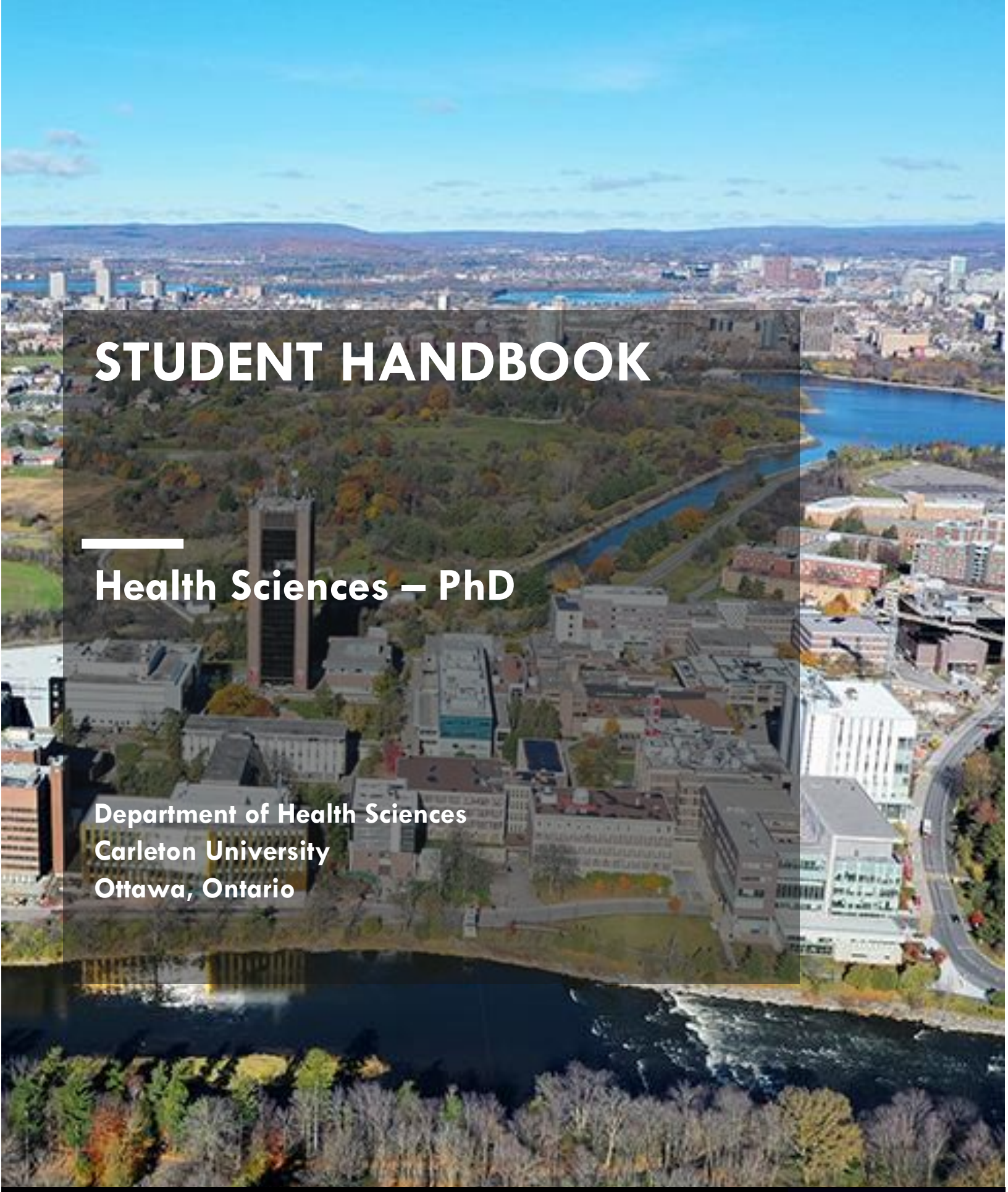

STUDENT HANDBOOK

Health Sciences – PhD

Department of Health Sciences
Carleton University
Ottawa, Ontario

CARLETON UNIVERSITY
HEALTH SCIENCES

Carleton
UNIVERSITY

Dear Student,

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

Carleton's PhD in Health Sciences is a research-based doctoral 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 PhD 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	Edana Cassol	Sandra Cloutier
Departmental Chair	**Graduate Advisor**	**Graduate Administrator**

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2 General Program Information

The objective of the PhD 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 PhD 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 enrol 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, ethics and proposal seminar, and any elective courses. The broad goals of the PhD program fall under the three themes below.

