

University of Victoria
School of Health Information Science
Graduate Student Handbook
Last Updated: August 31, 2020

Table of Contents

Responsibilities in the supervisory relationship	2
Graduate Program Faculty and Staff Contact Information	2
HINF Graduate Student Handbook versus Graduate Calendar	2
Graduate Programs Overview	2
Registration	3
Supervision (MSc and PhD students)	5
Expected Timelines for Program Completion	6
Program Requirements	7
Transfer from the Masters to the Doctoral program	11
PhD Candidacy examination protocols	11
PhD Dissertation protocol	11
Graduation (MSc and PhD students)	12
Formal Review of Student Progress	12
Tuition and Funding	17
Other Resources	19
Appendices - Frequency Asked Questions (FAQs)	20
Appendix A - Applying for Co-op (MSc and PhD students)	21
Appendix B - Ethics Review for Research	22
Appendix C - MSc to PhD Transfer Protocols	28
Appendix D – Graduate Student Funding	30
Appendix E - Review of Student Progress	31
Appendix F – HINF Dissertation Guidelines for Publication-based Format Dissertations	37
Appendix G – Graduate Certificate in Health Terminology Standards- FAQs	42
Appendix H – List of UVic Forms	44
Appendix I – PhD Candidacy Examination	45

NOTE: The Faculty of Graduate Studies will be introducing a campus-wide electronic student assessment form as part of the annual formal review process. Until that form becomes available, the annual review process described in this Handbook will be specific to HINF.

RESPONSIBILITIES IN THE SUPERVISORY RELATIONSHIP

Faculty and students are bound by policies set by the University, Faculty of Graduate Studies, and the School of Health Information Science (herein referred to as the School or HINF).

Faculty of Graduate Studies policies are given in the Graduate Calendar and in policy documents on the Faculty of Graduate Studies website: uvic.ca/graduatestudies. In particular, students and faculty members should read the **Graduate Supervision Policy** which outlines the rights and responsibilities in the supervisory relationship – see link <https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf> For **Current Graduate Calendar** see link <http://web.uvic.ca/calendar>

GRADUATE PROGRAM FACULTY AND STAFF CONTACT INFORMATION

HINF	Name	Telephone	e-mail
School Director	Andre Kushniruk	250-472-5132	andrek@uvic.ca
Graduate Advisor	Karen Courtney	250-721-8599	hinfgradadvisor@uvic.ca
Graduate Program Assistant	Sandra Boudewyn	250-721-6459	hisgrad@uvic.ca
Co-op Coordinator	Dave Hutchinson/ Jason Bond	250-721-8577	hiscoop@uvic.ca
Co-op Assistant	Selina Jorgensen	250-721-6458	hiscoopasst@uvic.ca
Student Representative	TBA		
NUHI Double Degree (MN+MSc)	Name	Telephone	e-mail
NUHI Nursing Program Coordinator	Anastasia Mallidou	250-472-5663	mallidou@uvic.ca
NUHI HINF Graduate Advisor	Karen Courtney	250-721-8599	hinfgradadvisor@uvic.ca
(NUHI) Graduate Education Advisor	Paul Meier	250-721-7961	nurscoord@uvic.ca
Nursing Administrative Assistant	Russell Hawkins	250-721-8994	gradnurs@uvic.ca

HINF GRADUATE STUDENT HANDBOOK VERSUS GRADUATE CALENDAR

The Graduate Calendar is the record of our policies and procedures. In the case of a discrepancy between the information in the HINF Graduate Handbook and Graduate Calendar, the Graduate Calendar should be followed. Please notify the Graduate Advisor if you discover any discrepancies so we may update the Handbook. **Current Graduate Calendar link:** <http://web.uvic.ca/calendar>

GRADUATE PROGRAMS OVERVIEW

Graduate Certificate in Health Terminology Standards (6 units)

<https://www.uvic.ca/calendar/grad/#/programs/By7hTmRfE?bc=true&bcCurrent=Health%20Terminology%20Standards&bcItemType=programs> This 1-year graduate certificate program is course-based. There are four online courses including a 2.5-day in-person workshop and a field project. You have a maximum of two years from the time of entry to complete the Health Terminology Standards Certificate program. Students in the MSc, MN/MSc and PhD programs may concurrently enroll in the Health Terminology Standards Certificate.

Master of Science (MSc) in Health Informatics On-Campus Stream (16.5 units)

[https://www.uvic.ca/calendar/grad/#/programs/ryG2am0f4?bc=true&bcCurrent=Health%20Informatics%20\(On-Campus\)&bcItemType=programs](https://www.uvic.ca/calendar/grad/#/programs/ryG2am0f4?bc=true&bcCurrent=Health%20Informatics%20(On-Campus)&bcItemType=programs) This program requires completion of coursework and a research project. Exceptional students with Supervisor and Director approval may work on a thesis rather than a project. Both the

project and thesis options require an oral defense prior to completing the program. You have a maximum of five years from the time of entry to complete the MSc in Health Informatics program.

Master of Science (MSc) in Health Informatics Distributed (Online) Stream (16.5 units)

[https://www.uvic.ca/calendar/grad/#/programs/SJfhTX0zN?bc=true&bcCurrent=Health%20Informatics%20\(Distributed\)&bcItemType=programs](https://www.uvic.ca/calendar/grad/#/programs/SJfhTX0zN?bc=true&bcCurrent=Health%20Informatics%20(Distributed)&bcItemType=programs) This program requires completion of coursework, in-person workshop and a research project. Exceptional students with Supervisor and Director approval may work on a thesis rather than a project. Both the project and thesis options require an oral defense prior to completing the program. You have a maximum of five years from the time of entry to complete the MSc in Health Informatics program.

Master of Nursing & Master of Science in Health Informatics Double Degree (MN + MSc) (31.5 units)

<https://www.uvic.ca/calendar/grad/#/programs/B1-6T7Cz4?bc=true&bcCurrent=Nursing%20and%20Health%20Informatics&bcItemType=programs> The administrative home for the double degree program is the School of Nursing. Paperwork and forms are processed through the School of Nursing. In this double degree program, you will have one supervisor from the School of Nursing and one supervisor from the School of Health Information Science.

This program has a set of required Nursing and HINF courses and two required co-op terms. If you have questions about the timeline for your program of study, please talk with your supervisors or the Nursing Double Degree Graduate Education Advisor (nurscoord@uvic.ca). This program requires a thesis or project, and an oral defense prior to completion. You have a maximum of five years from the time of entry to complete the MN + MSc double degree program. See School of Nursing website on Double Degree Program link <https://www.uvic.ca/hsd/nursing/graduate/double-degree/index.php>

PhD in Health Informatics (39 units)

<https://www.uvic.ca/calendar/grad/#/programs/Hk7h67AM4?bc=true&bcCurrent=Health%20Informatics&bcItemType=programs> This program requires completion of coursework, a candidacy exam, a dissertation proposal with an oral defense, and a dissertation with an oral defense. You should pass your candidacy exam within three years of your time of entry. You have a maximum of seven years from the time of entry to complete the PhD in Health Informatics program.

Graduate Program Requirements

Note that graduate program requirements may change over time. For HINF program requirements, consult the Graduate Calendar: <http://web.uvic.ca/calendar> Refer to the term that you started your program of study to see your requirements. To find a previous edition of the Graduate Calendar, please open Archives tab from the Academic Calendar link. If the program requirements changed after you started your studies, then you have the option of staying with your original program requirements or request to switch to the new requirements. If you have questions about your program requirements, please contact the Graduate Advisor (hinfgradadvisor@uvic.ca) or the Graduate Program Assistant (hisgrad@uvic.ca).

REGISTRATION

Current Graduate Calendar link - Registration

<https://www.uvic.ca/calendar/grad/#/policies?group=Registration&bc=true&bcCurrent=Registration&bcItemType=policies>

Definitions

There are two academic sessions known as the **Winter** (September to April) and **Summer** (May to August) **Sessions**. Within academic sessions, there are terms, which may vary from 3 weeks to 13 weeks in duration. In HINF we refer these terms as the **Fall** or **First Term** (September to December), **Spring** or **Second Term** (January to April), and **Summer Term** (May to August).

You are defined as a full-time student if you are enrolled in a minimum of 3 units of courses, or in a project (598), thesis (599), candidacy exam (693), or dissertation (699).

Continuity of Registration

You are expected to register as a full-time student each term. In addition to coursework, MSc students should enroll in HINF 598 (research project) or HINF 599 (thesis) each term. PhD students should enroll in HINF 693 (candidacy exam) each term until they have successfully completed their candidacy. Following candidacy, PhD students should enroll in HINF 699 (dissertation) each term.

Eligible to Register

If you are in good academic standing and were registered or on a leave of absence in the most recent session at the University, you will be automatically eligible for registration in the next session. Students who have withdrawn under any other circumstances and who wish to return are required to complete an Application to Re-register. For more information, see link

https://www.uvic.ca/calendar/grad/#/policy/rkP9xiz_N?bc=true&bcCurrent=04%20-%20Eligible%20to%20Register&bcGroup=Registration&bcItemType=policies ; also see Academic Year Important Dates link - <https://web.uvic.ca/calendar/general/dates.html>

Deadlines for Dropping Courses

You may use “My page” to drop first-term courses until the last day of classes in October, and second-term courses until the last day of classes in February. Failing to do so will receive a failing grade (N) for the course. Students may not take or receive credit for courses in which they are not registered, and may not drop courses after Faculty of Graduate Studies deadlines without permission of the Dean. For more information, see link

<https://www.uvic.ca/calendar/grad/#/policy/rk-ixofuE?bc=true&bcCurrent=15%20-%20Deadlines%20for%20Dropping%20Courses&bcGroup=Registration&bcItemType=policies> *Leaves of Absence and Withdrawal Requests*

Unexpected events may cause you to seek a leave of absence with permission or withdrawal from the graduate program during your studies. There are four types of leave: personal, parental, medical and compassionate. Different types of leaves have different consequences for your timeline for program completion and different documentation requirements. Only personal leaves will have the time taken counted toward the maximum time allotted to degree completion. For types of leaves and withdrawal available, see link

<https://www.uvic.ca/calendar/grad/#/policy/ByGu4jQWU?bc=true&bcCurrent=19%20-%20Leaves%20of%20Absence%20with%20Permission%20and%20Withdrawal%20from%20Graduate%20Programs&bcGroup=Registration&bcItemType=policies>

Note that while on leave, you should NOT be involved in any academic or research work, use University facilities or resources, or interact with your Supervisor and/or Committee members. Before you consider taking a leave, you should first consult with your Supervisor and/or the Graduate Advisor. If you are going on leave, please notify your supervisor and copy to Graduate Program Assistant as soon as possible in writing.

