University of Waterloo Faculty of Applied Health Sciences School of Public Health and Health Systems

Graduate Student Handbook for M.Sc. and PhD programs

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UNIVERSITY OF WATERLOO

University of Waterloo
Faculty of Applied Health Sciences
School of Public Health and Health Systems

Graduate Student Handbook for M.Sc. and Ph.D. programs

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RECENT UPDATES

1. Update to Ph.D. Comprehensive Policy- pg(s) 35-37
2. Update to M.Sc. Fast-track to Ph.D. – pg(s) 24
3. Removed illustrative example on M.Sc. and Ph.D. programs.
4. Update to Ph.D. Comprehensive procedure for the examination. – pg(s) 34-37
5. Update to Fast-track procedure.—pg(s) 25

This handbook is a valuable resource for new graduate students. It is designed to assist you and make your time within our graduate program as enjoyable as possible. Please become familiar with the handbook's contents and refer back to it when you have any questions. Also, refer to the current University of Waterloo Graduate Calendar for all formal curriculum, registration, fee and residence requirements, as well as course descriptions.

Important Websites

School of Public Health and Health Systems - M.Sc. and Ph.D. degrees

Faculty of Applied Health Sciences home page

AHS Office of Computing Services

UW Graduate Studies and Post-Doctoral Affairs Office (GSPA)

Graduate Student Association (GSA)

Centre for Teaching Excellence (TA Information)

UW Scholarships & Funding

Travel to Conferences

Thesis Regulations

Electronic Thesis Submission

LEARN: SPHHS Research Grad Community Group

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A. Director's Welcome

On behalf of all faculty, staff and students participating in graduate programs with the School of Public Health and Health Systems (SPHHS), I am very pleased to welcome you to the University of Waterloo. We hope your time and efforts here will be productive, enjoyable and very memorable.

You are now a member of a community of scholars that first began its work in 1978. The original Department of Health Studies was created in response to Federal Health Minister Marc Lalonde's landmark report entitled, A New Perspective on the Health of Canadians. We were the first multidisciplinary health program in Canada with emphasis on disease prevention and health promotion.

The BSc and M.Sc. degree programs in Health Studies were launched in 1978, followed by the Ph.D. program in 1989. In 1993, Health Studies merged with the program in Gerontology to create the new Department of Health Studies and Gerontology. The Health Studies and Gerontology program was one of the few graduate programs in Canada that offered a recognized graduate gerontology degree at the Ph.D. level. In 2006, we welcomed our first class of graduate students in the new course-based Master of Public Health (MPH) program. We launched our Master of Health Informatics (MHI) program in Fall 2013 and were pleased to welcome our inaugural class of Master of Health Evaluation (MHE) students in Fall 2015.

In September 2012, the department changed its name to become the School of Public Health and Health Systems (SPHHS) to better reflect the expansion of its undergraduate and graduate degree programs into new areas of public health education and training. In 2015, a comprehensive review of the School's research-based graduate programs was completed and proposed changes to the curriculum will come into effect in the Fall of 2016. These changes reflect the depth and diversity of research capacity in the SPHHS and the varied interests and backgrounds of incoming students, ensuring that future graduates are well prepared for careers and further graduate education.

This SPHHS Graduate Handbook includes important information on our graduate programs, our faculty and university services, and the current M.Sc. and Ph.D. degree requirements for SPHHS graduate students. The handbook is revised each year and is available to all new graduate students in hardcopy and online. Please read the handbook as soon as possible (before classes begin) because it will likely answer many of your questions. Instructors and staff will expect you to be familiar with the handbook and will refer to it repeatedly as you proceed through the program.

Please note that the handbook is an informational supplement for our students and is not a replacement for the University of Waterloo Graduate Calendar. The Graduate Calendar dictates the formal policies concerning registration, fees, grading, degree requirements, etc. The Graduate Calendar can be found on the Graduate Studies Office (GSPA) website.

Through our graduate orientation sessions, we will provide information to make your transition to graduate school and the University of Waterloo as smooth as possible. All SPHHS and AHS sessions are mandatory. You are strongly encouraged to attend the campus-wide orientation for all University of Waterloo graduate students.

We are proud of the hundreds of Public Health and Health Systems and Health Studies and Gerontology graduate students who have earned degrees and now apply their talents and knowledge in a wide array of fields and places throughout the world. Our School's faculty, staff, and students have been nationally and

globally recognized for their accomplishments in teaching, research and service. Congratulations on becoming part of such a proud tradition of academic achievement.
I look forward to meeting you in person during SPHHS Graduate Orientation week. My colleagues and I hope we can make your graduate studies a rewarding and successful experience. Congratulations on your admission and best wishes for your success during your time with us.

Craig R. Janes, Ph.D.
Professor and Director
School of Public Health and Health Systems

B. SPHHS Graduate Research Programs

The School of Public Health and Health Systems (SPHHS) is one of three academic units that comprise the Faculty of Applied Health Sciences (AHS), which in turn represents one of the six academic faculties at the University of Waterloo. The SPHHS offers thesis-based graduate degrees in Public Health and Health Systems (PHHS) to M.Sc. and Ph.D. students wishing to pursue a research-intensive program in the interdisciplinary aspects of population health. This includes specialized training in the areas of health promotion, disease prevention, gerontology, health informatics, environmental health, and other fields related to improving health throughout the lifespan. The SPHHS graduate program also includes specialized collaborative Ph.D. degrees in Aging, Health & Well-Being; and in Work & Health.

The SPHHS graduate research programs have a long established and widely recognized record of supporting interdisciplinary education and research for the effective development, dissemination, and assessment of health promotion and disease prevention programs—both in Canada and in the global community. The M.Sc. and Ph.D. programs are offered to on-campus students only, while the Master of Public Health (MPH), Master of Health Informatics (MHI), and Master of Health Evaluation (MHE) programs are provided to non-thesis students through a series of online courses and a professional field placement in the form of a supervised practicum.

The primary focus of the SPHHS research programs is the effective control and reduction of major chronic and infectious diseases that affect the health and well-being of large segments of society. The principal emphasis of our programs is on prevention strategies that seek to achieve population-based improvements in health status with the intention of providing the broadest possible beneficial impact at minimal cost to existing health resources. A systems-based approach to population health is often employed which addresses health problems and identifies solutions by exploring the causal interactions between the psychosocial, demographic, economic, environmental, and genetic determinants of health as identified by Health Canada and other health-promoting agencies. These programs employ a lifespan perspective on the determinants of health from infancy to old age with special emphasis on factors affecting the healthful or pathological manifestations of aging—these include early life experiences, youth and adolescence, transition to old-age, and community-based and institutional care of the elderly.

The M.Sc. and Ph.D. programs have a single unifying disciplinary field of population health which is further sub-divided into several more specialized themes, including health behaviour/health promotion, biological/biomedical aspects of health, environmental and occupational health, gerontology and aging, health informatics, and program evaluation of health promotion and health care. Graduate students may elect to follow a given theme, or combine aspects of several themes. In this respect the Ph.D. program is comparable in structure to Ph.D. programs found in many other schools of public health, except that a greater emphasis is placed on employing a systems approach to research and implementing interventions to improve population health. Studying large scale population health interventions in minimally

controlled community settings, as opposed to conducting highly controlled medical or pharmacological interventions at the individual level (e.g. clinical trials).

In accordance with a long tradition of interdisciplinary interests and collaborations for training and research in all aspect of public health, the expertise of faculty members in the SPHHS graduate programs encompasses a wide range of academic and professional disciplines, from the health-related biological sciences (physiology, biomedical engineering, toxicology, neuroscience, nutrition) to the psychosocial and economic sciences (clinical and social psychology, sociology, medical anthropology, community planning, economics and accounting). Many SPHHS faculty also examine issues related to provision of effective health care policy and practice in community, institutional and clinical health settings and through technological innovation. Therefore, our graduate students are thoroughly versed in the methodological tools and skills required to assess health intervention programs and health services delivery. These areas include epidemiology, biostatistics, health program evaluation, occupational and environmental health, health informatics and health systems, and several other methodological areas. In addition, there is a specialized core of faculty members with expertise in gerontology, with major emphasis on healthy aging and the provision of health care and supportive care of the elderly in community and institutional settings.

Accordingly, our graduate students are drawn from a very wide range of academic disciplines and health professions. They are expected to maintain and expand research competencies related to their original area of study, while acquiring new knowledge and skills in one or more other disciplines relevant to their thesis topic and career goals. Most students are expected to have at least minimal awareness and appreciation of areas outside of their primary expertise, while developing a very high level of training and experience in some discipline-related field of specialization. Our graduate students are recruited on the basis of a strong academic record in their previous disciplinary area, but of equal importance is the weight given to relevant work experience and demonstrated interest in future careers that involve public health and health systems research or community-based professional practice.

The research programs of faculty and graduate students within the Ph.D. program are strongly oriented towards applied health research. That is, our graduate students undertake studies on the application of current state-of-the-art science and sophisticated methodological tools to develop and deploy health promotion interventions that constitute best practices in program delivery to populations. Population health is what we study; public health is what we do. There is also a strong emphasis on knowledge translation and exchange (KTE) between researchers/students and the various communities of practice in public health, where health program delivery actually takes place. Thus the Ph.D. program has strong research and funding ties both with the Tri-Council funding agencies (mainly CIHR, but also with NSERC and SSHRC) as well as diverse research and funding ties with NGO health promoting organizations, such as Canadian Cancer Society, Heart and Stroke Foundation of Canada, Canadian Diabetes Society, and many others. Hence, our graduate students are strongly encouraged to engage in research that has close linkages to community-based health agencies and institutions, addressing problems that confront frontline public health professionals as well as managers and policy makers. Students are expected to have an appreciation and concern about the implications of their research on policy and practice in health promotion and disease prevention.

Our Ph.D. students are intelligent and accomplished individuals who typically have a significant portfolio of peer-reviewed publications and invited presentations early in their academic careers. However, given the long lead times required to design and conduct applied research in public health and health systems, it is to be expected that the accumulating volume of their research publications will generally be more gradual than those students who work within large research groups in laboratory or clinical trial settings. Many students are conducting ground-breaking research projects where the practical impacts are likely to be large, but the level of publication productivity is a lesser consideration in the short run. For our

SPHHS faculty and graduate students, originality, impact and relevance are accorded higher merit weights than more conventional academic criteria such as novelty, methodological complexity, or prominence within the parent academic discipline. The demonstrated uptake and use of their research findings by public health agencies and organizations is considered the benchmark by which our best graduate students are evaluated.

C. Faculty, School, and Graduate Program Organization

Most of the SPHHS faculty and staff offices, as well as graduate student offices for the SPHHS research-based programs, are located on the first, second and third floors of the BMH/LHN complex. The Interim Dean of the Faculty of Applied Health Sciences is Dr. Paul Stolee, and the Associate Dean for Graduate Studies in the Faculty is Dr. Rhona Hanning. The Director of the School of Public Health and Health Systems is Dr. Craig Janes.

The SPHHS Graduate Studies Committee is responsible for the operation of the M.Sc. and Ph.D. graduate programs including admission and scholarship decisions, approval of thesis and comprehensive examination topics and committees, curriculum and degree requirements, and monitoring student progress. The committee has the mandate to provide leadership for the M.Sc. and Ph.D. graduate programs and to ensure that faculty member responsibilities in regard to SPHHS graduate students are properly discharged.

There is a Faculty of AHS Graduate Studies Committee comprised of the Associate Dean for Graduate Studies, the Graduate Officers for each department/School, various faculty members and a graduate student representative for each of the three academic units. This committee establishes AHS Faculty-level graduate policies.

All of our M.Sc. and Ph.D. graduate students are automatically members of the School of Public Health and Health Studies Graduate Students' Association and a new executive is elected each Fall to serve you. The SPHHS GSA has now been formalized within the Faculty and School with a mandate to actively promote and represent graduate student interests to the university administration and various levels of government.

The Graduate Student Association (GSA) is a campus-wide association for all UW graduate students, which automatically includes all members of the School of Public Health and Health Systems (SPHHS) Graduate Students' Association. At the beginning of the Fall term, the graduate students in each department/School elect representatives to a variety of committees and councils.

For the SPHHS graduate research programs, graduate student representatives are elected to serve on the following committees:

- SPHHS Meetings
- AHS Faculty Graduate Studies Committee
- AHS Faculty Executive and Faculty Council Meetings

In addition, the Dean's office will appoint a graduate student representative from the Faculty of AHS to the University Senate Graduate Council.

