

# 2016-17

## MScRS Policies and Procedures Manual

Faculty of Rehabilitation Medicine

University of Alberta

Revised: 02/01/2017

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**2016-2017**  
**MSc 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) MSc in Rehabilitation Science program in the spring of 2006. This program is designed to train future scientists and culminates in a research-oriented degree. It is especially well suited to students planning to pursue a PhD in Rehabilitation Science.

**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.

**Program Administration**

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 is a tenured or tenure-track faculty member (associate dean or vice-dean) 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.

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 MSc-RS program, and meets the minimum requirements set by the FGSR. The 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 manual.**

## II. ADMISSION TO THE PROGRAM

### A. Requirements

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

1. have a bachelor's degree or equivalent or a previous graduate degree in a rehabilitation discipline or related field from a recognized post-secondary institution;
2. have 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. identified 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 MSc program in Rehabilitation Science lies with the RS-GPC. The final decision regarding *admission* of an acceptable applicant to the MSc Program lies with the FGSR.

### B. Deadlines

The FRM follows the deadline procedures outlined in the FGSR *Graduate Program Manual* of the FGSR. 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. Required Components of the MSc Program**

The program requires successful completion of the following:

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

**D. Duration of the MSc Program**

The maximum period of time permitted to complete the requirements for an MSc degree is 4 years. When unusual circumstances have prevented timely completion of the degree or degree requirements, MSc 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 master's program are summarized in ***Timelines MSc-RS Program document on page 13.***

**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 MSc students:

***Graduate Research Assistantships:***

A limited number of Graduate Research Assistantships (GRA) are available to support MSc students. These funds are designed to provide temporary financial support until students receive scholarships and awards to fund their MSc

programs. Priority will be given to FRM students who are: (a) registered full-time, (b) in the first year 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 MSc 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, Graduate Studies will communicate by email about the deadlines for these applications.

***Scholarships and Awards:***

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), the Canadian Institutes for Health Research (CIHR), as well as provincial agencies (Alberta Innovates-Health Solutions). In addition, there are several awards administered through the FGSR. Students and supervisors are encouraged to read the information about these 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 MSc students through research grants. Students are encouraged to explore such options with their supervisors upon admission and throughout their programs.

**III. MSc PROGRAM**

**A. Courses**

***Required Courses (9 credit units)***

1. **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.
2. **REHAB 512 – Theories and Issues in Rehabilitation Science**  
An orientation to the theoretical base and application of Rehabilitation Science.

### 3. **Graduate level course in statistics or research design.**

Unusual circumstances may occasionally warrant that a student substitute another course for 1 of the 2 required courses within the FRM (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 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. 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 the Associate Dean, Graduate Studies and the GPC (as indicated).

#### **B. Supervisory Committee**

An MSc 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. 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, the Chair, RS-GPC must be notified.

The Supervisor and the Supervisory Committee shall provide direction to the MSc student at all stages of the program. The Supervisory Committee shall have a formal meeting with the student *at least once a year*. A summary of this annual review session and the expectations generated from it for the student should be prepared by the Supervisor, and signed by all members of the Supervisory

Committee and the student (*see Supervisory Committee Annual Report on page 30*). The Supervisor must then send copies sent to the student, the members of the Supervisory committee and the Chair, RS-GPC. Please submit the form online to the Administrative Assistant, GS: ([alibutti@ualberta.ca](mailto:alibutti@ualberta.ca)).

**C. Plan of Study**

The Plan of Study for a student's MSc program includes a listing of the required components of the program (see below). Normally, the **Plan of Study form on page 29** should be submitted by the student's supervisor to the RS-GPC *within the first year* of the student's master's 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. The MSc Thesis (Prospectus Meeting and Thesis Defense)**

**Prospectus Meeting:** It is required by the RS-GPC that a formal meeting be scheduled to consider the Candidate's MSc thesis proposal. The Administrative Assistant – GS&R ([alibutti@ualberta.ca](mailto:alibutti@ualberta.ca)) will assist with scheduling the meeting.

To meet this requirement:

1. The student 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 student will submit the proposal to the supervisory committee 3 weeks prior to the Prospectus meeting.
3. The student will meet with the supervisory committee to discuss the proposal and make changes as indicated. The RS-GPC recommends that the student provide a presentation to the supervisory committee at the beginning of the meeting (see **Prospectus Meeting Guidelines on page 15** for details).
4. 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 on page 16** at the meeting or once any required revisions are complete.

