

STUDENT HANDBOOK

Health Sciences – MSc

Department of Health Sciences
Carleton University
Ottawa, Ontario

Dear Student,

On behalf of the Department of Health Sciences, we are excited to welcome you to graduate studies at Carleton University.

Carleton's Master of Science in Health Sciences is a research-based thesis program. This program provides advanced disciplinary learning and hands-on, interdisciplinary research in health sciences in new, state-of-the-art facilities. Students develop a deep appreciation for, and understanding of, the complexities of interdisciplinary health problems and solutions.

This student handbook includes helpful information on the MSc program, courses, key contacts in the department, and Carleton University services. We encourage you to explore the links embedded in this document to broader Carleton policies and procedures.

We are confident that your graduate school experience will be an exciting time and we hope you will take advantage of the opportunities available to you.

If you have any questions, please do not hesitate to reach out to us.

With respect,



Martin Holcik
Departmental Chair



Edana Cassol
Graduate Advisor



Claire MacArthur
Graduate Administrator

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2 General Program Information

The objective of the thesis-based MSc program is to provide in-depth, advanced learning and hands-on health research experience in health sciences. This experiential approach is essential to meet the growing demand for post-graduate health-related specialisations where students have gained diverse skills and broad perspectives. With a rapidly growing aging population and increasing rates of chronic disease, there is a significant societal demand for appropriately qualified personnel in health-related careers.

Our program seeks to train graduates to acquire the skills and knowledge necessary to excel in health careers including health research and education, across public, private, and non-governmental health sectors. This can be achieved through the unique approach offered by the MSc program. Research and educational activities span academic disciplines. Students that come from a variety of backgrounds, including biomedical sciences, health sciences, life sciences, psychological sciences, biostatistics and epidemiology, or related disciplines, will enroll in our programs.

Graduates of our program will have mastered hard and soft skills and credentials through various means including, but not limited to, published manuscripts, peer-reviewed conference abstracts and presentations, Teaching Assistantships, and marks obtained in the research seminar and potential elective courses.

The broad goals of the thesis-based MSc program fall under three themes: interdisciplinarity, research, and communication.

i) Interdisciplinarity: Students will be able to understand and discuss health issues and problems from multiple perspectives and disciplinary approaches. Students will be exposed to scientific literature and seminars to gain a broad view of complex health problems, evaluate the quality and impact of health sciences research across disciplines, and interpret findings from their own research in the context of their discipline and within a broader health science framework. These interdisciplinary activities will occur throughout the student's program and students will develop a deep appreciation and understanding of the complexities of health problems and solutions.

ii) Research: Students will be able to conduct advanced research relevant to health sciences using new and established methods and approaches to make original contributions to new and existing research projects/programs to enhance their relevance and/or scope. Students will gain the skills required to troubleshoot and enhance research methods and protocols as needed to maximise the relevance, reliability, and impact of health-related research.

iii) Communication: Students will be able to effectively develop research proposals and protocols, summarise previous research activities with brevity and clarity, and present their, or others', research to audiences across health disciplines and to the lay public or external partners.

2.1 Department Orientation (Fall 2024)

When: September 3 @ 12:00-1:00 pm

Where: Second floor boardroom (2306 Health Sciences Building (HS))

Orientation will be held in person. You will have the opportunity to meet the other graduate students, the Graduate Administrator, and professors in the Department of Health Sciences. Food will be served.

New graduate students should consult the checklist for incoming students for important procedures that are required to accept your offer, activate email, pay tuition, and register with payroll (if required). This updated website can be found here:

<https://gradstudents.carleton.ca/new-grad-students/>.

2.2 Resources and Contacts

The information contained within is accurate as of July 2024. However, the Department of Health Sciences reserves the right to correct any errors. If you have any questions about the program, **first contact the graduate administrator**, who will answer or direct your question to the appropriate person or resource.

Claire MacArthur – Graduate and Department Administrator

clairemacarthur@cunet.carleton.ca

Contact Claire for help with processes (e.g. registration, program/course questions). Any questions that Claire cannot answer, she will direct to the appropriate person or resource.

Dr. Edana Cassol – Graduate Advisor

edana.cassol@carleton.ca

Dr. Martin Holcik – Department Chair

martin.holcik@carleton.ca

3 Requirements and Regulations

Like most research-based graduate programs, the Health Sciences MSc is a **full-time program** for six (6) continuous terms (two years). This includes the summer term after the first (1st) and second (2nd) years. Students are expected to enroll in all courses full-time and to work with supervisors regularly regarding their research projects. To maintain a reasonable work-life balance, **no more than 15 hours per week of outside work** is strongly suggested. Your graduate program is expected to be your priority.

3.1 Program Sequence

3.1.1 M.Sc. in Health Sciences (5.0 credits)

Requirements:

1. 0.5 credit in:

[HLTH 5901](#) [0.5] Advanced Topics in Interdisciplinary Health Sciences

2. 0.5 credit in:

[HLTH 5902](#) [0.5] Seminars in Interdisciplinary Health Sciences for MSc

OR

XXXX [0.5] Elective, approved by Faculty Supervisor and Graduate Advisor¹

3. 0.0 credits in:

[HLTH 5905](#) [0.0] Final Research Seminar Presentation for MSc²

4. 4.0 credits in:

[HLTH 5909](#) [4.0] MSc Thesis

5. GAC Meetings: Twice-yearly meetings with the thesis Graduate Advisory Committee, with students meeting a level of progress as determined by the Committee.

