



THE UNIVERSITY OF BRITISH COLUMBIA

GRADUATE PROGRAMS IN REHABILITATION SCIENCES  
*MSC AND PHD PROGRAMS*  
STUDENT HANDBOOK

*THIS HANDBOOK IS PRODUCED BY THE GRADUATE PROGRAMS IN REHABILITATION SCIENCES AS AN  
INFORMATION RESOURCE FOR THE STUDENTS IN OUR MSC AND PHD PROGRAMS.*

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## GENERAL INFORMATION

### **WELCOME**

Welcome to the Graduate Programs in Rehabilitation Sciences (RHSC). This handbook is designed to help you become familiar with the many resources available to you within the program and on campus. It brings together the Graduate and Postdoctoral Studies (G+PS) [Policies and Procedures](#) and the RHSC Policies and Procedures.

### **CONTACT INFORMATION**

The Graduate Programs in Rehabilitation Sciences at the University of British Columbia are geographically distributed within the UBC campus and amongst various hospitals in Vancouver which are affiliated with UBC.

Mailing address:

T325- 2211 Wesbrook Mall, Vancouver, BC V6T 2B5

Phone: 604-827-4055

Website: [www.rehab.med.ubc.ca](http://www.rehab.med.ubc.ca)

Email: [rehab.gradprogram@ubc.ca](mailto:rehab.gradprogram@ubc.ca)

## ADMINISTRATION

### PROGRAM ORGANIZATION

The Department of Physical Therapy and the Department of Occupational Science and Occupational Therapy are separate units within the Faculty of Medicine, and they offer the professional degrees of Master of Physical Therapy (MPT) and Master of Occupational Therapy (MOT).

The Graduate Programs (MSc and PhD) are jointly supported financially and administratively by the Department of Physical Therapy and the Department of Occupational Science and Occupational Therapy. The primary faculty members of the Graduate Programs in Rehabilitation Sciences are members of the Departments of Physical Therapy and Occupational Science and Occupational Therapy.

The Rehabilitation Science Online Programs (RSOP) consists of the Master of Rehabilitation Science (MRSc) and the Graduate Certificate in Rehabilitation (GCR). Both programs are designed for working health professionals and to enhance interdisciplinary practice. The GCR consists of 5, 3-credit courses. To graduate from the MRSc program, learners successfully complete 10, 3-credit courses, 5 of which are the GCR courses. They have the option of conducting a workplace-based research project in their degree.

**Bill Miller ([bill.miller@ubc.ca](mailto:bill.miller@ubc.ca))**

**604-714-4107**

#### **Chair of the Graduate Programs in Rehabilitation Sciences**

The Chair of the Graduate Programs in Rehabilitation Sciences (GPRS) manages the MSc and PhD programs. Issues related to curriculum or academic performance should be related to this individual.

**Anny Shen ([rehab.gradprogram@ubc.ca](mailto:rehab.gradprogram@ubc.ca))**

**604-827-4055**

#### **Graduate Program Assistant in Rehabilitation Sciences**

The Program Assistant supports the Chair of the Graduate Programs in Rehabilitation Sciences. All student services issues should be related to this individual.

**Sue Murphy ([sue.murphy@ubc.ca](mailto:sue.murphy@ubc.ca))**

**604-822-7413**

#### **Head of the Department of Physical Therapy (Dept. PT)**

The Head is responsible for ensuring the implementation of the Department of Physical Therapy's mission.

Susan Forwell ([susan.forwell@ubc.ca](mailto:susan.forwell@ubc.ca))

604-822-7410

**Head, Department of Occupational Sciences and Occupational Therapy (Dept. OSOT)**

The Head is responsible for ensuring the implementation of the mission of the Department of OS&OT.

## FACULTY MEMBERS

Name and Title	Dept.	Contact Information
Dr. Catherine Backman Professor	OSOT	Third Floor, UBC Hospital, Koerner Pavilion (604) 822-7409 Arthritis Research Centre of Canada (604) 207-4029 <a href="mailto:catherine.backman@ubc.ca">catherine.backman@ubc.ca</a>
Dr. Skye Barbic Assistant Professor	OSOT	UBC Hospital, Koerner Pavilion (604) 822-0770 <a href="mailto:skye.barbic@ubc.ca">skye.barbic@ubc.ca</a>
Dr. Lara Boyd Professor	PT	UBC Hospital, Koerner Pavilion, Brain Behaviour Lab (604) 822-7197 <a href="mailto:lara.boyd@ubc.ca">lara.boyd@ubc.ca</a>
Dr. Pat Camp Associate Professor	PT	James Hogg Research Centre, St. Paul's Hospital (604) 827-4957 <a href="mailto:pat.camp@hli.ubc.ca">pat.camp@hli.ubc.ca</a>
Dr. Kristin Campbell Associate Professor	PT	Department of Physical Therapy, Friedman Building (604) 827-4704 <a href="mailto:kristin.campbell@ubc.ca">kristin.campbell@ubc.ca</a>
Dr. Elizabeth Dean Professor Emeritus	PT	Department of Physical Therapy, Friedman Building (604) 822-7398 <a href="mailto:elizabeth.dean@ubc.ca">elizabeth.dean@ubc.ca</a>
Dr. Janice Eng Professor	PT	GF Strong Centre (604) 714-4105 <a href="mailto:janice.eng@vch.ca">janice.eng@vch.ca</a>
Dr. Sue Forwell Associate Professor	OSOT	UBC Hospital, Koerner Pavilion (604) 822-7410 <a href="mailto:sue.forwell@ubc.ca">sue.forwell@ubc.ca</a>

Dr. Jordan Guenette Associate Professor	PT	James Hogg Research Centre, St. Paul's Hospital (604) 682-2344 x62129 <a href="mailto:jordan.guenette@hli.ubc.ca">jordan.guenette@hli.ubc.ca</a>
Dr. Liisa Holsti Associate Professor	OSOT	UBC Hospital, Koerner Pavilion (604) 875-2000 ext. 5200 <a href="mailto:liisa.holsti@ubc.ca">liisa.holsti@ubc.ca</a>
Dr. Michael Hunt Associate Professor	PT	Department of Physical Therapy, Friedman Building (604) 827-4721 <a href="mailto:michael.hunt@ubc.ca">michael.hunt@ubc.ca</a>
Dr. Suzanne Huot Assistant Professor	OSOT	T325-2211 Wesbrook Mall 604 822 7395 <a href="mailto:suzanne.huot@ubc.ca">suzanne.huot@ubc.ca</a>
Dr. Tal Jarus Professor	OSOT	UBC Hospital, Koerner Pavilion (604) 827-3392 <a href="mailto:tal.Jarus@ubc.ca">tal.Jarus@ubc.ca</a>
Dr. Linda Li Professor	PT	Arthritis Research Centre of Canada, Richmond (604) 871-4577 <a href="mailto:lili@arthritisresearch.ca">lili@arthritisresearch.ca</a>
Dr. Teresa Liu-Ambrose Professor	PT	Department of Physical Therapy, Friedman Building (604) 875-4111 x62056 <a href="mailto:teresa.ambrose@ubc.ca">teresa.ambrose@ubc.ca</a>
Dr. Bill Miller Professor	OSOT	UBC Hospital, Koerner Pavilion (604) 737-6314 or 604-827-1347 <a href="mailto:bcmiller@telus.net">bcmiller@telus.net</a>
Dr. Ben Mortenson Assistant Professor	OSOT	UBC Hospital, Koerner Pavilion (604) 675-8870 <a href="mailto:ben.mortenson@ubc.ca">ben.mortenson@ubc.ca</a>
Dr. Laura Nimmon Assistant Professor	OSOT	Centre for Health Education Scholarship (CHES) (604) 875-4111 x21256 <a href="mailto:laura.nimmon@ubc.ca">laura.nimmon@ubc.ca</a>

Dr. Courtney Pollock Assistant Professor	PT	GF Strong Centre (604) 737-6312 courtney.pollock@ubc.ca
Dr. Brodie Sakakibara Associate Professor	OSOT	(250) 807-8505 brodie@mail.ubc.ca
Dr. Alex Scott Associate Professor	PT	Robert H.N. Ho Research Centre, Vancouver General Hospital (604) 827-4959 <a href="mailto:alex.scott@ubc.ca">alex.scott@ubc.ca</a>
Dr. Julia Schmidt Assistant Professor	OSOT	(604) 714 4105 julia.schmidt@ubc.ca
Dr. Naznin Virji-Babul Associate Professor	PT	Department of Physical Therapy, Friedman Building (604) 827-4966 <a href="mailto:Naznin.Virji-Babul@ubc.ca">Naznin.Virji-Babul@ubc.ca</a>
Dr. Jackie Whittaker Assistant Professor	OSOT	#223, 212 Friedman Building 2177 Westbrook Mall (604) 827-3903 jackie.whittaker@ubc.ca
Dr. Jill Zwicker Associate Professor	OSOT	BC Children's Hospital (604) 875-2345 ext 5948 <a href="mailto:jill.zwicker@ubc.ca">jill.zwicker@ubc.ca</a>



## CHANNELS OF COMMUNICATION

The most appropriate lines of communication depend on the issue or concern. If you have a question about evaluation criteria or the way an assignment was marked, approach the course instructor. If you have more general concerns about the course, discuss them with your thesis supervisor or, if not appropriate (or the issue remains unresolved), the Chair of the Graduate Programs in Rehabilitation Sciences.

The Program Assistant may be consulted for information regarding the Graduate and Postdoctoral Studies (G+PS) policies and registration (or in ambiguous and/or sensitive situations).

### **OFFICE OF TECHNICAL AND INSTRUCTIONAL SUPPORT**

The IT Technicians in the Department of PT and the Department of OSOT are responsible for lab and audiovisual equipment set-up. A student may request a slide projector or other audiovisual equipment needed for class presentations. Unfortunately, we cannot permit the loan of school equipment for use outside of scheduled instructional sessions (or approved continuing education events).

Students with a supervisor who is a PT Faculty member should borrow their equipment from OTIS in the Friedman Building in room 242. Requests for equipment must be received at least 3 days before you intend to use it. Requests from PT students should go to [pt.otis@ubc.ca](mailto:pt.otis@ubc.ca).

Students with a supervisor who is an OSOT Faculty member should borrow their equipment from OTIS in the Koerner Pavilion in room T-128. Requests for equipment must be received at least 3 days before you intend to use it. Requests from OSOT students should go to [ot.otis@ubc.ca](mailto:ot.otis@ubc.ca).

### **MAIL**

Graduate students typically receive their postal mail via their supervisor.

Mail for faculty and/or staff may be left in their box in the mailrooms located at:

Room 212, 2<sup>nd</sup> Floor, Friedman Pavilion for PT Faculty

Room T325, Third Floor Koerner Pavilion for OSOT Faculty.

### **CAMPUS WIDE LOGIN**

The University and our programs send important information by e-mail, so it is essential to have an e-mail account. You also need a Campus-Wide-Login (CWL) so you can use the UBC wireless

network (UBC Secure) and access the Student Service Centre (SSC) and *Connect* applications. Both are free.

**Obtain a CWL first, then a UBC Alumni account:**

- A UBC email account will need to be created that will have a UBC hosted mail box. This email address will be used to communicate with you while in the program to update you on current program information or other important news.
- Go to <https://id.ubc.ca/> and log in with your CWL username and password.
- You will then be asked to select from a list of options on the left-hand side for an @alumni.ubc.ca email address or create your own as long it complies with the basic format and acceptable use policy. The email address will remain yours even after you graduate.
- On the right hand side please select UBC Hosted mailbox.

At the beginning of term, the assistant for the Graduate Programs in Rehabilitation Sciences sets up the following e-mail list for

- Students enrolled in the MSc program at **rehab-masters@interchange.ubc.ca**;
- Students enrolled in the PhD program at **phd-list@interchange.ubc.ca**

We will use this list to officially communicate with you.

## LIBRARY AND LIBRARY CARDS

### **New Student Library Cards**

At UBC your UBC card is also your student ID card and your voting identification for student elections. New student UBC/Library cards are issued at UBC Bookstore. Please call 604-822-2406 or visit <http://www.ubccard.ubc.ca> for more information on how to obtain this card either in person or online.

### **Returning Library Cards**

Returning students must pay any fines and charges in order to renew their Library privileges.

Fines can be paid via the following methods:

- In person at the Koerner Library any time during open hours.
- Students can pay by logging into the [UBC Student Service Centre \(SSC\)](#).

## The UBC Library

The UBC Library is a wonderful resource!

For information regarding upcoming library sessions for graduate students, go to

<http://elred.library.ubc.ca/libs/series/7>

For help finding the right information sources for a literature review, go to

<http://www.library.ubc.ca/home/instruct/>

The librarian who specializes in rehabilitation sciences is Charlotte Beck, who is located in Woodward Biomedical Library

Tel: 604-822-2884

Email: [charlotte.beck@ubc.ca](mailto:charlotte.beck@ubc.ca)

## GETTING STARTED

Students will be informed of Rehabilitation Sciences courses offered prior to the beginning of the academic term, and should register via the Student Services website at:

<https://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework>

For elective courses, consult the UBC Graduate Calendar for options and discuss the final choices with your supervisor. Students are responsible for ensuring that they have registered for the appropriate courses.