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

**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). **Before** a date for the Final Masters Examination is determined *all members* of the Supervisory Committee must declare in writing to the Supervisor either 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. The form, **Preliminary Acceptance of Thesis** is available here on **page 23**.

The Final MSc Examination will be conducted according to the regulations specified by the Faculty of Graduate Studies and Research (FGSR *Graduate Program Manual*). The FGSR also stipulates that each unit is responsible for establishing detailed examination procedures; those for the Faculty of Rehabilitation Medicine are provided here on **page 17**.

**Final MSc Examination Outcomes and Follow-Up Activities:** 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.

Immediately after the Final MSc 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*.

If failed or adjourned, the Chair of the RS-GPC must send a memorandum accompany this form to explain the decision.

If the examining committee agrees to a "Pass subject to revisions" for the student, 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 thesis is approved or approved subject to minor 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 THESIS at the time of their thesis defense and up to the point when their final thesis is submitted to FGSR. **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/about/graduate-program-manual/section-7-administration-of-graduate-programs/7-5-academic-integrity-and-ethics-training-requirement>). See the **Training Requirements (page 24)** and a **Summary Form (page 26)** 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**

***Specialisms***

Surgical Design and Simulation: The Master of Science in Rehabilitation Science, with a specialism in Surgical Design and Simulation (Head and Neck Reconstruction) has been developed by the Faculty in collaboration with the Institute for Reconstructive Sciences in Medicine (iRSM) and the Department of Art & Design in the Faculty of Arts at the University of Alberta. Please see this <https://www.ualberta.ca/rehabilitation/programs/msc-in-rehabilitation-science/specialism-in-surgical-design-and-simulation> for more information and contact Angela Libutti if you are interested in this plan of study.

***Fast-Tracking from MSc-RS Program***

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 from 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.

#### **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 FRM GRADUATE PROGRAMS 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 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 Vice-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.

**Voting:**

- The Vice-Dean for Graduate Studies and Research will vote only in the case of a tie.
- The Administrative Assistant for Graduate Studies and Research 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 two 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 Ministry of Advanced Education and Career Development 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 & Research 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 MSc Program in Rehabilitation Science

<b>Dates</b>	<b>Action</b>	<b>Forms/Other Correspondence</b>
At admission into the MSc program	Student meets with Supervisor(s) to begin to discuss program	Supervisor-Supervisee form for first meeting ( <a href="https://www.ualberta.ca/rehabilitation/programs/phd-in-rehabilitation-science/phdrs-supervisors/resources-for-supervisors">https://www.ualberta.ca/rehabilitation/programs/phd-in-rehabilitation-science/phdrs-supervisors/resources-for-supervisors</a> )
Within one year of admission (preferably in the first term)	Approval of Supervisory Committee  Student and supervisor submit Plan of Study to GPC	<i>Approval of Supervisor/ Supervisory Committee</i> sent to FGSR by Chair-GPC  <i>Plan of Study</i> Form
Annually for duration of student's program	Supervisory Committee must meet with student	Supervisor completes a written summary of the meeting.  The Annual Supervisory Committee form is provided to the student, the committee members and the Chair-GPC.
At least 6 months prior to the Final MSc Oral Examination	A formal meeting is scheduled to consider the Candidate's MSc thesis proposal.  The thesis proposal must be submitted to the committee <i>at least three weeks prior</i> to the Prospectus Meeting.	<i>Prospectus Exam</i> form to be signed by committee members and submitted to the Chair-GPC office after the meeting
Final stages of thesis research	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.	Supervisor provides signed <i>Preliminary Acceptance of Thesis</i> form to Chair-GPC
At least 3 weeks prior to Final MSc Examination	Examining committee members selected.	Supervisor sends email to Chair - GPC