Staff Support in the School of Public Health and Health Systems

The main office of the School of Public Health and Health Systems is located on the second floor of Lyle Hallman South (LHS) and is open from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m., Monday to Friday.

- **Dan Rodgers**, Graduate Coordinator, M.Sc. and Ph.D. programs (ext. 38455, LHN 2707)- Responsible for all academic issues that may affect M.Sc. and Ph.D. graduate students, such as program registration, course enrolment, adding and dropping courses, thesis-related issues, annual progress reports, student records, tracking graduate student funding support, payroll, office keys and other administrative issues. He is the key link in every student's ability to manage their academic program and thesis requirements in their graduate program.

- **Brian Mills,** Graduate Research Assistant- Assists Graduate Coordinator (ext. 33692, LHN 2734).

- **Dr. Ellen MacEachen**, Associate Director Graduate Research Programs -Administrative responsibility for the M.Sc. and Ph.D. research programs; academic advising.

- **Michelle Fluit**, Professional Graduate Programs Coordinator- Assists SPHHS graduate students who are working as MPH, MHI and MHE course preceptors or markers or who are interested in enrolling in PHS courses as electives.

- **Tracy Taves,** Faculty Graduate Studies Coordinator (ext.36149, BMH 3110)- Office hours are 9:30-11:30 a.m., Monday/Wednesday/Friday. Course scheduling and Ph.D. Thesis Defence administration.

- **Carol West-Seebeck,** Administrative Officer- Graduate office assignments and travel claims.

- **Doris Makowich**, Administrative Coordinator, Undergraduate Studies- Assists SPHHS graduate students who are working as TA's or markers for undergraduate courses.

D. Important Information for New Students

Academic Calendar Dates and Deadlines

The [Calendar of Events and Academic Deadlines](#) summarizes the important dates for each term. Information about holidays, convocations and study breaks is also included. Information on payment instructions and graduate student fees can be found on the [Finance website.](#)

Student offices and key permits

Full-time students with Graduate Research Assistantship (GRA) or Graduate Research Studentship (GRS) funding will be assigned a desk in a shared office or offered alternative arrangements. Teaching Assistants (TAs) and all other students will have access to common space on the third floor of Lyle Hallman North (LHN). Meeting rooms will be bookable on a first come, first served basis for TA office hours. Day use storage space is available.

If you are assigned a desk, please complete the application for key permit (Available on LEARN in SPHHS Research Grad Community Group- Course Materials- content- see program for forms) Once your academic supervisor has signed the application, please submit it to the Graduate Coordinator. You will be issued a key permit within a few days of submitting your application. Your building keys can be picked up at Key Control in the General Services Complex (GSC) building.

You will also need a FOB if you require access to the School outside of regular business hours. Please request a FOB application from the Graduate Coordinator. Your supervisor will also have to sign this form. Take the completed form back to the Graduate Coordinator.

As per the SPHHS space policy, student office space is re-evaluated each term. Your office assignment may change depending on your funding assignment for the term.

Mail boxes

All SPHHS graduate research students have access to a shared mailbox on the 2nd floor of LHN in the mailroom. It is the student's responsibility to periodically check their own mail box. You will not be notified by staff when you receive mail. Note that faculty and staff mailboxes are also on the 2nd floor of LHN.

Forms

Administrative forms are available online through the Graduate Studies Office or from SPHHS Research Grad Community group on the LEARN site. You will be automatically enrolled in the site once you are admitted.

Photocopy services

Graduate students are permitted to use the office photocopiers and printers (located on the 2nd and 3rd floors of LHN) for program course-work and research-related work ONLY.

Use of School letterhead, stationery and business cards

Graduate students cannot use SPHHS letterhead stationery for personal correspondence. However, they can use School letterhead for letters pertaining to legitimate program activity. The letters must be typed to present a professional image and must display an indication of the student's program relationship (e.g., teaching assistant, research assistant, graduate student, etc.). Legitimate usage includes approved research projects, correspondence regarding publication and presentation of papers, correspondence related to duties as a teaching assistant.

Please note that the School is *not* responsible for providing office supplies for graduate student use. In the case of teaching assistants, the supplies required to fulfil those responsibilities will be given to the respective faculty members.

Graduate students who require a personalized business card for their paid work or thesis-related work should contact the Administrative Officer.

Use of office telephones

Some offices are equipped with telephones. If you require a telephone in your office, please ask your supervisor to contact the Administrative Officer.

Note that SPHHS no longer maintains a fax machine. Fax service is available through the Dean's Office on the 3rd floor of BMH (in their photocopy room). See the AHS Receptionist for assistance. The Dean's fax number is 519-746-6776. If you're expecting a fax, please make sure the sender includes your name and contact information on the cover sheet.

Computer facilities, email accounts, computer projectors, and services

Computer services for SPHHS graduate students are made available through the AHS Office of Computing Services. See their website for further information.

https://uwaterloo.ca/applied-health-sciences-computing/

All graduate students are advised to login to WatIAM and verify their personal information. It is also advised to check the *mail routing address*. You can either select the UW provided account (Connect) *userid@connect.uwaterloo* or supply your own personal account. This function routes email sent to *userid@uwaterloo.ca* to either your Connect account or your personal account.

To check your email account login via https://connect.uwaterloo.ca. This is your life-line of communication from the faculty, fellow graduate students and the Graduate Coordinator. It is also advisable to ensure that your lab account is working. The SPHHS has a graduate computing lab located in BMH 2302. The username and password to login to this resource is the same as for WatIAM.

During graduate orientation week a general information session on computing is provided. You are strongly advised to use your official UW email account for all university purposes, as it is more secure and has enterprise backup features compared to the free or commercial email servers.

The BMH/LHN complex has Wi-Fi for wireless connectivity with laptops and other mobile devices. Choose *Eduroam* as the network, use your full username (*userid@uwaterloo.ca)* and your password to authenticate.

A data projector and associated laptop is available for presentations and thesis defences. It is prudent for the student to contact the AHS Office of Computing Services for assistance with setup, well in advance, for any important presentations/meetings.

Important contact:
Lowell Williamson, IT Specialist (ext. 32326, BMH 1631, llwillia@uwaterloo.ca).

Payroll Procedures

If you are receiving a Teaching or Research Assistantship, you must complete a number of forms (e.g., federal and provincial tax worksheets, direct deposit, etc.) before you will be paid. If you complete this process before the cut-off date, you will be eligible for the first pay period at the end of September. Your pay will be deposited directly into your bank account on the last Friday of each month. Please contact the Graduate Coordinator if you have any questions.

Note to International Graduate Students: Please contact the International Experience Office (in the Student Success Office) with any questions about employment, obtaining a Social Insurance Number (SIN), mandatory health insurance (UHIP), etc.

Teaching Assistantships

Some time prior to your arrival, or shortly after you arrive, you will be notified if you have been awarded a Teaching Assistantship (TA). The course you have been assigned, the course instructor and a list of TA duties will be specified usually when you receive notification. The contract listing your responsibilities as a TA must be signed by you and returned to the Graduate Coordinator. Teaching assistants are expected to work an average of 10 hours per week for 16 weeks.

NOTE: TAs are typically expected to be available to proctor and grade final exams (final examination periods, set by the Registrar's Office, are scheduled after the end of term classes). Please refer to the *Guidelines on Graduate Student Support* policy in the calendar for the current TA rate of pay. A workshop on teaching assistantships is held during the fall orientation week. All new graduate students are expected to attend. An AHS Teaching Assistantship Manual will be handed out during this orientation workshop.

Research Assistantships

Graduate students may be awarded a Research Assistantship (RA) position instead of a TA. Normally RAs are also expected to work an average of 10 hours per week for 16 weeks. The duties for any given RA will be specified in writing, by the faculty member in charge. Students who are offered an RA position must sign and return the contract offer to the Graduate Coordinator before payment can be processed.

E. Registration and Tuition Payment Procedures

1. Hard copy fee bills are not mailed to you from Finance. Your up-to-date account information is available on QUEST. Enrolment and fee arrangement information is available on the GSPA website**.**

This site contains information on:

- Fee Payment and Enrolment
- Enrolment
  - Change of Status/School Review and Approval
  - Approval Procedures/Change of Immigration Status
- Program Extensions
- QUEST Information and Instructions

In addition, the Graduate Studies Office website contains contact links to information for the following:

- Calendar of Events and Academic Deadlines
- Finance Office – Student Accounts
- Human Resources – Payroll
- WatCard Office
- International Student Office
- Graduate Student Association

2. Once fees are paid you can concentrate on selecting your course(s) for the term. The deadline for this is six weeks after the start of classes. Remember, you will not receive credit for the courses if you are not officially registered in them by the deadline. New students must register for any courses outlined in their admission letter. Each student is expected to consult with his/her faculty advisor regarding course selection each term. If you need permission to enrol in a graduate course, please start attending classes right away so you don't fall behind while you're waiting for approval.

3. Familiarize yourself with the regulations in the current on-line graduate calendar and check anything you are unsure of with the Graduate Coordinator. ***By registering and paying fees, students assume responsibility for knowing the regulations and pertinent procedures as set forth in this handbook and the University of Waterloo Graduate Calendar.*** Ultimately, it is your responsibility to ensure that you have met coursework and other requirements to complete your degree. Your faculty advisor, the graduate officer (through review of your annual progress reports) and the Graduate Coordinator are all there to assist you in this process. Some of these regulations are listed below.

Notes: Students are normally expected to maintain continuous registration (in each of the three terms each year). Failure to register and pay fees each term will mean you will have to apply for readmission. Special permission is required from the Faculty Associate Dean and the Graduate Studies Office to change your registration status from full-time to part-time (or vice versa) or to go inactive, etc. If you do request inactive status, you must seek approval from your advisor, the Graduate Officer, and the Associate Dean. Requests for inactive status will not always be approved.

F. University Policies Regarding Courses

Course Drop/Add Dates

Students may drop or add courses until the dates specified in the Graduate Calendar by means of the online system "Quest". Beginning in week seven of the term, the approval of the Associate Dean of Graduate Studies is required and a Graduate Student Drop/Add form, available from the Graduate Studies and Post-Doctoral Affairs Office website, must be submitted. Courses cannot be dropped or added, nor status changed after the examination period has begun.

Incomplete Courses

A grade of incomplete ("INC" on your transcript) indicates that a student has not completed the requirements of a particular course. University policy stipulates that an incomplete (INC) may remain on a student's transcript for at most two terms of registration, following the term in which the course was taken. Thereafter, INCs may only be extended on a term-by-term basis through a request from the Department/School and the course instructor. If a grade has not been submitted by the end of the second term, the INC will automatically convert to FTC (Failure to Complete). This FTC grade may not be removed from the transcript except on appeal to the Associate Provost of Graduate Studies. Such appeals would be granted only in exceptional circumstances such as where failure to complete was the fault of the instructor and not the student. If a student is required to withdraw due to incomplete program requirements "May Not Proceed" will be noted on their grade report. A failing grade in any course will necessitate a review of the candidate's status by the Department/School, and may result in the requirement to withdraw from the program. Please refer to the Graduate Studies Calendar.

When an "NMR" (no mark reported) appears on your transcript, it means that no mark was submitted for you and it is your responsibility to check with the professor in order to have it changed to a grade through

submission of a grade revision form. Interim grades are not assigned for two reasons. First, different assignments (extra credit for extra coursework) for some students in the class may be perceived as unfair. Secondly, INC's are used to denote inability to complete the course assignments by the end of the term.

Auditing Courses

At present, you are not able to add an AUDIT course to your Quest record. You must obtain permission from the course instructor and approval from the Graduate Officer via a course drop/add form. In addition to regular attendance in the course, the instructor has the discretion to require class participation, preparation, and sometimes completion, of assignments and/or examinations. If you find yourself in difficulty while auditing a course, you should arrange to drop the course from your schedule before the exam period. An NMR or DNW (did not write exam) cannot be given for an Audit course. Should you fail to receive an "AUD", the course will automatically be deleted from your transcript.

Taking Courses at Other Ontario Universities

The Ontario Visiting Graduate Student plan (OVGS) allows you to take a limited number of graduate courses at another Ontario University (Host University) while remaining registered at Waterloo. The plan allows you to bypass the usual application for admission procedures and resultant transfer of credit difficulties. You pay fees to Waterloo and are classed as a "visiting graduate student" at the host university where you pay no fees. Application forms are available online on the Graduate Studies website. These forms are authorized by the university Associate Provost of Graduate Studies.

