. Defend the research project in an oral examination. The defense of an in-lieu-of-thesis includes a student presentation (15-20 minutes) and a question and answer session with the in-lieu-of-thesis committee.

The in-lieu-of-thesis 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. It is strongly recommended that students who need to complete an in-lieu-of-thesis project enroll in Rehab 500 in their first term (where course content focuses on research methods and proposal writing) and register in Rehab 899 in the second term.

The in-lieu-of-thesis project must be completed prior to the PhD Candidacy Examination.

8. 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>.

9. TIMELINES AND INFORMATIONAL DOCUMENTS

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

Milestones and Dates	Action	Forms/Other Correspondence
<p>Initial Meetings with Supervisor</p> <p>Prior to admission, and again at admission</p>	<p>Student meets with Supervisor(s) to begin to discuss the program</p>	<p>Supervisor-Supervisee form for the first meeting</p> <p>See Conversation checklist for new graduate students (on Rehab Sciences eClass site – for supervisors tab).</p>
<p>Supervisory Committee and Plan of Study</p> <p>Within one year of admission</p>	<p>Approval of the Supervisory Committee</p> <p>Discussion of the plan of study, with the supervisory committee</p>	<p>“Approval of Supervisor/ Supervisory Committee” to FGSR</p> <p><i>Plan of Study</i> form to the Rehabilitation Science Graduate Programs Committee</p>
<p>Annual Supervisory committee meeting</p>	<p>Supervisory Committee must meet with the student at least once per year to review student’s progress. Milestones (candidacy, prospectus) serve as the annual meeting in year’s where those meetings happen.</p>	<p>Students submit an annual report (to Associate Dean’s office) which summarizes progress on thesis work as well as the plan for the coming year.</p>
<p>Candidacy Examination</p> <p>Part I and Part II: Normally in Year 2. Must be within 3 years of the start of program and no less than 6 months prior to Final Doctoral Examination</p>	<p>3 months prior to Part I, the supervisory committee develops a reading list. The student writes Part I as take-home examination (1 week).</p> <p>Part II (an oral component of the exam) is scheduled by the supervisor and Academic Advisor-RS.</p> <p>See page 9 for full procedures.</p>	<p>“Notice and Approval of Doctoral Candidacy Examining Committee” - must go to FGSR at least 3 weeks prior to Part II (oral examination).</p> <p>“Report of Completion of Candidacy” form. Chair, RS-GPC sends the form to FGSR as per conditions of the outcome.</p>
<p>Prospectus Meeting</p> <p>Within 3 months of Successful Candidacy Examination</p>	<p>Student provides thesis proposal to the Supervisory Committee. Student provides a public presentation of the proposal and then meets with the supervisory committee to discuss proposed research.</p>	<p>Supervisory Committee completes the <i>Prospectus Meeting Approval Form</i> and supervisor submits to Chair, RS-GPC.</p>

<p>Scheduling and Defense of Doctoral Dissertation</p> <p><u>At least 3 months</u> prior to Final Doctoral Examination</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 an approximate date for the examination.</p>	<p>Letter from Supervisor to Chair of the GPC recommending Final Doctoral Examination Committee membership including a suggestion for the external member.</p>
<p><u>At least 2 months</u> prior to Final Doctoral Examination date</p>	<p>Completion of PhD thesis. Chair, Graduate Programs Committee approves and invites external examiner suggested by the supervisor and informs FGSR.</p>	<p>Chair, RS-GPC sends Copy of “Request to Invite External Examiner” to FGSR. A formal invitation from Chair, RS-GPC to the external examiner.</p>
<p><u>At least 4 weeks</u> prior to Final Doctoral Examination</p>	<p>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>External examiner/reader receives the thesis</p>	<p>Supervisor submits “Preliminary Acceptance of Thesis” to Chair, RS-GPC</p> <p>Academic Advisor-RS sends thesis, copies of instructions for an oral examination, with a CV of Candidate by express mail to External examiner/reader</p>
<p><u>At least 3 weeks</u> prior to Final Doctoral Examination</p> <p>Thesis Defense</p>	<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 provides a public presentation of the thesis.</p>	<p>Chair, RS-GPC, sends “Notice and Approval of Doctoral Final Oral Examining Committee” to FGSR.</p>
<p>Immediately after the Final Doctoral Examination</p>	<p>FGSR is advised of the outcome of the final examination</p>	<p>Thesis Examination Signature Page provided by Academic Advisor-RS 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>
<p>Within 6 months of the Final Doctoral Examination</p>	<p>The revised thesis is submitted to the Supervisor and/or Supervisory Committee</p>	<p>Signature(s) of all remaining members of the Final Doctoral Examination Committee obtained on the signature page of the thesis; Chair, RS-GPC informs FGSR of completion</p>