	<p>Examining committee members approved and recommended to FGSR.</p> <p>Examiners notified of date of exam and supplied with thesis</p> <p>Public presentation notice sent to FRM.</p>	<p>Chair-GPC sends <i>Notice and Approval of Masters Final Oral Examining Committee</i> to FGSR</p> <p>Administrative assistant, GS sends advertisements for thesis presentation, room booking, refreshment reservations, etc.</p>
Immediately after Final MSc Examination	FGSR is advised of outcome of final examination	<p>All Committee members but Supervisor sign the signature pages if the outcome is “Thesis approved” or “Thesis approved with minor revisions”</p> <p>“Report of Completion of Final Oral Examination” to FGSR - as per conditions of outcome</p> <p>Detailed note of required revisions (if applicable) sent to FGSR</p>
Within 30 days of the Final MSc Examination	Revised thesis is submitted to Supervisor and/or Supervisory Committee	Signature(s) of all remaining members of the Final MSc Examination Committee obtained on signature page of thesis
Within 6 months following successful Final MSc Examination	<p>Student submits thesis to FGSR electronically.</p> <p><a href="https://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation">https://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation</a></p>	

## **Guidelines for MSc-RS Thesis Prospectus Meeting Faculty of Rehabilitation Medicine**

It is required by the RS-GPC that a formal meeting be scheduled to consider the student's MSc thesis proposal. The Administrative Assistant – GS ([alibutti@ualberta.ca](mailto:alibutti@ualberta.ca)) will assist with scheduling the meeting. **The Thesis Prospectus Meeting is to be held at least six months prior to the MSc Final Oral Examination.** The purposes of the meeting are (1) to allow the supervisory committee to assess the student's knowledge of the area of research and the research plan, and (2) to provide constructive feedback on the proposal. The written thesis proposal will be the focus for this meeting with the supervisory committee.

### **BEFORE THE MEETING**

- 1) The student 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 student will submit the proposal and his/her current curriculum vitae to the supervisory committee **3 weeks prior to the meeting**
- 3) The Administrative assistant will distribute a copy of the guidelines presented here for any of the members of the Examining Committee who are not members of the Faculty of Rehabilitation Medicine.

### **DURING THE MEETING**

- 1) The supervisor chairs the meeting and begins with introductions and an overview of the purpose of the meeting.
- 2) The student provides a short presentation (15-20 minutes, maximum).
- 3) Questioning commences immediately after the student's presentation. The committee chair invites each member to participate in turn, from most arms-length to least arms' length. The questioning may lead to larger discussion among committee members about the proposed project(s), and this type of discussion should be encouraged. The discussion should not exceed 90 minutes.
- 4) At the conclusion of the discussion, the committee should discuss the student's thesis proposal and come to consensus on any required revisions. The student does not need to be excused from the discussion and can be present for the entire meeting.
- 5) The supervisory committee must sign the ***Thesis Proposal Approval Form on page 16*** at the meeting or once any required revisions are complete.

### **AFTER THE MEETING**

The supervisor submits the signed form to the Administrative Assistant, GS.

**STUDENT PROSPECTUS EXAMINATION**  
**MScRS Program**  
**Faculty of Rehabilitation Medicine**

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**Information and Instructions:**

The following information is to be sent to the student with a copy to the advisor and a copy for the file after the prospectus examination.

The committee may make one of the following four recommendations.

- Pass
- Pass subject to revisions
- Adjourned
- Fail

**NOTE:** A copy of the recommended changes is to be attached to this document.

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1. Full Name of Student:
2. ID Number:
3. Department:
4. Date of Examination:
5. Title of Proposal:

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Committee Chair & Supervisor  
(Print Name)

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Signature

---

Committee Member  
(Print Name)

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Signature

---

Committee Member  
(Print Name)

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Signature

---

Committee Member  
(Print Name)

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Signature

**GUIDELINES FOR ORAL EXAMINATIONS**  
**Final MSc Examination**  
**See also the FGSR *Graduate Program Manual***

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).

**BEFORE THE EXAMINATION**

At least 3 months prior to commencement of preparations for the Final MSc Examination, all members of the Supervisory Committee must declare that the thesis is of adequate substance to proceed to a defense. When the "Preliminary Acceptance of Thesis" form has been received from all members of the Supervisory Committee by the student's supervisor, the supervisor should forward them to the Chair of the Graduate Programs Committee and proceed to assemble the members of the MSc Final Oral Examination Committee and target a tentative date for the final oral examination.

The Associate Dean and the Administrative Assistant will then be responsible for contacting the Examining Committee members, scheduling the examination, booking the necessary room(s), informing the FGSR of the examination at least three weeks in advance ("Notice and Approval of Masters Final Oral Examining Committee"), confirming the date/time/room with the Committee members and the student, and arranging for any audio-visual, computer or other materials or refreshments required for the examination.