Auditing Courses

If you wish to audit a course, you should first discuss it with your Supervisor and Graduate Advisor. For further detail, please see https://www.uvic.ca/calendar/grad/#/policy/S1pqeiM_4?bc=true&bcCurrent=10%20-%20Registration%20as%20an%20Auditor&bcGroup=Registration&bcItemType=policies

Time Limits

There are different time limits for completing the Master’s, PhD and Certificate programs. Master’s students have to complete all degree requirements within five years from the date of first registration in the program. PhD students have to complete all the requirements within seven years from the date of first registration in the program. If a student is eligible to transfer to a PhD program after an initial period in a Master’s program,

completion is required within seven years of the date of the first registration in the Master's program. Students in the Graduate Certificate program will be required to complete all program requirements in two years from the date of the first registration in the program.

If you need extra time beyond the normal time limits to complete your studies, you should apply for program extension before the time limit expiry date. To apply for extension, you should work closely with your Supervisor, Graduate Advisor and Graduate Program Assistant to complete the Program Extension Request Form and submit it to the Office of the Dean of Graduate Studies for approval. For further detail, please see <https://www.uvic.ca/calendar/grad/#/policy/SyGolsGdN?bc=true&bcCurrent=16%20-%20Time%20Limits&bcGroup=Registration&bcItemType=policies>

Graduate Co-op Work Terms and Research Practicums

Optional co-op opportunities may be available for graduate students (Master's and PhD). You may participate in one or two co-op work terms during your graduate studies. If you complete one co-op work term it will appear as a co-op work experience in your record. If you complete two work terms you will receive a co-op designation in your record. If you have questions about the graduate co-op program, please talk with the Co-op Coordinator (hiscoop@uvic.ca).

You can also take part in HINF faculty-based research to gain hands-on, mentorship experience by enrolling in up to 3 units of HINF595 Informatics Research Practicum. For detail, please contact the HINF Graduate Advisor (hinfgradadvisor@uvic.ca).

SUPERVISION (MSC AND PHD STUDENTS)

Graduate Supervision Policy Link:

<https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf>

Determining Your Supervisor

You are expected to find a Primary Academic Supervisor by the end of your second term in the program. See tab on "Selecting a supervisor" via <https://www.uvic.ca/hsd/hinf/graduate/masters/health-informatics/index.php>. The Primary Supervisor must be a regular HINF faculty. See link for list - <https://www.uvic.ca/hsd/hinf/faculty-staff/faculty/index.php>. Students have been assigned a temporary supervisor at the time of admission. Until you find a Primary Supervisor, your temporary supervisor or the Graduate Advisor will work with you on questions about your program of study and potential research topics to pursue.

For more information on supervisors and supervisor-student relationship, see "Working with Supervisors" page on the Faculty of Graduate Studies (FGS) website <https://www.uvic.ca/graduatestudies/research/index.php>

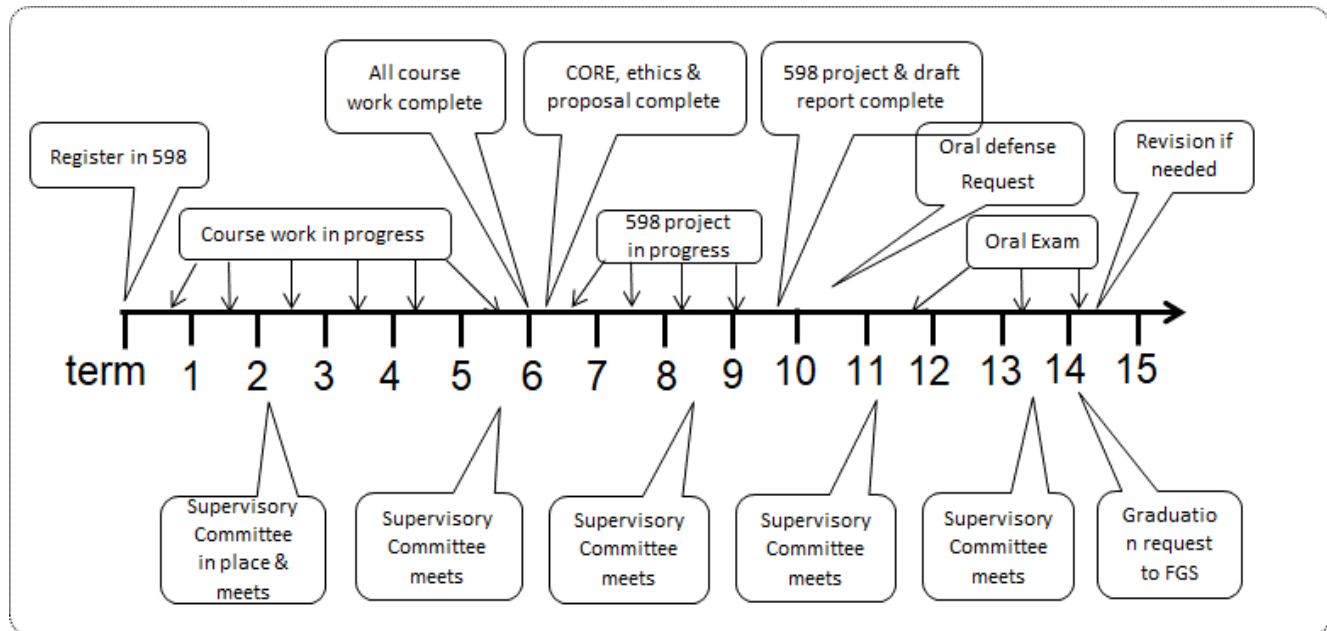
Nominating Your Supervisory Committee

You are expected to have a Supervisory Committee that oversees your program of study. For MSc students, two members are needed, one of whom is the Primary Supervisor. For PhD students, three members are needed, one of whom is the Primary Supervisor and at least one from outside of HINF. Depending on the level of supervision and support provided, a Committee member may be designated a co-supervisor. You should work closely with your Supervisor to identify suitable Committee members.

For possible Committee members refer to the HINF Adjunct Faculty list <https://www.uvic.ca/hsd/hinf/faculty-staff/faculty/adjunct/index.php>. You may also consider qualified individuals outside of UVic to be Committee members. These individuals must first be approved by the FGS. Only members of the FGS or those approved by the FGS can be on the Supervisory Committee. If you have questions regarding Supervisor or Committee members, please consult with the Graduate Advisor.

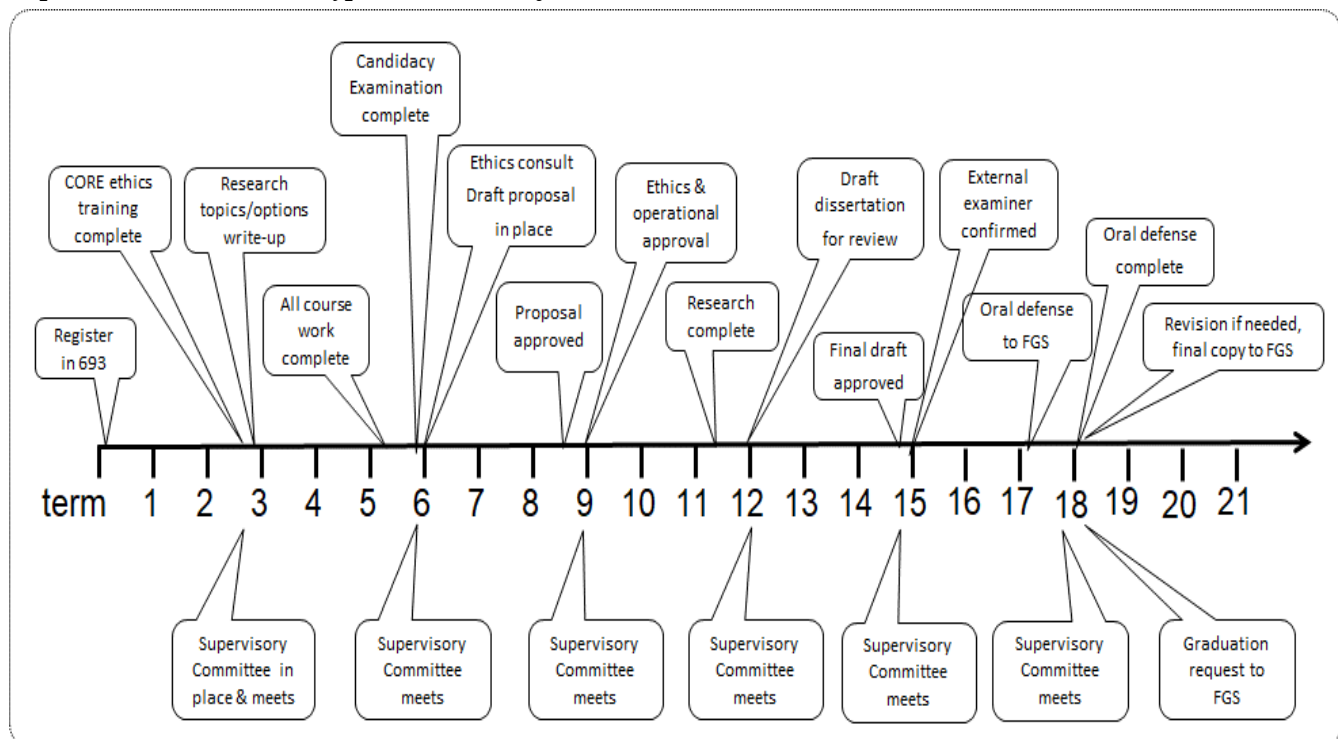
EXPECTED TIMELINES FOR PROGRAM COMPLETION

Expected Milestones and Typical Timelines for MSc Students



Note: the above timeline is based on the “expected milestones” for MSc student progress over a 5-year period

Expected Milestones and Typical Timelines for Doctoral Students



Note: the above timeline is based on the “expected milestones” for PhD student progress over a 7-year period

PROGRAM REQUIREMENTS

Coursework Completion Requirements

You should familiarize yourself with the syllabus of each course that you are enrolled in at the beginning of the term. To successfully complete the courses, you need to comply with the instructions and guidelines outlined in the course syllabus. These include the submission of assignments and term papers on time as defined by the instructors to avoid late penalties on marks.

Workshop

If you are enrolled in the Distributed MSc stream, then you are required to attend the workshop once that is offered in the Summer term (usually in May; usually in-person) every year. Each workshop course is usually offered as all-day sessions with in-class lectures, group discussions, assignments and/or exams. During the workshop, you may normally stay at the residence on campus arranged by the School (space permitting), or make your own arrangements off-campus. Note that you are responsible for travel expenses (e.g. flight, taxi) incurred for the workshop. The School will make every effort to announce the workshop dates and courses well in advance to help you plan accordingly.

Curriculum Advising and Program Planning (CAPP)

You can track your academic progress through CAPP, which is an online tool that lists your program requirements and shows how your completed, transferred and in-progress courses apply toward your degree completion. You can access the CAPP tool via MyPage once you have logged onto the UVic website. If you notice a discrepancy in your CAPP, please contact the Graduate Program Assistant for help.

Grading

The sessional grade point average is based on all courses completed in a session, which have a unit value. Courses bearing the grade COM, grades designated as FNC or those used for transfer credit are not included in the calculation of the grade point average. A grade point average is found by multiplying the grade point value of each final grade by the number of units, totaling the grade points for all the grades, and dividing the total grade points by the total number of units. The official grading system used by the Faculty of Graduate Studies can be found via this link <https://web.uvic.ca/calendar/grad/academic-regulations/grading.html#>

Note that a grade of B- (4.0) or lower is considered unacceptable work in a course taken for credit, and must be reviewed by the student's Supervisory Committee and a recommendation made to the Dean of Graduate Studies to request permission to register in the next session.