Once you have completed the printed form (faxes and email attachments will not be accepted), it is your responsibility to bring it to the SPHHS Graduate Officer, the Director of the School, and the Dean of Graduate Studies for signatures. Attach the course description for the course you plan to take (e.g. calendar description, syllabus) to your OVGS application.

The course selected must be at the graduate level and part of the student's degree requirements. You are allowed to take a course from a Host University only if Waterloo is not offering the course and you cannot audit such a course. The Plan is not to be used for the purposes of convenience or taking courses which do not pertain to your specific graduate program.

Once approval has been granted, the Home University will credit work done at the Host University toward the student's degree program, assuming that the student obtains a suitable standing/grade. Time spent as an Ontario Visiting Graduate Student is credited to the residency requirement at Waterloo, subject to University regulations. If you wish to withdraw from a course in which you are registered as an Ontario Visiting Graduate Student, you must obtain an official withdrawal form from the OVGS program. It is your responsibility to notify the GSPA at the University of Waterloo as soon as possible should you wish to withdraw; otherwise you may be assigned a failing grade for the course.

G. Other Important Policies and Regulations

Degree Time Limits and Extensions

All requirements for the Ph.D. and M.Sc. degrees in Public Health and Health Systems must normally be completed within the following time periods (beginning with the term of initial registration), as stipulated by the University Senate:

Master's - Full-time (FT): **6** terms (2 years); Part-time (PT): **15** terms (5 years).

Doctorate - Full-time (FT) from master's' level: **12** terms (4 years); Part-time (PT): **21** terms (7 years).

Transitional students – time limits depend on their particular program requirements.

For computational purposes, a term of full-time enrolment is counted as 1.0, a term of part-time enrolment is counted as 0.5, and an inactive term is counted as 0. You will receive notification if you are nearing your time limit and must complete a "Petition for Extension of Program Time Limit" form indicating your plan of completion (see the GSPA website for more details). This form must be signed by yourself, your thesis supervisor, the SPHHS Graduate Officer, and the Associate Dean of Graduate Studies. You have until the registration deadline to complete this form. Students who register, but fail to have their extensions approved may be asked to withdraw. **Students who have been granted an extension of time limit are considered to be on probation, and can be asked to withdraw from the program if progress is not deemed to be satisfactory**.

Master's: Full-time Master's students should complete most or all of their course work during the first two terms they are registered in the program (normally the Fall and Winter terms) and are encouraged complete their thesis proposal by the third term (Spring term).
Sample Timeline for Completion of Full-time

M.Sc.:
It is recommended for students to finish their coursework by the end of second or third term. They should complete their Thesis proposal writing & defense in the third or fourth term. Students should work on the Thesis research & analysis in the fourth or fifth term and the Thesis writing & defence during their fifth or sixth term.

Doctoral: Full-time doctoral students are expected to finish their coursework by the end of the third term. Also, they should begin their comprehensive examinations during the third term and have their oral examination sometime in the 4th term (the Graduate Calendar stipulates that the comprehensive examination requirement must be completed within seven academic terms after initial registration).

Sample Timeline for Completion of Full-time Ph.D.:

It is recommended for students to finish their coursework by the end of second or third term. They should complete their comprehensive examination during the third or fourth term and work on their thesis proposal writing & defense in the fourth/fifth to sixth term. Students should work on the Thesis research & analysis in the seventh to ninth/tenth term and the Thesis writing & defence during their eleventh and twelfth terms.

Student Advising and Monitoring of Progress

All students are assigned an academic or faculty "advisor" when they enter the program. Together, the student and their advisor plan out course selection and set targets for completion of coursework and other degree requirements. While the advisor often becomes the "supervisor" for the thesis, this is not always the case. When a student chooses to work with a different faculty member to supervise their thesis, this individual will also become their general academic advisor. A "Change of Supervisor" form must be completed if you change supervisors at any point during your program. Forms can be obtained from the Graduate Coordinator or by visiting the Graduate Studies website.

Students are expected to meet with their faculty advisors/supervisors on a regular basis. Your advisor should be regularly kept apprised of your progress and any problems arising (due to financial, health or other personal circumstances). The student and faculty advisor should also feel free to consult with the Graduate Officer on any of these matters.

According to Applied Health Sciences Graduate Faculty Policy, the progress of graduate students is to be monitored and evaluated annually. Early in the Spring term, each student will be sent a cover letter and annual progress report template. Students will be told to consult with their advisors and to complete these forms by a specified date. Both the student and his/her advisor must sign the form. These progress reports are then reviewed individually by the Graduate Officer and feedback is provided to both the student and his/her faculty advisor **if necessary**. A copy of each annual progress report is put in the student's file. These reports may also be used by the graduate affairs committee for scholarship and other academic awards. Failure to complete and submit an annual progress report may result in the loss of guaranteed funding. Thus, it is to your advantage to complete these reports carefully and thoroughly. The information you provide is used to monitor your progress towards meeting your degree requirements in a timely fashion, to alert us to potential problems, as well as to reward you for initiatives such as conference presentations and submissions to refereed journals.

Academic Integrity in Research and Scholarship

The School is committed to the highest standards of integrity in research and scholarship by faculty, students, and staff. As a post-secondary institution, the value of the degrees the university awards deserving students at the end of their studies is dependent on the legitimacy of the education these students earn. A degree is valueless without integrity.

Every new UW graduate student must complete an online academic integrity module in their first academic term. Regardless of the term when the new student starts he/she will be automatically enrolled in the academic integrity module in LEARN. The student then has eight weeks to review the module and successfully achieve 75% to pass an academic integrity quiz.

Students who do not achieve 75% will have to retake the quiz until they attain the minimum score. Students who do not comply within the 8 weeks will be contacted by the Office of Academic Integrity and advised to complete the module within 14 days. Students who do not complete the module will not be allowed to enrol in future courses until they have completed this mandatory credit.

Completing the online Academic Integrity module alone does NOT meet the necessary milestone requirement. The Associate Dean of Graduate Studies for the Faculty of Applied Health Sciences offers a workshop on Academic Integrity in the Fall each year. New students are expected to attend and complete paperwork signalling the completion of this milestone. Students who do not attend this workshop will not be eligible to graduate.

The Writing Centre also provides resources to help you recognize and avoid plagiarism through one-on-one sessions and a workshop on paraphrasing and summarizing other people's work.

Human Research Ethics Training

All undergraduate and graduate students, research/laboratory staff (including co-op or summer students and casual employees), project managers, and research assistants, will be required to complete a tutorial before submitting a research ethics application on which they are named. This includes applications for

independent studies, course credit, fourth year and Master's theses, Ph.D. dissertations, and faculty research.

All post-doctoral fellows and visiting scholars will be required to complete the tutorial upon arrival at the University of Waterloo and before submitting a research ethics application on which they are named.

Maternity, Adoption and Parental Leave

Graduate students who wish to take maternity, adoption, or parental leave may register for an inactive (full leave) or part-time (partial leave). Inactive status must be approved by the Supervisor, Graduate Officer, and Associate Dean for Graduate Studies. The choice of registration status depends primarily on the amount of time you expect to be able to devote to your academic program during the leave, and must be made in consultation with your supervisor and Graduate Officer. Where external agencies are involved, as with visa students or those holding external scholarships, you should consult these agencies before applying for part-time or inactive registration. If you are approved to register "inactive", you pay no tuition fees; if you register part-time, you pay part-time tuition fees. In either case the degree time limit is extended appropriately.

Full-time graduate students are eligible to receive a Bursary during a full or partial maternity or adoption leave provided that they have been registered as full-time graduate students at UW for at least two academic terms prior to the start of the leave. Part-time graduate students are eligible to receive a Bursary during a full four-month maternity or adoption leave provided that they have been registered as full- or part-time graduate students at UW for at least two academic terms prior to the leave, and are receiving financial support (TA, RA, scholarship, or bursary) during the academic term preceding the leave. For forms, please visit the Graduate Studies website, under Awards/Bursaries.

Students are advised to consult the Parental Leave Advisor in the Graduate Studies Office at an early stage in planning for a maternity/adoption/parental leave. Please refer to the University policies for further information.

Policies on Student Grievance and Academic Disciplines

A graduate student who has a question or complaint is advised to follow normal administrative channels: 1) the student's academic advisor/supervisor, and 2) the Graduate Officer. Do *not* go directly to the Department Chair/Director, the Associate Dean of Graduate Studies and/or Associate Provost of Graduate Studies. The Graduate Officer for the program will consult these individuals as required. Student appeal procedures are set out in the Student Grievance Policy # 70.

If you have a grievance or question about an academic decision, you are strongly encouraged to first speak informally with the course instructor and/or graduate officer within the School.

Policy #71, Student Academic Discipline Policy, should also be referred to. Policy Guidelines of Graduate Student Support and other policy excerpts are listed in the document regarding UW Policies, Procedures and Committees.

Financial Assistance

Full-time (FT) students are eligible to receive teaching (TA) and research (RA) assistantships, as well as various university and external scholarships. The SPHHS graduate program commits to a minimum of 3 terms of funding (either TA and/or RA) for M.Sc. students, and 12 terms of funding for Ph.D. students. If

you receive a major external scholarship, there is no guarantee of additional TA or RA funding support, but OGS and TriCouncil (NSERC, CIHR, SSHRC) student scholarships will normally be matched to a maximum of $10,000 per year through a combination of UW scholarships, Teaching Assistantships and Research Assistantships. Every attempt is made to assist all current full-time M.Sc. and Ph.D. students in good standing with additional TA and RA positions as needed, assuming adequate funds are available. Students are expected to apply for Ontario Graduate Scholarships (OGS) if they meet the eligibility criteria. More information is provided under the section "Financial Matters" and available from the Graduate Coordinator as well as from the Graduate Studies Office (GSPA).

H. Description of Graduate Research Programs and Degree Requirements

The School of Public Health and Health Systems offers thesis-based programs leading to the Master's (M.Sc.) and Doctoral (Ph.D.) degrees in Public Health and Health Systems. The M.Sc. and Ph.D. degree requirements are specified below. The SPHHS research programs provide strong methodological training, combining an interdisciplinary approach to public health and health systems together with opportunities for concentration in various methodological domains (including qualitative research methods, statistical approaches, epidemiology, and health informatics) and areas of interest. Students may request to undertake a joint degree with another academic unit at UW or may wish to complete the requirements of one of the collaborative programs. Descriptions of Ph.D. Collaborative Programs (involving several academic units in AHS) in *Aging, Health, & Well-being*; and *Work & Health* are provided later in this section.

Master of Science (M.Sc.) in Public Health and Health Systems - Degree Requirements

The intent of the M.Sc. program in Public Health and Health Systems is to produce graduates who have interdisciplinary training in areas including health promotion, disease prevention, public health biology, and health informatics and fundamental knowledge and research capabilities in public health and health systems. To obtain the M.Sc. degree, students must complete the required coursework, participate in the graduate seminars, and complete a Master's thesis.

A list of all courses is available on the Graduate Academic Calendar.

The course offerings for each term are available in the Schedule of Classes.

Coursework: 5 one-term graduate courses (3 required, 2 free electives) (or equivalents approved by the Graduate Studies Committee) and the graduate seminars (0 credit, Fall and Winter terms) are the minimum requirements for the M.Sc. degree.

M.Sc. program course requirements (minimum 5 courses and graduate seminars):

- **Required courses (1)**
    o HLTH 601: Lifespan Determinants of Health and Disease

- **Two (2) of the following methods:**
    o HLTH 605A OR Equivalent or Advanced Statistics- *Offered in Fall Semester*
    o HLTH 625 OR Equivalent or Advanced Qualitative Methods- *Offered in Fall Semester.*
    o HLTH 606A OR Equivalent or Advanced Epidemiological Methods- *Offered in Fall Semester.*
    o HLTH 619 OR Equivalent or Advanced Methods in Health Informatics- *Offered in Fall Semester.*

    o It is highly recommended that M.Sc. students with a strong background or previous training in one of these areas take the 700-level equivalent in place of the 600-level course requirement (e.g., those with a strong statistical background may opt to take HLTH 705). Such decisions should be made in collaboration with the supervisor.

- **Elective courses (2):**

- 2 **free elective** courses, selected in consultation with the supervisor *(may include courses outside SPHHS, or any courses offered by SPHHS, including additional courses from the required list,*

online courses, etc.)