9.2 Time Lines for Students and Supervisors in the MSc in Rehabilitation Science Program

Milestones and Dates	Action	Forms/Other Correspondence
<p>Initial Meetings with Supervisor</p> <p>Prior to and at admission into the MSc program</p>	<p>Student meets with Supervisor(s) to begin to discuss the program</p>	<p>Supervisor-Supervisee form for the first meeting</p> <p>See Conversation checklist for new graduate students (on Rehab Sciences EClass site, for supervisors tab).</p>
<p>Supervisory Committee and Plan of Study</p> <p>Within one year of admission</p>	<p>Approval of the Supervisory Committee</p> <p>Discussion of the plan of study, with the supervisory committee</p>	<p>“Approval of Supervisor/ Supervisory Committee” to FGSR</p> <p><i>Plan of Study</i> form to the Rehabilitation Science Graduate Programs Committee</p>
<p>Annual Supervisory committee meeting</p>	<p>Supervisory Committee must meet with the student at least once per year to review student’s progress. Milestones (prospectus) serve as the annual meeting in year’s where those meetings happen.</p>	<p>Students submit an annual report (to Associate Dean’s office) which summarizes progress on thesis work as well as the plan for the coming year.</p>
<p>Prospectus Meeting</p> <p>At least 6 months prior to the Final MSc Oral Examination</p>	<p>A meeting is scheduled to consider the student’s thesis proposal.</p> <p>The thesis proposal must be submitted to the committee <i>at least three weeks prior</i> to the Prospectus Meeting.</p>	<p>Supervisory Committee completes the <i>Prospectus Meeting Approval Formal Form</i> and supervisor submits to Chair, RS-GPC.</p>
<p>Scheduling and Defense of MSc Dissertation</p> <p><u>At least 1 month</u> prior to Final MSc Examination</p> <p><u>At least 3 weeks</u> prior to Final MSc Examination</p>	<p>Completion of MSc 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>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</p>	<p>Supervisor submits “Preliminary Acceptance of Thesis” to Chair, RS-GPC</p> <p>Letter from Supervisor to Chair of the GPC recommending Final MSc Examination Committee membership including arm’s length member.</p> <p>Chair, RS-GPC, sends “Notice and Approval of MSc Final Oral Examining Committee” to FGSR.</p>

	<p>the thesis to all examination committee members.</p> <p>Candidate takes the final examination and provides a public presentation of the thesis.</p>	
Immediately after Final MSc Examination	FGSR is advised of the outcome of the final examination	<p>Thesis Examination Signature Page provided by Academic Advisor-RS 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 MSc Examination	The revised thesis is submitted to the Supervisor and/or Supervisory Committee	Signature(s) of all remaining members of the Final Doctoral Examination Committee obtained on the signature page of the thesis; Chair, RS-GPC informs FGSR of completion

9.3 Detailed Candidacy Examination Procedures – Part II (Oral Examination)

Usual Agenda for Meeting:

- 1.0 Introductions amongst student and examining committee (as needed).
- 2.0 Candidate absents him/herself and waits.
- 3.0 **Chair reviews procedures with committee including:**
 - 3.1 Remind examiners of the purpose of the examination (to allow the student to demonstrate: 1) An adequate knowledge of the discipline and of the subject matter relevant to the thesis; 2) The ability to pursue and complete original research at an advanced level). The questions that were provided in the oral portion of the exam help to define the knowledge expected.
 - 3.2 Remind examiners that the research abstract has been provided to give context to the discussions, but the proposed research has not been finalized thus questions should not focus explicitly on the research abstract
 - 3.3 Order of participation for questions (most arm's length to supervisor).
 - 3.4 Maximum questioning time first round – 10-15 minutes (2-3 questions). Time to be used primarily by the examiner that has the floor (i.e., brief questions from other examiners are okay, if kept at a minimum).
 - 3.5 **Recommendation choices at the end of the examination:**
 - 3.5.1 **Pass** - *All or all* but one of the examiners must agree to an outcome of Pass.
 - 3.5.2 **Conditional Pass** - A *majority of examiners* must agree to an outcome of Conditional Pass. If the candidacy examining committee agrees to a conditional pass for the student, the chair of the examining committee, with the assistance of the Associate Dean, will provide in writing:

The reasons for this recommendation, the details of the conditions, the timeframe for the student to meet the conditions, the approval mechanism for meeting the conditions (e.g. approval of the committee chair or supervisor, or approval of the entire committee, or select members of the committee; reconvene committee), and the supervision and assistance the student can be expected to receive from committee members. The documentation is forwarded, within five working days to the Dean, FGSR, the graduate coordinator and the student.

- 3.5.3 **Fail.** *All or all but one of the examiners must agree to the outcome of Fail.* If the candidacy examining committee agrees that the student has failed, the committee chair will provide a written report stating the reasons for the decision (and discuss with Associate Dean). The Associate Dean will forward the recommendation, along with the written documentation of the reasons for the decision to the Dean, FGSR, and to the student. Options in the event of a Fail are repeat candidacy, a transition to MSc, or terminate the program. For failed candidacy examinations, the Associate Dean, FGSR, normally arranges to meet with the student and others as required before acting upon any department recommendation.
- 3.5.4 **Adjourned.** A majority of examiners must agree to an outcome of Adjourned. The candidacy examination should be adjourned in the event of compelling, extraordinary circumstances such as a sudden medical emergency taking

place during the examination or possible offences under the Code of Student Behaviour after the examination has started.