Total Credits

5.0

Notes:

1. If you decide to take an elective, the course should be selected in consultation with your supervisor. This course should help develop disciplinary knowledge to support the success of your research projects. Please note that if you take an elective, you are still required to give a research seminar within the first eight months of starting the program.
2. The final research seminar presentation must be completed within one month of the thesis defence.

3.1.2 Specializations

M.Sc. Health Sciences with Specialization in Data Science (5.5 credits)

Requirements:

1. 0.5 credit in:

[HLTH 5901](#) [0.5] Advanced Topics in Interdisciplinary Health Sciences

2. 0.5 credit in:

[HLTH 5902](#) [0.5] Seminars in Interdisciplinary Health Sciences for MSc

OR

XXXX [0.5] Elective, approved by Faculty Supervisor and Graduate Advisor¹

3. 0.5 credit in:

[DATA 5000](#) [0.5] Data Science Seminar

4. 0.0 credits in:

[HLTH 5905](#) [0.0] Final Research Seminar Presentation for MSc²

5. 4.0 credits in:

[HLTH 5909](#) [4.0] MSc Thesis

6. GAC Meetings: Twice-yearly meetings with the thesis Graduate Advisory Committee, with students meeting a level of progress as determined by the Committee.

Total Credits

5.5

M.Sc. Health Sciences with Specialization in Accessibility (6.0 credits)

Requirements:

1. 0.5 credit in:

[HLTH 5901](#) [0.5] Advanced Topics in Interdisciplinary Health Sciences

2. 0.5 credit in:

[HLTH 5902](#) [0.5] Seminars in Interdisciplinary Health Sciences for MSc

OR

XXXX [0.5] Elective, approved by Faculty Supervisor and Graduate Advisor¹

3. 1.0 credit in:

[ACCS 5001](#) [0.5]

Critical Disability Studies

[ACCS 5002](#) [0.5]

Accessibility and Inclusive Design Seminar

4. 0.0 credits in:[HLTH 5905](#) [0.0]Final Research Seminar Presentation for MSc²**5. 4.0 credits in:**[HLTH 5909](#) [4.0]

MSc Thesis

6. GAC Meetings: Twice-yearly meetings with the thesis Graduate Advisory Committee, with students meeting a level of progress as determined by the Committee.

Total Credits**6.0****COURSE DESCRIPTIONS AND INFORMATION****HLTH 5903 [0.5 credit]**

Current Topics in Interdisciplinary Health Sciences

Exploration of current health challenges and opportunities, and the role of interdisciplinary approaches to understand health and disease. Development of skills required for communication, collaboration, literature appraisal. Includes student, faculty, and invited seminar speakers.

Precludes additional credit for HLTH 5401, HLTH 5901.

Prerequisite(s): Permission of the Department of Health Sciences.

HLTH 5902 [0.5 credit]

Seminars in Interdisciplinary Health Sciences

Development of scientific communication skills through attendance at interdisciplinary seminars and by the student presenting a seminar on their own thesis research. Topics have specific or broad relevance to health sciences. Graded SAT/UNS.

Notes:

- 1. Each student is required to attend 8 seminars across the first two academic terms of their program. To document your attendance, you must submit the Seminar Course Attendance Record to the graduate administrator (Claire) within two weeks of the event. This form can be found at <https://carleton.ca/healthsciences/current-students/forms-guidelines-and-documents/>. Students must register for this course for two consecutive terms. Each term is associated with the same course number but a different course section. If you are unsure, please ask Claire which section you should be registered in.**
- 2. Every student is required to present a departmental seminar by the end of the second term to complete the credit (20-minute presentation with 10 minutes of questions). If you take an elective instead, you still must complete a departmental seminar by the end of the second term of your program.**

HLTH5905 [0.0 credit]

Final Research Seminar Presentation

Final seminar of MSc thesis research. Seminar presentation should occur within one month of the final oral thesis defence.

HLTH 5909 [4.0 credits]

MSc Thesis

Typical Registration Progression for September start:

Year	Term	Courses
Year 1	Fall	HLTH5903, HLTH5902 ^{1,2} , HLTH5909 ³
	Winter	HLTH5902 ^{1,2} , HLTH5909 ³
	Summer	HLTH5909 ³
Year 2	Fall	HLTH5909 ³
	Winter	HLTH5909 ³
	Summer	HLTH5905, HLTH5909 ³

Notes:

1. Students can take either HLTH5902 or an elective. Electives should be approved by your research supervisor and completed within the first year of your program (either Fall or Winter term). Please note that if you take an elective, you still need to give a research seminar within the first 8 months of starting the program.
2. Students must register for HLTH5902 for two consecutive terms. Each term is associated with the same course number but a different course section. Please ask Claire which section you should be registered in if you are unsure.
3. You must register for HLTH5909 in every term of the program.
4. You must register in HLTH5905 in the term you plan to finish your degree.