- **Graduate Seminar -** All M.Sc. students must register and complete HLTH 600A and HLTH 600B (Graduate Seminar). Please note that these courses are designated as CR/NCR and do not count towards course requirements.

It is important to keep in mind that these are the *minimum* M.Sc. degree requirements. Both the student's thesis advisor and their Thesis Advisory Committee may stipulate additional coursework if deemed necessary to ensure the student is adequately prepared. For instance, students who do not have strong methodological backgrounds may be required to take HLTH 433 (Experimental Methods).

At a minimum, and in accordance with University policy, students must obtain a final grade of at least a 70% in in each of the courses presented in fulfillment of the M.Sc. degree requirements. A failing grade (<70%) in any course will necessitate a review of the candidate's status by the SPHHS Graduate Officer, and may result in a candidate being required to withdraw from the M.Sc. program. A cumulative overall average of 75% is required in the courses presented in fulfillment of M.Sc. degree requirement. In addition, students are required to attend at least 75% of the graduate seminar classes to receive credit for completing this milestone.

Master's Thesis

For the Master's thesis, an approved topic is required and both the thesis proposal and final thesis will be defended in oral examinations. The M.Sc. thesis committee consists of a minimum of **three** faculty members and includes: the student's thesis supervisor and at least one other member of the School of Public Health and Health System's faculty. One committee member may be from outside the School. If a committee member does not have a regular appointment with the University of Waterloo, they will need to have an Adjunct appointment with SPHHS to serve on a thesis committee. The composition of the Thesis Advisory Committee must be approved by the SPHHS Graduate Studies Committee prior to submitting notification of the M.Sc. Proposal.

Master's theses previously published by SPHHS graduates are available online at UWSpace.

Doctor of Philosophy (Ph.D.) in Public Health and Health Systems - Degree Requirements

The intent of the doctoral program in Public Health and Health Systems is to provide students with an interdisciplinary focus, specialized training, and advanced research skills in health promotion, disease prevention, health informatics and public health and health systems. The Ph.D. program will enable students to add depth and specialization to their work through the research apprenticeship model. To obtain the Ph.D. degree, students must complete required coursework, pass a comprehensive examination, and complete a doctoral thesis.

A list of all courses is available on the Graduate Academic Calendar.

The course offerings for each term are available in the Schedule of Classes.

Coursework: 9 one-term graduate courses beyond the Bachelor's degree, *including at least **4** courses* beyond the Master's degree, constitute the normal minimum Ph.D. coursework requirement.

Ph.D. program course requirements (minimum 4 courses):

- **Required courses (2)**
  - ▪ HLTH 701 (not required for students in the Work and Health Collaborative Ph.D. Program)-*Offered in Fall Semester.*

  - o **Plus one of the following required methods courses**:
    - ▪ HLTH 704- Advanced Qualitative- *Offered in Winter Semester.*
    - ▪ HLTH 705- Advanced Statistics- *Offered in Winter Semester.*
    - ▪ HLTH 706- Advanced Epidemiology- *Offered in Winter Semester.*
    - ▪ HLTH 719- Advanced Health Informatics- *Offered in Winter Semester.*

- **Elective courses (2)**
  - ▪ 1 **methods elective** course at the 600- or 700-level, selected in consultation with the supervisor *(may include courses outside SPHHS, or courses offered by SPHHS, including additional courses from the required course list)*

  - ▪ 1 **free elective**, selected in consultation with the supervisor. Students without a background in public health and health systems, and focusing in research areas other than Health Informatics, should take HLTH 601 (Lifespan Approaches to Disease Prevention and Health Promotion). Students focusing in Health Informatics may choose to take HLTH 611 (The Health Care System) or an equivalent course approved by the SPHHS Graduate Officer.

It is important to keep in mind that these are *minimum* requirements. Both the student's thesis supervisor, thesis committee, and the SPHHS Graduate Studies Committee have the right to stipulate additional coursework as necessary to ensure the student is adequately prepared. Many students complete at least three courses within their area of research interest which may require the addition of one or more extra courses to the minimum coursework requirement.

At a minimum, and in accordance with University policy, students must obtain a final grade of at least a 70% in in each of the courses presented in fulfillment of the Ph.D. degree requirements. A failing grade (<70%) in any course will necessitate a review of the candidate's status by the SPHHS Graduate Officer, and may result in a candidate being required to withdraw from the Ph.D. program. A cumulative overall average of 75% is required in the courses presented in fulfillment of Ph.D. degree requirements.

Ph.D. Comprehensive Examination: Candidates must complete a comprehensive examination within seven terms of first registration. The comprehensive examination requirement is based on providing written responses to three questions and successfully completing an oral defense. The purpose of the comprehensive examination is to test the breadth and depth of the candidate's comprehension of the methodological and theoretical aspects of their field of study. The process is designed to enable candidates to acquire a solid grounding in their core area of public health research that will provide a foundation for undertaking dissertation research. The examination will also test the candidate's ability to critically evaluate the literature and synthesize information from diverse sources to identify knowledge gaps and recommend solutions.

Doctoral Dissertation: A written Ph.D. thesis on an approved topic is required. Two oral examinations will accompany the written thesis. The first oral examination will be a defense of the thesis proposal; the second oral examination will be a defense of the complete thesis. Ph.D. research is to be conducted under the supervision of the student's Ph.D. thesis supervisor and the thesis advisory committee. The Ph.D. thesis advisory committee consists of at least **three** members, with the thesis supervisor and at least one

other committee member being faculty from within the School of Public Health and Health Systems. Note that only two members of the student's Comprehensive Examination Committee may serve on the thesis advisory committee. The proposal will be defended orally before the thesis committee. The complete thesis will be defended before a five-person Examination Board that includes an appointed faculty member from another UW faculty and an invited External Examiner from another university.

Ph.D. theses previously completed by SPHHS graduates are available at UWSpace.

Collaborative Ph.D. Program in Aging, Health, and Well-being

The Collaborative Ph.D. Program in Aging, Health and Well-being provides students registered in any Department/School in the Faculty of Applied Health Sciences, with an interdisciplinary platform upon which to develop a broad understanding of issues related to the health and well-being of our aging population. The program affords the opportunity to cross departmental/School boundaries to access courses and resources including dissertation committee members who can add different perspectives to penetrating research problems. The program prepares doctoral students for careers in academic institutions as well as in the private sector and related non-university settings such as hospitals, research and policy institutes.

Students must fulfill the minimum requirements of the Ph.D. program in SPHHS as specified earlier. They will normally complete a minimum of four courses, consisting of a core/fundamentals course (HLTH 750), a graduate level statistics/research methods course, and two electives related to aging, health, and well-being. **In addition**, students will participate in the doctoral research seminar in Aging, Health, and Well-being (HLTH 751). Further information can be found at the Applied Health Sciences website.

Collaborative Ph.D. Program in Work and Health

The Collaborative Ph.D. Program in Work and Health provides students registered in any Department/School in the Faculty of Applied Health Sciences with an interdisciplinary platform upon which to develop a broad understanding of issues related to work and health. The program affords the opportunity to cross departmental/School boundaries to access courses and resources, including dissertation committee members who can provide cross disciplinary perspectives on research questions related to work and health. The program prepares doctoral students for careers in academic settings or in other related non university settings, including Government Ministries of Labour or Health, policy analysis and workplace health and safety associations.

Students must fulfill the minimum requirements of the Ph.D. program in SPHHS. They will normally complete a minimum of four half-credit (0.50) courses, consisting of two core/fundamentals courses (HLTH 730, HLTH 731), a graduate level statistics/research methods course, and an elective which will be related to work and health. **In addition**, students will participate in the doctoral research seminars in work and health (HLTH 732A/B). Further information can be found at the Applied Health Sciences website.

Fast Track Option, Ph.D. Program

Occasionally, a student will enter the M.Sc. program with a clear intent to pursue the Ph.D. in Public Health and Health Systems. A Master's student may be considered for fast-tracking into the Ph.D. according to the following criteria:

    1.   Evidence of prior research achievements (e.g., first author peer-reviewed publications, first author scientific conference presentations, or equivalent evidence of demonstrated scholarly achievement)

    2.   Review of original M.Sc. application materials.

    3.   Minimum of an 85 average in the M.Sc. program

    4.   Clear focus and support for Ph.D. research

Fast track applications are considered once annually. The applicant must submit to the Research Graduate Officer <u>by July 1st</u>, for admission to the fall term.:

    a. Letter of support from the proposed Ph.D. supervisor
    b. Cover letter explaining the rationale for fast-tracking, including a narrative addressing the above criteria
    c. Up to date CV

The applicant must submit a Program Change form to the Graduate coordinator <u>within two weeks</u> of approval to fast-track to the Ph.D. program.

Please note that not all applications to fast-track will be approved. Applicants must be exceptionally strong and demonstrate clear research potential.

Note that, as above, 9 one-term graduate courses beyond the Bachelor's degree, including at least 3 courses beyond the Master's degree, constitute the normal minimum Ph.D. coursework requirement.

Graduate HLTH course descriptions can be found in the [Graduate Studies Academic Calendar](#)

Selected Topics/Independent Studies (HLTH 620/720)

These are typically single enrolment courses that students will complete with their own supervisor or another faculty member in SPHHS. Topics can vary and are usually chosen to supplement the student's proposed thesis topic.

The HLTH 620/HLTH 720 Selected Topics proposal form is available on LEARN in SPHHS Research Grad Community Group- Course Materials- content- see program for forms, and must be approved by the Graduate Officer before the course can be created on Quest and the student is able to enrol.

Practicum (HLTH 641 and 741) Description and Guidelines

Graded as Credit/No Credit

A practicum is a supervised field or lab experience designed to enhance research and analytical skills (either quantitative or qualitative). The practicum is *not* intended to replace, but rather to supplement and build upon, academic courses. The practicum must have an "application" or hands-on focus. A literature review alone is not sufficient. If your objective is to read and critique a body of literature, then you should be considering a special topics reading course and not the practicum.

Tasks involved may consist of research design, tool development/validation, or program development/evaluation and normally will include data collection and/or analyses, as well as report writing. Practicums can take place in research laboratories or a variety of organizational or community settings (e.g., industry, hospitals, public health units, schools, clinics, etc.). Practicums are intended to learn new methodological skills and/or enhance and extend current skills (and may involve pilot testing for a potential thesis project). HLTH 741 (Advanced Practicum) is intended to enhance basic or applied research skills as demonstrated through previous practicums (e.g., HLTH 641 project), RA's or other research experiences.

A Practicum typically lasts 12 weeks (about 10 hours per week) over a term, similar to academic courses. It is permissible, however, for the work to take place in a more concentrated block of time (for instance, 20 hours/week for about 6 weeks; or 40 hours/week for about 3 weeks) if the project in question dictates this timeline, and provided the commitment does not interfere with other academic duties (such as on-campus courses, TAs or RAs). Not surprisingly, many students choose a practicum in the Spring term when fewer on campus courses are offered.

In addition to a well-defined project, another critical component for approving the practicum is the availability and willingness of a qualified field supervisor (someone who has the methodological training and time to oversee and train the student). Occasionally, an SPHHS faculty member acts as the field supervisor or co-supervisor on the project.

You cannot simply register for the practicum. Similar to an independent reading course, each practicum must be approved. A contract must be completed by the student, in conjunction with the field supervisor, outlining the nature of the project, describing the specific tasks the student will be responsible for (or involved in), specifying the timeline and meeting/supervision schedule, and finally, describing the final product (and due date) to be produced for assessment purposes. The student and field supervisor(s) must sign this form, which will then require the approval of both the student's academic advisor(s) and the Graduate Officer. Be prepared to produce multiple drafts of this contract; clarifications are frequently required prior to approval. Make sure the specifics are agreeable to all parties (approval in principle) before getting signatures. Ethics approval through UW or sponsoring organization for the project in question must be obtained.

An electronic copy of the Practicum Proposal and Contract is available from the Graduate Coordinator, M.Sc. & Ph.D. Programs.

A written report by the student, together with a letter from the field supervisor (attesting to completion of the work by the student and evaluating the student's performance in the project) must be submitted to the Graduate Coordinator, M.Sc. & Ph.D. Programs in order to receive academic credit for the practicum. In most cases, the academic advisor will also want to review these materials. This documentation should be submitted at least two weeks before the grades are due for the term.