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.

Students will also have opportunities to develop their communication skills and implement knowledge translation strategies to engage with the scientific community, relevant

stakeholders, and the lay public. Further, they will gain insight into the processes surrounding research grant proposal development and evaluation.

2.1 Department Orientation (2022)

When: September 9 @ 11:30am
Where: TBD

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.

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 August 2022. 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.

Sandra Cloutier – Graduate and Department Administrator
SandraCloutier@ cunet.carleton.ca
Contact Sandra for help with processes (e.g. registration, program/course questions). Any questions that Sandra 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

2.3 COVID-19 Information

(current information as of August 2022)

As we resume in person classes and activities, Carleton University will closely monitor the COVID-19 situation in the Ottawa area and provide updates on policies in real time. While Carleton has paused its mandatory mask mandate, we continue to strongly recommend vaccination and masking when indoors, particularly if physical distancing cannot be maintained.

For assistance, please contact the office at HealthSciences@carleton.ca for Graduate students. We are doing all we can to keep our community safe and to contribute to slowing the progression of COVID-19 in Ottawa and across the country.

For more information, please visit Carleton's Coronavirus page and the Faculty of Graduate Studies Coronavirus FAQ page.

3 Requirements and Regulations

Like most research-based graduate programs, the Health Sciences PhD is a **full-time program** for twelve (12) continuous terms (four years), including all summer terms, although some projects may extend to fifteen (15) terms (five years). Students are expected to enrol in all courses full-time and to work with supervisors regularly regarding their research projects.

3.1 Program Sequence

Required Courses for PhD in Health Sciences	
1. 1.5 credits in:	
HLTH 5901 [0.5]	Advanced Topics in Interdisciplinary Health Sciences
HLTH 6902 [0.5]	Seminars in Interdisciplinary Health Sciences for PhD
HLTH 6903 [0.5]	Grant Proposals and Ethics
2. Completion of:	
HLTH 6904 [0.0]	Mid-Program Defence
HLTH 6905 [0.0]	Final Research Seminar Presentation for PhD
3. Completion of:	
HLTH 6909 [0.0]	PhD Thesis (changed from 8.5 credit in Fall 2021)
4. GAC Meetings: Twice-yearly meetings with the Graduate Advisory Committee, with students reaching a level of satisfaction as determined by the committee.	
Total Credits	**1.5**

Note: If the student fails to satisfy the requirements of HLTH 6904 then they will be withdrawn from the program. The final research seminar presentation must be completed within one month of the thesis defence.

3.1.1 Program Milestones

Year	Date	PhD Milestone
Year 1	September / January / May	Commence programme (normal start term is Fall)
	By end of 2nd month	Thesis outline and committee info form
	By end of 1st term	First GAC meeting + research progress report
	By end of 2nd term	Departmental Work in Progress (WIP) seminar (requirement to complete HLTH 6902)
	By end of 1st year	Second GAC meeting + annual report
Year 2	By end of 2nd year	Third GAC meeting + research progress report

	By end of 2nd year	Mid-Program Defence (with permission from GAC) (requirement to complete HLTH 6904)
Year 3	By end of 3rd year	Fourth GAC meeting + research progress report (may include Permission to Write-Up Form if graduating in Year 4)
Year 4	Dissertation Milestones	If the dissertation is to be submitted by end of 4th year, milestones need to be followed as per Section 3.6 and the FGPA website (https://gradstudents.carleton.ca/resources-page/thesis-requirements/).
	1 month before defence	Final PhD Seminar (requirement to complete HLTH 6905)
Year 5	Within 5 years of starting PhD	Completion of Viva (final oral defence) (requirement for HLTH 6909)

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 normally open in July (more information). You must register for both the Fall and Winter Terms. Summer Term registration is normally available at the end of March. Please refer to the registrar for specific dates and deadlines.