3.1.3 Program Progression and Milestones

Year	Date	MSc	MSc with transfer to PhD
Year 1	September/January/May	Commence program	Commence program
	By end of the 2 nd month	Thesis outline and committee info form	Thesis outline and committee info form
	By end of 1 st term	First GAC meeting	First GAC meeting
	By end of 2 nd term	Departmental Seminar (20-minute presentation with 10 minutes for questions)	Departmental Seminar (20-minute presentation with 10 minutes for questions)
	By end of 1 st year	Second GAC meeting	Second GAC meeting
Year 2	By end of 2 nd term	Third GAC meeting + permission to write thesis form	Third GAC meeting + permission to transfer to PhD
	By end of 2 nd year	See below	MSc transfer to PhD exam
	One month before viva (final oral defence)	Final MSc thesis departmental seminar (requirement to complete HLTH 5905)	
	Within 24 months of starting program	Viva (final oral defence)	

3.1.4 MSc to PhD Transfer Process

Permission to proceed with transfer from the MSc to PhD program should occur within 18 months of a student starting their MSc program. Permission is obtained in conjunction with what should be the student's 3rd GAC meeting, but not before (the first two GACs occur in year 1 of the MSc). The students will have to obtain their GAC's support and must submit a Permission to Proceed to Transfer Exam Form with their other GAC materials to the Departmental Administrator. The Graduate Chair, or Departmental Chair (when the Graduate Chair is the student's supervisor) will review the request to transfer form and associated documents and approve or deny the request.

Please note that the request to transfer should not be made simply because the MSc project needs more time to be completed. The transfer process will include a closed-door advanced assessment of the student's knowledge of their field of research and defence of their proposed PhD research. The proposed research should be an extension of the MSc research, not an entirely new research thesis.

3.1.4.1 Transfer Exam Process

Once approved the transfer exam must happen within 18-24 months (of starting the MSc). The Transfer Exam Committee will include the student's GAC members and two field experts not on the student's GAC. The exam will be chaired by a faculty member of Health Sciences and the department can assist in finding an appropriate chair if necessary.

The transfer exam is made of up two parts. First, the student will give a departmental seminar that is a 1-hour (typically, 45 min talk + 15 min Q&A) presentation consisting of results to date and future directions. This open seminar will be attended by the student's transfer exam committee as well as other faculty and graduate students from the Department. The transfer exam will normally take place immediately following the departmental seminar. It will evaluate what has been completed in the MSc thus far, highlighting:

- Substantive new data/findings that may form the basis of at least one manuscript, and
- A proposal of how this MSc project would be extended into a PhD project.

The process of the transfer exam is as follows:

- The student will submit a written summary of progress and proposal of the PhD research (~10 pages) to each Transfer Exam Committee member **two weeks before** the departmental seminar and transfer exam. This can be based on the Progress Reports submitted to previous GAC meetings. However, the report must include a detailed description of the upcoming/proposed research. This should be detailed enough for the examination committee to assess the feasibility of this work.
- Each examiner will be allowed to ask questions pertinent to the student's research. There will be two rounds of questions of 15-20 minute blocks for each examiner. The supervisor does not ask questions but is permitted to make comments at the end if they wish to do so.
- The Transfer Exam Committee will complete a report based on their assessment of the student, his/her ability to proceed and succeed in a PhD, and the suitability of the proposed research as a PhD thesis project (see *Health Sciences Transfer Exam Committee Report*). The student/Supervisor will submit this report, along with the summary of progress and proposed PhD research report to the Department of Health Sciences.
- The Graduate Chair, or Departmental Chair (when the Graduate Chair is the student's supervisor), will review the transfer exam committee's report and supporting documentation, and approve or deny the request to transfer.
- If approved, the transfer from MSc to PhD will be effective at the next registration date (e.g. September, January, or May).

Expectation for the content of the exam:

- The transfer exam is an assessment of what has been completed in the MSc thus far and the suitability of the candidate to complete PhD. The exam will follow the structure of the Mid-program Research Defence and Knowledge Examination that PhD students must complete.
- The student should continue to show substantial progress in their research activities and ability to solve problems using the scientific method;

- The student should have a clear plan of future research that will guide their PhD research (including potential pitfalls and strategies to mitigate these);
- The student should have made substantial progress towards the composition of a manuscript;
- The student should demonstrate a commanding grasp of relevant data analysis, how their data support or refute their hypotheses and findings in current literature, and how these data go towards filling knowledge gaps in their field;
- The oral presentation should be clear, and the student should answer questions appropriately

Assuming the student is successful in the transfer exam, from that point on they would follow the PhD program path (please refer to the PhD Handbook for more information).

3.1.4.2 Application to PhD

Following a successful transfer exam, the student will need to withdraw from the MSc program and **apply to the PhD program by relevant admission deadlines**. In some cases, students will be asked to apply to the PhD program *before* the transfer exam in order to meet the application deadline. If you have any questions, please contact Claire ASAP.