Full-time MSC students must register for the thesis RHSC 549 in the first term of their graduate program and maintain continuous registration in their thesis from that point until completion of their program.

PhD students must register for their thesis RHSC 699 in the first term of their graduate program and maintain continuous registration in their thesis from that point until completion of their program.

**Registration for these two courses must occur in September for the Fall and Winter terms and in May for the Summer term. IT IS THE STUDENT'S RESPONSIBILITY TO REGISTER FOR THESE COURSES USING THE STUDENT SERVICES WEBSITE PROVIDED ABOVE.**

**It is very important that Enrolment Services and our program have your current contact information. If you have a new address or other contact information, please update the information on the Student Services website and inform the Graduate Secretary.**

## **TUITION AND OTHER COSTS**

Information regarding tuition fees can be found on the UBC calendar website pages.

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,266,773,1450>

Students must be registered in at least one course each term until graduation. Registration activities are blocked for non-payment of fees.

## **ANTI-BULLYING AND HARRASMENT CERTIFICATE**

The Faculty of Medicine requires all UBC staff and students to complete an online certificate module around anti-bullying & harassment on campus. This module can be found here:

<https://www.hse2.ubc.ca/moodle/course/index.php?categoryid=6>

Please email a copy of your certificate to us for filing: [rehab.gradprogram@ubc.ca](mailto:rehab.gradprogram@ubc.ca)

## **CRIMINAL RECORD CHECKS**

UBC is subject to the requirements of the Criminal Records Review Act, which means that all students who are enrolled in programs that include a practicum component involving work with children or vulnerable adults will have to undergo a criminal record check before they will be permitted to register in the practicum. Please visit this website for more information:

<http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>

## **TCPS online module**

The TCPS 2 Tutorial Course on Research Ethics (CORE) provides an applied approach to the guidance provided in TCPS 2. This self-paced course is a media-rich learning experience that features interactive exercises and multi-disciplinary examples. CORE consists of ten online modules ranging from Core Principles to REB Review. It is designed primarily for the use of researchers and REB members. Please visit this website for more information:

<http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>

## **SCHOLARSHIPS AND AWARDS**

There are general entrance scholarships, four year fellowships and affiliated awards. Each year, the availability of the awards and scholarships is subject to change. Information on available funding is updated on our website on a regular basis. Please go to:

<http://rehab.med.ubc.ca/phd-program/phd-financial-support> or

<http://rehab.med.ubc.ca/masters-program/msc-financial-support>.

Another good resource is the Graduate and Postdoctoral Studies at <http://www.grad.ubc.ca>.

Their website allows you to enter keywords into your search for funding.

For more detailed information, please see the [Scholarships and Awards section](#).

### **RISe Enrollment:**

Research Information Services (RISe) is UBC's online research ethics portal. You will need ethics approval to conduct any research at UBC. In order to access RISe for the first time, you will need to log in using your Campus-Wide Login (CWL) to create your RISe account, and then request a Researcher Account Number. Once you have logged in, email [risesupport@ors.ubc.ca](mailto:risesupport@ors.ubc.ca) with the following information:

- First/middle/last name
- Email address
- Telephone number
- UBC Department and role (i.e., MSc/PhD student)
- UBC employee and/or student ID

### **TEACHING ASSISTANTSHIPS**

Each year, there are opportunities for graduate students to become teaching assistants for undergraduate courses offered in the MPT and MOT programs. These positions are usually offered to full-time students who have particular expertise or interest in the clinical area covered in the course. Employment guidelines follow the policies established by the teaching assistants' union, [CUPE 2278](#).

TA contact information below:

- For postings in the Entry level Master of Occupational Therapy (MOT), please contact:
  - Michael Lee at [michael.lee@ubc.ca](mailto:michael.lee@ubc.ca) or Tracy Henderson at [tracy.henderson@ubc.ca](mailto:tracy.henderson@ubc.ca)
- For postings in the Entry level Master of Physical Therapy (MPT) students, please contact:
  - Dr. Alison Grieg at [alison.grieg@ubc.ca](mailto:alison.grieg@ubc.ca) or Cailen Ogley at [cailen.ogley@ubc.ca](mailto:cailen.ogley@ubc.ca)

More information regarding teaching and **research assistantships** can be found [here](#).

### **TAG WORKSHOPS**

You are encouraged to attend *Teaching and Academic Growth (TAG)* workshops, which are offered to graduate students free of charge. These seminars are designed to teach you how to prepare lesson plans, give constructive feedback to students and manage the classroom so that it is an effective learning environment. Please call 604-822-9149 or visit the TAG website at [www.tag.ubc.ca](http://www.tag.ubc.ca) for further information.



### **Objectives of the Program**

The MSc program is designed to prepare individuals to conduct research independently and in collaboration with other scientists. Students will investigate a question related to rehabilitation sciences and develop skills that permit a critical analysis of problems, which can be related to clinical practice, or to development of theory.

Upon completing the program, it is expected that graduates will be able to:

1. critically evaluate the scientific literature relevant to rehabilitation
2. analyze and critique theoretical constructs
3. demonstrate knowledge of appropriate quantitative and qualitative methods of inquiry
4. perform a rehabilitation-related research project that
  - a. demonstrates familiarity with the core literature relevant to their area of study
  - b. incorporates an suitable study design, methodology and data collection
  - c. applies appropriate statistical or analytical tools and approaches in data analysis and interpretation
5. defends the research project in the format of a written thesis and an oral defence

### **Program Length**

University regulations state a minimum of three terms and a **maximum of five-years** for the completion of a Master's degree. The average time for a RHSC MSc student is 2.5 years to complete coursework and thesis requirements.

The Graduate and Postdoctoral Studies has guidelines for the various parties involved in the graduate student thesis. This includes descriptions of the role of the thesis supervisor, the student and other members of the supervisory committee and detailed information on the thesis itself.

### THESIS COMMITTEE

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#### 1) Supervisory Committee

A supervisory committee should be established as soon as possible. Selection of members is usually determined by discussion between the supervisor and the student as well as willingness of the invited Faculty member. At least half of the supervisory committee, which includes the supervisor, must be [UBC G+PS members](#). A good working guideline for the Master's thesis committee is to consist of 3-4 members. Keep in mind larger committees introduce difficulties with scheduling meetings, reaching consensus, etc.

#### 2) Thesis examination committee (for final thesis defence only)

- A minimum of two examiners (excluding the Chair) must be present (either in-person or via tele- or video-conference) at the examination: one designated member of the supervisory committee and an external examiner. The external examiner is a person who was not involved in the advising of the student in his or her research, or any aspect of the thesis project.
- The external examiner needs to be external to the examining committee, but does not have to be external to RHSC. This person can be a RHSC faculty member, G+PS member or external to the university. The supervisor can select this person.
- No external chair is required for the MSc thesis defence. The thesis supervisor will act as the de facto Chair for the examination and will ask questions on behalf of the external examiner in the event that they cannot attend the examination either in person or electronically (phone or computer). The Chair may ask their own questions, but this is not a requirement.
- A final vote from all present examiners plus the Chair determines the outcome based on a simple majority.



## THESIS PROPOSAL AND PROPOSAL DEFENCE

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After approval from the supervisor, students submit a written thesis proposal to members of their supervisory committee, who will provide timely written feedback (e.g., tracked changes on the proposal), and a thesis proposal presentation meeting will be scheduled. Note that not all supervisory committee members will require to see the document before the defence. This must be confirmed at a supervisory committee meeting.

The graduate student will prepare a 20-30 minute presentation including statement of the problem, review of relevant literature, proposed methodology, hypotheses and/or research questions, and proposed data analysis procedures. This meeting will be open to all graduate students and faculty members. The supervisory committee and other members of the audience may ask questions regarding the proposal.

The following checklist can be used as a guide for the process surrounding the MSc Research Proposal defence:

Have the proposal document approved by the supervisor. Format and length should be decided by the student and the supervisor (generally, 10-20 pages, including a literature review and detailed methods sections). This should be done approximately 2-3 weeks before an anticipated proposal defence date.

Following approval from the supervisor, the supervisor sends the proposal document to the supervisory committee members.

Note: it is not required that all supervisory committee members “sign off” on the document before proceeding to the proposal defence.

Decide on a date for the thesis defence. The supervisor is responsible for ensuring that all examination members are aware of the date, location and start time of the exam. The supervisor is also responsible for making any room bookings. To book rooms, please send request to [pt.bookings@ubc.ca](mailto:pt.bookings@ubc.ca).

The student completes the [thesis abstract form](#) (also available in the Appendix of the Student Handbook) and sends it to the [RHSC Program Assistant](#) no later than 10 business days before the proposal defence.

The completed thesis abstract form is emailed out by the [RHSC Program Assistant](#) to the faculty and student email lists.

The oral proposal defence involves a 20-30 minute presentation by the student, followed by questions from the supervisory committee and audience.

The student and audience leave the room to allow the committee to deliberate on the result. The following 4 options are available:

1. Pass = successful completion of the examination with no areas needing formal remediation. Minor revisions with no reservations moving forward is acceptable. It is assumed that these revisions can be addressed during normal learning and degree progression.

2. Conditional Pass (worth 0.5 strikes – see [“Withdrawal from Program”](#) below) = required to undertake minor remedial work, as described in writing by the committee, that requires a formal supervision process. This work must be reviewed by the supervisor, and, if required, at least one member of the committee. The individual(s) responsible for oversight will be determined by the supervisory committee. One month will be given to complete the remedial work. No re-examination is required.

3. Remediation and Re-examination (2 strikes) = required to undertake minor or major remedial work as described in writing by the committee. This work must be reviewed by at least two members of the committee. Up to two months will be given to complete the remedial work. A re-examination with an examination committee will be required upon satisfactory completion. A failure to satisfactorily complete the remedial work in the allotted time frame, or a failure to successfully complete the oral re-examination, will result in a “Fail” for this component of the program.

4. Fail (3 strikes) = The student will be required to withdraw from the program for Academic Reasons.

If the result is a ‘Pass’, the supervisor sends a memo to the [RHSC Program Assistant](#) confirming the successful completion of the proposal defence. The student may now identify themselves as an “MSc Candidate”

## WRITTEN MASTER'S THESIS

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The thesis must be prepared according to the guidelines of the Graduate and Postdoctoral Studies, as outlined on their [website](#). The guidelines specify rules for all aspects of production including margins, spacing, and how to present figures.

The thesis can be formatted in a traditional format with separate chapters for the Introduction, Methods, Results, and Discussion. An alternative format is the manuscript-based thesis. In this case, major chapters can be comprised of the manuscript(s) to be published from the MSc thesis research. For the manuscript based thesis, introductory and concluding chapters are required to provide context and to describe connections between the manuscript(s) and the aims of the MSc research. Usually a single reference list is required for all chapters. Templates and instructions for traditional and manuscript based theses are available on the [G+PS website](#).

## THESIS DEFENCE

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A thesis defence is **required** by RHSC program for completion of the program. Students can apply to graduate, but are unable to close their program until their final thesis has been submitted to [cIRcLe](#) and approved. For more information regarding **graduation and thesis submission** visit the G+PS [deadlines page](#).

The graduate student will prepare a 20-30 minute presentation including statement of the problem, review of relevant literature, methodology used, hypotheses and/or research questions, data analysis, results and conclusions. This meeting will be open to all graduate students and faculty members. The supervisory committee and other members of the audience may ask questions regarding the defence. It is expected that the final MSc thesis defence would not exceed 2 hours in duration unless there are extenuating circumstances.

The following checklist can be used as a guide surrounding the process of the final MSc thesis defence and steps following successful completion of thesis requirements:

### Things to do before the final MSc thesis defence:

- Have the thesis document approved **for content** by the supervisor.

In writing the thesis document, be sure to follow the Faculty of Graduate and Postdoctoral Studies [structure guidelines](#) and [formatting guidelines](#), as the final submission will need to comply with these. The student should also be aware of [thesis basics](#), [ethical basics](#), and the [FAQ](#) regarding thesis preparation. The student also has

the option of having UBC Grad studies perform a [Pre-Review](#) of the thesis to ensure that things are on the right track. Other resources include [these samples](#) for guidance during this stage of thesis preparation.

Following approval by the supervisor, the supervisor will send the thesis document to the examination committee for feedback (note: the examination committee must include 1) at least one member of the supervisory committee other than the supervisor, and 2) an external examiner who had no involvement with the thesis).

Decide on a date for the thesis defence. The supervisor is responsible for ensuring that all examination members are aware of the date, location and start time of the exam. The supervisor is also responsible for making any room bookings. To book rooms, please send request to [pt.bookings@ubc.ca](mailto:pt.bookings@ubc.ca).

The student completes the [thesis abstract form](#) and sends it to the [RHSC Program Assistant](#) no later than 10 business days before the thesis defence.

The completed thesis abstract form will be emailed out by the [RHSC Program Assistant](#), along with notification of the date, time, and location of the thesis defence.

Prior to the defence, the thesis document must be approved by the examination committee. All examination committee members must provide the supervisor, in writing, their approval for the student to proceed.

The oral thesis defence involves a 20-30 minute presentation by the student, followed by questions from the supervisory committee and audience.

The student and audience leave the room to allow the committee to deliberate on the result. The following 4 options are available:

1. Pass = successful completion of the examination with no areas needing formal remediation. Minor revisions with no reservations moving forward is acceptable. It is assumed that these revisions can be addressed during normal learning and degree progression.