The supervisor(s) should advise the Associate Dean and Administrative Assistant of the following details pertinent to the preparations for the Final Doctoral Examination:

- 1) names, ranks and department affiliations of the Final Examination Committee at the University of Alberta;
- 2) the identity of the Examining Committee Chair (the Vice-Dean, a member of the PhD Program Committee, a member of the Examining Committee other than the Supervisor, or another); and
- 3) the approximate date for the examination (in consideration of the student's preparation time, the academic calendar, etc.).

***Well in advance of the MSc Oral Final Examination***, the supervisor should brief the student on the nature of oral examinations and on the procedures that likely will be followed. The student and supervisor should confer about the nature and content of the student's summary of the thesis prior to questions from the examining committee.

***At least one week before the oral examination:***

- 1) The student will meet with the Chair of the Examining Committee to discuss the procedures of the exam.
- 2) The student and the supervisor should discuss the nature of the comments to be presented by the supervisor about the student's background and any brief remarks to be made by the student prior to the commencement of questions.
- 3) The student will forward a copy of his/her curriculum vitae to the Administrative Assistant, GS, for distribution to the Examining Committee.
- 4) The Administrative assistant will distribute a copy of the guidelines presented here for any of the members of the Examining Committee who are not members of the Faculty of Rehabilitation Medicine.

## **DURING THE EXAMINATION**

**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 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 expectations about the procedures and to the fact that the student 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 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 on the first round of questions. A subsequent round may be initiated by the Committee Chair if some of the examiners desire additional questioning time. 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. On the second round of questions, each examiner is generally allowed 5-10 minutes for follow up questions.

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 should not exceed 2 hours** (exclusive of procedural discussion and deliberations/adjudication time). 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 about the purpose of the examination and briefly about the judgements they will be called upon to make at the end of the examination. These are detailed in the FGSR Graduate Program Manual. For the final oral examination, examiners are reminded that their evaluations must consider *both* the thesis *and* its defense by the student in making their judgements 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 examining committee. In the case of the final oral examination, this summary should include a description of the student'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 students to re-join the examiners at the table and will inform the student about the order in which examiners will ask questions and

any other pertinent procedural details decided upon while the student was excused. The student should then be given an opportunity to ask for clarification of any procedures before beginning the examination.

At this point in the examination, the student will provide a presentation of the thesis. Questioning commences immediately after the student's presentation. The committee chair invites each examiner to participate in turn. The chair should ensure that the student 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 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 decision of the examining committee will be based both on the content of the thesis and on the candidate's ability to defend it.

Normally, if all but one member of the committee agree on a decision, the decision shall be that of the majority. The dissenting committee member does not have to sign the thesis. If two or more dissenting votes are recorded, the department will refer the matter to the Associate Dean, FGSR, who will determine an appropriate course of action.

One of the following outcomes of the final oral examination is appropriate:

- Pass
- Pass subject to revisions
- Adjourned
- Fail

There is no provision for a final oral examination to be "passed subject to major revisions."

**Pass:** If the student passes the examination, the department shall complete a Report of Completion of Final Oral Examination form and submit it to the FGSR. The form is available at the FGSR website.

**Pass subject to revisions:** The student has satisfactorily defended the thesis but the revisions to the thesis are sufficiently minor that it will not require a reconvening of the examining committee. The department shall complete a Report of Completion of Final Oral Examination form and submit it to the FGSR indicating "pass subject to revisions". If the examining committee agrees to a "Pass subject to revisions" for the student, the chair of the examining committee must provide in writing, within five working days of the examination, to the Dean, FGSR, 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.

**Adjourned:** The final oral examination should be adjourned in the following situations:

- The revisions to the thesis are sufficiently substantial (if further research or experimentation or major reworking of sections are required, or if the committee is not satisfied with the general presentation of the thesis) that it will require a reconvening of the examining committee. The committee should not propose that the candidate has passed, rather the committee shall adjourn the examination.
- The committee is dissatisfied with the candidate's oral presentation and defence of the thesis, even if the thesis itself is acceptable with or without minor revisions.
- Compelling, extraordinary circumstances such as a sudden medical emergency during the examination.