It is the responsibility of the student to pay the PhD application fee and meet the admission requirements as stated on the Health Sciences website. An exception will be made for transfer applicants, who will only be required to submit one reference letter from their supervisor.

3.2 Registration and Tuition

Registration occurs through Carleton Central (<http://central.carleton.ca/>) using your student ID and password. Registration for returning and new graduate students will open as of July ([more information](#)). You must register for both the Fall and Winter Terms. Summer Term registration will be available at the end of March.

You will not be able to register for classes until the conditions have been removed from your offer of admission. Often the condition is to have an official transcript of your undergraduate degree sent to the Carleton University's Faculty of Graduate and Postdoctoral Affairs (FGPA). For those who have graduated this spring from Carleton University, your official transcript will be uploaded by FGPA once Senate confers the degree. International students must be sure to contact WES Canada (www.wes.org/ca) to request an Academic Credential Evaluation sent to FGPA. All others must request official transcript from their previous academic institution.

You can find your tuition fees here: <https://carleton.ca/studentaccounts/tuition-fees/>. Once you have finalised your course selection, you will be able to access your tuition on Carleton Central. Once you choose your courses and register in them, while in Carleton Central, you can jump to Student Accounts and click on calculate amount to pay.

Scholarship funding can be used as partial payment, but you will need to make fee payment arrangements for the remainder of the balance.

3.2.1 Awards and Funding

Funding packages are developed at the time of admission and can differ for each student. In general, funding comes from the following sources:

- **Domestic Entrance Scholarships**: A one-year domestic entrance admission scholarship may be given to newly admitted domestic graduate students (Canadian citizens, permanent residents, landed immigrants). To be considered for a domestic entrance scholarship, applicants need an admission GPA of 10.5 or higher and must register full-time at Carleton for the duration of the scholarship. Applicants will be assessed for eligibility at the time of admission and do not need to apply. This offer of scholarship will be made at the time of admission and will be payable over the first fall and winter terms of study.
- **Departmental Scholarships**: These scholarships are based on your academic grades of your previous degree and are available for top-quality students. Recommendations for these scholarships are made by your department during the application per year.
- **Teaching Assistantships (see note below)**: TAs assist faculty members with various duties which might include conducting labs or study groups, assisting with lecture preparation, marking assignments and tests, etc. A TA work assignment may take place outside the academic unit to which you are applying if your academic record shows strengths in other areas. Carleton offers TAs a wide range of training opportunities through a variety of offices and for which you will get paid.
- **Research Assistantships**: RAs are hired by faculty members (normally your supervisor) to assist with a research project that will be directly related to your own research. RAs are paid for with funds from the faculty member's external contracts or research grants and thus *may be contingent on continuation of external funding grants* and the value varies depending on the researcher. The employment consists of on-campus work where you may be asked to help with the research being conducted, such as scholarly review of journals, conducting experiments, recording data, conducting interviews, etc. RAs are not governed by a collective agreement; the guidelines for your employment are normally determined by the agency, council or business providing the contract or grant to the faculty member.
- Please note, as a new or current graduate student, there are a number of internal, external and special awards that you can apply for. Please check the relevant application deadlines for the awards that you are interested in at <https://gradstudents.carleton.ca/awards-and-funding/>. There may also be departmental deadlines for these awards. Please contact the graduate administrator for more information.

NEW FOR 2024/2025:

If your offer of admission includes a Priority Teaching Assistant (PTA) award, please be sure that you have accepted the award in Carleton Central ASAP. There are also a few deadlines associated with the PTA award, which are imperative that you meet to ensure you keep your priority as a TA. If your offer did not include a PTA award, you may wish to apply as an Outside Priority TA (OPTA) through the TA Management System in Carleton Central. Please note that OPTA positions will be very limited, if any.

August 15, 2024	This is the last day for graduate students who have been offered a PTA to update their TA profile in Carleton Central.
August 16, 2024	Deadline for units to assign final PTA assignments
August 26, 2024	Deadline for PTA to accept their assignment in Carleton Central, or submit an LOA
August 26, 2024	Units to begin considering assigning Outside Priority Teaching Assignments (OPTA), IF there are assignments that haven't been filled by PTA.

3.3 Elective Courses

Students in the thesis-based MSc program are eligible to enroll in electives in Health Sciences, other departments, and other universities. You must consult with your primary supervisor before registering for any courses and ensure that these courses are relevant to your degree progression.

Registration in courses in other departments at Carleton University or other universities is not guaranteed and requires that you complete external requirements as well as ensure that you can transfer credit into our program. Thus, you need to start planning for electives well in advance, as there may be a formal application process.

At Carleton University, registration in elective courses in other departments depends on a variety of factors including available space in the course and your ability to satisfactorily demonstrate to the course instructor (and/or program administrator) that you have the required prerequisites and/or knowledge.

The process of approval of Carleton University elective courses that are external to the Department of Health Sciences are as follows:

- Be sure you meet the prerequisites for the course, and that the course is not restricted (i.e. you may need to inquire with the program administrator).
- Contact the course instructor to introduce yourself and to ask permission to register in the course. At this time, you may also ask for the course syllabus (which you will need for approval on our end).