2. Conditional Pass (worth 0.5 strikes – see [“Withdrawal from Program”](#) below) = required to undertake minor remedial work, as described in writing by the committee, that requires a formal supervision process. This work must be reviewed by the supervisor, and, if required, at least one member of the committee. The individual(s) responsible for oversight will be

determined by the supervisory committee. One month will be given to complete the remedial work. No re-examination is required.

3. Remediation and Re-examination (2 strikes) = required to undertake minor or major remedial work as described in writing by the committee. This work must be reviewed by at least two members of the committee. Up to two months will be given to complete the remedial work. A re-examination with an examination committee will be required upon satisfactory completion. A failure to satisfactorily complete the remedial work in the allotted time frame, or a failure to successfully complete the oral re-examination, will result in a "Fail" for this component of the program.

4. Fail (3 strikes) = The student will be required to withdraw from the program for Academic Reasons.

In the event of a 'Pass', at least one member of the examination committee must sign the [Master's Thesis Approval](#) form (**the student should bring this to the defence**).

If minor revisions are required, have the examination committee member(s) sign the form at this time. The supervisor will withhold their signature until all revisions have been completed satisfactorily.

**Things to do AFTER the MSc thesis defence:**

The student must complete any revisions to the written thesis document, as requested by the examination committee.

The student must submit, in person, hardcopies of the following forms to the Faculty of Graduate and Postdoctoral Studies: i) signed Master's Thesis Approval form (from the defence), ii) completed Thesis/Dissertation Submission Cover Sheet. These forms can be submitted in person, by mail or scanned to [graduate.thesis@ubc.ca](mailto:graduate.thesis@ubc.ca) (link to website: <https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission/final-submission-instructions>).

The student should discuss with the supervisor whether a delay in publication of the thesis is required (this may be necessary when trying to get the work published, or for other reasons). If so, the Delay in Publication form must be completed, submitted to, and approved by, the Faculty of Graduate and Postdoctoral Studies BEFORE the thesis is submitted to UBC's CIRcle. If

the Delay in Publication form is submitted in person, along with the i) signed Master's Thesis Approval form (from the defense), ii) completed Thesis/Dissertation Submission Cover Sheet, the Faculty of Graduate and Postdoctoral Studies wants the Delay in Publication form stapled on top of the other forms (link to website: <https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission/how-request-publication-delay>).

Some important reminders while submitting to cIRcle (after the Delay in Publication form was approved):

- a) In the section 'Description Stage 1', put 'EMBARGO' before the title of the thesis
- b) In the subsection 'Embargo Access until Specific Date' of the section 'Upload your Thesis File', the information to fill this subsection can be found in the email received from the Faculty of Graduate and Postdoctoral Studies regarding the approval of the Delay in Publication form

The student must electronically submit their completed and formatted thesis to UBC's cIRcle (for cIRcle submission instructions, go to [https://wiki.ubc.ca/Library/Circle/Uploading\\_Electronic\\_Theses\\_and\\_Dissertations](https://wiki.ubc.ca/Library/Circle/Uploading_Electronic_Theses_and_Dissertations)), and await approval from the Faculty of Graduate and Postdoctoral Studies (link to website: <https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission>). Completing the click-through cIRcle Non-Exclusive Distribution License is done while submitting the thesis to cIRcle.

Some important reminders while submitting to cIRcle:

- a) In the section 'Description Stage 2', the highest affiliation is the 'Faculty of Medicine' and the other affiliation is the 'Department of Physical Therapy' or 'Department of Occupational Therapy', depending on the home Department of your supervisor."
- b) In the section 'Description Stage 2', the program is 'Rehabilitation Sciences'.

**The student must apply for graduation** (follow these [guidelines](#)).

### OBJECTIVES

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The objectives of this program are to:

- Prepare students to conduct independent and collaborative research in the discipline of rehabilitation sciences.
- Facilitate students to conduct significant and original research which will contribute to the body of evidence-based rehabilitation practice.
- Prepare rehabilitation scholars and scientists for leadership roles in academia, public health, education and industry.
- Fill a societal demand for the need of doctoral trained individuals in the discipline of rehabilitation to fill current and expected faculty vacancies in Canada.
- Enhance the links between theoretical advances and practice through the development of the conceptual knowledge base of rehabilitation.
- Develop leaders in rehabilitation research who can initiate and complete original, innovative and effective rehabilitation treatments.

### **PhD Supervisory Committee**

The PhD Supervisory Committee consists of 3-4 faculty members and at least half of the committee must be UBC G+PS members. Committees can be larger, however this should be considered in the best interest of the student as larger committees may be difficult to coordinate schedules, reach a consensus, etc.

### **PhD Examination Committee (for final PhD defence only)**

The Examination Committee normally consists of:

- an [External Examiner](#) (who is not required to attend the oral defence)
- two [University Examiners](#) (one of which may be from RHSC), both of whom are typically at the rank of Associate Professor or above
- two or three Members of the Candidate's [Supervisory Committee](#) (including the Research Supervisor)
- an [Examination Chair \(this individual will be organized by G+PS\)](#)

## PHD COMPREHENSIVE EXAM OVERVIEW

Students are expected to complete their comprehensive examination within 24 months from the date of initial registration. The Comprehensive Examination process will include written work and an oral examination. G+PS provides guidelines but does not specify requirements for the comprehensive exam process (see [website](#)). Requirements of the comprehensive exam process are determined by the RHSC program. Once the comprehensive exam has taken place, the chair of the exam is responsible for completing the [PhD Comprehensive Exam memo](#) and returning this document to the [program assistant](#).

### REQUIREMENTS OF RHSC WRITTEN AND ORAL COMPREHENSIVE EXAM

The comprehensive exam process should not exceed 4 months, which includes the preparatory period, the written portion and the oral exam.

#### PURPOSE

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The purpose of the comprehensive exam is for students to demonstrate their ability to:

- critically evaluate and synthesize concepts, theory and research literature in their area of concentration/study
- demonstrate depth and breadth of knowledge in their discipline with an emphasis on the main topics covered by their dissertation.
- effectively communicate knowledge of these topics both orally and in written form

#### PROCESS

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An individualized learning plan will be developed for the student that is specific to their interests, past experience, and skill development, pre-requisite to the conduct of their thesis. The learning plan will identify the content areas/skills the student wants to develop over a period of several months and what written work will assist the student to meet the learning objectives. The supervisor, in collaboration with the other supervisory committee members, will identify a **minimum of three content areas**, ensuring that they represent the depth and breadth of the student's field of study. In some cases the student may need some time to make progress on negotiated learning objectives prior to moving on to the written and oral components of the comprehensive exam, e.g., learning to use lab equipment or assessment tools and analyze data. When this is the case, it will be clearly specified in the learning plan and will not be part of the exam timeline. Students/supervisors may consult the Graduate Program Chair for guidance in judging the scope and content of the comprehensive exam. Once the student has met with their supervisor and the committee members and the topics have been decided upon, the supervisor is to fill out a PhD Comprehensive Exam Approval memo ([Appendix H](#)), outlining the specific parameters of the exam, for vetting by the program chair.



## WRITTEN COMPONENT

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The written component is structured to help the student learn material in preparation for the oral examination, and demonstrate competency in the field of study, using activities that are relevant to the student and documented in the learning plan.

### ***Feedback/supervisor or committee member involvement***

Learning is a primary purpose of the exam and this does not need to be a solitary process; a student's learning may be enhanced by formative feedback. The thesis supervisor can guide the student through the comprehensive exam process, by, for example, assisting the student to develop an outline for the written component and advising regarding organization of content. The committee can act as a resource for the student by, for example, being available for discussions with the student and facilitating synthesis of material by the student.

The reading list/requirements for all papers should be identified before the writing phase. At least two and no more than three content areas will comprise the written component. Note that some items naturally cover more than one content area, e.g., a grant or scholarship application may address both a methodological content area and summarize the state of knowledge on the topic under study, and some items are more comprehensive than others. **However, the minimum number of distinct documents required for the written component is two (2).** Additional document requirements are permitted, and will vary based on the relative scope of the items selected.

Examples of written items are:

1. Collection and analysis of data in the lab and the development of a report of findings.
2. Writing a grant application focused on the student's doctoral thesis.
3. A grant review.
4. A review article suitable for submission to a peer reviewed journal. The review should present a systematic and comprehensive analysis and synthesis of the literature in an area. The length of the article will depend on the journal to which it is submitted.
5. A paper focused on issues related to the thesis topic; options include a critical literature review, essay addressing debates in a reading area, analysis and interpretation of available data.
6. A list of questions that each will be addressed by a literature review and a brief synthesis of the literature (i.e. 2-5 pages of text per component).

## **Relationship Between Comprehensive Exam Written Work and the Thesis**

It is important to define the relationship between the written comprehensive exam papers and the thesis. The written papers/work can be related to the thesis and required course topics, but should not duplicate course assignments.

Listed below are examples of what would be considered acceptable and unacceptable work for the comprehensive exam.

### **Acceptable**

- Developing background knowledge for the thesis by examining and critiquing related literature.
- Comparing and contrasting the potential etiology of 2 disorders and providing evidence for each.
- Comparing various measures in terms of theoretical and psychometric development.
- Contrasting and comparing the merits of 2 methodological approaches to understanding a phenomenon.
- Critical examination of the conceptualization of a construct in the literature.
- Examination of the ways in which various theoretical frameworks shape the conceptualization of an issue.
- A grant application focused directly on the research question to be asked in the thesis.

### **Not acceptable**

- Developing a paper written in a PhD course into a publishable paper.

Material generated from the comprehensive exam may be used to inform the dissertation.

## **EVALUATION OF WRITTEN SUBMISSIONS**

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Each completed paper/grant application will be reviewed by **all members** of the examination committee to determine whether the written submissions:

- address the learning objective(s)
- demonstrate logical development of arguments and defence of positions
- show evidence of critical and analytical thinking
- demonstrate substantive knowledge of the field(s)
- contain arguments and explicit stances that are derived from a theoretical or historical perspective of a discipline related to rehabilitation science
- fairly represent cited sources and authors
- demonstrate competence in communication (parsimony, clarity, and accuracy of language use)

The committee will decide whether the work represents a pass, a conditional pass or a fail. It is sufficient for the written component to demonstrate a fundamental understanding of principles that may be probed for greater depth during the oral exam. In some cases, the type of written work selected will go on to joint revision by the student and one or more committee members, e.g., a manuscript for publication. Therefore, it is not the goal of the written work to be ready for submission, but rather, to be ready for further collaborative development. **The student must receive a pass on the written component prior to undertaking the oral examination.**

## ORAL COMPONENT

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The supervisor will arrange for a chair of the oral component. Any RHSC faculty member outside of the supervisory committee that is a member of G+PS is eligible to chair the oral component of the comprehensive exam.

If necessary, the chair or supervisor can clarify the examination process via email or conference call prior to the exam date. The order and timing of questions from each of member of the examination committee will be determined. After returning to the room, the student will be examined by the examination committee, usually in two rounds of questioning. The student is asked to leave the room and the committee determines whether the student passed the exam and if remedial work is required.

The oral examination should be no longer than 2 hours.

The student will leave the room to allow the committee to deliberate on the result. The following 4 options are available:

1. Pass = successful completion of the examination with no areas needing formal remediation. Minor revisions with no reservations moving forward is acceptable. It is assumed that these revisions can be addressed during normal learning and degree progression.

2. Conditional Pass (worth 0.5 strikes – see [“Withdrawal from Program”](#) below) = required to undertake minor remedial work, as described in writing by the committee, that requires a formal supervision process. This work must be reviewed by the supervisor, and, if required, at least one member of the committee. The individual(s) responsible for oversight will be determined by the supervisory committee. One month will be given to complete the remedial work. No re-examination is required.

3. Remediation and Re-examination (2 strikes) = required to undertake minor or major remedial work as described in writing by the committee. This work must be reviewed by at least two members of the committee. Up to two months will be given to complete the remedial work. A re-examination with an examination committee will be required upon satisfactory completion. A failure to satisfactorily complete the remedial work in the allotted time frame, or a failure to successfully complete the oral re-examination, will result in a “Fail” for this component of the program.

4. Fail (3 strikes) = The student will be required to withdraw from the program for Academic Reasons.

The PhD thesis proposal consists of two parts – a written document and an oral defence. G+PS provides general guidelines for the [thesis proposal](#).

## **RHSC REQUIREMENTS**

### **Written Component**

The written thesis proposal is developed in consultation with the supervisor and committee.

The thesis proposal should include:

- background theory/rationale
- hypothesis, purpose and/or research question(s)
- methodology
- proposed analysis
- reference list.

The length of the proposal can vary. As a general guideline, it will usually contain similar elements as a grant proposal in the faculty member's particular discipline, including appendices if necessary. Please ask colleagues for examples of recent written PhD proposals. The timeline for completion of this stage will vary greatly depending on the student's skill set, any piloting of proposed methodology or other preparation. The supervisory committee is required to approve the written proposal before proceeding to the oral defence. Usually a 3 week time period is provided for review and feedback. Once the proposal is approved by members of the committee, an oral thesis proposal meeting will be scheduled.