Required Proposal, Project/Thesis and Dissertation Resources

As a HINF graduate student, you are expected to write and defend a project, thesis or dissertation as part of fulfilling your graduate degree requirement. As a first step, you need to work closely with your Supervisor and/or Committee to develop a proposal. This process may take weeks or months over several iterations before you can get to a final draft, which then requires approval by your Supervisor and/or Committee. You can find resources on writing a proposal, and thesis and dissertation planning, preparation and formatting via the FGS thesis and dissertation link - <https://www.uvic.ca/graduatestudies/resourcesfor/students/thesis/index.php>.

For an example of a project/thesis proposal, see the guide on the FGS website via the link below <https://www.uvic.ca/graduatestudies/assets/docs/docs/thesis/thesis-guide-2007.pdf>

Course on Research Ethics (TCPS2 CORE)

You are required to complete an online self-paced tutorial on research ethics before you can conduct research at UVic. This tutorial is called the Tri-Council Policy Statement (TCPS) 2 Tutorial CORE, which is available via <https://tcps2core.ca/welcome>. The tutorial is published by the Interagency Advisory Panel on Research Ethics as a joint effort by Canada's three federal research agencies CIHR, NSERC and SSHRC. Please send a copy of your TCPS 2 CORE certificate of completion to the Graduate Program Assistant and your supervisor.

Human Research Ethics Review and Approval

Before you can begin your research, you must seek research ethics review and approval from the UVic Human Research Ethics Board. You need to work closely with your Supervisor and/or Committee on the ethics application. This is typically done after your proposal has been approved or is close to approval by your Supervisor and/or Committee. The ethics application process may take weeks or months over several iterations before it is approved by the Ethics Office. Some studies such as the review of published literature can be exempt from ethics review. In these cases, you still need to consult with the Ethics office via email for approval before proceeding. **Once approved you will receive notification of approval as a certificate, which you should share with your Supervisor and the Graduate Program Assistant, and include a copy in your final report along with the CORE certificate.** For studies that are exempt from ethics review, you need to provide a record of the email consultation with the Ethics office in your final report. For detail on different types of ethics review/approval needed, see link -

<https://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php> .

After you begin your research, there may be occasions when you need to modify your study such as adding more/different participants. In such instances, you will need to modify your original ethics application and resubmit it to the Ethics office for re-approval. Note that all ethics approval is for a 1-year period, after which you need to renew the approval. After you have successfully defended your project, thesis, or dissertation, you should notify the Ethics office to close the application on file. See section on Post approval – renewal, modification, completion under “*How do I apply?*” tab via

<https://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php>

Depending on the nature of your research you may need additional authorizations, such as Operational Approval from a health authority. If your research involves one or more institutions in addition to UVic, you may need to use the BC Harmonized Ethics review process. Please work with your supervisor to determine if this will be needed.

Expected Turnaround Time of Thesis, Dissertation or Research/Term Paper

Normally, your Supervisor and Committee members will return comments on your thesis, dissertation or paper within 20 business days from the time of receipt, unless a delay is required by field work, remote study, supervisor or student vacation, or sick leave.

Oral Examinations

Once you have completed the written portion of your project, thesis or dissertation, and your Supervisor and Committee members have read the draft and agreed that it is examinable, you will need to request for and complete an oral exam. With MSc thesis and PhD dissertation defenses, you will need an external examiner, which is someone outside HINF. It takes time to set up an oral exam so please allow ample time for the process to take place. To process the requests through Graduate Studies please allow 10 business days for MSc projects, 20 business days for MSc thesis, and 30 business days for PhD dissertation.

For oral exam details, see link

<https://www.uvic.ca/graduatestudies/resourcesfor/students/thesis/oral/index.php>

Summary of Steps for Your MSc Research – From Start to Finish

1. You need a Supervisory Committee made up of the Supervisor and a second Committee member
 - a. Supervisor-student relationship - <https://www.uvic.ca/graduatestudies/research/home/yoursupervisor/relationship/index.php>
 - b. for Supervisor it has to be a full time HINF faculty - <https://www.uvic.ca/hsd/hinf/faculty-staff/faculty/index.php>
 - c. for 2nd member it can be a HINF or an Adjunct Faculty - <https://www.uvic.ca/hsd/hinf/faculty-staff/faculty/adjunct/index.php> , or someone outside of HINF as long as it is approved by FGS
2. You need to decide on a topic, then write a proposal for your project or thesis – see example <https://www.uvic.ca/graduatestudies/assets/docs/docs/thesis/thesis-guide-2007.pdf>

3. You need to complete CORE ethics training by the second year of your studies. Ideally this should be completed in the first year.
4. You need to work with your Supervisor to determine if your project/thesis needs full ethics approval, exemption or consult – see <https://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php>
5. You need to have both the proposal and ethics approved by the Supervisor and/or Committee before you can start work
6. You should meet with the Supervisor regularly to update him/her with the progress
7. Once the field work is done you need to write up the research report – usually several rounds are required where you submit a draft for review by the Supervisor; each round may take 2-3 weeks turnaround time
8. When the report gets close to final draft the second Committee member reviews the report for further feedback (if it is a thesis then the Committee member may get involved much sooner)
9. If the Supervisory Committee thinks the report is ready for oral defense/exam then you need to submit a formal request to the School
 - a. You can apply to graduate - <https://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/index.php>
 - b. You should contact the Graduate Program Assistant for help to prepare and submit the Request for Oral Exam
 - c. For a thesis, you should follow the steps outlined in the Request form for MSc oral exam; see link <https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request%20for%20Oral%20Examination%20-%20Masters.pdf>
 - d. Checklist for non-thesis exam process https://www.uvic.ca/graduatestudies/assets/docs/docs/Non-thesis%20oral%20exams_checklist.pdf
10. If you are doing a MSc thesis, your Supervisor will find an external examiner outside of the School to take part in the oral exam.
11. The oral exam is 1.5hr to 2hrs long with 2 rounds of questions by the Supervisory Committee with a Chair not involved with the committee or project –see process for non-thesis - <https://www.uvic.ca/graduatestudies/assets/docs/docs/thesis/ChairsGuidelinesNonthesis.pdf> and for thesis - <https://www.uvic.ca/graduatestudies/assets/docs/docs/thesis/ChairsGuidelinesThesis08.pdf>

12.

Also see checklist for MSc's & PhD Students to complete your degree requirements -

https://www.uvic.ca/graduatestudies/assets/docs/checklists/Checklist%20for%20Master_phD.pdf

Summary of Steps for Your PhD Research – From Start to Finish

1. You need a Supervisory Committee made up of the Supervisor and two Committee members
 - a. See Supervisor-student relationship - <https://www.uvic.ca/graduatestudies/research/home/yoursupervisor/relationship/index.php>
 - b. for Supervisor it has to be a full time HINF faculty - <https://www.uvic.ca/hsd/hinf/faculty-staff/faculty/index.php>
 - c. for 2nd member it can be a HINF or an Adjunct Faculty - <https://www.uvic.ca/hsd/hinf/faculty-staff/faculty/adjunct/index.php>
 - d. for 3rd member it will be someone outside of HINF as long as it is approved by FGS
2. You need to complete TCPS2 CORE ethics training by the second year of your studies. Ideally, this should be completed in the first year.
3. You need to work with your Supervisory Committee to decide on a research topic/area in preparation for the candidacy examination.
4. You should meet with the Supervisor regularly to update him/her with the progress
5. You need to complete the candidacy exam which has both a written and an oral component –for detail see Appendix I.
6. Once you have passed your candidacy exam, you need to write a proposal on the topic based on your candidacy exam– see example <https://www.uvic.ca/graduatestudies/assets/docs/docs/thesis/thesis-guide-2007.pdf>

7. You need to work with your Supervisor to determine if your dissertation topic needs full ethics approval or exemption – see <https://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php>
8. You need to have the proposal and ethics approved by the Supervisory Committee before you can start work. This review process may take several iterations, since your Committee will need 2-3 weeks to review each draft, after which you may need 1-2 weeks to revise the draft accordingly for another round of review.
9. You will need to submit the ethics application to UVic research ethics office for approval. This may take several iterations lasting between 6 and 12 weeks depending on the extent of revisions needed. Once the UVic Research Ethics Office approves your ethics application, you will receive a certificate which you should attach to your proposal (and later to your dissertation as an appendix item).
10. Once your Supervisory Committee approves your proposal you can then begin your field work.
11. After the field work is done you need to write up the dissertation – usually several rounds are required where you submit a draft for review by the Supervisory Committee; each round may take 2-3 weeks turnaround time followed by another 1-2 weeks where you revise the draft based on feedback received
12. If the Supervisory Committee thinks the report is ready for oral defense/exam then you need to submit a formal request to the School
 - a. You can apply to graduate - <https://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/index.php>
 - b. You should contact the Graduate Program Assistant for help to prepare and submit the Request for Oral Exam
13. You should follow the steps outlined in the Request form for PhD oral exam; see link <https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request%20for%20Oral%20Examination%20-%20Doctoral.pdf> Your Supervisory Committee will find an external examiner outside of the School to take part in the oral exam. For detail on guidelines see <https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/PhDExtExamGuide.pdf> The oral exam is 2hrs long with 2 rounds of questions by the Supervisory Committee with a Chair not involved with the committee or your research –see process for thesis - <https://www.uvic.ca/graduatestudies/assets/docs/docs/thesis/ChairsGuidelinesThesis08.pdf>

Also see checklist for MSc's & PhD Students to complete your degree requirements - https://www.uvic.ca/graduatestudies/assets/docs/checklists/Checklist%20for%20Master_phD.pdf

TRANSFER FROM THE MASTERS TO THE DOCTORAL PROGRAM

If you are currently enrolled in our MSc in Health Informatics program and already have a Master's degree in another field, you may apply for a transfer to the PhD program after satisfactory completion of *at least* 6 units (specified) and 2 terms in the MSc program. Depending on your background, additional coursework may also be required. Your transfer application will be considered for PhD admission along with all other PhD applicants. To be eligible you need to meet all of the PhD application requirements (i.e. a graduate level statistics course, and GRE where appropriate). If you are interested in this, you should work closely with your supervisor for course selection and follow the MSc program of study. For detail on transfer protocol, see - <https://www.uvic.ca/hsd/hinf/graduate/phd/admissions/index.php>

PHD CANDIDACY EXAMINATION PROTOCOLS

If you are currently enrolled in the PhD program in Health Informatics, you must enroll in HINF 693 Candidacy Exam course and pass the candidacy exams prior to writing and defending your dissertation proposals. The Faculty of Graduate Studies requires you to pass your candidacy exam within thirty-six months of your registration in the doctoral program. You will be evaluated and assigned a Pass/Fail for HINF 693 and will have two opportunities to pass each component of the candidacy exam (major area paper and oral exam). The second attempt to pass the Candidacy Exam must be made within three months of the first attempt. If you fail to successfully complete the candidacy requirement after the second attempt, you will be required to leave the program. For further detail, see Candidacy Exam Requirements in Appendix I.