- Complete the “External to department elective approval form” (found here: <https://carleton.ca/healthsciences/health-sciences/graduate/forms-guidelines-and-documents/>).
- Email the completed form, and course syllabus, to Dr. Edana Cassol for approval (cc Claire MacArthur)
- Once approved, you may register for the course via Carleton Central.
- You may require an override request, in which case it’s best to contact the program administrator who oversees the course of interest.

Please keep in mind that departments generally ensure that their students have registered first before allowing other students to register.

You *may* be able to take a course at the University of Ottawa or another university (e.g. in the summer or by distance education options, if available). However, the process for making these requests takes time and requires signatures from both institutions so plan early. You may speak with the graduate administrator to discuss these options and go over the processes.

3.4 Importance of the Graduate Advisory Committee

Each student will have a Graduate Advisory Committee (GAC) that will be chosen by the supervisor, in consultation with the student within the first 2 months of the student entering the program. The GAC will be composed of the student’s supervisor and two additional faculty members (either internal or external to the department). The committee members may have specific expertise in the student’s area of research or with a specific technique/analysis procedure, or expertise outside the specific area that is deemed of benefit for the student’s project.

Within the first 2 months of classes, the student, in consultation with the supervisor, will complete the *Thesis Outline and Graduate Committee Information Form* that lists each proposed committee member and their expertise, and that describes, in brief (<500 words) the MSc or PhD project outline. This document, and the proposed composition of the GAC, must be approved and signed off by the Graduate Advisor. Updated forms are posted on the Health Sciences website under *Forms, Guidelines, and Documents*.

3.4.1 Graduate Advisory Committee Meetings

The GAC will meet according to the schedule in Section 3.1.3 (page 10) to assess the student’s progress, provide expert feedback on the project direction and results (including assist with troubleshooting, if required), and assess the communication skills of the student via a written report and oral presentation.

For each GAC meeting, the student will be required to provide a written Summary of Progress Report (~10 pages, including tables and figures) to each committee member *one week prior to the committee meeting*, and orally present thesis progress at the

committee meeting (typically a 20-minute presentation followed by a question period, to test the competency of the student).

The GAC will evaluate the student and provide recommendations using a standard GAC Report rubric developed by the department. This evaluation must be signed off by all committee members and the student's written report must be handed in to the Graduate Administrator for review and filing following the committee meeting. The student must also attach an up-to-date Curriculum Vitae with this report when submitting to the Graduate Administrator.

See Program Milestones on Page 10 for the expected timing of GAC meetings.

3.4.2 First Graduate Advisory Committee Meeting

Topic: Project Proposal Meeting (to be completed by the end of the first term of the program)

Milestones: The focus of this GAC meeting will be an assessment of the student's understanding of their research topic and preliminary research proposal. The proposal should be written in consultation with your supervisor and include, where applicable, the background, rationale, hypothesis, research questions/objectives, proposed methodology, and data analysis plan. It can also include any preliminary data generated to date. The oral presentation should be clear, and the student should answer questions appropriately.

Deliverables (to be submitted to Graduate Administrator): Progress Report, GAC Report Form, and CV.

3.4.3 Second Graduate Advisory Committee Meeting

Topic: Methods and Research Progress Meeting (to be completed by the end of the first year of the program)

Milestones: The focus of this GAC meeting will be evaluation of the student's research to date and the acquisition of specific and general research knowledge. The student must have a more advanced understanding of research principles and methodologies within their field and knowledge of the literature. The student must demonstrate that their hypotheses are supported by a sound experimental plan and potentially novel avenues of inquiry, and that data produced can be integrated in the framework of current literature. The oral presentation should be clear, and the student should answer questions appropriately.

Deliverables (to be submitted to Graduate Administrator): Progress Report, GAC Report Form, and CV.

3.4.4 Third Graduate Advisory Committee Meeting

Students will complete either a *Permission to Write Thesis* or a *Permission to Transfer* meeting.

3.4.4.1 Permission to Write Thesis

Topic: Permission to Write Thesis

Milestones: The focus of this GAC meeting will be evaluation of the student's research progress and acquisition of disciplinary knowledge. The student must have made substantial progress in their research activities and demonstrate an understanding of major concepts and basic principles in their field of research, and is familiar with the literature, including latest advances and controversies. The oral presentation should be clear, and the student should answer questions appropriately.

Should the student fail to obtain permission from the GAC to proceed with writing their MSc thesis, they will need to revisit their research in conjunction with the determination of the committee and re-present at a later time to be determined between the supervisor, the student, and the committee.

Deliverables (to be submitted to Graduate Administrator): Progress Report, GAC Report, Permission to Write Thesis Form, CV

3.4.4.2 Permission to Transfer to PhD

Topic: Permission to Transfer

Milestones: The focus of this GAC meeting will be evaluation of the student's research progress and acquisition of disciplinary knowledge. The student must have made substantial progress in their research activities and demonstrate an understanding of major concepts and basic principles in their field of research, and is familiar with the literature, including latest advances and controversies. The oral presentation should be clear, and the student should answer questions appropriately.