The following checklist can be used as a guide for the process surrounding the PhD Research Proposal defence:

### **Things to do before a PhD proposal defence:**

- Have the proposal document approved by the supervisor. Format and length should be decided by the student and the supervisor (generally, 10-20 pages, including a literature review and detailed methods sections). This should be done approximately 2-3 weeks before an anticipated proposal defence date.
- Following approval from the supervisor, the supervisor sends the proposal document to the supervisory committee members. Note: it is not required that all supervisory committee members "sign off" on the document before proceeding to the proposal defence.
- Decide on a date for the thesis defence. The supervisor is responsible for ensuring that all examination members are aware of the date, location and start time of the exam. The supervisor is also responsible for making any room bookings. To book rooms, please send request to [pt.bookings@ubc.ca](mailto:pt.bookings@ubc.ca).

The student completes the [thesis abstract form](#) (also available in the Appendix of the Student Handbook) and sends it to the [RHSC Program Assistant](#) no later than 10 business days before the proposal defence.

The thesis abstract form is emailed out by the [RHSC Program Assistant](#) to the faculty and student email lists.

### **Oral PhD Thesis Proposal Defence**

The supervisor may act as the chair of this meeting. The graduate student will prepare a 20-30 minute presentation including statement of the problem, review of relevant literature, proposed methodology, hypotheses and/or research questions, and proposed data analysis procedures. This meeting will be open to all graduate students and faculty members. The supervisory committee and other members of the audience may ask questions regarding the proposal.

The following checklist can be used as a guide for the process surrounding the PhD Research Proposal defence:

The oral proposal defence involves a 20-30 minute presentation by the student, followed by questions from the supervisory committee and audience.

The student and audience leave the room to allow the committee to deliberate on the result. The following 4 options are available:

1. Pass = successful completion of the examination with no areas needing formal remediation. Minor revisions with no reservations moving forward is acceptable. It is assumed that these revisions can be addressed during normal learning and degree progression.

2. Conditional Pass (worth 0.5 strikes – see [“Withdrawal from Program”](#) below) = required to undertake minor remedial work, as described in writing by the committee, that requires a formal supervision process. This work must be reviewed by the supervisor, and, if required, at least one member of the committee. The individual(s) responsible for oversight will be determined by the supervisory committee. One month will be given to complete the remedial work. No re-examination is required.

3. Remediation and Re-examination (2 strikes) = required to undertake minor or major remedial work as described in writing by the committee. This work must be reviewed by at least two members of the committee. Up to two months will be given to complete the remedial work. A re-examination with an examination committee will be required upon satisfactory completion.

A failure to satisfactorily complete the remedial work in the allotted time frame, or a failure to successfully complete the oral re-examination, will result in a “Fail” for this component of the program.

4.Fail (3 strikes) = The student will be required to withdraw from the program for Academic Reasons.

If the result is a ‘Pass’, the supervisor sends a memo to the [RHSC Program Assistant](#) confirming the successful completion of the proposal defence. The student may now identify themselves as an “PhD Candidate” (see below).

#### **ADMISSION TO PHD CANDIDACY**

A student is admitted to candidacy after successfully completing the comprehensive examination process and defending the thesis proposal. **This is required by G+PS to occur within 36 months from the date of initial registration.** Extension of this period may be permitted by the Dean of Graduate Studies in exceptional circumstances.

The faculty member is required to complete an [Advancement to Candidacy](#) form to be signed by the RHSC Chair. This form requires listing of the Supervisory Committee Members. G+PS will review eligibility of Supervisory Committee Members and provide approval or request additional information before approval or clarification of their role.

#### **FINAL PHD DEFENCE**

A comprehensive guide to the doctoral exam can be found on the G+PS [website](#). There are numerous components of this phase of PhD completion and several checklists to guide both the supervisor and PhD Candidate. **It is highly recommended that students and supervisors**

**become familiar with the procedures and timelines to ensure adequate planning and completion of the PhD dissertation.** G+PS regulates most aspects of this final stage and few exceptions are made to required procedures.

## **PURPOSE AND PROCESS**

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- to ensure that the Candidate is able to present and defend the dissertation and its underlying assumptions, methodology, results, and conclusions in a manner consistent with the doctoral degree being sought;
- to communicate the results of the work to the campus community.

After the written PhD thesis (also known as a dissertation) is approved by the supervisor, the supervisory committee members are required to review and approve it. The student should ensure that the [formatting requirements](#) are met. Approval by the supervisory committee may or may not require a committee meeting. Upon approval of all committee members, the thesis is submitted to G+PS, who will in turn provide it to the external examiner for review. A timeline calculator to estimate time required for the review process, oral examination and graduation is provided on the G+PS [website](#).

## **EXAMINATION COMMITTEE OF THE PHD DISSERTATION**

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The Examination Committee normally consists of:

- an [External Examiner](#) (who is not required to attend the oral defence)
- two [University Examiners](#)
- two or three Members of the Candidate's [Supervisory Committee](#) (including the Research Supervisor)
- an [Examination Chair \(this individual will be organized by G+PS\)](#)

See links for the eligibility criteria for each of these members and the process for their selection.

The following can be used as a guide for the final PhD thesis defence. Note that UBC guidelines may change, so the student should familiarize themselves with the current process.

### **Things to do before a final PhD thesis defence:**

#### **PLANNING FOR A DEFENCE:**

☐ [The doctoral exam guide](#) provides an overview of the thesis process, and it is recommended that it be reviewed approximately **1 year** prior to the anticipated thesis defence. Typical preparation takes 4 months, according to Grad Studies. Please refer to the most up-to-date [Doctoral deadlines](#).



- The doctoral exam guide directs you to [FAQ](#) regarding planning. These questions will address important topics such as nomination of the external examiner and details of the oral defence.
- It is important to review the content regarding nomination of external examiner early as the timelines associated with Graduate Studies sending out the initial invitation (2 months prior to the date you are planning to **SUBMIT** the thesis) and the process for nominating an external examiner are not negotiable. The timelines set out by Graduate Studies regarding nomination of the external examiner (and the time allotted for written review of the thesis by the external examiner) will largely influence the date for the defence.
- The remainder of the [examination committee](#) should be discussed between the student and the supervisor at this time but does not need to be set formally with Graduate Studies until the time that the defence date is set. However, as faculty schedules can be quite committed, it is advisable that the supervisor begin to contact potential examination committee members internal to UBC approximately one month prior to the date you expect to have the thesis **SUBMITTED** to Graduate Studies.
- Check the [Preparation Tools](#) for the most recent timeline, and checklist for the Doctoral Exam.

#### **THESIS PREPARATION:**

Have the thesis document approved **for content** by the supervisor and supervisory committee. Typically the supervisor will review prior to the full supervisory committee reviewing the thesis. Negotiate timelines with the supervisory committee, 3-4 weeks is commonly provided for the supervisory committee to review the thesis.

- In writing the thesis document, be sure to follow the Faculty of Graduate and Postdoctoral Studies [structure guidelines](#) and [formatting guidelines](#), as the final submission will need to comply with these.
- The student should also be aware of [thesis basics](#), [ethical basics](#), and the [FAQ](#) regarding thesis preparation.
- The student also has the option of having UBC Grad studies perform a [Pre-Review](#) of the thesis to ensure that things are on the right track. Other resources include [these samples](#) for guidance during this stage of thesis preparation.
- The [Koerner Library Thesis Formatting Services](#) is a very good resource for thesis templates and offers a typically offers a very fast turnaround time in reviewing the thesis for appropriate formatting.

It is important to note that the CONTENT of the dissertation is approved by the supervisory committee, but the FORMAT of the thesis is approved by Graduate Studies. [BOTH must be completed PRIOR TO the thesis being submitted to the external examiner](#) by Graduate Studies.

After the thesis has been reviewed and approved by the supervisory committee members, the supervisor is required to complete a [Graduate Program Approval of Doctoral Dissertation for External Examination](#) form to be signed by the RHSC Grad Chair.

### **AFTER THE THESIS IS SUBMITTED TO GRADUATE STUDIES**

Once the thesis is submitted, Graduate Studies will send a copy of the thesis to the external examiner and will schedule a submission date for the external examiner's report. Once this date is agreed upon Graduate Studies will e-mail the supervisor regarding [scheduling the final oral defence](#). Although the student and the supervisor should already have an idea of the date(s) that would work best for everyone involved, it is only at this time that you can finalize the date/time.

The student completes the [thesis abstract form](#) and sends it to the [RHSC Program Assistant](#) no later than 10 business days before the thesis defence. The thesis abstract form will be emailed out by the Program Assistant, along with notification of the date, time, and location of the thesis defence.

The student prepares the [Doctoral Dissertation Approval form](#) for Examining Committee signatures.

The oral thesis defence involves a 20-30 minute presentation by the student, followed by questions from the examination committee and audience.

In the event of a 'Pass', at least one member of the committee signs the [Doctoral Dissertation Approval form](#) (bring this to the defence, though the Chair of the examination may bring as well).

If minor revisions are required, have the examination committee member(s) sign the form at this time. The supervisor will withhold their signature until all revisions have been completed satisfactorily.

If the student receives a 'Conditional Pass', the examination committee member(s) sign the form at this time, with the supervisor withholding their signature until all the required remedial work, as described in writing by the examination committee, has been completed. This work must be reviewed by at least two members of the examination committee. If acceptable, the supervisor will sign the form.

☐ If the student receives a 'Fail', they will be required to perform a second thesis defence and may also require extensive revisions to the thesis document

#### **Things to do after the PhD thesis defence:**

- ☐ The student must complete any revisions to the written thesis document, as requested by the examination committee.
- ☐ The student should discuss with the supervisor whether a delay in publication of the thesis required (this may be necessary when trying to get the work published, or for other reasons). If so, a [Delay in Publication form must be completed and submitted with the final thesis.](#)
- ☐ Student submits final defended and approved version of dissertation to Graduate Studies along with the [Doctoral Dissertation Approval form](#). If you have any questions about preparing and submitting the final dissertation, check [here](#).
- ☐ Once the final revised thesis is submitted and approved by Graduate Studies, the student will receive an email indicating the following. The student must [electronically submit](#) completed and formatted thesis to UBC's cIRcLe, and await approval (instructions [here](#)). In doing so, complete the click-through [cIRcLe Non-Exclusive Distribution License](#). The student must also submit the following form to the Faculty of Graduate and Postdoctoral Studies: **i)** completed [Thesis/Dissertation Submission Cover Sheet](#).
- ☐ The student must apply for graduation (follow these [guidelines](#)).

## DOCTORAL EXAMS TIMELINE WORKSHEET

Note that under ordinary circumstances this process will take four months. Please plan accordingly.

The timeline below represents the **MINIMUM** requirements to prepare for an exam. **VERY IMPORTANT** - Please refer to applicable deadlines for program end dates and graduation ceremonies, posted on our website at: <http://www.grad.ubc.ca/current-students/final-doctoral-exam/doctoral-deadlines>

TIMELINE	ACTION	IMPORTANT INSTRUCTIONS
<p>DATE A =</p> <hr/> <p><i>(Subtract 2 months from Date B)</i></p>	<p>Submit <b>Nominations for External Examiner of Doctoral Dissertation form</b></p>	<ul style="list-style-type: none"> <li>• Research Supervisor nominates 2-3 persons for the role of External Examiner, to be invited by Graduate and Postdoctoral Studies</li> <li>• Check <a href="http://www.grad.ubc.ca/current-students/final-doctoral-exam/doctoral-deadlines">http://www.grad.ubc.ca/current-students/final-doctoral-exam/doctoral-deadlines</a> as submission deadlines may apply.</li> </ul>
<p>DATE B =</p> <hr/> <p><i>(Add 2 months to Date A)</i></p>	<p>Submit <b>2 copies of dissertation</b> to Graduate and Postdoctoral Studies with <b>Departmental Approval Memo</b></p> <p>Student must have the <b>format of the dissertation reviewed and approved</b> by Graduate and Postdoctoral Studies before the dissertation will be accepted.</p>	<ul style="list-style-type: none"> <li>• Dissertation copies must be cerlox bound with clear front cover.</li> <li>• Dissertation must be submitted together with Thesis Approval Memo from Department Head/Graduate Advisor</li> <li>• Memo should include the UBC Alphabetical Speed Chart code for charging courier costs</li> <li>• Check <a href="http://www.grad.ubc.ca/current-students/final-doctoral-exam/doctoral-deadlines">http://www.grad.ubc.ca/current-students/final-doctoral-exam/doctoral-deadlines</a> as submission deadlines may apply.</li> </ul>

	<a href="http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation/pre-submission-review">http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation/pre-submission-review.</a>	
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DATE C =	<b>Schedule exam date</b> with Graduate and Postdoctoral Studies	<ul style="list-style-type: none"> <li>• Student/Research Supervisor must schedule an exam date with the Doctoral Examinations Coordinator via e-mail at <a href="mailto:graduate.doctoral@ubc.ca">graduate.doctoral@ubc.ca</a></li> </ul>
<hr/> <i>(After Date B / A minimum of 4 weeks before Date D)</i>	Submit <b>Approval of University Examiners for Doctoral Thesis</b> form	<ul style="list-style-type: none"> <li>• University Examiners must be contacted directly by the Research Supervisor or Department Head/Graduate Advisor. Their consent to serve should have been obtained and their availability to attend the Exam should have been determined by the Research Supervisor <b>prior to</b> submitting this form</li> </ul>
	Submit <b>Examination Programme</b>	<ul style="list-style-type: none"> <li>• Programme template must be completed and submitted via e-mail to doctoral exams (or, on PC formatted disk, delivered to Graduate and Postdoctoral Studies)</li> </ul>

<p><b>DATE D =</b></p> <hr/>	<p><b>Anticipated date for the final oral exam</b></p>	<ul style="list-style-type: none"> <li>• Research supervisor is responsible for ensuring that all committee members (except for the chair) are aware of the date and start time of the exam.</li> <li>• Check <a href="http://www.grad.ubc.ca/current-students/final-doctoral-exam/doctoral-deadlines">http://www.grad.ubc.ca/current-students/final-doctoral-exam/doctoral-deadlines</a> as deadlines may from graduation and end date purposes.</li> </ul>
<p><i>(A minimum of 6-7 weeks after Date B)</i></p>		

## MSC AND PHD COURSE PROGRAM LENGTH AND EXTENSIONS

### 1) Extensions for a course

A one term extension will be granted for a maximum of two assignments for a single course, conditional upon agreement between the student and the course instructor. This extension **MUST** be requested, in writing, prior to the initial deadline for the assignment(s). The student will send an email to the instructor, Graduate Chair, and Program Assistant requesting the extension and detailing the extenuating circumstances. The extension will not be considered granted until the instructor and Graduate Chair provide written confirmation, via email. A copy of the emails will be placed in the student's file, though will not have an impact on future progress through the program.