PHD DISSERTATION PROTOCOL

Two formats are accepted for the HINF PhD dissertation: traditional and publication-based. The PhD dissertation:

must embody original work and constitute a significant contribution to knowledge in the candidate's field of study. It should contain broad knowledge of the relevant literature, and should demonstrate a critical understanding of the works of scholars closely related to the subject of the dissertation. Material embodied in the dissertation should, in the opinion of scholars in the field, merit publication. (UVIC Graduate Studies Calendar, 2019, p.31)

At the final oral examination, the doctoral candidate is responsible for the entire content of the dissertation. This includes those portions of co-authored papers if they comprise part of the dissertation. Guidelines for the HINF publication-based dissertation formats may be found in the Appendices. Guidelines and templates for the UVic traditional dissertation format may be found at:

<https://www.uvic.ca/graduatestudies/resourcesfor/students/thesis/index.php>

Traditional Dissertation Format

The traditional thesis is a structured research dissertation consisting of five to seven chapters depending on the type of research. References and formatting should be done according to the APA 6th edition or Vancouver style guidelines. Templates for this style of dissertation may be found at the Faculty of Graduate Studies website. Students with questions about the traditional format should consult with their supervisor and committee for assistance.

Publication-based Dissertation Format

This style of PhD dissertation is a curated, relevant collection of a student's research publications related to the student's stated research objectives, questions and hypotheses. At other schools, this style of dissertation may be referred to as "stapled" or "paper-based". This document will provide the HINF criteria for a publication-based dissertation. Students choosing a publication-based dissertation format should use the criteria below in organizing their dissertation and seek guidance from their supervisor and committee as needed.

GRADUATION (MSC AND PHD STUDENTS)

As you approach your final term in the graduate program, you should work closely with your Supervisor and the Graduate Program Assistant (hisgrad@uvic.ca) to make sure all of the necessary paperwork and steps have been completed. Your Supervisor can advise you on the timeline for graduation in a particular term. In addition to the final draft of your report, thesis or dissertation, there are also forms that must be submitted within specified time frames. These affect the scheduling of your oral defense and your completion of your degree. If you have questions, please ask the Graduate Program Assistant (hisgrad@uvic.ca) for assistance. For detail on graduation requirements and deadlines see - <http://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/>

FORMAL REVIEW OF STUDENT PROGRESS

This section describes your responsibilities as a student, the frequency with which your progress will be assessed, the basis for assessment, your feedback, and mechanisms for addressing identified deficiencies in skills, knowledge, or expertise and/or less than expected progress, and the consequences of sustained unsatisfactory performance. For detail, please refer to the Graduate Supervision Policy (GSP) document - <https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf>

General Responsibilities of the Student

As a graduate student, you are expected to comply with all Faculty of Graduate Studies (FGS) policies. Below is a summary list of your responsibilities. For detail of each policy item, please refer to the appropriate sections in the GSP document shown in parenthesis next to the item

1. Academic integrity (e.g. plagiarism and unapproved use of editors) (GSP 1.1 to 1.6, p3)
2. Professionalism (GSP 1.7 to 1.8, p3)
3. Familiarity with University, FGS, School and agency policies (GSP 1.9 to 1.12, p3-4)
4. Consultation and confidential advice (GSP 9.1, p16)
5. Withdrawal for failure to meet academic standards (GSP 9.2, p16)
6. Current Registration and student visa status (GSP 9.3, p16)
7. Academic progress (GSP 9.4 to 9.9, p16)
8. Professionalism (GSP 9.10 to 9.12, p16-7)
9. Workplace etiquette (GSP 9.13 to 9.17, p17)
10. Vacation, leaves of absence and temporary and permanent withdrawal (GSP 9.18 to 9.19, p17)
11. Application for funding (GSP 9.20 to 9.21, p17-8)

Also see Graduate Calendar - <https://web.uvic.ca/calendar/grad/academic-regulations/index.html>

Terms of Reference for Annual Review

You will need to supply the following information in the formal annual review report so your supervisor/co-supervisor and committee may review your progress in the program (GSP 5.11c, p10). Please combine the following information into a single PDF file in the order listed below and send to your supervisor and committee members.

1. Annual Review Checklist form (see Appendix E)
2. Current CV
3. Current CAPP report
4. TCPS 2 CORE Ethics Training Certificate (Done by Year 2)
5. Ethics Consult or Ethics Approval (Done by Year 3)
6. Operational Approval (as needed)

The **annual report** will be reviewed according to the above items and those listed in the Milestones table

Expected Milestones for Progress

The milestones that you are expected to achieve by the end of each year in the program are shown below. Some students will meet these milestones earlier than listed. Others may require the maximum program length to

complete their studies. The MSc students have a maximum of five years to complete the program. The PhD students have a maximum of seven years to complete the program. If you require more time for completion you can work with your Supervisor and Graduate Advisor to may make a formal request through the School to the Dean of Graduate Studies for approval.

Expected Milestones and Typical Timelines for Student Progress

MSc Student	PhD Student
<p>Key milestones</p> <ul style="list-style-type: none"> ● Meet with supervisor twice per term (GSP 5.9d) ● Meet with committee once per year (GSP 5.9e) ● Submit annual progress report (GSP 5.9d) ● Complete all degree requirements within 5 years from first registration * ● Review CAPP report at least once per term ● B or better in all coursework 	<p>Key milestones</p> <ul style="list-style-type: none"> ● Meet with supervisor twice per term (GSP 5.9d) ● Meet with committee once per year (GSP 5.9e) ● Submit annual progress report (GSP 5.9d) ● Pass candidacy exam within 36 months as a provisional student ● Complete all degree requirements within 7 years from first registration * ● Review CAPP report at least once per term ● B or better in all coursework
<p>Year 1</p> <ul style="list-style-type: none"> ● Make arrangements for supervision (GSP 5.7b) ● Course work in progress 	<p>Year 1</p> <ul style="list-style-type: none"> ● Make arrangements for supervision (GSP 5.7b) ● Explore & write up feasible research topics/questions ● Complete TCPS 2 CORE Ethics training ● Course work in progress
<p>Year 2</p> <ul style="list-style-type: none"> ● Complete all course requirements ● Complete TCPS 2 CORE Ethics training ● Confirm feasible research topic ● Submit project/thesis proposal draft for review ● 	<p>Year 2</p> <ul style="list-style-type: none"> ● Confirm feasible research topics/questions ● Complete all course requirements ● Pass Candidacy Exam after course work completion ● Submit dissertation proposal draft (after candidacy)
<p>Year 3</p> <ul style="list-style-type: none"> ● Obtain project/thesis proposal approval ● Obtain Ethics consult (if no human data) ● Obtain Ethics/Operational approvals (as needed) ● Conduct research for project/thesis after approval 	<p>Year 3</p> <ul style="list-style-type: none"> ● Obtain dissertation proposal approval ● Obtain Ethics consult (after passing candidacy (if no human data) ● Obtain Ethics/Operational approvals after approval (as needed) ● Conduct research for dissertation after approval
<p>Year 4</p> <ul style="list-style-type: none"> ● Complete research for project/thesis ● Submit draft project report/thesis for review ● Finalize draft project report/thesis ● Schedule and submit paperwork for oral exam ● Complete oral exam after approval of final project report/thesis draft ● Revise project report/thesis and submit final copy to FGS as needed, and complete paper work for graduation 	<p>Year 4</p> <ul style="list-style-type: none"> ● Complete research for dissertation ● Submit initial drafts of dissertation for review
<p>Year 5</p> <ul style="list-style-type: none"> ● Maximum program length 	<p>Year 5</p> <ul style="list-style-type: none"> ● Submit final draft of dissertation for review ● Confirm external examiner
	<p>Year 6</p> <ul style="list-style-type: none"> ● Submit final dissertation draft for committee approval ● Submit oral exam request to FGS after committee approval of final dissertation draft ● Complete oral defense for dissertation ● Revise dissertation as needed, submit final copy to FGS and complete paper for graduation
	<p>Year 7</p> <ul style="list-style-type: none"> ● Maximum time limit

Notes: **GSP** – Graduate Supervision Policy, **FGS** – Faculty of Graduate Studies, **CAPP** – Curriculum, Advising & Program Planning,* If you have difficulty meeting the milestones, you should discuss with your supervisor on ways to rectify the situation

Criteria for Annual Review

The following criteria will be applied to review the progress of the graduate student:

1. An overall determination of whether the progress is **Meets Expectations, Marginal** or **Unsatisfactory** (GSP 5.11d, p10)
 - o Students may receive the Meets Expectations designation when >75% of key **AND** annual milestones are met
 - o Students may receive the Marginal designation when 50-75% of key **OR** annual milestones are met
 - o Students may receive the Unsatisfactory designation when less than 50% of key **OR** annual milestones are met
 - o
2. Completion of the **milestones for each year** is based on the student's program and stage at the time of the annual review. If a student has not yet met an expectation at the time of the review, but has plans to complete it prior to the start of the new academic year, that milestone will be considered unmet for purposes of the review.

Marginal or Unsatisfactory Progress

Graduate students with a marginal rating should work with their Supervisor and/or Committee to develop a work plan to meet progress expectations by the next annual review. Students who fail to meet expectations for a second consecutive review will be given an Unsatisfactory rating.