If the examination is adjourned, the committee should:

- Specify in writing to the student, with as much precision as possible, the nature of the deficiencies and, in the case of revisions to the thesis, the extent of the revisions required. Where the oral defence is unsatisfactory, it may be necessary to arrange some discussion periods with the candidate prior to reconvening the examination.
- Decide upon a date to reconvene. If the date of the reconvened oral examination depends upon the completion of a research task or a series of discussions, it should be made clear which committee members will decide on the appropriate date to reconvene. The final date set for reconvening shall be no later than six months from the date of the examination. A final decision of the examining committee must be made within six months of the initial examination. (FGSR Council, 1988/04/15)
- Make it clear to the student what will be required by way of approval before the examination is reconvened (eg, approval of the committee chair or supervisor, approval of the entire committee, or of select members of the committee).
- Specify the supervision and assistance the student may expect from the committee members in meeting the necessary revisions.
- Advise the FGSR in writing of the adjournment and the conditions.
- When the date is set for the adjourned final oral examination, the department will notify the FGSR. Normally the Dean, Associate Dean or Pro Dean attends the examination.

**Fail:** If the final examination committee agrees that the student has failed, the committee chair shall provide the reasons for this recommendation and the department's recommendation for the student's program in writing to the Associate Dean, FGSR and to the student. The Associate Dean, FGSR will arrange to meet with the candidate and with department representatives before acting upon any department recommendation. A decision of the FGSR which affects a student's academic standing (ie, required to withdraw) is appealable.

Many departments adhere to the following guidelines in having members of the examining

committee sign the thesis signature page:

**Pass:** Thesis is approved as is. Examining committee members sign the signature page immediately. (If one of the examiners fails the student but the student passes, that examiner does not have to sign the thesis.)

**Pass subject to revisions:** Members wishing to do so may sign immediately. The committee chair or supervisor withholds signature until the thesis is amended satisfactorily and all other committee members have signed.

**Adjourned:** No member of the committee signs the signature page.

**Fail:** No member of the committee signs the signature page.

In cases where the Chair is not a member of the examining committee, the Chair's name does not appear on the thesis signature page, nor does the Chair sign it.

#### **AFTER THE EXAMINATION**

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 examination by means of the appropriate form ("Report of Completion of Final Oral Examination") following the Masters Final Oral Examination, or a full report associated with an Adjourned, or Failed final exam.

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

The student is responsible for submitting the final version of the thesis to the FGSR within 6 months of the examination.



**Training in Academic Integrity and Ethics for  
MSc Rehabilitation Science Students  
Faculty of Rehabilitation Medicine**

The Faculty will assist its master's 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 512 – 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 MSc 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 masters 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: 20  
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 Administrative Assistant- Graduate Studies and Research, 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 MSC PROGRAM in Rehabilitation Science**

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

Program supervisor(s) \_\_\_\_\_

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

Expected date of thesis proposal completion: \_\_\_\_\_

Expected date of Ethics Approval: \_\_\_\_\_

Expected date of Final Oral Examination: \_\_\_\_\_

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  
MSc Student and Supervisory Committee**

Name of Student:		Date of Meeting:	MM/DD/YY
Time frame covered by meeting:			
Members of the supervisory committee: <i>(must be completed within first year)</i> <i>Please see attached FGSR checklist for rules on committee composition.</i>			
Supervisor(s)			
Member			
Member			
Member			
Status report on student's progress (for coursework, check courses <i>completed</i> as of this meeting date).			
Required Courses:		Elective Courses: <i>(minimum of 2)</i>	
<input type="checkbox"/> Rehab 500		1.	<input type="text"/>
<input type="checkbox"/> Rehab 512		2.	<input type="text"/>
<input type="checkbox"/> Graduate Level Stats Course (ie. EDPY 500)		3.	<input type="text"/>
Anticipated Thesis Proposal Examination Date:	MM/DD/YY	Successfully completed:	<input type="checkbox"/>
Anticipated Ethics Date:	MM/DD/YY	Successfully completed:	<input type="checkbox"/>
Anticipated Final Oral Examination Date:	MM/DD/YY	Successfully completed:	<input type="checkbox"/>
Proposed Program Completion Date:	MM/DD/YY		
Student Support:			
Current source (including amount) of funding:			
Date that above funds end:			
Anticipated future funding:			
Comments (included performance on course work & thesis project): <i>Please attach additional page, if necessary.</i>			
Signatures:			
Student		Supervisor(s)	
Committee Member		Committee Member	