While raw data and other information of a confidential or proprietary nature may be restricted by the sponsor, sufficient information must be included in the practicum report for purposes of academic evaluation of the project.

For allowable travel expenses and insurance purposes, students must submit to their academic advisor, in advance, a Travel Claim form prior to any travel requiring university funds for reimbursement.

I. Policies on Thesis Committees, Proposals and Defences

As noted in the preceding section, detailed guidelines have been developed for SPHHS students concerning the Master's Thesis, Ph.D. Comprehensive Exams and Ph.D. Proposal & Dissertation, respectively. These guidelines are available on the SPHHS website and address everything you need to know from how to select your committee, to how to develop the proposal, to writing the thesis, and finally, to the steps involved in scheduling your final defence. The purpose of this section is to outline the School, faculty and university policies that must be followed.

Thesis Proposal Checklist (M.Sc. and Ph.D.)[1]

I.   **Title of thesis**

   1.   Is the title clear, simple to follow and self-explanatory?

   2.   Does the title create interest in the topic?

   3.   Have you included the School, month and date on your title page?

II.   **Abstract** (optional for the proposal; consult your supervisor)

III.   **Table of Contents** (a *Table of Tables* and *Table of Figures* may also be included, as appropriate)

   1.   Have you included the heading and page number of all major sections?

IV.   **Introduction and Overview** (recommend: 1-2 pages)

The purpose of this section is to introduce the topic, generate interest in reading the proposal and provide a brief overview of what is to come (main sections of the proposal). In this section, it is appropriate to briefly describe the statement of the problem or issue to be addressed, the state of the art (what is currently known, what is not), and the general or overall purpose of the study.
Remember that here it is important to first generate interest in the topic and convince the reader that it's worthwhile to keep reading. Do not dive into the literature immediately.

   1. Have you oriented the reader to the main theme of the thesis through a general introduction?

   2. Have you created interest in the topic of the thesis?

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[1] A student, in consultation with their supervisor, may choose a standard monograph or a manuscript option for the format of their thesis. If the manuscript option is chosen, which for the PhD degree typically consists of three (or four) published or publishable journal-type manuscripts, please consult with the Graduate Officer for more details on formatting and guidance on multiple authorship.

3. Have you given a brief overview of the main sections and ideas of the proposal?

4. Have you written a transition paragraph from the introduction to the literature review?

V.   Literature Review (recommend: 5-10 pages in consultation with your supervisor)

Remember to organize the literature review according to a logical scheme. Avoid merely stating what other people have said without providing your own summary and critical analysis. Remember to synthesize, integrate, criticize. Keep in mind that "review articles" are the synthesis and opinions *of others* and should be described accordingly. Use primary sources (original articles) as much as possible

1.   Have you included key references and sources for your review?

2.   Have you synthesized and integrated the literature in a meaningful way? Where appropriate, tables or figures may be used in the text or appended.

3.   Have you shown how the existing literature relates to your research study question(s)?

4.   Have you avoided merely repeating what others have said or shown, without any organization or critical analysis?

5.   Have you included a summary and implications section?

VI.   Study Rationale (recommend: 2-3 pages)

In this section, you need to state (clearly and succinctly) how your study will contribute to the existing body of knowledge (published, scholarly literature) and/or has applied implications for program or policy planning, development and decision-making. Your contributions may be conceptual, methodological and/or practical in nature.

1.   Have you clearly described how your study addresses gaps in the field?

2.   Have you clearly stated the overall and specific purposes of your study in terms of study questions, hypotheses or issues that will addressed?

3.   Have you shown what are the scholarly implications (theoretical or practical) of your proposed study?

VII.   Methods (recommend: 10-12 pages of text)

This is one of the most important sections of your proposal. Regardless of whether you are proposing to collect new data (in either a laboratory or field setting) and/or perform secondary analysis of existing data sets, it is important that you describe your proposed methods clearly.

1.   Have you described the basic design or protocol you propose to use (or which was used to collect the data) in relation to your study questions (including advantages and limitations of this approach)? Diagrams are often helpful to illustrate protocols.

2.   Have you described in detail sample recruitment and selection criteria (including sample size calculations for statistical power when applicable)?

3. Have you considered issues of obtaining approval from participating agencies (if applicable), approval from the University of Waterloo Office of Research Ethics and informed consent from study participants? Append draft consent forms if possible.

4. Have you described in detail the data collection procedures and instruments? Append a description of the tools (or the tools themselves if in questionnaire form).

Have you explained how you will analyze the findings? Regardless of whether the data are quantitative or qualitative or both (mixed-methods), you need to justify your choice of analytic procedures (statistical tests, verification procedures, etc.). In some cases, you may also wish to stipulate a priori expectations (consult your advisor).

VIII.   Results and Discussion (recommend: 3 to 5 pages)

Even though you have not conducted your research it is often useful to think about the results you expect. Dummy (or mock) tables may be used to help develop your data analysis plan. In this section you should address your study's strengths and limitations. Additionally, you can provide your thoughts on how your findings will advance knowledge in the field and how the knowledge can be translated into practice. The direction of future research can also be discussed.

IX.   Reference List

1. Have you checked that the references are accurate?

2. Have you included all the references (and only the references) cited in the text?

3. Have you followed an accepted reference style (e.g., American Physiological Society; American Psychological Association) consistently throughout your text and list?

X.   Appendices

1. Have you placed supporting documentation in the appendices (e.g., tables summarizing prior studies, program information, proposed tools, assay procedures, draft of human or animal research ethics approval forms, clearance for biohazards etc.).

2. Have you titled each appendix and lettered consecutively (A, B, C, etc.) in the same order as cited in the text

XI.   Resources and Timeline (recommend: 2 pages)

In this section, you should outline the resources, equipment and/or training needed to carry out your proposed study. You should also speak to your supervisor concerning the costs associated with the study in question and sources of support. Finally, you should diagram the study timeline (e.g., number of weeks or months) estimated for each phase (e.g., ethics approval, sample recruitment, each phase of data collection, analysis, write-up). Together, you and your committee will determine whether your proposed timeline is realistic and if the study needs to be modified.

1. Have you identified the necessary equipment and resources to carry out your study?

2. Have you made clear what funding you will need for your thesis?

3. Have you asked your supervisor how much support you can expect and for what activities?

4. Have you shown in chart form the phases of the project and what you will be doing during each step?

5. Have you given a projected timeline for completion of the project (including number of months estimated for the various phases)?

Format and Style Considerations:

1. It is appropriate to follow the style and formatting guidelines recommended by the Graduate Studies Office for theses: https://uwaterloo.ca/graduate-studies/thesis/preparing-your-thesis

2. Is the material well-organized and presented clearly and concisely? Are there clear transitions from one section to another (flow)? Your first draft should not be your final draft! Leave it a while and go back again to consider how it can be improved. Have a fellow student read it and give you constructive feedback.

3. Have you carefully proof read all sections of your proposal prior to submission?

Page Recommendations: These are guidelines only. Master's' thesis proposals may be somewhat shorter (~25-35 pages, excluding references and appendices) and doctoral thesis proposals may be somewhat longer (~30-40 pages, excluding references and appendices).

M.Sc. Thesis Proposal Notification Form

University of Waterloo guidelines for Master's Theses stipulate that the committee must consist of at least three faculty members: the supervisor (from the home department/school in which the student is enrolled) and two other committee members (at least one of whom has an academic appointment in the home department/school). Occasionally, two faculty members act as co-supervisors on the three-person committee. Your academic advisor/supervisor will assist you in identifying and approaching the most appropriate faculty members to serve on your committee. Only one committee member may participate remotely.

Once your topic has been chosen, and your committee selected (and agreeable to serve), you need to complete the *"M.Sc. Thesis Proposal- Notification Form"* (Available on LEARN in SPHHS Research Grad Community Group- Course Materials- content- see program for forms) have it signed by your supervisor and submit this form back to the Graduate Coordinator.

Master's Thesis Proposal Presentation

Once you and your supervisor agree that the written proposal is ready for presentation, there are a number of steps you must follow**:**

1. The student must contact all members of the committee to determine possible dates and times for the presentation.

2. The student must book a room for a two-hour period and inform all committee members of the date, time and room booking. The AHS Receptionist (ahreception@uwaterloo.ca) can assist with room bookings. Any necessary A-V equipment must be booked in advance as well.

3. The student must complete the ***"M.Sc. Thesis Proposal- Notification Form"*** (Available on LEARN in SPHHS Research Grad Community Group →Content→ Forms) and submit it to the Graduate Coordinator, M.Sc. & Ph.D. Programs or Graduate Research Assistant at minimum two weeks in advance of the proposal. Note: the information provided in the Thesis Proposal- Notification Form will be used to draft the email announcement and the thesis proposal paperwork.

4. The student must provide each member of the committee, as well as the Graduate Coordinator, with a copy of the proposal, at least two weeks in advance of the presentation. The student should ask the committee members and the Graduate Coordinator if an electronic copy is sufficient.

SPHHS Policy on Absent Committee Members for Master's Proposals

The thesis supervisor will chair the proposal presentation, questioning period and deliberations.
It is expected that all committee members will make every attempt to be present at the proposal presentation. Teleconference participation can be arranged if necessary. The presentation cannot take place unless at least two committee members, one of whom must be the supervisor or co-supervisor, are present. If one committee member (other than the supervisor) cannot attend (and provided reasonable efforts have been made to accommodate scheduling), it is permissible to proceed. If this situation is known in advance, the supervisor must contact the absent member and obtain his or her written questions, desired responses, assessment of proposal acceptability, and suggestions for modifications. The supervisor is responsible for relaying this information during the meeting. If a committee member is unable to submit questions in advance, or fails to attend as planned due to unforeseen circumstances, the supervisor must obtain written feedback from the absent member prior to reaching a final decision concerning the acceptability of the proposal and permission for the student to proceed with data collection.

It is up to the supervisor to ensure that any and all concerns of the committee members (whether present at the proposal or not) are adequately addressed by the student prior to approval of the proposal and permission to proceed. As a means of documenting changes to the original proposal, particularly the methods, the candidate can be asked to develop a brief addendum which is given to all members of the committee (and to the Graduate Coordinator for the student's file). In extreme cases, the proposal may need to be totally rewritten and another presentation meeting scheduled.

   Note: If a committee member is unable to continue serving on a thesis committee, a replacement
   should be found. The Graduate Coordinator and Grad Officer should be informed of any and all
   changes to the composition of a student's thesis committee when, and if, such changes occur.

UW Ethics Approval Requirements and Process

Ethics clearance from the Office of Research Ethics at the University of Waterloo **is required** for all research projects (involving either human participants or animals; as well as for using secondary data not in the public domain) undertaken by either faculty and/or students. Such approval must be obtained **before** any data collection takes place. Your supervisor will assist you with this process and must sign your application form. Consent forms acknowledging ethics approval must be developed and contained in your application. Allow at least 2-4 weeks for this approval process to take place. Please note that The online ethics applications for human and animal research and instructions for completion are available from Office of Research Ethics.

Master's Thesis Final Defence

Once your committee decides you are ready to proceed to defence, there are a number of things that need to be done, similar to the steps prior to the proposal presentation.

> 1. The student must contact all members of the committee re: available dates and times.
>
> 2. The student must book a room for the date and time agreed to by all committee members. Book the room for at least a two-hour period. Notify all committee members of room and time.
>
> 3. The student must complete the ***"Thesis Defence- Notification Form"*** (Available on LEARN in SPHHS Research Grad Community Group →Content→ Forms), and return this form to the Graduate Coordinator or Research Assistant **a minimum of 2 weeks** prior to the scheduled defence.
>
> 4. The student must provide each member of the committee as well as the Graduate Coordinator with a copy of the thesis at least **two weeks in advance** of the defence date.
>
> 5. The Graduate Coordinator will announce the upcoming thesis defence to SPHHS faculty and graduate students, as well as the Associate Dean. The thesis supervisor will chair the defence.
>
> 6. The Graduate Coordinator will put a copy of the thesis on public display for **at least two weeks** prior to the scheduled defence.

Note: the GSPA strongly discourages holding thesis defences during holiday periods or close to the end of term.