Graduate students with an unsatisfactory rating are to work their Supervisor and/or Committee to put in place a remedial plan with a follow-up review to be done not less than 8 weeks apart to determine if satisfactory progress has been made (GSP 5.11g, p11). In the case of two or more determinations of unsatisfactory progress on formal assessments not less than 8 weeks apart, the Supervisor may request the Graduate Advisor to make application to Dean of Graduate Studies to withdraw the student for '*failure to meet academic standards*' (GSP 5.11g, p11)

Process for Annual Review

1. There will be a formal progress review on all graduate students done once a year
 - o For project and thesis-based programs the supervisor/co-supervisor will be responsible for the review
 - o For project and thesis-based programs, the supervisor/co-supervisor may invite supervisory committee members to take part in the review as needed
 - o For the dissertation-based program the supervisory committee will be responsible for the review
2. Each year graduate students are to submit their annual progress review report in May and have it reviewed and returned with feedback by the supervisor/co-supervisor and/or committee within 20 business days (GSP 5.11f, p10)
3. Once the graduate students receive the returned report, they have 10 business days to respond to the feedback and request a follow-up meeting with the supervisor/co-supervisor as needed
4. Normally the annual review including the feedback process is complete by first week of July each year. In exceptions where more time is needed, they will be addressed on a case-by-case basis
5. Graduate students who are or have been on-leave should contact the Graduate Advisor on the review process and timeline to follow
6. The Supervisor and/or Committee will determine if the level of academic progress is meeting expectations, marginal or unsatisfactory, and identify expectations, goals and milestones for the next review period (GSP 5.11d,e)

7. Graduate students with an unsatisfactory rating are to work their Supervisor and/or Committee to put in place a remedial plan with a follow-up review to be done not less than 8 weeks apart to determine if satisfactory progress has been made (GSP 5.11g, p11)
8. In the case of two or more determinations of unsatisfactory progress on formal assessments not less than 8 weeks apart, the Supervisor may request the Graduate Advisor to make application to Dean of Graduate Studies to withdraw the student for '*failure to meet academic standards*' (GSP 5.11g, p11)
9. If the review is done by the Supervisory Committee then each member will provide their name and electronic acknowledgement to signify that the recommendations reflect the majority findings of the Committee (GSP 5.11h, p11)
10. The graduate student will provide their name and electronic acknowledgement to signify that they have read and understood the recommendations of the Supervisor and/or Committee (GSP 5.11i, p11)
11. In the case of an unsatisfactory rating, the Graduate Advisor will provide their name and electronic acknowledgement to signify the record has been received and reviewed (GSP 5.11j, p11)

Oversight for Annual Review

1. The School Director and Graduate Advisor will address instances where a student is not fulfilling their responsibilities, such as failure to meet academic standards. Initial attempts to resolve these situations will be made internally, followed, if necessary, by consultation with an Associate Dean or the Dean of Graduate Studies (GSP 5.12, p11)
2. The School Director and the Graduate Advisor may choose to meet with any student about whom there is concern in the absence of the Supervisor and/or Committee. The student has the right to meet either privately or in the presence of an advocate of their choice (GSP 5.13, p11)
3. The School Director and Graduate Advisor will address instances where a faculty member is not fulfilling their responsibilities as academic supervisor. Initial attempts to resolve these situations will be made internally, followed, if necessary, by consultation with an Associate Dean or the Dean of Graduate Studies (GSP 5.14, p11)

Appeals

If you have grounds for believing you are unjustly treated within the University, you are encouraged to seek all appropriate avenues of redress or appeal available. Academic matters are the responsibility of course instructors, academic units, faculties and the Senate. Depending on the nature of the academic matter of concern to the student, the order in which the student should normally try to resolve the matter is: first, the course instructor; second, the Chair of the academic unit; third, the Dean of Graduate Studies; and finally, the Senate. In addition, the student may wish to consult the [Ombudsperson](#). If you are seeking a formal review of an assigned grade you should consult the Graduate Calendar regulations at

<https://www.uvic.ca/calendar/grad/index.php#/policy/Byjxjfd4?bc=true&bcCurrent=06%20-%20Evaluation%20of%20Student%20Course%20Work&bcGroup=Faculty%20Academic%20Regulations&bcItemType=policies>

Once all the appropriate recourses have been exhausted, you may have the right of final appeal to the Senate Committee on Appeals.

Student Publication Guidelines

Students wishing to publish conference or journal papers or book chapters based on their research project/thesis/dissertation work can list themselves as first author, with supervisory committee members listed as co-authors. Note that all materials should be reviewed by all the co-authors prior to submission.

TUITION AND FUNDING

Tuition and Other Fees

Answers to questions about tuition and other fees including regulations, payments and your responsibilities can be found in the Graduate Calendar under the Tuition and Other Fees link:

https://www.uvic.ca/calendar/future/grad/index.php#/policy/B1maxoM_N?bc=true&bcCurrent=01%20-%20Tuition%20and%20Other%20Fees&bcGroup=Tuition%20and%20Other%20Fees&bcItemType=policies

Specific questions about your tuition and fees should be directed to Tuition Fees staff

(<https://www.uvic.ca/vpfo/accounting/services/tuition/index.php>)

Your tuition and other fees vary depending on which HINF graduate program you are enrolled in. The table below lists the tuition and fee type and where the information is located in the Tuition & Fees Schedule on the website. Link to Tuition & Fees Schedule: <http://www.uvic.ca/graduatestudies/finances/tuition/index.php>

HINF Program	Where to find it in the Tuition & Fees Schedule	Tuition & Fee Type
Health Terminology Standards Certificate (only)	Graduate Certificate in Health Terminology Standards	Exceptions Non-standard
Health Terminology Standards Certificate for concurrent MSc students	Concurrent Registration Program Fee	Exceptions Non-standard Additional Program Fee
MSc in Health Informatics On-Campus Stream	Degree Programs	Standard
MSc in Health Informatics (Distributed Stream)	MSc Health Informatics	Exceptions Non-standard
Double Degree MN and MSc	Double Degree Nursing + Health Information (NUHI)	Exceptions Non-standard
PhD in Health Informatics	PhD in Health Informatics (HINF)	Exceptions Non-standard

Note that the Regulations Concerning Tuition Fees for graduate programs are described in the Faculty of Graduate Studies website link <https://web.uvic.ca/calendar/grad/tuition/regulations.html.html#>

The Standard Tuition and Fees apply to the MSc On-Campus Stream only. Please refer to the sections on Standard Tuition Fees for Master's Degrees, Standard Tuition Fees for Domestic Students in Degree Programs, and Standard Tuition Fees for International Students in Degree Programs on the website link <https://web.uvic.ca/calendar/grad/tuition/regulations.html.html#>

The Non-standard Tuition and Fees apply to the Graduate Certificate in Health Terminology Standards, MSc Distributed Stream and Nursing + Health Informatics Double Degree programs. Please refer to the website link <https://web.uvic.ca/calendar/grad/tuition/non-standard.html#>

The Non-standard Tuition and Fees apply to the PhD in Health Informatics Program. Please refer to the section on Non-standard Tuition Fee on the website link <https://web.uvic.ca/calendar/grad/tuition/regulations.html.html>

UVic Funding Policies

Graduate students in MSc, NUHI and PhD programs may receive funding from different sources, including: fellowships, scholarships, teaching assistantships, and research assistantships. The University has policies and guidelines for each of these funding sources, and academic units may also have distinct policies for graduate funding. Graduate students should ensure they are aware of the policies governing their funding. Graduate students who have questions or concerns about their funding can seek advice and guidance from the Faculty of Graduate Studies.

School Funding Policies

The School recognizes exceptional MSc and PhD graduate students with graduate funding through UVic Awards and Fellowships. These awards vary depending on the total funds available and the number of qualified students. The School normally make funding recommendations in the summer term, and have them approved and distributed by Graduate Studies in the fall of each year. Note that for these awards, students do not need to apply since the School automatically considers all eligible students for these awards.

PhD Student Funding

All students are reviewed for graduate student funding annually. Funding is based on academic performance. We will consider students with a GPA of A- (7.0) or higher and adequate academic progress in the first year. There is a maximum of 2 years of graduate student funding available from the School. Students on leave are not eligible for this funding. Students are encouraged to seek additional research funding opportunities through grants and additional financial assistance through University level awards, teaching assistantships and research assistantships.

- 1st year in PhD program
 - PhD students meeting the eligibility requirements will receive an entrance award.
 - All students admitted to the PhD program will automatically be reviewed for nomination for the BC Graduate Scholarships (subject to government funding). HINF receives 2 allocations for the BC Graduate Scholarships. The BC Graduate Scholarships are available only for the 1st year
- 2nd year in the PhD program
 - PhD students meeting the eligibility requirements and making adequate academic progress in the first year will be eligible for a second year of funding.
- MSc to PhD transfer students
 - Students who began in the MSc program and have successfully applied to PhD program will be considered for PhD 1st year funds after their successful admission to the PhD program. Example: A student applying in December 2018 and receiving admission to the PhD program would receive first year PhD funding beginning in September 2019. Eligibility criteria for MSc to PhD students is the same as PhD students.

MSc Student Funding

1. 1st year in MSc program
 - UVic HINF Bachelor degree Alumni are eligible for a Graduate Student Entrance Award. HINF alumni applicants with a GPA of A- (7.0) or higher will be considered. This is a one-time funding support. Applicants meeting the eligibility criteria will automatically be considered for one of two HINF alumni entrance awards.
2. 2nd year or beyond in MSc program
 - Each year, each student is evaluated for graduate funding. There are no multi-year commitments.
 - For all students, funding is based on academic performance. We will only consider students with a GPA of A- (7.0) or higher. Students on leave are not eligible for this funding. Students may receive up to a maximum of 3 years funding.
 - It is anticipated that there will be very limited funds available for these awards and it is likely that the awards will not cover the cost of tuition. MSc students are strongly encouraged to seek University-level funding and external sources.

Additional resources for graduate student funding including procedures on “*how to apply*” can be found at:

- [School of Health Information Science - Awards and Scholarships](#)
- [Graduate Studies - Financial Aid and Funding](#)
- [Graduate Studies - UVic Awards and Fellowships](#)
- [Graduate Studies - External Awards and Fellowships](#)

OTHER RESOURCES

HINF Guidelines for Professional Conduct

- See Professional conduct tab under Graduate Studies link <http://www.uvic.ca/hsd/hinf/graduate/index.php>

List of HINF Courses

[https://www.uvic.ca/calendar/grad/index.php#/courses?group=Health%20Information%20Science%20\(HINF\)](https://www.uvic.ca/calendar/grad/index.php#/courses?group=Health%20Information%20Science%20(HINF))

HINF Librarians and Resources

1. Guide to HINF resources in UVic libraries - <https://libguides.uvic.ca/hinf>
2. UVic APA style guide - <https://www.uvic.ca/library/research/documents/apa7.pdf>
3. Covidence Research Guide - <https://libguides.uvic.ca/covidence>
4. UVicSpace for collection of theses and reports - <https://dspace.library.uvic.ca:8443/>

Academic Policies

1. [Academic Concessions](#)
2. [Academic Integrity including Unauthorized use of an editor](#)
3. [Appeals](#)
4. [BC Freedom of Information and Protection of Privacy](#)
5. [Centre for Accessible Learning](#)
6. [Evaluation of Student Course work \(Review of Assigned Grade\)](#)
7. [Graduate Studies Graduate Supervision Policy](#)
8. [HINF Guidelines for Professional Conduct](#)
9. [Online Student Conduct](#)
10. [UVic Grading Scale](#)

Student Resources

1. [Academic Year Important Dates](#)
2. [Centre for Academic Communication](#)
3. [Centre for Accessible Learning](#)
4. [Computer Help Desk](#)
5. [Counselling Services](#)
6. [Equity and Human Rights Office \(250-721-8488\)](#)
7. [GSS Extended Health and Dental Insurance Plan](#)
8. [HINF Library](#)
9. [HSD Indigenous Student Support Centre](#)
10. [Learning and Teaching Centre](#)
11. [Mental Health Graduate Students](#)
12. [Ombudsperson](#)
13. [Sexualized violence prevention & Awareness](#)
14. [Technology Integrated Learning \(online learning resources\)](#)
15. [UVic Learn Anywhere](#)
16. UVic [Library](#)

APPENDICES - FREQUENCY ASKED QUESTIONS (FAQS)

This section contains questions that are frequently raised by students and the answers provided by the School. While we make the best effort to ensure the answers are accurate, if there is a discrepancy between our answer and the FGS policy, the latter should be followed.