There are a few other factors that the GAC and Transfer Exam Committee need to consider. At the GAC meeting, the student, Supervisor, and GAC will discuss the student's intent to transfer and approve the student to seek permission to transfer (or suggest against this request). The Supervisor and GAC will complete the *Health Sciences MSc to PhD Permission to Transfer Form*, which will be submitted to the department following the GAC meeting, along with all required additional documents as indicated in the instructions on the form. The Graduate Chair, or Departmental Chair (when the Graduate Chair is the student's supervisor) will review the request to transfer form and associated documents and approve or deny the request.

Deliverables (to be submitted to Graduate Administrator): Progress Report, GAC Report, Permission to Transfer to PhD Form, CV

3.5 Final Departmental Seminar

Each graduate student must give a final oral seminar of their thesis project within one month of their oral examination (this can also happen before if approved by the GAC). This departmental seminar will be open to the public and the broader University committee.

The 1-hour seminar will consist of a 45-minute presentation followed by a 15-minute question period. After completion of the seminar, students will receive a SAT credit for HLTH 5905 - *Final Research Seminar Presentation for MSc*.

*PLEASE REMEMBER TO REGISTER IN HLTH5905 IN THE FINAL TERM OF YOUR PHD.

3.6 MSc Thesis

Each graduate student will have to write their thesis and give an oral defence according to the guidelines established by the Faculty of Graduate and Postdoctoral Affairs (FGPA). For detailed guidelines on writing, reviewing, and submitting an MSc thesis, please refer to the Graduate Calendar Regulations.

<https://calendar.carleton.ca/grad/gradregulations/>

3.6.1 Timeline for Thesis Submission

This note is intended to provide some guidance for MSc in Health Sciences students who are close to completing a thesis and scheduling a defence. It can be several months between when you submit the first complete draft of your thesis to your supervisor (and committee members) and the actual defence date and submission of the final version of your thesis after the defence.

Sometimes students tend to underestimate the length of time needed for the final steps in the thesis process. To assist you making plans, we have outlined these steps below and suggested the time usually needed for each of them.

3.6.2 Preparing your thesis

Producing a MSc in Health Sciences thesis that meets the high standards of the examining committee is a challenging (and rewarding) process that normally requires multiple rounds of revisions. Before submitting a draft of the entire thesis, students will usually submit individual chapters of the thesis for comments by the supervisor and then revise them based on those comments. Students should allow time for the supervisor to review any revised drafts. *Multiple rounds of revisions are not unusual.*

3.6.3 Planning the defence

In addition to completing the thesis, students must carefully work out a plan with the supervisor in order to make sure they can schedule your defence, submit the defence copy of the thesis, and submit the final thesis copy by the end of the program. Discuss with the supervisor and committee members about whom to have as the internal & external examiners.

Once the internal & external examiners and the date has been confirmed, please submit the form “Submission of MSc in Health Sciences Thesis for Defence,” at least 4 weeks before the proposed defence date.

When the supervisor has approved the student’s examinable copy, they will inform the Graduate Administrator, who will then enable the online system so the student can upload the examinable copy. The student will then upload the examinable copy in Carleton Central. For any exam board members are external to Carleton, the examinable copy must be sent in PDF format by the Graduate Administrator. If any examiners would prefer a physical copy, it is the responsibility of the student to provide this.

Please note that you will also need to plan & schedule your Final Research Seminar (HLTH 5905) one month prior to your defence date.

3.6.3.1 Constitution of the Examination Board

The masters defence examination board must be comprised of:

- Thesis supervisor (or co-supervisors).
- One additional member from the student’s home unit or program. This includes cross-appointed and adjunct professors.
- One member who is from outside the student’s home unit or program.
- Department Chair (or delegate who serves as chair of the exam board).
- Dean of the Faculty of Science (ex officio).
- Dean of the Faculty of Graduate and Postdoctoral Affairs (ex officio).

Please note that the examination board must include someone who was not part of the student’s GAC. This can be internal (within our dept) or external (within the Carleton community or beyond). The composition of the exam board is determined by FGPA regulations – [See their website for details](#).

3.6.3.2 Assigning a chair for the Examination Board

Once the internal & external examiners, and the defence date/time has been confirmed, please submit the form “Submission of MSc in Health Sciences Thesis for Defence,” at least 4 weeks before the proposed defence date. Upon receipt of the completed form, the graduate administrator will contact all HLTH faculty to seek a chair for the defence examination board.

3.6.4 Submitting the examinable thesis

The defence copy of the thesis must be uploaded to Carleton Central at least 3 weeks before the defence. Thesis preparation information can be found on the Graduate Studies website at <http://www1.carleton.ca/fgpa/thesis/>. Please do not include acknowledgements in the defence copy – this page should be left blank and acknowledgements added in the final deposit only.

In most cases, an electronic copy of your thesis will be acceptable to the examination committee (the supervisor, the committee member, the internal & external examiners, and the defence chair).