SPHHS Policy on Absent Committee Members for Master's Thesis Defence

The policy of SPHHS is that no more than one committee member, and <u>not</u> the thesis supervisor, may be absent for the M.Sc. thesis defence to take place. The absent member must be contacted in advance by the thesis supervisor and submit a list of questions, desired responses, as well as a final recommendation (refer to decision categories below), including a list of revisions that need to be made, to the GSC and the supervisor at least 24 hours prior to the scheduled defence. Questions from an absent committee member, which must be submitted in advance for the defence to take place, will be read by the Chair (a copy will be provided by the Graduate Coordinator in the defence folder). Note: the supervisor should email a description of the decision categories to the absent member if she/he is from outside the School. In contrast to the proposal defence, feedback from an absent committee member <u>cannot</u> be submitted <u>after</u>

the defence has taken place. If the above stipulations cannot be met, the defence will have to be cancelled and rescheduled.

In the event that a committee member fails to attend as scheduled, allow at least 30 minutes and have someone attempt to contact the individual. If 30 minutes have elapsed and no contact has been made, the chair and supervisor should consult the Graduate Officer or the Associate Dean for Graduate Studies. In most cases, the defence will have to be rescheduled.

Decision Categories for Master's Thesis Defences

I.   **Accepted:** The thesis may require typographical or minor editorial corrections to be made to the satisfaction of the supervisor.
II. **Accepted conditionally:** The thesis requires more substantive changes, but will be acceptable when these changes are made to the satisfaction of those members of the committee designated by the committee. The supervisor's report will include a brief outline of the nature of the changes required, the date by which the changes are to be completed, and the consequences if the student fails to comply.
III. **Decision deferred:** The thesis requires modifications of a substantial nature which makes the acceptability of the thesis questionable. The supervisor's report will contain a brief outline of the modifications expected, the date by which the changes are to be completed, and the consequences if the student fails to comply. The revised thesis must be resubmitted to the Graduate Studies Committee of the department for re-examination. The re-examination will follow the same procedures as for the initial submission except that the display period may be reduced or eliminated at the discretion of the Graduate Officer. Normally, the same committee will serve. A decision to defer is open only once for each candidate.
IV. **Rejected:** The thesis is rejected. The supervisor will report the reasons for rejection and advise the student on the suitability of the candidate continuing in the program. Master's Thesis Examination Report Form

The Graduate Coordinator will supply the Chair of the thesis defence with a copy of this form prior to the defence. Following deliberations of the examining committee, and upon reaching a decision on the thesis (as described above), the chair will indicate the committee's decision on this form. All committee members present the day of the defence will sign the examination report form. This form will be returned immediately following the defence (or the next working day in the event that the office is closed for the day) to the Graduate Coordinator. If the decision is other than "Accepted", the Chair must also submit a list of required changes, or reasons for rejections as stipulated for each category above.

If the decision is *ii* to *iv*, the designated committee members must be satisfied that the changes requested of the student have been made to their satisfaction. The supervisor will then sign on behalf of the committee to indicate that the thesis is now considered accepted. Then the Graduate Officer and Associate Dean will give their approval. The student can then proceed to complete an **Intention to Graduate Form** and any other "end of program" forms required by the School (see the Graduate Coordinator for these forms)**.**

Master's Thesis Submission

Once approved, the M.Sc. thesis must meet the specifications as outlined in the Thesis Regulations which can be found on the web under the Graduate Studies home page. Take your thesis over to be checked by the GSPA before you make any copies. Note: The School does not require a bound copy of your thesis but some committee members may request one. Students may be required to submit additional copies if

they have more than one academic department and/or supervisor (please check prior to ordering bound copies).

SPHHS Regulations for the Ph.D. Comprehensive Examination

A comprehensive examination consisting of written responses to three questions and an oral examination on the answers must be successfully completed before a Ph.D. student may begin their dissertation research. Normally, doctoral students will begin working on their comprehensive examination after completing all required course work. For full-time students, the process should normally begin in their third academic term and the oral examination should be held before the end of the fourth term. Part-time students are normally expected to begin the comprehensive examination process by the sixth term after first registration. The timing of the examination will be established by the candidate in consultation with their supervisor.

Candidates will be provided with three questions developed by their Comprehensive Examination Committee (see below) and a set of key readings. Full-time students are required to submit their written responses to the members of their comprehensive examination committee within eight weeks. Part-time students may have up to a four-week extension, for a maximum of 12 weeks (although many prefer to complete the process in eight weeks). The comprehensive examination committee must decide the part-time student deadline prior to the beginning of the exam. Students may seek writing support during their comprehensive exams, and the University of Waterloo Writing Centre is a recommended resource. Writing support must be limited to sentence-level issues, such as sentence structure, grammar, punctuation, and spelling. If students use any source of writing support, this must be disclosed in writing to the Chair of their comprehensive exam committee before the end of the comprehensive exam period. The oral examination should occur within four weeks of submission of the written work. The comprehensive examination requirement must be successfully completed, and the credit approved, before proceeding to the formal presentation of the dissertation proposal.

Comprehensive Examination Committee

The committee will consist of four members: namely three faculty members and a Chair. It is the responsibility of the supervisor to assemble the committee and to assign roles. It is expected that the student's supervisor will be a member. He or she can satisfy the requirement that at least one committee member have Approved Doctoral Dissertation Supervisor (ADDS) status. In addition to the supervisor, one committee member shall have a primary appointment in the School (at least a 0.51 appointment). It is recommended that the third member of the committee be external to the School (another academic unit, or an external agency/university). As well, only two of the three members of the committee may serve on the student's Dissertation Advisory Committee. The Chair of the committee will be a member of the School (at least a 0.51 appointment) with ADDS status. It is recommended that the Chair have some background or expertise in the candidate's field of study.

The composition of the comprehensive examination committee will be decided by the supervisor and student and must be approved by the Associate Director, Graduate Research Programs (Graduate Officer). The Chair will be responsible for organizing the comprehensive examination, ensuring the School's procedures are followed. They will also chair the examination.

Procedure for the Examination

The Comprehensive Examination Committee will assess the student's background and areas of interest prior to developing the examination questions. The Chair, in consultation with the Candidate, will determine the timing of the written and oral components of the exam and oversee integrity of the process, including communication with the student, monitoring deadlines, and appraising the Associate Director, Research Graduate Studies on any issues arising. The "**Ph.D. Comprehensive examination-**

Notification form" (Available on LEARN in SPHHS Research Grad Community Group →Content→ Forms) should be completed at this time. The form should be sent to the Associate Director, Research Graduate Studies for approval of committee members and questions.

The Comprehensive Examination Committee will develop three questions along with a reading list that will be provided to the Candidate on the day the written component of the examination is to begin. The comprehensive examination questions are developed independently of the candidate; i.e. the candidate does not know the questions before the exam. Normally, each of the three committee members will develop one question and provide a list of approximately five to ten relevant articles, or key readings. Each of the three questions will have a different focus:

a) One question will require the candidate to demonstrate broad, substantive knowledge germane to their stream or discipline.

b) One question will focus on methodology and study designs used in public health or health systems research. This question may require the candidate to understand methods that will not likely be utilized in his/her dissertation research.

c) The final question will allow the candidate to develop a deeper understanding of theories, concepts, or methods that are relevant to his/her dissertation research.

The questions and reading list will be reviewed by the Comprehensive Examination Committee, and ultimately must be approved by the Committee Chair. The Chair will distribute the questions and reading list to the candidate on the day s/he begin the written examination. During the first week of the written examination period the candidate may ask for clarification by directing questions to the Chair by email. Each examination question is to be answered separately, will be limited to 3000 words (not including references, tables, and appendices), and must be double-spaced using a 12-point font size (Times New Roman is recommended).

Written responses must be presented to the Graduate Research Coordinator within the required timeline. The oral examination will typically take place within four weeks after submission of the written responses and the candidate is responsible for reserving the room and scheduling the examination. No feedback will be provided to the Candidate prior to the oral examination.

Extensions to Comprehensive Examination deadlines are not normally permitted. The only acceptable procedure is student registration with AccessAbility, with whom the Associate Director, Research Graduate Studies may negotiate a revised comprehensive examination deadline. This must occur prior to the comprehensive examination deadline and ideally prior to the start of the comprehensive examination.

Oral Examination

The Chair is responsible for the proper conduct of the oral examination. The conduct of the oral examination will be similar to that of a Ph.D. thesis examination as described in the document "Guide for Chairing a Ph.D. Thesis Examination". The oral examination begins with an oral presentation by the candidate that should be no longer than 20 minutes in duration. The presentation will be followed by questioning in accordance with the usual procedures for a Ph.D. thesis defense: each committee member asks questions about any components of the exam. It is expected that the majority of questions will pertain to the candidate's written responses; however, general questions will also be asked to evaluate the candidate's depth and breadth of comprehension of leading literature and perspectives in their field. At the end of the question period, the candidate will be asked to leave the room and the examining committee will deliberate in a closed session. During the closed session, the Chair shall call for a formal vote before any discussion begins. A simple majority of the examiners will be sufficient to select the appropriate allowable decision. The allowable decisions are based on the both the candidate's written work as well as responses to questions at the oral defence. The decisions may be:

Examination Passed: Both the written and oral responses to questions are acceptable and the candidate may continue with their regular program of study. A credit indicating completion of the Ph.D. Comprehensive Examination is submitted to the GSPA.

Decision Deferred Until Conditions Fulfilled: One or more components of the examination are not acceptable. The candidate will be informed which component(s) was/were not acceptable and the conditions that must take place to fulfill the comprehensive exam requirement will be clearly described. The Comprehensive Examination Committee will communicate the conditions (and timelines) orally to the student at the end of the defence and in writing within one week after the oral defence. The conditions may include rewriting one or more questions, providing a written response to a new question or questions, orally defending one or more responses, or taking a specific course or courses. When the time period for meeting the conditions has expired, the Chair will ensure the work is reviewed appropriately to make a decision regarding the candidate passing or failing the comprehensive examination. Typically, this will involve an email vote of the examining committee, but if the candidate is required to orally defend one or more responses, then the procedures described for the oral comprehensive examination will be followed.

Repeat Comprehensive Examination: The candidate's responses do not meet the requirements and the examination must be repeated. The reasons why the candidate was not successful will be communicated at the oral defence and will be provided in writing within one week of the defence. The written report will specify a time period for undertaking the repeat examination. The repeat examination will require that three new questions be developed and provided to the candidate along with a revised list of readings. The membership of the Comprehensive Examination Committee for the repeat examination may be same, or may differ. The procedures for the repeat examination will be the same as the initial examination except that the allowable decisions after the oral defence will be Examination Passed or Examination Unsuccessful.

As stipulated in the UW Graduate Studies Calendar: "candidates who fail to pass the comprehensive the first time or who are required to complete additional requirements must satisfy the comprehensive requirement of their department within one calendar year after the unsuccessful attempt, provided the decision made at the time of the comprehensive allows for another opportunity. Students who fail to meet this condition will be required to withdraw".

Examination Unsuccessful: The committee will clearly state why the candidate was unsuccessful (verbally at the oral defence and within one week in writing). The candidate will be required to withdraw

from the program. The "Change of enrolment status Form" must be completed at this time and submitted to the Graduate Officer.

SPHHS Policy on Absent Committee Members for Ph.D. Comprehensive Examination

Normally, all Comprehensive Examination Committee members are present at the oral examination. If a committee member cannot attend, they will normally join by telephone. In extreme circumstances, it may be permissible to hold the examination with the Chairperson and two of the three committee members present where the absent member is not able to join by telephone. In such cases, written questions and comments must be submitted by the absent member and addressed at the defence by the Chairperson. The Graduate Officer must be informed and give approval for the defence to proceed with only two committee members. If such approval is not received, the oral examination will have to be rescheduled. If a member becomes unable to continue to serve on a Comprehensive Examination Committee, or cannot agree to an examination date within a reasonable length of time after being approached, the Chair of the Comprehensive Examination Committee and Graduate Officer should be consulted concerning possible replacement of the committee member.

Intellectual Property

According to university policy (refer to Policy # 73), the comprehensive examination papers are the student's intellectual property. As such, these papers must not be shown to anyone (released or disseminated in any fashion) without the explicit written permission of the student (the author). If the student plans to publish articles stemming from his/her authorship with his/her supervisor, some references on guidelines are listed below.

International Committee on Medical Journal Editors. Guidelines on authorship. British Medical Journal 1985; 291:722.

Gien LT, Banoub-Baddour S. Whose name comes first? The etiquette of publication: a civilized guide to courteous co-authorship. The Canadian Nurse (vol/year unknown).