Appendix A – Applying for Co-op (MSc and PhD students)

Appendix B – Ethics Review for Research

Appendix C – MSc to PhD Transfer Protocols

Appendix D – Graduate Student Funding

Appendix E – Review of Student Progress

Appendix F – HINF Dissertation Guidelines for Publication-based Format Dissertations

Appendix G – Graduate Certificate in Health Terminology Standards- FAQs

Appendix H – List of UVic Forms for Students

Appendix I – PhD Candidacy Examination after May 2020

Appendix A - Applying for Co-op (MSc and PhD students)

Am I required to complete a co-op as part of my program?

Optional co-op opportunities may be available for graduate students (Master's and PhD). If you have questions about the co-op program, please talk with the Co-op Coordinator (hiscoop@uvic.ca).

Am I eligible to apply for co-op?

You need to have at least one term of successfully completed coursework before you are eligible to go on a co-op work term. Your supervisor or the Co-op Coordinator may require more than one term or specific coursework before approving your entry into the co-op system. If you do not have a supervisor yet, the Graduate Advisor (hinfgradadvisor@uvic.ca) will act as your supervisor in this situation.

How do I apply for co-op?

1. You should talk with the Co-op Coordinator (hiscoop@uvic.ca) for more information about requirements, deadlines, and opportunities. Generally, you should talk with the Co-op Coordinator at least one term before your preferred work term.
2. After talking with the Co-op Coordinator, please contact your supervisor to discuss applying for co-op opportunities. Your supervisor will have to approve your entry into the co-op system. Sometimes specific coursework may be recommended to you in order to make you more competitive for a co-op placement.
3. Once approved, the Co-op Coordinator or the Co-op Assistant will work with you to create an online co-op profile in order to apply for specific co-op opportunities.
4. Co-op often offers sessions on how to create a CV/resume, how to write a cover letter and how to be effective in interviews.

Appendix B - Ethics Review for Research

All HINF projects, theses and dissertations require consultation with the UVic Human Research Ethics Board (HREB). Link: <http://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php>

All students are required to complete the Tri-Council (TCPS 2) Tutorial Course on Research Ethics (CORE) prior to starting their research proposal. Link: <https://tcps2core.ca/welcome> Your supervisor may require that you complete the training prior to writing your research proposal, applying for grants or working on faculty research projects. When you complete your training, please send a copy of the TCPS 2 CORE certificate of completion to your supervisor and the Graduate Program Assistant (hisgrad@uvic.ca). A copy of the CORE certificate should be included in your proposal and final report.

What is the difference between consultation and review by the UVic HREB?

Consultation means you've contacted the HREB to ask if you will need an ethical review for your research. In a few very specific circumstances, informatics research does not require an ethical review. By consulting with the HREB, you will know whether or not your proposed research fits within one of those categories. Your supervisor can advise you if you should request a consultation or if you should just prepare for a review. You should always work closely with your supervisor when developing your ethics application.

You will want to have the consultation answer in writing if they determine that you don't need an ethical review. This written notice of their consultation answer should be forwarded to the Supervisor and Graduate Program Assistant (hisgrad@uvic.ca). **Without this documentation, your oral defense cannot be scheduled and if you needed ethical approval, but did not seek it prior to doing your work, all of the work may be invalidated and you may not be eligible for graduation.** If the HREB says that your research needs ethical review and approval, please talk with your supervisor for assistance in creating an ethics application for ethical review.

Do I need an ethics review for my project, thesis or dissertation?

Most student research needs some form of ethical review. Please consult with the HREB and your supervisor prior to conducting any research. If your research contains data on human subjects in any form, you fall within the purview of the HREB. This includes anonymized data or secondary analysis of publicly available datasets.

Your supervisor can assist you with putting together your ethics application. Completing the TCPS2 CORE training can be invaluable in helping you create the ethics application. Your supervisor and the Director need to approve your ethics application prior to submission. If you are using data collected in conjunction with a health authority or health ministry you may also need operational approval in addition to ethics approval.

Also note that as a UVic student, your research needs ethical approval from the UVic HREB regardless if it is conducted or based in a health authority. The UVic HREB has a harmonized review process with the BC health authorities and institutions (BC PREP) so you only need to create one application. Sometimes, employees of health authorities may be doing quality improvement work which as a function of their job does not require ethics review and approval. In your role as a student; however, you will need ethics review even if you would not normally need it as a health authority employee. You should always keep a copy of your ethics application with the signatures as proof of the step undertaken to seek ethics approval.

Once you receive ethics approval from the UVic HREB, please forward a copy to your supervisor and the Graduate Program Assistant (hisgrad@uvic.ca). **Without this documentation, your oral defense cannot be scheduled and if you needed ethical approval, but did not seek it prior to doing your work, all of the work may be invalidated and you may not be eligible for graduation.**

I just want to do a secondary data analysis of a de-identified, publicly available dataset, do I need Ethics Approval?

Yes, you still need Ethics Approval for your work. The first question to ask yourself is: Does my project involve humans or their data? If you have human data (opinions, observations, medical data, etc.) even if it's de-identified and/or publicly available, you need Ethics Approval before beginning your research.

Is Operational Approval the same thing as Ethics Approval?

The HREB conducts the review and approves research from a protection of human subjects' perspective. Operational approval is a different process used by many health organizations to assess the burden your research may create for their staff or patients. Obtaining ethics approval is not the same as obtaining operational approval. Your supervisor can provide guidance as to whether or not it is likely you will need Operational Approval for your research. If needed, this approval will need to be in place before you start your work.

If I'm doing research in more than one location or with other organizations, will my UVic HREB approval cover my entire project?

The UVic HREB offers a harmonized ethics review and approval process with the BC health authorities and institutions, which means you only need to prepare one ethics application. You must register with BC PREP in order to gain access to the system.

If you are working with health authorities outside of BC or other organizations, you may need to prepare multiple ethics applications. Please ask the HREB and your supervisor if this may be the case for your research. All of these must be approved before starting your research.

Why does it matter where the servers housing my data are located?

Privacy legislation affects the use of data servers located outside of Canada. You are encouraged to use services that store their data in Canada. Your supervisor can help you locate appropriate services. The location of data servers is a question that must be addressed in ethics applications.

How long do I need to retain my data after my study?

Typically, researchers will retain their data for at least 2-3 years post publication. Some funding agencies may have guidelines on how long to retain your data. Please check with your supervisor when writing this section of your ethics protocol.

Once I've got my ethics approval, do I need to do anything else before graduation?

If you need to make a change to your research methods, you will need to submit a modification request before implementing those changes.

Ethics approvals are valid for only one year. If you need more time to conduct your research, you will need to renew your protocol each year. If you've completed your research, but you haven't defended yet and your renewal is due, you should renew your ethics protocol.

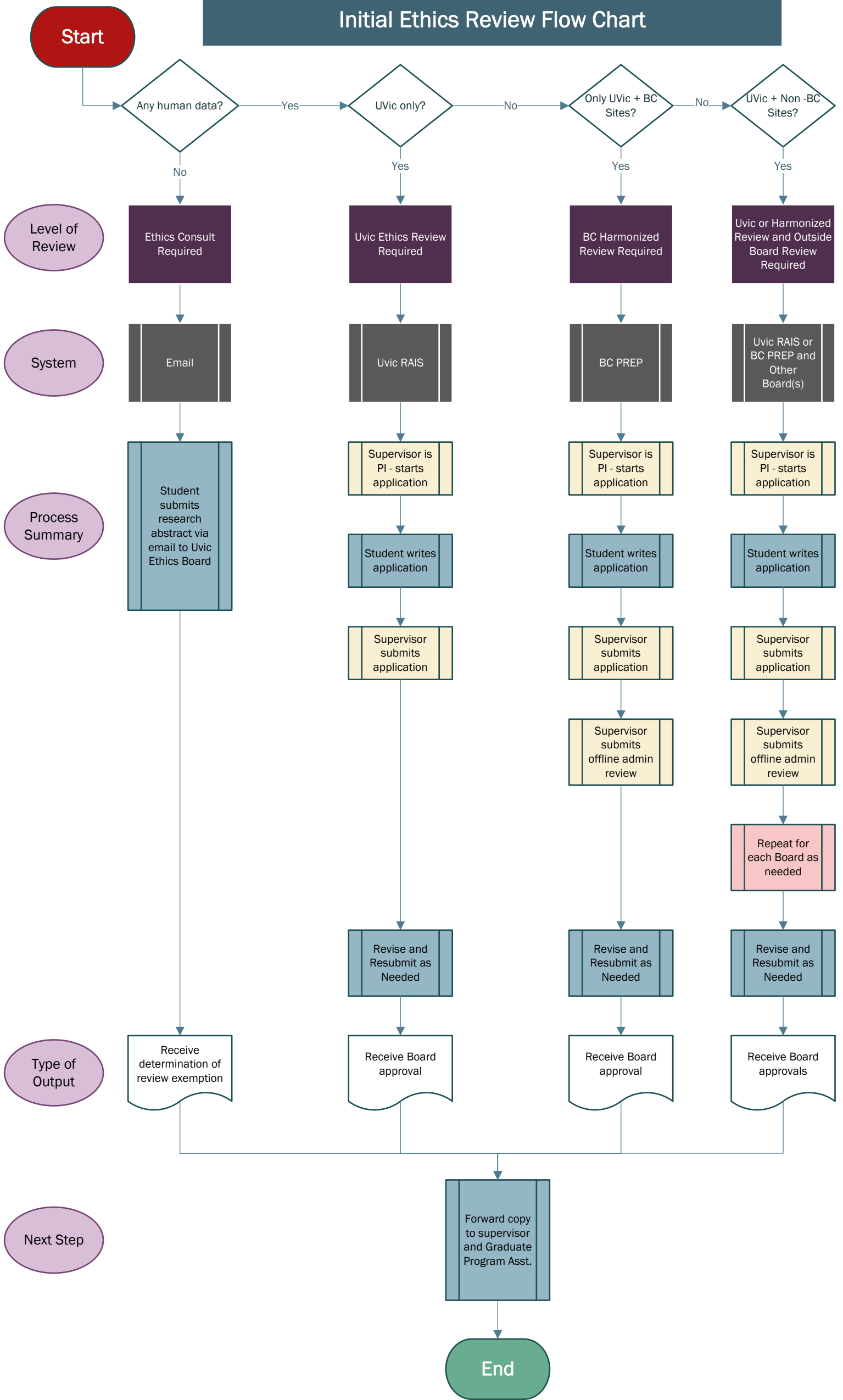
Helpful Links

The following flow chart provides a high-level overview of the processes in an initial ethics review. Please keep in mind for some types of review your supervisor will need to initiate the application before you can begin the application and your supervisor will be the one to submit the final application for review.

System	Link
Email	ethics@uvic.ca
UVic RAIS	https://www.uvic.ca/userais/
BC PREP (also known as UBC RISE)	https://researchethicsbc.ca/apply-for-ethics-review/

A copy of the offline administrative review form is included for use with the BC PREP review. This form is not needed for Ethics Consults (email) or for ethics applications in the UVic RAIS.