In exceptional circumstances, an additional one term extension may be granted. Again, the student will send an email to the instructor, Graduate Chair, and Program Assistant requesting the extension and detailing the extenuating circumstances.

A third extension will not be granted under any circumstance. The student will be required to complete the course again in its entirety.

### 2) Extensions to the overall program

Extenuating circumstances not of the student's making may justify allowing the student additional time to complete his or her degree program. A request for a one year's extension will be received favorably if it is fully justified and supported by the student's Graduate Program Advisor.

A student should discuss the possibility of an extension with his or her Supervisor and Graduate Advisor. Each request must be accompanied by a completed [Request for Extension form](#) and a memo justifying the request for extension, including a written report from the last Supervisory Committee meeting and a schedule (Extension Timeline) showing how the program will be completed in the extension period requested. **Extensions will not be granted beyond two years.**

Due to the justification required by the committee, this process should be started at least 3-4 months prior to the end of the term.

For additional details visit the G+PS provided webpage regarding [program extensions](#).

## LEAVE OF ABSENCE

Students who find it necessary to interrupt their graduate studies may apply to the Dean of the Graduate and Postdoctoral Studies for a leave of absence. Information about this process can be found [here](#). Please note that and scholarship funding will not be paid during a leave of absence.

## WITHDRAWAL FROM PROGRAM

Students can withdraw from the program given [the following reasons](#):

### ❖ **Academic**

Students will normally be required to withdraw if they do not make adequate academic progress according to the timelines and policies set by their home graduate program and/or G+PS. When a student is required to withdraw, the academic record will indicate "required to withdraw for academic reasons".

The RHSC Program has implemented a “3 strikes and you are out” rule to objectively govern academic withdrawals. As described above during the oral examination processes (MSc and PhD proposal, PhD comprehensive exam, MSc thesis defence), the following options are available:

1. Pass = successful completion of the examination with no areas needing formal remediation. Minor revisions with no reservations moving forward is acceptable. It is assumed that these revisions can be addressed during normal learning and degree progression.
2. Conditional Pass (worth 0.5 strikes – see [“Withdrawal from Program”](#) below) = required to undertake minor remedial work, as described in writing by the committee, that requires a formal supervision process. This work must be reviewed by the supervisor, and, if required, at least one member of the committee. The individual(s) responsible for oversight will be determined by the supervisory committee. One month will be given to complete the remedial work. No re-examination is required.
3. Remediation and Re-examination (2 strikes) = required to undertake minor or major remedial work as described in writing by the committee. This work must be reviewed by at least two members of the committee. Up to two months will be given to complete the remedial work. A re-examination with an examination committee will be required upon satisfactory completion. A failure to satisfactorily complete the remedial work in the allotted



time frame, or a failure to successfully complete the oral re-examination, will result in a “Fail” for this component of the program.

Note: students who fail a course (< 60% for MSc students, <68% for PhD students) may be provided the option to take the course again. This would constitute a remediation and re-examination scenario. The decision on whether there is an option to take the course again or receive an outright fail (3 strikes) is at the discretion of the course instructor and Graduate Program Chair.

4.Fail (3 strikes) = The student will be required to withdraw from the program for Academic Reasons.

**Once a student has acquired a total of 3 strikes throughout the program, they will be asked to withdraw for academic reasons.**

❖ **Non-registration**

A student who fails to register and/or becomes absent without leave from their program for two or more consecutive terms will normally be withdrawn from the program. The academic record will indicate "withdrawal - did not register."

❖ **Voluntary**

A student wishing to withdraw voluntarily from the University must notify the home Graduate Program in writing in order to obtain the approval of the dean, department head or director, and the graduate advisor in the home Graduate Program.

For more information regarding these withdrawals and the process involved, please visit this [webpage](#).

## FAST TRACKING TO THE PHD PROGRAM

Students who wish to transfer from a Master's to a Doctoral program must have completed one year of study in the Master's program with a minimum 80% average in twelve credits, of which at least nine credits must be at the 500 level or above and at least nine credits must be at 80% or above. The student must show clear evidence of research ability.

Those who wish to consider this option must meet the criteria established by the Graduate Programs in Rehabilitation Sciences as well as those established by the Faculty of Graduate and Postdoctoral Studies. Supervisors should advise students on the advantages and disadvantages of such a move to interested students. While it may reduce the time required (because one degree is obtained, not two) it may not provide the individual with enough time to obtain several publications, which is very important in obtaining national doctoral scholarships. The student and supervisor must also be aware that once approved, the new official start date for the PhD program will be the date of commencement of the MSc program, NOT the PhD program. See [here](#) for details.

### **RHSC Program Criteria (note, these may differ from G+PS criteria)**

1. Achieve a minimum 80% average in twelve credits, of which at least nine credits must be at the 500 level or above
2. 80% in the required courses (RHSC 500, RHSC 502, and RHSC 530)
3. peer reviewed manuscript at least accepted, preferably as the first author
4. written documentation that the supervisor and supervisory committee unanimously support the transfer to the PhD program.

The student's file will be presented by the supervisor at an RHSC Program Meeting for final approval. Once approved, the form required by G+PS can be found [here](#).

## COURSEWORK

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### **MSc Requirements**

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A minimum of thirty (30) credits are required for the degree. This consists of 18 credits for the thesis and six credits for the required courses (RHSC 500 (2 credits), RHSC 502 (3 credits), and RHSC 530 (1 credit). Six elective credits from 300-level or above will be selected from courses offered across UBC.

### Enrolment

The minimum course registration requirement is a minimum of 5 RHSC students.

### RHSC 549 Master's Thesis

- MSc students should register for their thesis course in the first term of their graduate program and maintain continuous registration in their thesis from that point until completion of their program.

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### **Required Core Coursework for MSc and PhD**

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#### RHSC 500 - Advanced Concepts for Rehabilitation Research

- In this course students will explore scientific enquiry related to research methodologies that include both quantitative and qualitative approaches.
- If students that have taken a similar course at the graduate level, they can apply for an exemption. The process of exemption requires the student to provide course materials (course outline, assignments, etc.) to the course instructors that teach both the quantitative and qualitative methods. A student must request an exemption at least 4-6 weeks prior to the course start date.

#### RHSC 502 - Rehabilitation Theory

- Through discussion and critical analysis, the students will develop an advanced understanding of knowledge creation and knowledge translation in rehabilitation sciences.

#### RHSC 530 - Research Proposal

- Development, appraisal and formatting of a research proposal.
- Emphasis on research writing and critical analysis of a variety of research proposal formats.
- If PhD students that have taken a similar course at the graduate level, they can apply for an exemption. The process of exemption requires the student to provide course

materials (course outline, assignments, etc.) to the course instructors that teach both the quantitative and qualitative methods. A student must request an exemption at least 4-6 weeks prior to the course start date.

**Rehabilitation Sciences Electives. Note, not all courses will be offered in any given year. Please check with the RHSC Program Assistant for a listing of courses offered in each academic year.**

Course	Course Title	Credits
RHSC 504	Directed Studies in Rehabilitation	3
RHSC 506	Current Topics in Rehabilitation Sciences <ul style="list-style-type: none"> <li>▪ Placeholder for faculty members that chose to teach a specific course that is not a current option for students.</li> </ul>	3
RHSC 514	Introduction to Neuroimaging: Basic concepts and applications to research and practice <ul style="list-style-type: none"> <li>• This course is aimed towards students with a clinical or science background who wish to learn about basic neuroimaging tools used in clinical and research settings. This will be a survey course to introduce a number of neuroimaging tools so that students can gain a basic understanding of the applications of these tools to understand neurological function and neurological disorders.</li> </ul>	3
RHSC 515	Physical Activity in Health and Chronic Conditions <ul style="list-style-type: none"> <li>▪ To explore the epidemiology, measurement, physiology, and adoption of physical activity in the prevention and treatment of chronic conditions</li> </ul>	3
RHSC 516	Biomechanics in Musculoskeletal Rehabilitation <ul style="list-style-type: none"> <li>• Biomechanical analysis of human movement as it pertains to musculoskeletal disorders. Hands-on human movement assessment.</li> </ul>	3
RHSC 520	Neurorehabilitation <ul style="list-style-type: none"> <li>▪ Therapeutic approaches and strategies in rehabilitation for persons with common neurological conditions.</li> </ul>	3

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## PhD Requirements

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### PhD Thesis (18 CREDITS)

RHSC 699 PhD Thesis

- PhD students should register for their thesis in the first term of their graduate program and maintain continuous registration in their thesis from that point until completion of their program.

### Required Core Coursework (6 credits)

*RHSC 500, 502, 530 as required for the MSc and PhD program as stated above.*

Appropriate coursework will be selected in consultation with the candidate's committee and will depend on the student's background and field of study. Some courses listed under the MSc program may be appropriate for certain PhD students.

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## ONLINE COURSES

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While UBC MRSc and Graduate Certificate in Rehabilitation (GCR) students have precedence so that they can be assured of completing their program of study, MSc and PhD students are welcome to take the following courses if space is available.

- RHSC 501 Evidence for Practice (3)
- RHSC 503 Reasoning and Decision-Making (3)
- RHSC 505 Measurement for Assessment, Planning and Evaluation (3)
- RHSC 507 Developing Effective Rehabilitation Programs (3)
- RHSC 509 Facilitating Learning in Rehabilitation Contexts (3)
- RHSC 581 Writing to Enhance Practice (3)
- RHSC 583 Applying Research to Practice (1.5-3). Topics vary year to year. For current topics please review the [RHSC 583](#) page on the MRSc website.

For more information about the courses please visit the Curriculum/Courses page on the [program website](http://www.mrsc.ubc.ca/) (<http://www.mrsc.ubc.ca/>).

Students must consult with their supervisor before registering and email the Program Assistant of the Rehabilitation Science Online programs at [info@mrsc.ubc.ca](mailto:info@mrsc.ubc.ca) to check whether space is available.

## **NON-REHABILITATION SCIENCE ELECTIVES OFFERED BY OTHER UBC DEPARTMENTS AND FACULTIES**

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Students may select graduate courses from other programs on campus, with the agreement of their supervisory committee and, if required, permission of the department offering the course. A maximum of 6 credits of approved 300- and 400-level courses may be credited toward a graduate degree.

### **Electives from other universities**

Students in good standing at UBC may take elective courses at other universities that are approved by their committee as long as they meet Graduate and Postdoctoral Studies' standards and transfer credit limit. No tuition fee is charged if the courses are covered by the [Western Dean's agreement](#); however, students may be required to pay student society fees. Students may be charged if the Western Dean's agreement or a similar agreement does not cover the course fees. Authorization forms are available from G+PS.

## ASSIGNMENTS, GRADES AND EVALUATION

### ASSIGNMENTS

Assignments are due on the date assigned, unless you have negotiated an extension with the instructor before the due date. A penalty may be applied to papers handed in late.

Assignments should be typed and should contain correct spelling and grammar and are expected to be original and referenced appropriately.

Please be careful to avoid plagiarism. The UBC Calendar defines plagiarism as:

*...a form of academic misconduct in which an individual submits or presents the work of another person as his or her own. Scholarship quite properly rests upon examining and referring to the thoughts and writings of others. However, when excerpts are used in paragraphs or essays, the author must be acknowledged through footnotes or other accepted practices. **Substantial plagiarism** exists when there is no recognition given to an author for phrases, sentences, and ideas of that author, which are incorporated into an essay. **Complete plagiarism** exists when an entire essay is copied from an author, or composed by another person, and presented as original work. (for more information, see the on-line UBC Calendar at <http://students.ubc.ca/calendar/>)*

In order to avoid academic misconduct, you must:

1. credit an author for his/her ideas, whether you are using direct quotes, or have paraphrased ideas from the work;
2. complete assignments independently unless they are explicitly described as group projects (i.e., you can discuss projects with your colleagues but research and writing must be completed on your own);
3. hand in unique assignments. You may not submit the same paper, presentation or assignment more than once (whether at UBC or at another institution).