- 4.0 Ask the supervisor to provide a biographical sketch about the candidate.
- 5.0 Ask the candidate to re-join the Examination Committee.**
- 6.0 Proceed with questioning from examining committee members until done. Aim for 2 hours maximum questioning. In the first round, examiners will have 10-15 minutes, second round 7-9 minutes. Ask if examiners would like a 3rd round but that is often not needed. It is reasonable to give the external examiner more time for questioning than the supervisor.
- 7.0 Once questioning is complete, give the candidate the opportunity to address the committee (e.g., questions, follow-up comments, etc.).
- 8.0 Adjudication.
 - 8.1 Ask the candidate to leave the room.
 - 8.2 Solicit committee members' feedback (same order as questioning) on:
 - 8.2.1 Committee member's recommendation (pass / conditional pass/ fail) as well as their reasons for the recommendation.
 - 8.3 Summarize feedback with examiners – prior to candidate rejoining
- 9.0 Wrap-up.
 - 9.1 Bring student back into the room and summarize decision as well as process forward.
- 10.0 Thanks to non-faculty examiners.
- 11.0 Adjourn (Note: there are no forms to sign related to candidacy).

9.4 Detailed Procedures for Thesis Defense Examinations

Agenda:

- 1.0 Introductions amongst student and examining committee (as needed).
- 2.0 Presentation. Note: the presentation (15-30 minutes in length) is public thus if there are persons in the room other than the examining committee, it is usually best to have the student do the presentation first. Invite brief questions from non-committee members. Once complete all non-committee members leave the room.
- 3.0 Candidate absents him/herself and waits.
- 4.0 **Chair reviews procedures with committee including:**
 - 4.1 Order of participation for questions (most arm's length to supervisor).
 - 4.2 Maximum questioning time first round – 10-15 minutes (2-3 questions).
 - 4.3 Time to be used primarily by the examiner that has the floor (i.e., brief questions from other examiners are okay, if kept at a minimum).
 - 4.4 Keep it informal (e.g., get coffee or snacks at any time).
 - 4.5 Remind the supervisor(s) to take careful notes regarding changes.
 - 4.6 **Recommendation choices at end of the examination:**
FOR EACH OF THE RECOMMENDATIONS BELOW – ALL OR ALL BUT ONE EXAMINER MUST AGREE
 - 4.6.1 **Pass** - thesis and student's defense approved.
 - Satisfied with student's performance and
 - Approve thesis as is.
 - 4.6.2 **Pass subject to minor revisions.**
 - Some changes required of a minor and/or editorial nature; identify specific changes;
 - Decide on a deadline for revision completion (usually in time for next convocation).

If the decision is Pass subject to minor revisions the Chair of the examining committee will provide, in writing, the reasons for this outcome including: the details of the required revisions, the approval mechanism for meeting the requirement for revisions, and the supervision & assistance the student can expect to receive from committee members. The information should be sent to the graduate coordinator and the student, within five working days. Oftentimes, the Chair can ask the supervisor to complete a draft of the revisions and forward to the Chair of the Examining Committee. Please review and send to Angela. We will forward this information to FGSR.

The student is required to make the revisions within six months of the date of the final examination.

4.6.3 **Adjournment** of final examination occurs

- If substantial changes (major re-working of sections) required.
- If committee is dissatisfied with the candidate's oral presentation/defense and thinks (s)he needs additional preparation
- Try not to adjourn for any other reason.

4.6.4 **Fail**

- Student's performance is poor
or
- The thesis is poorly done and committee questions the student's suitability for the degree.

4.7 Ask the supervisor to provide a biographical sketch about the candidate.

5.0 Ask the candidate to re-join the Examination Committee.

6.0 Presentation by the candidate (unless already done as specified in 2.0).

7.0 Proceed with questioning from examining committee members until done. Aim for 2 hours maximum questioning. In the first round, examiners will have 10-15 minutes, second round 7-9 minutes. Ask if examiners would like a 3rd round but that is often not needed. It is reasonable to give the external examiner more time for questioning than the supervisor.

8.0 Once questioning is complete, give the candidate the opportunity to address the committee (e.g., questions, follow-up comments, etc.).

9.0 Adjudication.

9.1 Ask the candidate to leave the room.

9.2 Solicit committee members' feedback (same order as questioning) on:

9.2.1 Quality of the written document.

9.2.2 Candidate's ability to handle questions/discussion.

9.2.3 Committee member's recommendation (pass / pass with minor revisions / adjourn / fail).

10.0 Wrap-up.

10.1 Bring student back into the room and summarize decision including changes required.

10.2 Specify who will sign off and who needs to see the revisions before signing off. Prior to the student rejoining the meeting, the committee will have decided together if all but the supervisor will sign, or if all will hold their signatures until the revisions are satisfactorily completed.

10.3 Invite examiners to leave notes, directives, edited manuscript, etc.

10.4 Reiterate examiners' willingness to be contacted by the student and supervisor.

11.0 Thanks to non-faculty examiners.

12.0 Sign the signature page if appropriate.

13.0 Adjourn.