Initial Ethics Review Flow Chart





**Ink Signature Page Form for Provincial Research Ethics Platform (PREP)
Harmonized Study**

As UVic sign off is not electronically programmed into the PREP System, signatures must be obtained manually when the PI is a UVic faculty or when the PI is supervising a Principal Applicant who is a UVic Graduate Student.

Instructions

1. Fill in the Signature Page Form (it's a Word document) up to section D, and save on your computer.
2. Print a hard copy.
3. PI provides their ink signature and date (section D) on the hard copy of the Signature Page Form.
4. PI downloads a PDF of their PREP application form to email to their departmental signatory. *This allows the signatory to be aware of the study they are signing off.*
5. PI obtains the ink signature and date of their chair, director or dean (Section D) on the hard copy Signature Page Form.
6. Scan the completed Signature Page Form, and save the scan to your computer.
7. Upload the scanned Signature Page Form to your ethics application form as an appendix on the Provincial Research Ethics Platform.

Contact the Research Ethics Office if you have questions. 250-472-4545 ethics@uvic.ca

A. Principal Investigator (Must be a UVic Faculty Member)

If there is more than one Principal Investigator, provide their name(s) and contact information below in Section B, Other Investigator(s) & Research Team.

Last Name:

First Name:

Department/Faculty:

UVic Email:

Title/Position: (Must have a UVic appointment)

Faculty Adjunct or Sessional Faculty (Appointment start and end dates): _____

**B. Principal Applicant (Must be a registered student conducting the study for a UVic degree
(if applicable))**

Last Name:

First Name:

Department/Faculty:

UVic Email:

Undergraduate Masters Student Doctoral Student Post Doctoral

C. Project Information

Project Title:

D. Agreement and Signatures

Principal Investigator/Student Supervisor affirm that:

- *I have read the application and it is complete and accurate.*
- *The research will be conducted in accordance with the University of Victoria regulations, policies and procedures governing the ethical conduct of research involving human participants and all relevant sections of the TCPS 2.*
- *The conduct of the research will not commence until ethics approval has been granted.*
- *The researcher(s) will seek further HREB review if the research protocol is modified.*
- *Adequate supervision will be provided for students and/or staff.*

Signature

Print Name

Date

Chair, Director or Dean

(To be signed by the person to whom the PI, or student's supervisor reports, and must not be the same person as the PI or student's supervisor. The Research Ethics Office cannot accept applications with duplicate signatures)

I affirm that adequate research infrastructure is available for the conduct and completion of this research.

Signature

Print Name

Date

Appendix C - MSc to PhD Transfer Protocols

What is this option?

If you are currently enrolled in our MSc in Health Informatics program and already have a Master's degree in another field, you may apply for a transfer to the PhD program after satisfactory completion of *at least* 6 units (specified) and 2 terms in the MSc program. Your transfer application will be considered for PhD admission along with all other PhD applicants for the September entry point. To be eligible you need to meet all of the PhD application requirements (i.e. a graduate level statistics course, and GRE where appropriate).

Can I take any 6 units of credit?

No, the 6 units must include *at least* the following courses:

HINF 501	(1.5 units)	Database Design
HINF 503	(1.5 units)	Research Methods in Health Informatics
HINF 550	(1.5 units)	Health Information Systems Design
HINF 572	(1.5 units)	Health Informatics: An Overview

Depending on your background, additional coursework may also be required. You must meet all of the PhD admission requirements as well. If you are interested in this, you should work closely with your supervisor for course selection and follow the MSc program of study.

I'm currently a HINF MSc student, what should I do if I want to transfer to the PhD program?

You should talk with your Supervisor and the Graduate Advisor about your interest in transferring to the PhD program. You'll want to check to make sure you have at least the following courses (HINF 501, 503, 550, and 572) satisfactorily completed and have met all of the admission requirements for the PhD program. Your supervisor may make recommendations for additional coursework to make you more competitive for the PhD program.

What are the PhD admission requirements?

Link: <http://www.uvic.ca/hsd/hinf/graduate/phd/admissions/index.php>

Please make sure you have successfully completed a **graduate level statistics course** as this isn't necessarily a requirement for the MSc, but it is for entrance into the PhD program. You must meet all of the PhD admission requirements as well. Additionally, if you're an international student, make sure you have your GRE scores ready for submission as this is something required at the PhD level, but not the MSc level application. Your Supervisor and Graduate Advisor may have additional recommendations for you regarding coursework depending on your background.

What are the timelines for applying to the PhD program as a transfer from the MSc program?

We currently have only one PhD entry term per year in September. To join the next cohort, you should apply for the PhD program with the regular application deadline (December 1st). In your letter of intent, please specify which courses you've taken as part of the MSc program as well as any courses you are registered in for the following spring term. We will consider your application based on the work you have done and will be completing the following spring. Your application will be in competition with all the other applications for the PhD program. **Please note that admission into the MSc program does not guarantee admission into the PhD program.**

Example:

You start the MSc program in September 2018 and take two of your required courses. You are registered to take the remaining two courses in the Spring term and your supervisor has not recommended any additional coursework. You already have completed a graduate level statistics course in your first Master's program and you have your GRE scores ready to submit (if you're an international student). You can apply for the PhD

program for a September 2019 start (A December 1, 2018 application deadline). In your letter of intent, you would tell us that you are registered to take the remaining courses in the Spring. The faculty will meet in Spring term to make admission decisions.

Will the courses I take as a MSc student apply to my PhD program?

Yes, if accepted into the PhD program, the MSc courses will become part of your PhD program courses. In the PhD program, you have one 500 level course elective, one of the courses you took in the MSc may be used to fill that requirement.

If I'm in the MSc program with the intention of applying to transfer to the PhD program, what tuition and fees will I be paying?

While you are a MSc student you will pay tuition and fees at the MSc rate (see the current Graduate Calendar for the different tuition and fees for the On-Campus versus Distributed streams). If you are accepted into the PhD program, you will then be charged the PhD rate for your courses. This applies to all of the courses that you are taking as part of your PhD, including the ones you've taken as a MSc student in order to apply to the PhD program. If you paid a higher amount of tuition/fees as a MSc student, there is no refund for the difference. If you paid a lower amount of tuition/fees as a MSc student, the University will charge you for the difference. Please see the Graduate Calendar for more information. For more detail see link

<https://web.uvic.ca/calendar/grad/tuition/regulations.html.html>

Specific questions about your tuition and fees should be directed to Tuition Fees staff (<https://www.uvic.ca/vpfo/accounting/services/tuition/index.php>)

If I transfer to the PhD program, when does my PhD timeline ("clock") begin?

When you're accepted into the PhD program, your timeline will start from your entry into the MSc program. This means you will have 3 years to complete your PhD candidacy after your entry into the MSc and 7 years to complete your PhD program.

If I'm accepted into the PhD program in May, but PhD classes don't start until September, what should I do?

During this summer you may wish to work closely with your supervisor to further develop your PhD research question or work on a fall grant application. Many grant applications are due in late September and early October, so getting a start in the summer can really give you a head start.

If I'm in the MSc program, will I get special recognition or preference over other PhD applicants who are not in the MSc program?

We review all applications at the same time and in competition with one another. MSc students applying to transfer to the PhD program will be given the same consideration as all other PhD program applicants.

Checklist for MSc Students Applying for PhD Transfer

1. Talked to my Supervisor and Graduate advisor about transfer
2. HINF 501 (completed or registered)
3. HINF 503 (completed or registered)
4. HINF 550 (completed or registered)
5. HINF 572 (completed or registered)
6. Any other coursework recommended by my supervisor (completed or registered)
7. A graduate level statistics course (completed)
8. GRE scores for international students
9. Updated references
10. Updated CV
11. Updated transcripts
12. Updated letter of intent

Appendix D – Graduate Student Funding

Where can I find funding sources?

The following are links to internal and external funding sources available for HINF students

- [School of Health Information Science - Awards and Scholarships](#)
- [Graduate Studies - Financial Aid and Funding](#)
- [Graduate Studies - UVic Awards and Fellowships](#)
- [Graduate Studies - External Awards and Fellowships](#)

What are the criteria for selection for HINF Donor Awards (other than graduate funding allocations)?

Eligibility for internal Donor Awards are posted on the School website with each award. Instructions for how to apply are also included. <https://www.uvic.ca/hsd/hinf/graduate/finance/awards/index.php>

How do I receive and retain my graduate student funding?

You must comply with the terms and conditions that are defined for a given award. Failure to comply with the terms of agreement will result in the termination of the award even after it is granted. More information may be found at: <https://www.uvic.ca/graduatestudies/finances/home/retainfunding/index.php>

Appendix E - Review of Student Progress

How often will my progress in the program be formally reviewed?

Your progress will be reviewed at least annually by your committee. You will be asked to submit your materials in advance and your committee will meet with you to discuss your progress and provide a written summary.

How will my progress be assessed?

Your supervisor and committee will assess your progress in several different areas: 1. Substantive communication with your supervisor and committee; 2. Coursework progress; 3. Project/Thesis/Dissertation Proposal progress; 4. Ethics and Operational approval progress; 5. Research progress; 6. Report/Thesis/Dissertation writing progress

What materials do I need to put together for my annual review?

Until the Faculty of Graduate Studies has a website for you to submit your materials, we will use a HINF process for the annual review. Please combine the following information into a single PDF file in the order listed below and send to your supervisor and committee members.

1. Annual Review Checklist form
2. Current CV
3. Current CAPP report
4. TCPS 2 CORE Ethics Training Certificate (Done by Year 2)
5. Ethics Consult (Done by Year 2) or Ethics Approval (Done by Year 3)
6. Operational Approval (as needed)

What are the expected milestones or goals of each annual review?

The milestones for each review vary depending on what program and year you are in. Please refer to the Expected Milestones for Student Progress table in this handbook

What are the criteria for acceptable annual progress?

Generally, your annual progress is considered acceptable if you have met 75% or more of the key and annual milestones listed for a given year by the time of the review.

How will I know the results of my annual progress review?

Your committee will provide a written summary to you

What types of recommendations might be made as a result of an annual progress review?

The recommendation from the supervisory committee will be either meets expectations, marginal or unsatisfactory

What are the criteria that would trigger an additional assessment beyond the annual review?

If your review received an unsatisfactory assessment then your supervisor and/or committee will work with you to put in place a remedial plan with a follow-up review to be done not less than 8 weeks apart

If I have additional progress assessments, how do I update my committee on my work and research?

If you have a remedial plan in place due to a prior unsatisfactory assessment, then you can request a follow-up assessment by your supervisor and/or committee not less than 8 weeks apart to determine if satisfactory progress has been made

What will happen if I have sustained unsatisfactory performance?

If you have two or more unsatisfactory progress on formal assessments not less than 8 weeks apart, you may be asked to withdraw from the program

Where can I find the annual review form?

While you can always ask your supervisor, the Graduate Advisor or the Graduate Program Assistant, the fastest way to find another copy is on the HINF web site under Academic Policies in the Graduate Section (<https://www.uvic.ca/hsd/hinf/graduate/academic-policies/index.php>)

I'm not sure how to fill out a part of the form. Who do I ask about it?