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 and graduate degree(s) sent to the Carleton University's Faculty of Graduate and Postdoctoral Affairs (FGPA). For those who have graduated 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.

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. Please refer to the FGPA website for updated information.

Please review the following websites for detailed information:

- Student Accounts: https://carleton.ca/studentaccounts/
    - Student Accounts Email: student_accounts@carleton.ca
- Tuition Fees: https://carleton.ca/studentaccounts/tuition-fees/
- FGPA Website: https://gradstudents.carleton.ca

Typical Registration Progression:

Year	Term	Courses
Year 1	Fall	HTLH 5901 (Advanced Topics) HLTH 6902 (Seminars) HLTH 6909 (Thesis)
	Winter	HLTH 6902 (Seminars, Departmental WIP) HLTH 6903 (Grant Proposal and Ethics) HLTH 6909 (Thesis)
	Summer	HLTH 6909 (Thesis)
Year 2	Fall	HLTH 6909 (Thesis)
	Winter	HLTH 6909 (Thesis)
	Summer	HLTH 6909 (Thesis)
Year 3	Fall	HLTH 6904 (Mid-programme defence) HLTH 6909 (Thesis)
	Winter	HLTH 6909 (Thesis)
	Summer	HLTH 6909 (Thesis)
Year 4	Fall	HLTH 6909 (Thesis)
	Winter	HLTH 6909 (Thesis)
	Summer	HLTH 6909 (Thesis)
Year 5	Fall	HLTH 6909 (Thesis)
	Winter	HLTH 6909 (Thesis)
	Summer	HLTH 6905 (Research Seminar) HLTH 6909 (Thesis)

* The above schedule is for "typical" progression for entry in September (Fall term). The schedule will change for students entering the program in the Winter or Summer terms. If you have any questions, please contact the graduate administrator.

* Please note that some courses (e.g., HTLH 5901, HLTH 6903) may not be offered every. In that case, please register for the course when next available.

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: 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.

3.3 Elective Courses

Students in the thesis-based PhD program are eligible to enroll in electives in Health Sciences, other departments, and at other universities, although these are not required for completion of the degree program. (These will be considered "extra to degree" on your official transcript.) 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 at other universities is not guaranteed and requires that you complete external requirements as well as

ensuring that you can transfer credit into our program. Thus, you need to start the 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 Sandra Cloutier)
- 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 own 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 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 6 weeks of the student entering the program. **The GAC will be composed of the student's supervisor and three 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 6 weeks 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 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 3.1.1 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.

3.4.2 First Graduate Advisory Committee Meeting

Topic: Proposal Meeting

Milestones: The focus of this GAC meeting will be evaluation of the student's preliminary written research proposal. The proposal can include, where applicable, the background rationale, hypothesis/research questions, proposed methodology, and data analysis plan. This proposal will usually be written in consultation with the supervisor. Some PhD projects may involve significant development of the hypothesis / research questions during the first year of the program. As such, reports for the first GAC meeting will focus on exploration of the topic background, theory, and development of potential research questions.

Deliverables: Summary of Progress Report, presentation, GAC Report, CV

3.4.3 Second Graduate Advisory Committee Meeting

Topic: Methods and Research Progress Meeting

Milestones: The focus of this GAC meeting will be evaluation of the student's research to date and acquisition of specific and general research knowledge. The student must have an understanding of basic research principles and methodologies within their field and knowledge of the literature. In general, students must demonstrate that their hypotheses are supported by a sound research plan and potentially novel avenues of inquiry, and that data or knowledge produced can be integrated in the framework of current literature and theory.