The penalties for academic misconduct are described in the on-line UBC Calendar at <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,959>

### GRADES

The passing mark in graduate courses is 60% for a Master's Degree and a minimum of 68% (B-) must be achieved in all coursework taken for credit for a PhD. However, only 6 credits of course work at 60% may be counted towards a Master's Degree. All other courses must have grades of at least 68%. Supplemental exams are not available to graduate students.

As stated above, students who fail a course (< 60% for MSc students, <68% for PhD students) may be provided the option to take the course again. This would constitute a remediation and re-examination scenario (2 strikes). The decision on whether there is an option to take the course again, or receive an outright fail (3 strikes), is at the discretion of the course instructor and Graduate Program Chair.

### **APPEALS**

From time to time students may disagree with a final grade assigned by an instructor. Students should discuss this issue with the instructor in question. If the issue is not resolved, the student should appeal to the Chair of the Graduate Programs in Rehabilitation Sciences. Students, who wish to pursue the matter beyond the steps outlined, should consult the on-line UBC Calendar at <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,969> for procedures regarding Appeals. The Manager, Student and Administrative Services may be consulted for further information.

### **EVALUATION OF COURSES**

Students are asked to evaluate courses in the Program. Evaluations are taken very seriously, but are most useful when comments are constructive and specific, and when the number of students completing forms is sufficiently high to be a valid indicator of the group's response to content and teaching.

### **ANNUAL EVALUATION OF STUDENT PROGRESS**

The progress of students will be reviewed at least once a year. Students must complete a contract for completing MSc coursework, which must be approved and updated each year. In addition you must complete a graduate student progress form by June 30 each year.

### **EVALUATION OF THESIS SUPERVISORS**

Each graduate student will complete an evaluation report of their supervisor each year at the end of the spring term. Feedback given will remain anonymous to supervisors and the Rehabilitation Sciences program assistant is the only person who will see the reports submitted by the students. This form can be found [here](#).



### SCHOLARSHIPS AND AWARDS

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#### **Graduate Support Initiative (GSI)**

The Graduate Support Initiative is a system for funding graduate students through entrance scholarships, multi-year funding packages, tuition awards and scholarship top-ups. GSI funding cannot be used as payment for employment; nor will it replace funding for TA-ships. It will automatically be put towards tuition and fees each term, with any remaining funds provided to the student.

The amount awarded is \$2,500 per term for MSc students and \$4,000 per term for PhD students. GSI is limited to MSc students within the first 36 months of their program, PhD students within the first 60 months of their program, and students with scholarship funding less than \$18,200. A maximum of \$18,200 of combined GSI and scholarship funding will be offered to any given student (for example, if they have a \$15,000 scholarship, the maximum GSI amount that they can receive will be \$3,200). Note that each Faculty member can provide a maximum of two GSI allotments to their students each year.

#### **The Four Year Doctoral Fellowship (4YF-G)**

The Four Year Doctoral Fellowship program will ensure UBC's best PhD students are provided with financial support of \$18,200 per year plus tuition for a maximum of four years of their PhD studies or until the end of their 5<sup>th</sup> year, whichever comes first. This program allows UBC to continue to attract and support outstanding domestic and international PhD students, and provide those students with stable, base-level funding for the four years of their PhD studies and research. The RHSC program is given a quota at that start of each year. The Scholarship Committee then meets and adjudicates eligible PhD students (incoming and those in the first year of the program) for this award. There is no application required.

#### **4YF-U and 4YF-T**

Four year fellowships are also awarded via the Killam and Tri-Council scholarships. These awards are adjudicated by a different process and students can only hold these awards for the first 4 years of their PhD, which is different than the 4YF-G.

For more information about 4YF-U and 4YF-T please visit the 4YF Guidelines website :

[https://www.grad.ubc.ca/sites/default/files/awards/awards\\_4YF\\_Guidelines.pdf](https://www.grad.ubc.ca/sites/default/files/awards/awards_4YF_Guidelines.pdf)

### **Rehabilitation Sciences PhD Scholarship**

The Rehabilitation Sciences PhD Scholarship provides funds (\$10,000 per year up to the end of Year 4 of the program to be consistent with other scholarship guidelines) to outstanding PhD students. The deadline to apply for this award is early-February.

### **Department and Program Awards**

There are three additional departmental awards in which students can apply at the beginning of fall term. These awards are the following:

- Margaret Hood Scholarship in Occupational Therapy
- Jane Hudson Scholarship in Physical Therapy
- Louise McGregor Memorial Scholarship in Neurorehabilitation

These amounts are subject to change yearly. The amounts are updated during the summer term and the award is typically recommended by the fall term.

### **Vanier Scholarships**

The Vanier Canada Graduate Scholarships (Vanier CGS) program is designed to attract and retain world-class doctoral students by offering them a significant financial award to assist them during their studies at Canadian universities. Vanier Scholars demonstrate leadership skills and a high standard of scholarly achievement in the social sciences and humanities, natural sciences and engineering, and health-related fields. Canadian and international students are eligible to be nominated for a Vanier Scholarship, which is valued at \$50,000 per year for up to three years. More details can be found here: <https://www.grad.ubc.ca/awards/vanier-scholarship>

### **Tri-Council Awards**

The Tri-Council competitions are held in the fall of each year. These awards include [NSERC](#), [SSHRC](#), and [CIHR](#).

### **Affiliated Fellowships**

The Faculty of Graduate and Postdoctoral Studies offers approximately 50 Affiliated Fellowships each year to meritorious students. The competitions are held in the fall of each year. More information can be found here: <https://www.grad.ubc.ca/faculty-staff/scholarships-awards-funding/award-resources-programs>

**NOTE:** All Vanier, Tri-council, 4YF, and RHSC PhD Scholarship holders are responsible for completing an annual progress report in order to renew their appointment. This form can be found [here](#).

Below, you will find a detailed timeline of when these awards typically have their application deadlines, as well as further information about each award.

## FEBRUARY

### a) UBC Four-year Fellowship

- This award is given to the top incoming PhD student(s) in the program. The amount is four years in duration and includes an \$18,200 per year stipend plus a tuition waiver each year. Currently we receive two awards per year, though this number is based on enrollment and tri-council funding success
- Applications are adjudicated 1-2 weeks after the January 15<sup>th</sup> admissions deadline and based on information detailed within the application form at the time of application. For example, students who commenced study in January will still be considered for the award, but their application will be adjudicated based on information provided at the previous June admissions meeting.
- Students must apply for tri-council funding until no longer eligible or until they are successful in receiving external funding.
- Students cannot hold a 4YF and tri-council funding concurrently

### b) RHSC Graduate Scholarship

- This award is \$10,000 per year and awarded to up to 2 outstanding PhD students annually.
- Applications are adjudicated 1-2 weeks after the January 15<sup>th</sup> admissions deadline and students must submit an application similar to tri-council (CV, statement of research, transcripts, etc.)

## SEPTEMBER

### a) UBC Affiliated Awards

- A large number of UBC-adjudicated awards given annually (one-time award, most of which are \$3,000 or less) and are available to MSc and PhD students
- We receive a quota annually for how many students we can put forward to the UBC competition
- Criteria are based on publication record, transcripts, previous awards, service

### b) RHSC Internal Awards (Jane Hudson, Margaret Hood, Louise McGregor)

- Internally-adjudicated awards given annually using the same criteria as the UBC Affiliated Awards and adjudicated concurrently with the Affiliated Awards
- Eligibility:

Hudson – preference given to a student with a PT degree Hood – student MUST have an OT degree

McGregor – student must be conducting research in neurorehabilitation

- Applicant deadline is usually the second week of September

c) Vanier Scholarship

- Awarded to outstanding students based on a combination of leadership and academic excellence
- We receive a quota annually for how many students we can put forward to the UBC competition, who then decide who is forwarded to the national competition
- Applicant deadline is usually the first week of September

OCTOBER

a) PhD Tri-council funding (SSHRC, NSERC)

- We receive a quota annually for how many students we can put forward to the UBC competition, who then decide who is forwarded to the national competition
- This number is the TOTAL number of students across the two competitions
- \*\* Note: CIHR PhD applicants apply directly to CIHR
- Agency deadline is usually Oct 1<sup>st</sup>.

NOVEMBER

a) MSc tri-council funding (SSHRC, NSERC, CIHR)

- We receive a one CIHR allocation annually, which is a guaranteed CIHR, and a quota (2015 = 6 students) for how many students we can put forward to the UBC competition, who then decide who is forwarded to the national competition
- This number is the TOTAL number of students across the three competitions
- Applicant deadline is usually at the end of November

## GRANTS

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Research trainees may submit to various granting agencies to obtain extramural funding for their studies and research. In doing so, university approval is required and must be in the name of your supervisor. If this is the case please be aware that in addition to fulfilling the signature requirements of the agency to which you are applying, you must also fulfill the signature requirements of the University.

Before submitting a proposal you must understand the specific requirements of:

- Your faculty, department or unit;
- The University, including the Overhead Policy; and
- The funding agency, whose requirements may vary among specific programs.

By University Policy, all proposals for external funding for research and other projects must be signed in the following order by:

1. Principal Applicant (and co-applicants if any)
2. UBC Department Head (or Director of a School or Institute)
3. Faculty of Medicine, Dean of Research (located in offices of FoM, 3rd floor of IRC)
4. Director Research Services on behalf of the President of UBC (located in the Office of Research Services)

Obtaining these signatures can take 5-10 working days so this process should be started early. Detailed information including required documentation and forms can be found on the UBC Office of Research Services website (<http://www.ors.ubc.ca/contents/submitting-your-proposal>).

### ACCESS COPYRIGHT AGREEMENT

Photocopying is governed by the Copyright Act in Canada, which grants a copyright owner the sole right to authorize copying of his/her works. Permission of a copyright owner is not required when you are making one copy of the following for the purpose of private study and research:

- a periodical article of a scientific, technical or scholarly nature from a book or periodical issue containing other works;
- a newspaper article or entry from an encyclopedia, dictionary, annotated bibliography or similar reference work;
- a short story, play, poem or essay from a book or periodical containing other works (adapted from *Copying Right*, p. 2)

The following copying is prohibited under the Act:

- copying of more than 10% of a work;
- copying an entire chapter if it is equal to more than 20% of the work;
- copying a complete book; published workbooks; or print music published for use by choirs, orchestras, bands, and similar groups (adapted from *WARNING*, June 1995).

The Canadian Copyright Act is available in the Law Library. *Copying Right* is available for review at the Main Library.

### DISCRIMINATION AND HARASSMENT

It is the policy of the School and the University to provide an environment that is free from discrimination and harassment. The School will enforce this policy vigorously. According to the UBC Policy on Discrimination and Harassment:

*“Discrimination” and “Harassment” refer to intentional or unintentional behaviour for which there is no reasonable justification. Such behaviour adversely affects specific individuals or groups on the basis of characteristics defined by the 1992 B.C. Human Rights Act. These characteristics include age, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, and unrelated criminal convictions. “Harassment” also includes “Sexual Harassment.” “Sexual Harassment” is unwanted sexual behaviour, particularly sexual behaviour accompanied by promises of academic or employment opportunities or by threats of loss of such opportunities.*

(2000 UBC Policy Handbook, Policy #3)

## Procedures

In the first instance all issues regarding discrimination or harassment should be directed towards the Chair of the Graduate Programs. If there is a perceived conflict, students should refer to the Department Head to whom their supervisor is responsible.

They will listen, in confidence, to your concerns, and will determine whether complaint procedures under the UBC policy apply. If the complaint procedures apply, the Ombudsperson and/or Equity Advisor will attempt an informal resolution with your permission.

*Mediation.* If the informal process is unsatisfactory, mediation may be necessary.

*Formal Investigation.* You may apply for a formal investigation if you do not wish to proceed with informal resolution of the problem, or with mediation.

For more information, please contact:

<b>NAME</b>	<b>PHONE</b>	<b>E-MAIL / WEBSITE</b>
Equity Office	604-822-6353	
Associate Dean (Equity), Faculty of Medicine	604-822-5821	<a href="mailto:med.equity@ubc.ca">med.equity@ubc.ca</a>
Counselling Services	604-822-3811 or 604-822-9260	<a href="http://students.ubc.ca/counselling">http://students.ubc.ca/counselling</a>
Disability Resource Centre	604-822-5844	<a href="mailto:disability.resource@ubc.ca">disability.resource@ubc.ca</a>
First Nations House of Learning	604-822-8940	<a href="http://www.longhouse.ubc.ca">www.longhouse.ubc.ca</a>
Graduate Student Society (GSS)	604-822-3203	<a href="http://www.gss.ubc.ca">www.gss.ubc.ca</a>
Student Health Service	604-822-7011	<a href="http://students/ubc.ca/health">http://students/ubc.ca/health</a>
Women Students' Office	604-822-2415	<a href="http://www.students.ubc.ca/access/women.cfm">http://www.students.ubc.ca/access/women.cfm</a>

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The Freedom of Information and Protection of Privacy Act was proclaimed in force for universities in the province in November 1994.

The Protection of Privacy part of the Act stipulates that personal information may be released **ONLY** to the person the information is about, or with written consent, to a third party. Such written consent must be specific about:

- to whom the information may be disclosed; and,

- for what purpose the information may be used.