3.6.5 MSc Thesis Defence Process

The general process for the oral defence is as follows:

- Defence chair (2-3 min): In-camera introductions & procedures
- Student (15-20 min): Presentation of thesis research
- Examiners (60-90 min): Questions (ordered: external, GAC, supervisor)
- Examiners (15 min): Deliberation (in-camera)
- All: Congratulations & discussion

For detailed instructions on thesis exam procedures, refer to the [Thesis Examination Policy](#) from FGPA. The exam chair will be responsible for guiding this process and ensuring final forms are submitted.

3.6.6 Submitting the final thesis

After your defence, you may be asked to do further revisions before uploading your final copy to Carleton Central. This can take as short as several hours to as long as a few days or more, depending on the extent of revisions you will be asked to do. The deposit of final thesis copy must be received before the close of registration for the next term in order to be recommended for Graduation.

We no longer have hard copies printed for the libraries or the department. If you would like copies printed and bound like the department copies (red with gold lettering), personal copies (for yourself and your supervisor) may be dropped off directly to Graphics. Supervisor and student copies are copied and bound at the student's expense.

3.6.7 Timelines in Summary

- At the **beginning of the last term**, students must start to make plans to complete the thesis & schedule the defence (please see Graduate Calendar for specific due date in each term for submitting your final thesis copy).
- During the **last term** of the MSc, students will have to apply to graduate through Carleton Central. Candidates may have their degrees certified in February each year; they must apply by December 1. Students expecting to graduate at the Spring Convocation must apply for graduation in the Graduate and Postdoctoral Affairs office by April 1. Those expecting to graduate at the Fall Convocation must apply by September 1.
- **2-3 months** before the proposed defence date - discuss with the supervisor and committee members about whom to have as an external examiner
- **4 weeks** before the proposed defence date - submit the MSc in Health Sciences Thesis for Defence form. The department will help assign a defence chair, make the room reservation (or Zoom booking), and provide the necessary paperwork & instructors to defence examination board members.

- **3 weeks** before the defence date - upload the defence copy / examinable copy of the thesis (in Carleton Central).
- **1 week after defence** (sometimes longer) - Once the student has successfully defended the thesis, the revisions (if applicable) must be made, and the final copy must be uploaded into Carleton Central.

4 Navigating Your Graduate Degree

4.1 Code of Conduct

The Department of Health Sciences seeks to foster the development of an inclusive and transformational culture where individual distinctiveness and a sense of belonging for every member drive excellence in research, teaching, learning and working. Such a culture facilitates cross-cultural and interdisciplinary collaboration, local and global engagement, as well as an environment of innovative intellectual inquiry where all can fulfil their potential.

Inclusive and transformational culture requires an environment free from discrimination, harassment and sexual violence where Indigenous ways of knowing and learning may inform our systems and practices, and where equitable access to services and opportunities guides all Departmental action.

It is expected that you will conduct yourself in a professional manner. This includes how you communicate with your Professors, Instructors, external partners, and each other.

We respect personal gender pronouns and will refer to you in whatever way you would like to be identified (e.g. she/her/hers, he/him/his, they/them/theirs). Additionally, if you prefer to be addressed by Ms./Mrs./Mr. Last name, or a first name other than what is on the class list (e.g.: Liz instead of Elizabeth), please let your Professors, Instructors and peers know.

For more information, please refer to the Department of Equity and Inclusive Communities (EIC): <https://carleton.ca/equity/>.

- [Equity and Inclusion Promotion](#)
- [Sexual Violence Prevention & Survivor Support](#)
- [Discrimination, Harassment and Disability Accommodation Response](#)

4.2 Department of Health Sciences Statement on Anti-Racism and Discrimination

The Department of Health Sciences at Carleton University, Canada, stands in solidarity with members of Black, Indigenous and other racialized minorities calling for justice against historic and ongoing state-sponsored violence.

We are committed to educating ourselves and fighting oppression and discrimination while providing a space free of prejudice for our students and all members of the community. We will work to address racism, racist violence, and discrimination through ongoing conversations and awareness-building.

Addressing the issues of racism and inequality will require significant commitments and ongoing efforts by many organizations....and by each of us as individuals. We are

dedicated to working with our community to develop solutions that ultimately help bring an end to these longstanding injustices.

To this end we affirm:

- To recognize that racism and discrimination is a public health crisis and publicly affirm our identity as an anti-racist academic department;
- To explicitly identify, discuss and challenge issues of race and the impact(s) they have on our organization, its systems, and its people;
- To also challenge ourselves to understand and correct any inequities we may discover;
- To ensure our anti-racism commitment is reflected in all teaching, supervision and advising in the department; and,
- To implement strategies that dismantle racism and discrimination within all aspects of our department, university, and society.

To provide action to our statement, we will:

- Initiate a task force as soon as possible to examine departmental practices;
- Solicit feedback from students, faculty, and staff on challenges and strengths of our current practices (e.g. in recruitment, retention, and recognition);
- Provide representation with the Faculty and University on their strategic initiatives;
- Develop, by the end of 2020, a strategic plan for how our unit will meaningfully address systemic racism and increase equity, diversity, and inclusion over the next 1, 5, and 10 years.