Deliverables: Summary of Progress Report, presentation, GAC Report, CV

3.4.4 Third Graduate Advisory Committee Meeting

Topic: Permission to proceed with PhD mid-program defence (HLTH 6904)

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, (e.g.: method developments, data/knowledge acquisition and interpretation) and demonstrate a solid understanding of major concepts, theory, and basic principles in their field of research, and is familiar with current 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 the mid-program defence, the student may be granted the option to withdraw from the PhD and enrol in the MSc program. Alternatively, the student may be asked to withdraw from the PhD program without approval to enrol in the MSc. This GAC meeting represents the second of three formalised decision points to determine the suitability of the student for continuing in the PhD program.

Deliverables: Summary of Progress Report, presentation, GAC Report (which includes written permission from the GAC to proceed with the mid-program research defence and knowledge examination)

*Student must contact the Graduate Administrator to plan their PhD Mid-Program Defence (HLTH 6904) which should be held within the first 2 years of starting the program.

3.4.5 Final Graduate Advisory Committee Meeting

Topic: Permission to Write Thesis

Milestones: The focus of this GAC meeting will be evaluation of the student's mastery of knowledge in their research field and more broadly in health sciences, and the substantive research progress made, which should be equivalent to at least two publishable manuscripts. The student should demonstrate continued progress on the written thesis or combined thesis. The student should be able to demonstrate the significant, novel, contributions their research has made to their field, interpret their findings in the context of the literature, highlight limitations in his/her work, and propose new hypotheses/ research questions (and how to answer them) derived from their findings. The student should be able to present clearly and answer questions concisely and clearly.

Deliverables: Summary of Progress Report, presentation, GAC Report, Permission to Write Thesis, CV

*Please note that students who do not graduate after four years are expected to have a fourth GAC meeting. The final GAC meeting, where the student asks for permission to write their thesis, should occur in the student's fifth year (see progression table).

3.4.6 Final Graduate Advisory Committee Meeting (optional; as determined by the Supervisor)

Topic: Final GAC meeting and practice defence

Milestones: The focus of this GAC meeting will be to review as a GAC the final product from the students PhD thesis. The student should have completed all research activities

and be in the final stages of editing the thesis document. The draft PhD thesis document should have been circulated to the GAC and been approved by the supervisor. Should the GAC determine that the PhD research as it is presented is insufficient, they may ask the student to alter any aspect of the thesis, return to additional research, and to delay the final departmental seminar presentation.

The oral presentation will be a preview of the departmental seminar, should be clear, and the student should answer questions appropriately. Should the student not present adequately, the GAC may decide to delay the final departmental seminar.

Deliverables: Summary of Progress Report, Practice Seminar Presentation, Final GAC Report (1 week prior to meeting), CV

*Student to contact the Graduate Administrator to plan and schedule the Final Research Seminar Presentation (HLTH 6905) and the PhD Thesis Defence

3.5 PhD Mid-Program Defence (HLTH 6904)

Each PhD student must complete a mid-program defence as part of their program requirements. The mid-program defence will include a research seminar followed by an oral examination.

The Mid-program defence exam committee will comprise of the GAC members as well as two field expert(s) who are not members of the 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.

Thesis Seminar

- 1 hour; typically, 45 min talk + 15 min Q&A consisting of results to date and future directions/aims.
- Seminar is advertised to members of the university beyond the Department and will be attended by graduate students within the Department and the student's Graduate Advisory Committee.

Mid-Program Defence

- Following the departmental seminar and question period, the student, Supervisor Mid-Program Defence Exam Committee members, and exam chair will remain for a closed-door advanced assessment of the student's knowledge of their field of research and defence of their PhD research to-date
- The student will have submitted a written summary of progress of their PhD research (~10 pages) to each Mid-Program Defence Exam Committee member two weeks prior to the mid-program defence.
- The committee will complete a report based on their assessment of the student, his/her ability to proceed and succeed in the PhD. The student/Supervisor will submit this report, along with the summary of progress to the Graduate Administrator and Graduate Advisor.