Huth EJ, Guidelines on authorship of medical papers. Annals of Internal Medicine 1986; 104:269-274.

Huth EJ, Irresponsible authorship and wasteful publication. Annals of Internal Medicine 1986; 104:257-259.

The Ph.D. Dissertation Proposal and Advisory Committee

As noted in the previous section, students are expected to successfully complete their comprehensive exam (meaning subjected to oral defence, passed and a credit approved) **before** proceeding to the formal presentation of the dissertation proposal.

According to AHS guidelines **(found at the Applied Health Sciences website, Graduate Studies,** the Ph.D. Advisory Committee should be formalized soon (normally within one month) after passing the Ph.D. Comprehensive exam. The Ph.D. Advisory Committee may (and typically does) include some or all of the members of the comprehensive committee (on the related topic).

The Ph.D. Advisory Committee comprises a *minimum of 3 faculty members*, and must include:

    i.   *a Supervisor* (normally from SPHHS; otherwise an SPHHS faculty member must agree to act as co-supervisor);

    ii.   *2 other faculty members* (at least one of whom must be from SPHHS or have a cross-appointment in the SPHHS program; the other committee member must also be from UW, but can be from outside the School or faculty). Additional members may be added, up to a maximum of 2 co-supervisors and 3 other faculty members. Note that co-supervisors count as TWO members of the committee.

NOTE: The supervisor (or co-supervisor) must have Approved Doctoral Dissertation Supervisor (ADDS) status.

A **Ph.D. Thesis Proposal- Notification Form** (Available on LEARN in SPHHS Research Grad Community Group →Content→ Forms) and a bound copy of your proposal must be completed and submitted to the Graduate Coordinator *at least **two weeks** prior to scheduling the Ph.D. Proposal Defence meeting.*

There is often confusion regarding the **distinction between the Ph.D. Advisory and Examining Committees**. The Ph.D. Advisory Committee is your internal committee whom you will work with from the beginning (i.e., developing and approving your proposal) to the end (i.e., completing your dissertation). The Ph.D. Examining Committee, meanwhile, is formed for the explicit purpose of your final defence. The Ph.D. Examining Committee, which includes two individuals in addition to your Advisory Committee (namely, an independent external examiner and what is called an internal/external), is not appointed until 8-12 weeks prior to the final Ph.D. defence. There are university and faculty policies concerning the composition of both these committees and procedures which must be followed in regards to the Ph.D. Proposal and Final Defences.

Caution: Students may begin planning their dissertation before completing the comprehensive exam. Some students may even pilot-test tools or protocols they are considering. Others may be involved in prospective or longitudinal research projects involving waves of data collection which they wish to include in their dissertation project. What must be kept in mind is that **you have not been granted formal permission to proceed with data collection and/or analyses until the dissertation proposal has been successfully defended and approved by all members of your dissertation advisory committee**. Your advisory committee may request minor or major modifications to the proposed study rationale, objectives and/or methodology (design, sampling, instruments, data collection procedures, analyses, etc.), regardless of work conducted prior to the proposal defence. *It is also very important to keep in mind that UW Ethics Approval is required for all research projects, including student thesis research, prior to data collection.* Thus, students are strongly advised to proceed with caution, ensure their supervisor is aware of all activities, and obtain formal approval for their dissertation project as soon as possible.

SPHHS Guidelines Regarding the Use of Primary vs. Secondary Data for Dissertations

The proposal may include results of pilot studies, and with the approval of the Advisory Committee, such work may also be included as part of the actual dissertation.

Typically, data collection for the dissertation does not proceed until: a) the Advisory Committee has approved the dissertation proposal; and b) UW ethics clearance has been obtained. The rationale for this is twofold: (1) to protect the student from carrying out work in advance that may not be approved by the committee; and (2) to ensure that doctoral students have the capability to carry out the full research

process (from independently developing the study design and research questions to choosing appropriate methods of data collection and sampling procedures to actually collecting, analysing and interpreting the resulting findings). In other words, the School wants to ensure that doctoral students have adequate training regarding the "core competencies" involved with conceptualizing and carrying out an independent research project from start to finish.

While most dissertation projects will involve original data collection that takes place after the formal approval of the proposal, it is permissible to also conduct secondary data analyses and meta-analysis of existing data sets for the dissertation under certain circumstances. We recognize that in the fields of population health and health informatics, to name a few, the large data sets currently available present opportunities for scientific advances. *The supervisor must ensure that the student in question already has the "core competencies" (described above) concerning carrying out the full research process and provide evidence in this regard (i.e., previous scholarship and research experience).* The supervisor should contact the graduate officer for guidance if the student's program of research or experience do not meet these core competencies.

Procedures for Ph.D. Proposals and Final Defences

As noted above, doctoral students must complete the ***Ph.D. Thesis Proposal Notification Form*** and submit this form to the Graduate Coordinator ***at least two weeks*** prior to scheduling the Ph.D. Proposal Defence meeting. The steps for scheduling the proposal defence and booking rooms are the same as for the Master's Thesis Proposal, as are the policies regarding absent committee members (refer back to this section). Similarly, the supervisor of the committee acts as the Chair for the Ph.D. Proposal Defence and Meeting. At the end of the meeting, the Ph.D. Advisory Committee decides whether or not to grant the student approval to proceed and the conditions of such approval. Similar to the Master's' Proposal, an addendum may be required stipulating changes to the original proposal.

As would be expected, the procedures for the **Final Ph.D. Dissertation Defence** are more rigorous and set by the university. ***The Ph.D. Examining Committee (Board) must be arranged at least 8 weeks prior to this defence***. It is the supervisor's responsibility to work with the faculty graduate studies personnel to obtain approval of the external examiner as well as the internal/external member of the examining committee (a UW faculty member from outside the School who is not on the Advisory Committee) from the Associate Dean of Graduate Affairs and members of the faculty graduate affairs committee. A Chair for the final Ph.D. defence will be appointed by the Dean of Graduate Studies for the university. *While you and your supervisor can discuss suitable experts in your field who may potentially serve as external examiners, the student is not involved in any way with contacting the external examiner.*

It is the student's responsibility, however, to:

1. ***Contact members of your advisory committee concerning possible dates for the final defence;***

2. ***Book a room, in consultation with the GSC in the Dean's Office (most Ph.D. Defences are in BMH 3119);***

3. ***Provide copies of the dissertation to all members of your advisory committee, including the appointed internal/external (as well as two additional copies to the GSC--one for the public display and one for the external examiner) at least five weeks in advance of the scheduled Ph.D. defence.***

There are a number of policies regarding Ph.D. Defences. For instance, a brief written report prepared by the external examiner is required one week in advance and sent to the Associate Dean's Office. The

supervisor will be allowed to convey general concerns that are outlined in this report to the student. The student is only allowed to read the external's report, however, after the defence upon request. The current university policy on absent members of the Ph.D. Examining Board for defences can be found in the appendix.

Important notes:

1. The dissertation format must follow university guidelines. The Graduate Studies Office will look over your dissertation to ensure it is formatted correctly. Please refer to Graduate Studies website for more information.

2. Ph.D. Dissertation Abstracts. Due to budget constraints, and effective 1990, the University of Waterloo will no longer bear the cost of Ph.D. thesis abstracts publication in "Dissertation Abstracts", a journal circulated as a subscription basis from Ann Arbor, Michigan. Students who wish to have their abstract published in this journal must pay a fee. Cash or a cheque payable to the University of Waterloo should be submitted with the abstract and permission form to the Graduate Studies Office after the thesis is accepted and prior to graduation. Permission and payment forms are available in the Graduate Studies Office, Needles Hall.

J. Financial Policies

Full-time students are eligible to receive teaching assistantships or research assistantships, subject to availability.

Policy on Support for Graduate Students

There are, generally, three sources of money for supporting students:

- *Teaching Assistantship (TA)* - this source of money comes from University Operating Funds allocated to the School
- *Research Assistantship (RA)* - this source of money is awarded to faculty in the School of Public Health and Health Systems through research grants and contracts
- *Scholarship* - this source of money is applied for and carried by the student.

For TA and RA positions, an average of ten hours per week of work is expected over the term (16 weeks). For students classified as full-time the maximum you **can** work, according to Provincial Government Policy, is ten hours per week. Please refer to the Policy Guidelines on Graduate Student Support.

In awarding a TA, the first priority must be to award the TA to a student who can function effectively within a particular course. The questions of student need and overall excellence are secondary to the School's teaching requirements. The same principles apply to RAs where the requirements of the research are the first consideration.

While the above outlines our priorities in awarding TAs, you may receive financial support from other sources. The exceptions to this are part-time students, non-regular graduate students (i.e., qualifying, post-degree, non-degree), and students who decide to come after being informed that financial support is not available. **If a student declines the offer of a TA position (for any reason), the School will have met its obligation to provide funding for the term in question.**

Full-time M.Sc. students are guaranteed three terms of support at a level that corresponds to the University defined amount of maximum TA support. Full-time Ph.D. students are guaranteed twelve terms of support. **If you receive an external scholarship, we do not guarantee TA or RA support.** That funding will replace guaranteed support from the School. This is to enable us to provide financial assistance to as many students as possible.

Normally, payment is made to you for teaching assistance during the Fall and Winter terms. Depending on the number of undergraduates enrolled in the Spring term, one or two TAs may be available for the Spring as well.

While the School of Public Health and Health Systems guarantees the above minimum support, occasionally a student will receive additional support for a variety of reasons: the student may have a particular research skill of value or a faculty member might employ a student on a research grant or contract or the student may have a unique ability to fill needs created by the teaching activities of the School. While there is a minimum amount of guaranteed support for a defined length of time, you should not be surprised if you learn that another student at the same stage in his/her academic career is earning more money than the minimum funding.

Research Assistantship Support

Research Assistantships (RAs) are often available from individual faculty members. The RA amount is usually similar to the current TA rate, but can vary. You should make known to your supervisor and the Graduate Coordinator your interest in becoming a Research Assistant, and the skills you can bring to this task. The needs of any particular faculty member with a research project may vary considerably, and the amount of research funding available from faculty members changes constantly due to the irregular availability of grants and contracts. Also note that it is completely up to the individual faculty member as to whom he or she hires as his or her RA. The decision also depends on your expertise and the nature of the project.

If a student declines the offer of a RA position (for any reason), the School will have met its obligation to provide funding for the term in question.

SPHHS Program Criteria for UW Graduate Scholarships

The Graduate Studies Office (Second Floor, Needles Hall) maintains a database file of all scholarships and fellowships available to graduate students. You can search this database on the Graduate Studies website. Awards are based on full-time registration in a graduate program with a minimum 80% average, and other scholarly activity as required by the Graduate Studies Office. The SPHHS Graduate Studies Committee also considers other evidence of outstanding scholarship (e.g., presentations at conferences, publications, outstanding practicum reports, etc.) and demonstrated progress towards completion of the degree.

External Scholarships/Types of Support for Graduate Students

Refer to the Scholarship Information website for current information. In addition, you should check your School mailbox, watch the SPHHS Graduate Student Bulletin boards and the Faculty Graduate Notices Board (BMH 3110) for notices concerning forms/deadlines for scholarships, bursaries and fellowships. Please see the Graduate Coordinator for more information, or contact the GSPA. *An informational session on scholarship applications is normally given by the GSPA in September.*

Undergraduate Course Teaching

Doctoral students are encouraged to participate in teaching at least one undergraduate course at some time during their program of study. *This will generally be a third or fourth year course in the student's area of research interest.* While undergraduate teaching is negotiated between the student and Chair/Director, and is based on the undergraduate program needs as well as graduate student interest. You may wish to let the Graduate Officer and/or the Undergraduate Officer know if there are specific courses that you would like to teach. The graduate student's supervisor will often act as a mentor to assist with this first teaching experience. Assistance is also available through the Centre for Teaching Excellence (CTE).

Research Grants

Sometimes it is possible to obtain a research grant from an agency that is interested in your thesis topic. This is especially true if you are working on a project with a supervisor who has obtained a grant. When you are developing your thesis proposal, ask your thesis supervisor where you (or he/she) may apply for financial assistance. Once again, for further information, check with the Graduate Studies Office.

Travel Assistantship for Students Presenting Papers at Conferences

Students are eligible for these assistantships if they are presenting the results of research they conducted while at the University of Waterloo at professional or academic meetings. Students are normally expected to be the first author and must be the conference presenter. Confirmation of presentation and abstract do not need to be submitted prior to handing in the application.