4.3 Academic Integrity

Carleton University details its academic integrity policies and associated documents at the following site: <https://carleton.ca/registrar/academic-integrity/>.

All work, including the research, preparation, and writing of the deliverables in this program, is to be that of the individual student, acting alone (except in the case of explicitly assigned group-work or the collaborative research project), and original to the course. You cannot submit, in whole or in part, works prepared for another class or purpose.

For example, plagiarism (“presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one's own”) will not be tolerated. All ideas, or direct, verbatim quotations, or paraphrased material, or concepts, *must* include proper citation or reference to the original source. Submitted deliverables will be checked for originality.

The Department of Health Sciences and the Faculty of Science have a zero-tolerance policy for plagiarism and other forms of academic misconduct. Academic offences will be

reported to the Graduate Advisor and the Faculty of Graduate and Postdoctoral Affairs and may result in failure in the course or removal from the program.

4.4 Academic Support and Accommodations

As a Carleton student, you'll have access to a variety of Student Support Services to assist you during your time at Carleton both in academic, and non-academic matters. At Carleton, we are committed to enhancing your student experience and to creating an environment that contributes to your success during your time at Carleton and after graduation.

For more information see:

- <https://carleton.ca/academics/support/>
- <https://carleton.ca/accessibility/student-support-services/>

4.4.1 Support for Graduate Students with disabilities

All students with disabilities taking courses at Carleton University are eligible for academic accommodations and support services through the Paul Menton Centre: <https://carleton.ca/pmc/>.

The Paul Menton Centre provides Assessment of Functional Impairment (AFI), pre-screening for suspected Learning Disability or ADHD, Attendant Services Program (a unique 24-7, 365-days-a-year program to provide services to students with severe disabilities), learning strategy assistant and peer tutoring, learning strategy support, disability counselling, mentor volunteer program (MVP) and accommodation appeal process.

4.4.2 Accommodations

We strongly encourage you to set up your accommodations as soon as possible.

- Attend your first classes to obtain course outlines (or check if they are posted on CU Learn)
- Request your Letters of Accommodation (LoAs):

Online: through the myPMC portal, login or find the “how-to” video here:

<https://carleton.ca/pmc/students/myPMC/>

In Person book an appointment with your coordinator by calling the PMC front desk at 613-520-6608

4.5 Equipment and Facilities in Health Sciences

The Health Sciences building houses faculty and administrative offices, state of the art labs and research space, secure computing data labs, and dedicated workspace for graduate students.

The Health Sciences Building is located at 1215 Colonel By Drive.



4.6 Skills Development for Graduate Students

Carleton University offers graduate professional development through Grad Link, a hub for events and opportunities related to professional development, research, and student life, both on and off campus.

<https://carleton.ca/gradpd/grad-link/>

4.7 Career Services

Career Services at Carleton University offers a number of opportunities for career and networking events, job search supports, training sessions on preparing for interviews, resume and cover letter writing, and much more.

<https://carleton.ca/career/>

4.8 Student Wellness Services

4.8.1 Health Services

Our team of medical professionals including family physicians and registered nurses provide outpatient medical services and serve as primary care providers at Health and Counselling Services. Appointments are available in-person or via virtual care.

<https://carleton.ca/health/hours-appointments/>

4.8.2 Counselling Services

Confidential personal counselling services are available for current Carleton University students. These are accessible to students who are off-campus via virtual care.

<https://carleton.ca/health/counselling-services/>

4.8.3 Health Promotion

Our goal is to empower students during various stages of change for healthy living and academic success by offering resources, workshops and activities that cover student health and wellness.

<https://carleton.ca/health/health-promotion/>

4.8.4 Athletics and Recreation Centre

As a Carleton student you have access to fitness and recreational programming such as the pool, the fitness centre, and a variety of fitness programs.

<https://athletics.carleton.ca>

Health Sciences Graduate Student Association

The Health Sciences Graduate Student Association (HSGSA) is a student run organization and member of the greater Graduate Student Association (GSA) at Carleton. The HSGSA was founded in 2018 and has since aimed to build a cohesive department for any health sciences affiliated graduate student (HSTP, Masters, PhD). The HSGSA runs informational seminars on things like grant writing and navigating the Health Sciences graduate calendar, as well as events like holiday parties, trivia nights, and more. To get involved, please don't hesitate to reach out via email or Twitter ([@CarletonHSGSA](https://twitter.com/CarletonHSGSA)).

Other Student Clubs and Societies:

- [Carleton's Graduate Student Association](#)
- [Let's Talk Science \(events.letstalkscience@gmail.com\)](mailto:events.letstalkscience@gmail.com)
- [Carleton Science Student Society](#)

- All students in the Faculty of Science are automatically members (executives@sciencesociety.ca)
- Office: 3412 Herzberg Laboratories
- [Carleton University Women in Science and Engineering \(CU-WISE\). \(\[wise@carleton.ca\]\(mailto:wise@carleton.ca\)\)](#)
 - Office: 5270 Herzberg Laboratories
- [Student Mental Health and Engagement Committee](#)