Personal information means recorded information about an individual including:

- name, address or telephone number;
- race, national or ethnic origin, colour, religious or political beliefs;
- age, sex, sexual orientation, marital status or family status;
- an identifying number, (e.g., student number, SIN);
- fingerprints, blood type or inheritable characteristics;
- health care history, including a physical or mental disability;
- educational, financial, criminal or employment history;
- anyone else's opinions about the individual; and personal views or opinions, except if they are about someone else.

The Freedom of Information part of the Act gives you the right to request access to any records, which contain personal information about you, unless the information is exempt from disclosure under the Act.



## USEFUL WEBSITES

- ❖ The Graduate and Postdoctoral Studies : <https://www.grad.ubc.ca>
- ❖ Policies and Procedures: <https://www.grad.ubc.ca/faculty-staff/policies-procedures>
- ❖ Academic Progress: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/academic-progress>
- ❖ Admin Resources and Templates: <https://www.grad.ubc.ca/faculty-staff/admin-resources-templates>
  
- ❖ ADMISSIONS:
  - Requirements by G+PS: <https://www.grad.ubc.ca/prospective-students/application-admission/admission-requirements>
  - Conditional Acceptance Program: <https://www.grad.ubc.ca/prospective-students/application-admission/conditional-admission-program>
  - International Student Evaluation Manual: <https://www.grad.ubc.ca/faculty-staff/international-student-evaluation-manual>
  - New Grad Student FAQ: <https://www.grad.ubc.ca/current-students/newly-admitted/new-grad-student-faq>
  
- ❖ FUNDING:
  - Scholarships, Awards and Funding: <https://www.grad.ubc.ca/scholarships-awards-funding>
  - Award Opportunities: <https://www.grad.ubc.ca/scholarships-awards-funding/award-opportunities>
  - Awards FAQ: <https://www.grad.ubc.ca/scholarships-awards-funding/awards-faq>
  
- ❖ STUDENTS:
  - Masters and Doctoral Thesis Examination Processes: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/examinations-masters-theses-doctoral-dissertations>
  - Comprehensive Examination and Candidacy: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/comprehensive-examination-candidacy>
  - Working while studying: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/working-while-studying>
  - Reinstatement: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/reinstatement>

## Appendix A - Student/Supervisor Expectations

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### Re: Checklist of Expectations

It is recommended by the University of British Columbia (Policy #85 on Scholarly Integrity) that research conditions for all involved in a research team be outlined before the team members become engaged. The Graduate Programs in Rehabilitation Sciences believes that the relationship between a graduate student and his/her supervisor can only be improved by early and open communication of expectations on the part of both student and supervisor. We have accordingly generated the attached “checklist of expectations” that is designed to comply with UBC’s policy on the communication of expectations and which takes into account the Graduate Studies policies on the duties of graduate students and their supervisors. We expect that every incoming student and his/her supervisor read and discuss the list, add to it if necessary, initial the papers, and submit copies to Program Assistant to be filed in the students’ files. It is our hope that the discussion of expectations will head off any misunderstandings that might otherwise arise, and foster an ongoing spirit of open communication.

### **Graduate Student / Supervisor Expectations**

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The document is for students and their supervisors. Ideally, supervisors and students will discuss the document, retain copies of the document, and have a copy of the document placed in a student’s file. Discussion of expectations can foster open communication between supervisors and students and prevent misunderstandings that might otherwise arise. This document is not a replacement for University rules. To the extent that any statements in this document contradict University of British Columbia policies, rules, or regulations, the University of British Columbia policies, rules and regulations prevail. Ultimately, successful completion of a graduate program of study is the student’s responsibility.

Mutual understanding of expectations between students and their supervisors is critical to the success of a graduate program. This document is intended to be read and discussed by students and their supervisors at the onset of the students’ programs. This document may be re-visited and modified over time as necessary, with any revised versions held by students and supervisors and kept on students’ files. Students undertaking work at the master’s level will find some of the points outlined are specific to doctoral students.

**As your supervisor, you can expect me to:**

- Demonstrate commitment to your research and educational program, and offer stimulation, respectful support, constructive criticism, and consistent encouragement.
- Assist with identification of a research topic that is suitable for you and manageable within the scope of your degree.
- Have sufficient familiarity with your field of research to provide guidance as a supervisor.
- Assist you in gaining access to required facilities or research materials for your projects.
- Discuss your financial support issues and assist with scholarship applications and/or providing advice on academic employment opportunities.
- Provide guidance in the ethical conduct of research and model research integrity.
- Discuss with you the implications of engaging with activities/work unrelated to your thesis topic.
- Provide information about my availability for meetings and expectations about preparation for meetings.
- Assist you in planning your research program, setting a time frame, and adhering as much as possible to the schedule.
- Encourage you to finish up when it would not be in your best interest to stay longer.
- Be accessible for consultation and discussion of your academic progress and research at a minimum of once a term. [On average, our meetings will be held \_\_\_\_\_.]
- Minimize my expectations for activities/work that may interfere with your thesis completion.
- Institute a supervisory committee (with appropriate input from you) and prepare for committee meetings, which will occur on a regular basis (at least once a year) to review your progress and provide guidance for your future work.
- Support you in your preparation for the comprehensive examination and admission to candidacy which will be completed within 36 months of program initiation.
- Act as a resource about managing program requirements, deadlines, etc.
- Attend your presentations in appropriate venues and join in associated discussion.
- Submit recommendations for external examiners and university examiners for the doctoral dissertation within the time frames required by the Graduate and Postdoctoral Studies.
- Acknowledge your contributions, when appropriate, in published material and oral presentations [Discuss policy regarding authorship, etc. of papers] in accordance with good scholarly practice and the University of British Columbia scholarly integrity policies.

- Provide reasonable expectations about work day hours and vacation time in accordance with University of British Columbia policies.
- Clarify my preferred style of communication with students about areas, such as student independence, approaches to conflict, direct questioning, and mentoring.
- Explain my expectations for mode of address, professional behavior (e.g. punctuality), when to seek assistance, response to constructive criticism, and academic performance expectations.
- Assist you to overcome any cultural difficulties with norms and expectations.
- Respond thoroughly (with constructive suggestions for improvement) and in a timely fashion to submitted, written work.
- Promote a research environment that is safe and free from harassment.
- Assist in managing conflict or differences among members of the supervisory committee.
- Make arrangements to ensure adequate supervision if I am absent for extended periods, e.g. more than a month.
- Encourage you to present your research results within and outside the University. [Approximately how often? \_\_\_\_\_.]
- Provide mentoring in academic writing.
- Provide advice and mentorship with respect to career opportunities, which may be assisted by resources, skills, professional development, and other avenues.
- Other:

supervisor signature	supervisor print name	date

student signature	student print name	date

**I, the supervisor, can expect of you, the student to:**

- Be committed and show dedicated effort in gaining the necessary background knowledge and in carrying out your research project.
- Develop, in conjunction with myself, a plan and a timetable for completion of each stage of the thesis project, and to work assiduously to adhere to a schedule and to meet appropriate deadlines.
- Meet with me when requested and to report fully and regularly on progress and on results.
- Give serious consideration to and respond to advice and criticism received from myself and other members of the supervisory committee.
- Contribute to the maintenance of a workplace that is tidy and safe, and where each individual shows tolerance and respect for the rights of others.
- Provide guidance in the ethical conduct of research and model research integrity.
- Be thoughtful and reasonably frugal in using resources.
- Read and understand the policies outlined in the Graduate Programs in Rehabilitation Sciences' Student Handbook.
- Conform to the University and departmental requirements for your program. This includes ensuring that you meet at least yearly with your supervisory committee.
- Meet agreed standards and deadlines of the funding organization to the extent possible when financing has been provided under a contract or grant.
- Keep orderly records of your research data and to leave the original records in the lab when you leave UBC.
- Develop a clear understanding concerning ownership of intellectual property (refer to UBC policy on Patents and Licensing, <http://www.universitycounsel.ubc.ca/files/2015/03/policy88.pdf> and the University Industry Liaison Office, [www.uilo.ubc.ca](http://www.uilo.ubc.ca)).
- Take the required safety training programs (see Orientation Checklist).
- Apply to the University or to granting agencies for financial awards, if you have not already done so.
- Work at least regular workday hours on your research project after coursework has been completed, with at least 2 weeks vacation.

- Discuss policy on:
  - Use of computers and equipment for personal reasons
  - Lab etiquette and attire
  - Career plans
  - Authorship
  
- Other:

supervisor signature	supervisor print name	date

student signature	student print name	date

## Appendix B - Orientation Checklists (MSc and PhD)

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### Orientation Checklist

Mailing Address:

Office Phone:

Lab phone:

Fax:

✓ if Done	Task	Target Completion Date
	<u>Photo ID Badge</u> – for personal identification and/or card swipe access to building any building when locked.	1 <sup>st</sup> Day
	<u>Submit Key Requisition</u> for room	submit 1 <sup>st</sup> day
	<u>Key</u> for locked cupboard	1 <sup>st</sup> Day
	<u>Meet</u> Program Assistant, be aware of her location	1 <sup>st</sup> week
	<u>Walkabout</u> - Be aware of locations for <hr/>	1 <sup>st</sup> Week
	Research Services Room– Mail room, fax and photocopier Room– Seminar Room VGH/UBC Shuttle	
	<u>Workstation</u> in Room	1 <sup>st</sup> Day

	<u>Rehabilitation Sciences Computer access</u>	1 <sup>st</sup> Week
	<u>UBC Library Card</u> – obtain through graduate student registration process	ASAP
	<u>Interchange e-mail</u> ; once obtained – provide to supervisor and Program Assistant	ASAP
	Meet:  Audrey Dale – Head Administrator for the Department of Physical Therapy OR  Tracy Henderson – Head Administrator for the Department of Occupational Science and Occupational Therapy	



## Appendix C - Rehabilitation Sciences Graduate Student Progress Report

### REHABILITATION SCIENCES GRADUATE STUDENT PROGRESS REPORT

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#### **SECTION A - To be completed by the student annually**

Students will complete the report form in response to the following questions:

1. Accomplishments over the past year
  - a. What progress was made during the previous year toward completing the program requirements (courses, comprehensive examination, thesis, etc.)? Did the progress meet or surpass the objectives set at the beginning of the year? Please explain.
  - b. What progress was achieved during the previous year with respect to professional development in the program of studies (conference presentations, publications, etc.)? Also, list your awards history.
  - c. What program requirements (courses, comprehensive examination, thesis, etc.) still need to be completed? Please specify the completion deadlines for outstanding program requirements, including the specific objectives for meeting these in the next year.
2. Plan for the Coming Year
  - a. What progress do you plan to make in the coming year toward completing the program requirements (courses, comprehensive examination, thesis, etc.)?
  - b. What are your learning objectives with respect to professional development for the coming year and what steps will you need to take to meet these objectives?

#### **SECTION B – To be completed by the Thesis Supervisor**

Thesis Supervisors should complete the questions on the form and provide additional comments regarding the student's progress. If progress is not satisfactory, please attach documentation outlining the assessment of the progress.

#### **SECTION C - To be completed by the Program Graduate Advisor**

The Program Graduate Advisor needs to review and sign the report. If progress is not satisfactory, the Graduate Advisor and/or the Thesis Supervisor should attach documentation outlining what measures have been or will be taken to redress the situation.

Please return completed forms to the Rehabilitation Sciences [program assistant](#).

## REHABILITATION SCIENCES GRADUATE STUDENT PROGRESS REPORT

(Please type or print)

<b>Last Name:</b>	<b>First Name:</b>	<b>Year for Report:</b>
<b>Start Date in Program (mm/yyyy):</b>	<input type="checkbox"/> MSc	<input type="checkbox"/> PhD
<b>Supervisor:</b>	<b>Thesis Committee Members:</b>	

**SECTION A Student's Report (Refer to the questions outlined in the instructions.)**

**1. Accomplishments over the past year**

**2. Plan for the Coming Year**

<b>Last Name:</b>	<b>First Name:</b>	<b>Year for Report:</b>
<b>Start Date in Program (mm/yyyy):</b>	<input type="checkbox"/> MSc	<input type="checkbox"/> PhD
<b>Supervisor:</b>	<b>Thesis Committee Members:</b>	

**SECTION A Student's Report (Refer to the questions outlined in the instructions.) (cont'd)**

**2. Plan for the Coming Year (cont'd)**

<b>Date:</b>	<b>Signature (Student):</b>
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**SECTION B Thesis Supervisor's Comments**

1. How often do you meet with the student?     Weekly     Monthly     Every two months     Rarely or never
2. When do you expect the thesis to be submitted (date)?
3. What is your general assessment of the student's progress during the past year?     Excellent     Very Good     Good     Fair     Inadequate (attach relevant documents)

Please provide details on the student's research progress:

Thesis Supervisor (Printed Name)	Signature	Date
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**SECTION C Program Graduate Advisor Comments**

- Fully Satisfactory Report
- Unsatisfactory Report (Please indicate what measures have been or will be taken to redress the situation and attach any relevant documents.)