- The Graduate Advisor or Departmental Chair (when the Graduate Advisor is the student's supervisor), will review the committee's report and supporting documentation, and approve or deny the request to proceed with the PhD.

Expectations of the examiners:

Each examiner will be given an opportunity 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 of the exam.

3.6 Final Research Seminar Presentation (HLTH 6905)

Each PhD 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 usually occurs immediately before the defense.** 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. Students will be evaluated on this presentation by full-time faculty, including the GAC, using the departmental presentation evaluation form.

If this presentation is successful, then students will receive a SAT credit for HLTH 6905 - *Final Research Seminar Presentation for PhD*

3.7 PhD 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 PhD thesis, please refer to the Graduate Calendar Regulations.

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

3.7.1 Timeline for Thesis Submission

This note is intended to provide some guidance for PhD 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.

3.7.1.1 Preparing your thesis

Producing a PhD 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. You should allow your supervisor and committee members sufficient

time to comment on at least one draft of your thesis, and for you to revise the draft substantially based on these comments.

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 and committee members to review any revised drafts. *Multiple rounds of revisions are not unusual.*

3.7.1.2 Planning the defence

In addition to completing the thesis, students must carefully work out a plan with the supervisor 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 (see below for composition).

Once the internal & external examiners have been confirmed, please submit the HLTH 6909 Thesis Defence form at least 4 weeks before the anticipated defence.

The date and time of the exam will be coordinated by the Health Sciences Graduate Administrator in coordination with the student, supervisor, and examination board.

Please note that you will also need to plan & schedule your Final Research Seminar Presentation for PhD (HLTH 6905) one month prior to your defence date.

3.7.1.2.1 Constitution of the Examination Board

The composition of the exam board is determined by FGPA regulations – See their website for details. The chair of the examination board will be assigned by FGPA in coordination with Health Sciences.

The examination board to comprise as a minimum:

- One member from outside Carleton University who is a recognized authority in the subject of the thesis (External Examiner)
- One member from outside the student's home unit or program and who has been at arm's length from the thesis research (Internal Examiner)
- Thesis supervisor(s)
- At least two thesis advisory committee members. If no thesis advisory committee has been established, two unit or program members may be appointed. This includes cross-appointed and adjunct professors. In the case of joint programs, the member from the other university may replace one of the unit or program members
- Chair of the unit (ex officio)
- Dean of Science (ex officio)
- Dean of FGPA or deputy (chair of the examination board).

3.7.1.3 The PhD Exam

The general process for the PhD exam is as follows:

- Defence chair (2-3 min): In-camera introductions & procedures

- Student (15-20 min): Presentation of thesis research (can be removed if student holds departmental seminar immediately before their exam)
- Examiners (60-90 min): Questions (ordered: external, GAC, supervisor)
- Examiners (15 min): Deliberation (in-camera)
- All: Congratulations & discussion

3.7.1.4 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).

3.7.1.5 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.

3.7.2 Thesis Timelines in Summary

Please see Graduate Calendar for specific due date and requirements for submitting your final thesis.

- At the **beginning of the last term**, students must start to make plans to complete the thesis, schedule the final departmental seminar, and schedule the defence. Please review the departmental website for specific deadlines for the seminar and defence.
- During the **last term** of the PhD, 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(s).
- **1 month** before the proposed defence the student will complete the departmental seminar [HLTH 6905].

- **4 weeks** before the proposed defence date - submit the PhD in Health Sciences Thesis for Defence form to the Graduate Administrator. The department will help assign a defence chair, make the room reservation (or Zoom booking), and provide the necessary paperwork & instructions 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 a little 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 Mention 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

4.9 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).

Other Student Clubs and Societies:

- Carleton's Graduate Student Association
- Let's Talk Science (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)
    - Office: 5270 Herzberg Laboratories
- Student Mental Health and Engagement Committee