There are three deadlines to receive completed ***Research Travel Assistantship*** applications during the year:

> April 1st = Spring

> August 1st = Fall

> December 1st = Winter

Only graduate students currently registered in a degree program at Waterloo and registered at the time of the travel are eligible. Priority will be given to Doctoral students who have not used the award twice and Master's students who have not received this award previously.

Graduate Travel Assistantships are cost shared by the student's Supervisor (if possible), the School, the Faculty of Applied Health Sciences and the Graduate Studies Office. Current stipends from the Faculty are $100 for Master's students and $150 for doctoral students. The Graduate Studies Office will normally pay expenses up to the total amount paid within the Faculty, with a maximum of $300. These dollar amounts may be adjusted from time to time depending on the budget available and the number of travel requests.

Students are encouraged to acknowledge the assistance of funding from the Graduate Studies Office in their abstract and/or presentation.

Please note that a student will not normally receive funds more than **once per fiscal year.**

1. The student should reserve funds in advance of the conference by completing a [Research Travel Assistantship form](#), obtain the necessary signatures and funding support from Supervisor and School. Submit the request form to the Faculty Graduate Studies Coordinator, with the following information:

    i. the name, place and date of the conference;

    ii. a budget outlining the expected costs to be incurred;

    iii. students must also submit a one-page summary of research experience and significance of the conference you attended.

2. When more than one student is presenting at the same conference, the applications for funds should be sent to the University Graduate Studies Office at the same time.

It should be clearly understood that the sum total of support from the Director of the School, Dean, Supervisor and Dean of Graduate Studies may not add up to the predicted budget. Hence, students must understand that they may incur personal expenses. In this regard, students should be sure that they seek places where accommodation and meals are cheap (i.e., university residence). Where this is not possible, students should double or triple up in hotel rooms. Receipts (hotel, travel, etc.) will be required.

Salaries for Student and Non-Student Assistants

Graduate Student Research Assistants (RA)
Graduate student RA's should be viewed as support for students while they are working on their academic program(s). The amount of the RA may vary depending on the research project. It is understood that research grants may be insufficient to allow for payment of salaries according to the maximum rates. Thus, it is inevitable that different rates of pay will be determined by individual faculty members in meeting their own requirements with the grant funds available to them. Rates established for individual RA's should take into account their earnings from all sources. Applicants for research grants should apply for the "maximum" in all cases so as not to penalize graduate earnings unless such maximum application would jeopardize the awarding of the overall grant. If an RA is to be employed full or part-time during a non-academic or summer term, his or her wages may be calculated on an hourly basis as for an Assistant.

Assistants
A person employed to work on a research project is classified as an Assistant in the following cases:

i. If a faculty member is hiring someone to work full or part-time on a project and that person is a graduate student, but the work is not directly related to the student's program, then the employee is classified as an Assistant, rather than a Graduate Student Research Assistant (RA). Normal UW personnel policies must be followed. The approval of the Dean of Graduate Studies must be secured prior to hiring.
ii. If a faculty member is hiring someone to work full or part-time on a project and that person is not registered as a full-time student, during the period of employment, then the employee is classified as an Assistant and the normal UW personnel policies must be followed. For example, a student who has been employed as an RA during the academic term would be paid as an Assistant for work undertaken during a non-academic term or in the summer.

Thesis Regulations/Expenses

Many of the theses currently being done in the School, especially those which involve data collection, are complex and costly projects. While many students opt to do thesis research that is directly related to a faculty member's research grant or contract award, some do not. In either case, it is very important that the costs of performing the study, reducing and analysing data, and typing the document be estimated at the proposal stage. How these expenses are to be met must also be determined with your supervisor.

It is recognized that unforeseen expenses may occur on any project; however, you cannot expect the School or your supervisor to cover costs or cost overruns.

K. Additional Information about the University of Waterloo

Access to Building after Hours

A building key is not necessary as B.C. Matthews Hall is open 24 hours a day except during the Christmas break. Corridor doors are locked between 4:30 p.m. and 8:30 a.m. on weekdays and all day on weekends, but your office key will give you access to the School's main hallways. Access to other buildings (e.g., Math & Computer, Physical Activities Complex etc.) is possible most hours that you would have need to use these facilities.

The information in this section is relatively up-to-date. If you require more accurate details, please refer to the latest edition of the UW Graduate Calendar.

Living Accommodations for Graduate Students

Please refer to the current UW University of Waterloo Graduate Calendar, Housing & Residences for complete details. UW has many different styles of residences; grad students have options to live with their families in townhouses. UW also helps with providing information regarding Off-Campus Housing.

Graduate Student Association and the Graduate House

All graduate students are automatically members of The Graduate Student Association. The Grad House is situated in the centre of campus and serves lunches, alcoholic and non-alcoholic beverages at moderate prices. More information can be found at the Graduate House website.

Libraries

There are a number of libraries on campus. The Dana Porter Arts Library, which is located in the centre of the campus, is the main library for arts humanities and social/behavioural sciences materials. The Davis Centre Library is located in the Davis Centre and contains materials related to mathematics, engineering, biological and health sciences, physical sciences, and so on. For manuals and other materials related to computer software and its application, the IST has a special CHIP service centre located on the bottom (1st) floor of the Math and Computer Building. You may also view books, articles and other pieces of literature using the online library.

The University is linked to the Ontario Inter-University Library System whereby it is possible to obtain a copy of a book or journal which is not available in our library within 48 hours. Inter-library loan (ILL) service reaches across North America. The Interlibrary Loan (RACER) system allows you to obtain items not available at the TUG libraries, including the UW Library. You may login to RACER to request books, journal articles, etc. not held in the TUG libraries.

The Faculty operates the Lois Matthews Reading Room in BMH 3035. It is available to faculty and graduate students for informal meetings and conversation as well as browsing.

Writing Centre

The Writing Centre is an excellent resource to assist you in meeting the demands of academic and professional writing which is one key to success in your M.Sc. or Ph.D. program. They offer workshops, one-on-one appointments and a variety of other supports.

Parking on Campus

You may park in any of the visitor parking lots and pay each time you enter. The current rate is between $3.00 and $6.00. You may pay by the term in selected lots (depending on the availability of space), in which case you need to contact the Parking Office in the Security Department which is located in the Commissary (COM), extension 33100. Visit the University of Waterloo Parking website for more information.

Banking

Major banking organizations have branch offices located close to the University and the Canadian Imperial Bank of Commerce (CIBC) has a branch located on the lower level of the Student Life Centre. Assistantship and scholarship payments are deposited directly into your local account. Please check with the Payroll Department in the General Services Complex (GSC) to be sure that you have filled out the appropriate forms for Direct Deposit.

Housing

As with most university cities, housing is at a premium. Therefore, the earlier you can arrange accommodation, the closer you will be to the University and the cheaper the rate. There is a Housing Office located in Village 1 (V1) which provides lists of apartments and rooms to rent. You should consult this source as soon as possible. Another good source of information is the current graduate students who, based on experience, may be familiar with upcoming vacancies. New to campus housing is Columbia Lake Village, designed specifically for graduate students. Visit the Waterloo Residences website for more information.

Centre for Career Action

The Centre for Career Action provides assistance to students graduating with advanced degrees who are seeking employment. Types of employment and the organizations and agencies compatible with individual students' needs and abilities are discussed during personal interviews with career advisors. Group sessions for students are held on job-hunting techniques, resume writing and successful interviewing. Each year, several hundred employers are invited to conduct on-campus interviews for all graduating students. Post-graduate students may participate in interviews during the Fall and Winter terms. Visit the Centre for Career Action website for more information.

Bookstore

The Book Store, with three sales areas, is located in South Campus Hall. It provides for all of the student's textbook needs, more than 30,000 titles of non-required books, engineering, art and optometry supplies, stationery and crested merchandise.

Normal Bookstore hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. Extended hours as posted as required. For general information, call extension 32902. For more information, visit the University of Waterloo's Bookstore website.

International Student Experience Office

The International Student Experience Office (ISE) aids international students through its special programs and by providing information on many aspects of living in Canada: immigration regulations, community services, personal problems, legal problems, cultural adjustment, orientation to university life, and so on.

Programs include Host Families, English conversation class, English tutoring, temporary housing, TOEFL preparation courses and United States visa service.

All students from outside Canada are invited to visit the International Student Office in the Student Success Office in South Campus Hall on the second floor. International advising drop-ins and workshops are also offered for students.

Health Care

Health Services are provided for all students at UW. For details on services available at specific times, see Hours of Operation. Registered students can receive medical care, nursing care and counselling services at Health and Safety. A roster of family doctors attends Health and Safety each day to see students. A Health and Safety physician is on 24-hour call seven days a week for students.

Health Insurance: Physicians' fees at Health and Safety as well as laboratory work and X-rays are paid for by the Ontario Health Insurance Plan (OHIP). For detailed information on OHIP, students can obtain a free booklet, "The Ontario Health Insurance Plan General Guide", at the Clinic. OHIP application forms are also available at the Clinic. Students from other Canadian provinces and foreign students should check with Health and Safety staff regarding their coverage.

With the exception of visa students, all full-time students are covered by a Student Supplementary Health Insurance Plan. Premiums are shown in the Schedule of Fees. Dependent (family) coverage can be obtained by payment of an additional premium. A pamphlet detailing this plan is available at Health and Safety, the Registrar's Office, Financial Services, or the Federation of Students' Office.

Visa students, no longer covered under the Supplementary Health Insurance Plan since June 30, 1994, should enrol for the UHIP or University Health Insurance Plan. This plan can cover either the student alone, one dependent or more than one dependent at different costs. To apply for dependent coverage, the student must apply for coverage within 30 days of arriving in Canada. After this time the student must seek coverage from another private insurer or be responsible for their own medical costs. The Graduate Studies Office cautions that medical costs are very high, for example, one day in the hospital can cost as much as $2,000.00 in Canada. Information regarding this plan can be obtained from the Graduate Studies Office.

Mental Health Resources

UW students are provided with mental health services to help assist with various problems such as anxiety and depression. Counselling Services are also available for urgent situations where drop in sessions are offered. In addition, stress-reduction workshops are offered to better prepare students to cope with stress of studies, personal lives, social lives, etc.

Centre for Teaching Excellence (CTE)

The Centre for Teaching Excellence (CTE) fosters teaching and learning of the highest quality at Waterloo. They support the development of instruction by working collaboratively with departments and individuals at all career stages, and promote the importance of effective teaching and meaningful learning across the university.

They approach their work by listening to, questioning, encouraging, and celebrating Waterloo's teachers. To achieve their mission, they:

- Assist instructors with exploring, integrating, and evaluating different approaches to teaching and learning
- Connect instructors to one another to create dialogue and build networks around teaching and learning
- Respond to evolving needs and issues regarding teaching and learning within the university environment

Their programming is designed to support instructors at various points in their careers:

- Programming on course design, academic integrity, learning technologies, internationalizing the curriculum, and more.
- Course re-design workshops such as the Teaching Excellence Academy.
- An Open Classroom Series in which award-winning faculty members invite their colleagues to their class.
- Assistance with Curriculum Renewal projects for your department/school.
- CTE Faculty Liaisons who assist with the development of online tools and tasks for use in UW-ACE.
- Consultation on conducting research on the impact of teaching on student learning.
- One-on-one consultations with faculty members.

Child Care

There are a variety of child care services available through four centres on campus. The Early Childhood Education Centre (ECEC) and Bright Starts Co-operative Early Learning Centre Inc. provide a variety of child care services on campus. Visit the Human Resources website for more information.

Policy on Bicycles in University Buildings

This statement makes clear that bicycles are not to be taken into or parked in campus buildings. The only exceptions are the storing of bicycles in areas specifically designated for this purpose located in the residence facilities and the UW Bike Centre in the Student Life Centre.

Departments administering buildings and UW Police are authorized to remove any bicycles found within campus buildings and not parked in outside bicycle racks.

This policy is not intended to discourage bicycle use but to ensure UW's compliance with fire and life safety requirements.

L. Post-Graduation Procedures

Upon completion of your degree program:

1. Before you deposit your thesis, see the Graduate Coordinator to ensure you have all the necessary signatures for your final revisions and your degree completion and intent to graduate forms are signed off.

2. Return your keys to the Graduate Coordinator.

3. Leave a forwarding address for thesis distribution purposes and future contacts.

4. Pay any outstanding photocopying and/or library bills.