Graduate Advisor (Printed Name)	Signature	Date
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## Appendix D - Directed Studies Contract

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a place of mind

### RHSC 504- Directed Studies in Rehabilitation Contract

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This course involves independent study of a project related to rehabilitation sciences which is consistent and supportive of the educational and professional goals of the graduate student. Each 3-credit directed study should reflect a minimum of 80 hours of work on the part of the student. Directed study can be supervised by any Rehabilitation Sciences faculty member who is a member or associate member of the Graduate and Postdoctoral Studies. Direct contact with the Faculty member can vary dependent on the focus of the course. Guidelines are shown below:

<b>Suggested Credit Value of Directed Study:</b>
--

( ) 3 credits –Instructor estimates approx. 40 hours of direct contact time with student
--

#### Responsibilities of the Student:

1. Complete "Directed Study Contract". This should be completed and signed by both the student and the Directed Studies Supervisor prior to registration for directed study credit. The deadline for completion of the study contract is one week after the term begins.
2. Distribute signed copies of the directed study contract to the Directed Studies Supervisor (deadline: one week after the term begins).
3. Schedule a minimum of four appointments with Supervisor. The first appointment (prior to or during the first week of the term) should be to review the student's directed study contract; the second and third should be to review progress; and the fourth (during the last week of the term) should be a final evaluation session.
4. Meet contract commitments and submit written work to Supervisor prior to the last week of the term.

#### Responsibilities of the Directed Studies Supervisor:

1. Review directed study contract prior to the end of the first week of the term.

2. Meet with student a minimum of four times during the term to facilitate the identification and accomplishment of directed study objectives and activities.
3. Inform the student at the beginning of term about the required referencing format for the paper.
4. Inform the student at the beginning of term how course work will be evaluated.
5. Provide student with evaluation of directed study.

Name of Student \_\_\_\_\_ Student # \_\_\_\_\_

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

**Proposed Interval of Directed Study:**

Winter Session                      ( ) Term 1 (Sep-Dec)                      ( ) Term 2 (Jan – Apr)

Summer Session                      ( ) Term 1 (May – Jun)                      ( ) Term 2 (Jul – Aug)

Title or topic of study \_\_\_\_\_

**Please explain the relationship between this proposed Directed Study and the student’s dissertation or thesis topic:**

*Please attach additional sheets as necessary.*

**A. OBJECTIVES**

1.

2.

3...

B. ACTIVITIES (Describe methods to be used to accomplish objectives.)

1.

2.

3...

C. OUTCOMES (Explain planned measurable methods of evaluation documenting achievement of objectives, i.e., faculty written assessment, a written or oral report, etc.)

Due Date

Marks Allocated

1.

2.

3...

Student \_\_\_\_\_ Date \_\_\_\_\_

Directed Studies Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Chair of Research Graduate Programs \_\_\_\_\_ Date \_\_\_\_\_

**Copies with signatures to:**

1. Directed Studies Supervisor
2. Student
3. Graduate Secretary for Rehabilitation Sciences Program

**Completion of Course:**

***Students are expected to complete Directed Studies within the contracted term.*** If not completed, the student has ***one additional term*** to successfully complete contracted activities. After this time period, except under extenuating circumstances, and with approval from the Chair of Research Graduate Programs in Rehabilitation Sciences, a grade of 0% will be assigned.

## Appendix E - Supervisor Evaluation Form

### Graduate Supervisor Evaluation

Name of Supervisor						Date				
If the question below is not applicable to your situation please leave the question response area blank.						1 = Disagree strongly	2 = disagree somewhat	3 = neutral	4 = agree somewhat	5 = agree strongly
1. The supervisor treats the graduate student with respect										
2. The supervisor provides assistance with the selection and planning of a suitable and manageable research topic.										
3. The supervisor has sufficient familiarity with the field or research to provide guidance and/or willingness to gain that familiarity.										
4. The supervisor is accessible for discussion of my work and progress.										
5. The supervisor makes arrangements to establish a supervisory committee and convenes a meeting at least annually to evaluate the student's progress.										
6. The supervisor responds in a timely and constructive manner to written work submitted by the student (G+PS) guidelines recommend a turnaround time not greater than 3 weeks).										
7. The supervisor makes reasonable arrangements to ensure that the research resources needed for the thesis project are available to the student.										
8. The supervisor helps to ensure that the research environment is safe, healthy and free from harassment, discrimination and conflict.										



Name of Supervisor	Date
<p>9. The supervisor assists the student to be aware of current program requirements, deadlines and sources of funding.</p>	
<p>10. The supervisor encourages the student to make presentations of research results within the University and/or to outside scholarly or professional bodies as appropriate.</p>	
<p>11. The supervisor acknowledges appropriately the contributions of the student in presentations and in published material, and in many cases via joint authorship.</p>	
<p><i>Comments to Supervisor</i>  <b>PLEASE NOTE: WRITTEN FEEDBACK GIVEN IN THIS SECTION WILL BE PROVIDED TO YOUR SUPERVISOR EVERY TWO YEARS (IF REQUESTED) AND IN A POOLED FASHION TO ENSURE ANONYMITY OF RESPONSES.</b></p>	
<p>PLEASE CHECK THIS BOX IF YOU HAVE COMMENTS THAT YOU WISH TO BE PROVIDED VIA A CONFIDENTIAL FACE TO FACE MEETING THE GRAD CHAIR. <input type="checkbox"/></p>	

PLEASE RETURN COMPLETED FORM VIA EMAIL TO [rehab.gradprogram@ubc.ca](mailto:rehab.gradprogram@ubc.ca)

## **Research Student Abstract Form**

**Student's Name:**

**Supervisor's Name:**

**Advisory Committee:**

**External Examiner (for administrative use only – please leave blank):**

*Please select one:*

**MSc Proposal**

**MSc Defence**

**PhD Proposal**

**PhD Defence**

**Title of presentation:**

**Date:**

**Time:**

**Location:**

**Brief Abstract:**



## Appendix G - RHSC Travel Award Application

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### GRADUATE PROGRAMS IN REHABILITATION SCIENCES

#### TRAVEL AWARD CRITERIA AND APPLICATION

Research trainees participating in the Graduate Program in Rehabilitation Sciences are eligible for a one time travel award. Below is an explanation of what funds are available to students:

- \$500 will be available for MSc students and Post-Doctoral Fellows
- \$1000 will be given to PhD students
- Students will be able to apply for the travel award up to **1 year** after attending the conference as well as up to 1 year after the completion of their degree

**Please note: Students holding scholarships that have a research/travel allowance (including, but not limited to, CIHR Doctoral awards, Mitacs fellowships) are ineligible to apply for the RHSC Travel Award, but are still eligible for the G+PS Graduate Student Travel Fund.**

#### Eligibility Criteria

**Please review the following eligibility criteria carefully.** You must meet all criteria in order to be eligible for the RHSC Travel Award:

- present at a symposium or conference a refereed/invited paper of which he/she is the first author and the School is acknowledged;
- at the time of the conference, you must be registered as a full-time student or present during or within one year of completing training program. If you are no longer currently registered in the MSc or PhD degree, please indicate the date of the presentation \_\_\_\_\_ and your completion date \_\_\_\_\_
- have applied for a travel grant from the Faculty of Graduate Studies (if a full-time student). See more information at <http://www.grad.ubc.ca/awards/index.asp?menu=008,001,000,000>. **Students are required to submit a copy of their G+PS travel fund application.**

#### Application Process

- An application form using the G+PS graduate student travel award form which can be accessed at <http://www.grad.ubc.ca/forms/?=SAW>
- An application form that has signatures from the research trainee and the supervisor.
- Proof of acceptance of their paper at the conference.
- A copy of the cheque statement or denial letter/e-mail from the Faculty of Graduate Studies (**if a full-time student**).
- Original receipts for reimbursement of air travel, or other expenses to be reimbursed.

A copy of the following completed checklist with signatures.

Use this space or an additional page to provide explanation if any of the criteria or steps in application process were not met. Providing an explanation does not guarantee that these criteria or processes will be waived.

Signatures provided by the Supervisor and Chair indicate that research trainee has met all criteria or student has met most criteria and sufficient explanation has been provided for those criteria waived.

\_\_\_\_\_  
Research Trainee Supervisor

\_\_\_\_\_  
Graduate Program Chair

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

### **Graduate Programs in Rehabilitation Sciences GRADUATE PROGRAMS IN REHABILITATION SCIENCES TRAVEL FUND**

#### **Procedure & Payment Information**

Applications for reimbursement will be accepted only after travel is completed. Otherwise, there is no deadline for submission. It normally takes two to four weeks for Financial Services to process travel requisitions.

#### **Eligible Expenses**

- Travel (at economy airfare prices)
- Accommodation
- Conference registration
- Meals

For information about per diem rates and other eligible travel expenses please see UBC Policy #83 - Travel and Related Expenses at <http://www.universitycounsel.ubc.ca/files/2013/04/policy83.pdf>.

#### **Application for Reimbursement**

Students must submit the following to Program Assistant:

- Completed Application Form (pages 2 & 3 below) - must be signed by student **and** faculty supervisor.
- Proof of conference presentation - a copy of the conference program (preferred), letter, or e-mail listing student's name and the title of student's poster/presentation
- Complete conference program agenda, if claiming meals. Actual meal receipts or per diem can only be claimed for meals not provided or included in conference registration.

#### **Reimbursement to Student**

- In addition to application materials listed under "Application from Reimbursement" student must submit **original, itemized, and dated receipts**. Credit card statements are not acceptable.
- Paper airline tickets must be accompanied by the travel agency invoice. In the case of electronic tickets, submission of a copy of the itinerary/receipt is acceptable. (Invoice or itinerary/receipt must show ticket number, breakdown of cost and form of payment). If a boarding pass was provided, please submit with receipts.
- Please note that original receipts will **not** be returned

- Cheques will be generated by Financial Services and sent to the mailing address listed on the application form.

Please submit complete applications to:	Please direct questions to:
Program Assistant	<a href="mailto:rehab.gradprogram@ubc.ca">rehab.gradprogram@ubc.ca</a>
T325- 2211 Wesbrook Mall, Vancouver, BC V6T 2B5	
Please also keep a copy of the submitted paperwork for your own records.	

### GRADUATE PROGRAM IN REHABILITATION SCIENCES STUDENT TRAVEL FUND- APPLICATION

<b>Last Name:</b>	<b>First Name:</b>	
<b>UBC Student No:</b>	<b>SIN no:</b>	
<b>Mailing Address (where cheque will be mailed):</b>		
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>
<b>E-mail Address:</b>		

*Please check all that apply:*

#### **Graduate Registration**

- I was registered as a full-time UBC graduate student at the time of the conference

#### **Research Graduate Student Travel Fund Application**

- I have completed all relevant sections of the Graduate Student Travel Fund Application
- I have signed and dated the Graduate Student Travel Fund Application
- My faculty supervisor has signed and dated the Graduate Student Travel Fund Application on \_\_\_\_\_(date)

#### **Proof of Presentation**

- I have included a copy of the conference program (preferred), letter, or e-mail listing my name and the title of my poster/presentation
- I have highlighted my name and the title of my poster/presentation.

#### **Receipts**

- I have attached original, itemized, and dated receipts.
- I have included a missing receipt memo if necessary (see \* below)
- I am claiming meal expenses, and therefore I have submitted a copy of the **complete** conference program

#### **Previous Travel Claims**

Yes, I have previously received funds from the Faculty of Graduate Studies (G+PS) Graduate Student Travel Fund. **If yes, please note that you are eligible to receive funding FROM (G+PS) only ONCE PER DEGREE PROGRAM.**

UBC has a contract with a travel agents and airlines which offer special rates to students who are making university-related travel. For further information on travel rates for students at UBC please refer to <https://www.supplymanagement.ubc.ca/travel>.

**\*Missing Receipts:**

UBC has strict guidelines regarding claims submitted without a valid receipt. Under special circumstances, small expenses where the receipt is lost or was never issued may be allowed on condition that the claimant and the supervisor sign a memo on letterhead attesting to the loss of the receipt and that the expense will not be claimed through any other source. Samples can be found on <http://www.universitycounsel.ubc.ca/files/2013/04/policy83.pdf>.

**GRADUATE PROGRAM IN REHABILITATION SCIENCES STUDENT TRAVEL FUND- APPLICATION (Page 2)**

<b>Conference Title:</b>	
<b>Conference Location: (City and Country)</b>	
<b>Start Date of Conference:</b>	
<b>End Date of Conference:</b>	
<b>Title of Paper/Poster Presented:</b>	

	<b>\$ Amount</b>	<b>Currency</b>	<b>Office Use Only</b>
<b>Airline:</b>			
<b>Car Rental:</b>			
<b>Mileage:</b>			
<b>Other Transportation:</b>			
<b>Meals (if not included in conference registration) Receipts or per diem:</b>			
<b>Accommodation</b>			
<b>Conference Registration:</b>			
<b>TOTAL EXPENSES:</b>			

**I hereby certify that the travel expenses claimed above comply with UBC policy #83 (Travel Policy)**

<b>Student Signature:</b>
<b>Date:</b>

## Appendix H - PhD Comprehensive Exam Approval Memo

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**DATE:**

**1. Written Components**

**2. Description of link between written components and proposed dissertation topic**

**3. Proposed timeline for comprehensive examination process**

**Student:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date (yyyy/mm/dd)

**Supervisor:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date (yyyy/mm/dd)

**Program Chair:**

\_\_\_\_\_  
Signature (must be different from above)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date (yyyy/mm/dd)