You can ask your supervisor or you can ask the Graduate Advisor.

What is a CV?

A CV or Curriculum Vitae is an academic resume. If you haven't created one, you can find a template at: https://www.uvic.ca/coopandcareer/assets/docs/student-docs/curriculum-material/apply-for-jobs/cvs/CV_template.pdf

How do I access my CAPP report?

A CAPP report is also called a degree evaluation report. You can find it on "My Page".

How do I put all of these individual documents into a single document?

The easiest way is to combine them as 1 PDF file. Sample instructions may be found here: <https://acrobat.adobe.com/ca/en/acrobat/how-to/merge-combine-pdf-files-online.html>

Annual Review Checklist - PhD

Student Name		Overall Progress Level in This Review	
Degree Program/Entry Term		Received Student Self-Assessment Date	
Supervisor		Committee Review Date	
Committee Members		Committee Report Sent to Student Date	
Research Project/Thesis/Dissertation		Feedback Meeting Date if Requested	

<i>Time</i>	<i>Milestones</i>	<i>Student Assessment Met/Unmet/NA</i>	<i>Faculty Assessment % Met</i>
Key Milestones Each Year	• Meet with supervisor twice per term (GSP 5.9d)		
	• Meet with committee once per year (GSP 5.9e)		
	• Review CAPP report at least once per term		
	• B or better in all coursework		
	• Submit annual progress report (GSP 5.9d)		
Year 1	• Make arrangements for supervision (GSP 5.7b)		
	• Explore & write up feasible research topic/questions		
	• Complete TCPS 2 CORE Ethics training		
	• Course work in progress		
Year 2	• Complete all course requirements		
	• Pass candidacy exam within 36 months of entry		
	• Confirm feasible research topics/questions		
	• Submit dissertation proposal draft for review (after candidacy)		
Year 3	• Obtain dissertation proposal approval		
	• Obtain Ethics consult (if no human data, after passing candidacy)		
	• Obtain Ethics/Operational approvals (as needed)		
	• Conduct research for dissertation after approval		
Year 4	• Complete research for dissertation		
	• Submit draft dissertation for review		
Year 5	• Submit final draft of dissertation for review		
	• Confirm external examiner		
Year 6	• Submit final draft of dissertation for committee approval		
	• Submit oral exam request to FGS after committee approval of final dissertation draft		
	• Complete oral defense for dissertation		
	• Revise dissertation as needed and submit final copy to FGS as needed, and complete paper work for graduation		
Year 7	• Maximum program length (FGS Calendar 17-18, p 149)		

Please send final annual review with supporting documents to Sandra (hisgrad@uvic.ca)

Student Comments	Faculty Comments

Expectations and Goals for Next Review

The following criteria will be applied to review the progress of the graduate student:

1. An overall determination of whether the progress is **Meets Expectations, Marginal** or **Unsatisfactory** (GSP 5.11d, p10)
 - Students may receive the Meets Expectations designation when >75% of key **AND** annual milestones are met
 - Students may receive the Marginal designation when 50-75% of key **OR** annual milestones are met
 - Students may receive the Unsatisfactory designation when less than 50% of key **OR** annual milestones are met
2. Completion of the **milestones for each year** is based on the student's program and stage at the time of the annual review. If a student has not yet met an expectation at the time of the review, but has plans to complete it prior to the start of the new academic year, that milestone will be considered unmet for purposes of the review.

Marginal or Unsatisfactory Progress

Graduate students with a marginal rating should work with their Supervisor and/or Committee to develop a work plan to meet progress expectations by the next annual review. Students who fail to meet expectations for a second consecutive review will be given an Unsatisfactory rating.

Graduate students with an unsatisfactory rating are to work their Supervisor and/or Committee to put in place a remedial plan with a follow-up review to be done not less than 8 weeks apart to determine if satisfactory progress has been made (GSP 5.11g, p11). In the case of two or more determinations of unsatisfactory progress on formal assessments not less than 8 weeks apart, the Supervisor may request the Graduate Advisor to make application to Dean of Graduate Studies to withdraw the student for *'failure to meet academic standards'* (GSP 5.11g, p11)

Annual Review Checklist - MSc

Student Name		Overall Progress Level in This Review	
Degree Program/Entry Term		Received Student Self-Assessment Date	
Supervisor		Committee Review Date	
Committee Members		Committee Report Sent to Student Date	
Research Project/Thesis/Dissertation		Feedback Meeting Date if Requested	

<i>Time</i>	<i>Milestones</i>	<i>Student Assessment Met/Unmet/NA</i>	<i>Faculty Assessment % Met</i>
Key Milestones Each Year	• Meet with supervisor twice per term (GSP 5.9d)		
	• Meet with committee once per year (GSP 5.9e)		
	• Review CAPP report at least once per term		
	• B or better in all coursework		
	• Submit annual progress report (GSP 5.9d)		
Year 1	• Make arrangements for supervision (GSP 5.7b)		
	• Course work in progress		
Year 2	• Complete all course requirements		
	• Complete TCPS 2 CORE Ethics training		
	• Confirm feasible research topic		
	• Submit project/thesis proposal draft for review		
Year 3	• Obtain project/thesis proposal approval		
	• Obtain Ethics consult (if no human data)		
	• Obtain Ethics/Operational approvals (as needed)		
	• Conduct research for project/thesis after approval		
Year 4	• Complete research for project/thesis		
	• Submit draft project report/thesis for review		
	• Finalize draft project report/thesis		
	• Schedule and submit paperwork for oral exam		
	• Complete oral exam after approval of final project report/thesis draft		
	• Revise project report/thesis and submit final copy to FGS as needed, and complete paper work for graduation		
Year 5	• Maximum program length (FGS Calendar 17-18, p 149)		

Student Comments	Faculty Comments

Please send final annual review with supporting documents to Sandra (hisgrad@uvic.ca)

Expectations and Goals for Next Review

The following criteria will be applied to review the progress of the graduate student:

1. An overall determination of whether the progress is **Meets Expectations, Marginal** or **Unsatisfactory** (GSP 5.11d, p10)
 - Students may receive the Meets Expectations designation when >75% of key **AND** annual milestones are met
 - Students may receive the Marginal designation when 50-75% of key **OR** annual milestones are met
 - Students may receive the Unsatisfactory designation when less than 50% of key **OR** annual milestones are met
2. Completion of the **milestones for each year** is based on the student's program and stage at the time of the annual review. If a student has not yet met an expectation at the time of the review, but has plans to complete it prior to the start of the new academic year, that milestone will be considered unmet for purposes of the review.

Marginal or Unsatisfactory Progress

Graduate students with a marginal rating should work with their Supervisor and/or Committee to develop a work plan to meet progress expectations by the next annual review. Students who fail to meet expectations for a second consecutive review will be given an Unsatisfactory rating.

Graduate students with an unsatisfactory rating are to work their Supervisor and/or Committee to put in place a remedial plan with a follow-up review to be done not less than 8 weeks apart to determine if satisfactory progress has been made (GSP 5.11g, p11). In the case of two or more determinations of unsatisfactory progress on formal assessments not less than 8 weeks apart, the Supervisor may request the Graduate Advisor to make application to Dean of Graduate Studies to withdraw the student for '*failure to meet academic standards*' (GSP 5.11g, p11)

HINF DISSERTATION GUIDELINES FOR PUBLICATION-BASED FORMAT DISSERTATIONS

The faculty of the School of Health Information Science will accept two formats for PhD dissertations: traditional and “publication-based.”

The PhD dissertation:

must embody original work and constitute a significant contribution to knowledge in the candidate’s field of study. It should contain broad knowledge of the relevant literature, and should demonstrate a critical understanding of the works of scholars closely related to the subject of the dissertation. Material embodied in the dissertation should, in the opinion of scholars in the field, merit publication. (UVIC Graduate Studies Calendar, 2019, p.31)

At the final oral examination, the doctoral candidate is responsible for the entire content of the dissertation. This includes those portions of co-authored papers if they comprise part of the dissertation.

Traditional Dissertation Format

The traditional thesis is a structured research dissertation consisting of five to seven chapters depending on the type of research. References and formatting should be done according to the APA 6th edition or Vancouver style guidelines. Templates for this style of dissertation may be found at the Faculty of Graduate Studies website. Students with questions about the traditional format should consult with their supervisor and committee for assistance.

Publication-based Dissertation Format

This style of PhD dissertation is a curated, relevant collection of a student’s research publications related to the student’s stated research objectives, questions and hypotheses. At other schools, this style of dissertation may be referred to as “stapled” or “paper-based”. This document will provide the HINF criteria for a publication-based dissertation. Students choosing a publication-based dissertation format should use the criteria below in organizing their dissertation and seek guidance from their supervisor and committee as needed.

What is a publication-based dissertation format?

A publication-based dissertation consists of a set of student publications related to their research objectives and a narrative describing the relationship between the papers and between the papers and the research objectives. The publication-based dissertation should also include a description of the student’s contribution to each publication.

Traditional Dissertation Format	Publication-based Dissertation Format
<p>Introduction —Sets the boundaries of the study, determines prevalence of the problem or issue, and establishes the context and significance of the thesis and the expected contribution to knowledge.</p>	<p>Introduction/Foreword—The foreword could include an introduction of the scholarly work, review of the literature, discussion of relevant theory and conceptualization of the methodology. It sets the boundaries of the research, determines prevalence of the problem or issue, and establishes the context and significance of the dissertation and its expected contribution to knowledge.</p>
<p>Background or Review of the Literature— Reviews, critiques, and synthesizes previous research; identifies areas needing further research (the gaps); justifies the need for the study, establishes the aims of the study.</p>	<p>Collection Narrative – Presents the research objectives, questions and hypotheses for the <i>entire</i> research project; describes how the papers are related to the original research objectives of the student’s research and describe how the papers are related to each other; discusses <i>overall</i> findings of the research project</p>
<p>Methodology—Describes the philosophical and theoretical underpinnings; research design; limitations of the method; procedures for recruitment, data collection and analysis; ethical issues.</p>	<p>Manuscripts— The dissertation will include a minimum of three peer-reviewed journal papers or a combination of two peer-reviewed journal papers and two peer-reviewed, full-length conference papers (manuscripts) completed during the student’s PhD studies. At least 2 of the peer reviewed journal articles must be “in press” or “accepted for publication” or published. Any additional peer reviewed journal articles may be “submitted for review” or “in press” or “published”. It is expected that the student is the first author on each publication included.</p>
<p>Results/Findings — Presents and elucidates the findings. May be 1-3 chapters.</p>	<p>Contribution Narrative – Describes the student’s role and effort in the research and writing of each publication; describes role and contribution of co-authors including committee members. Permission of the copyright holder must be obtained and documented in order for published material to be included in the dissertation</p>
<p>Discussion—Discusses research findings in relation to literature, highlighting points of concordance and divergence and the significant contribution to knowledge.</p>	<p>Afterword (Summary and Conclusion)— The afterword (or final chapter) includes a synthesis of the work and a discussion of implications. May include recommendations for practice, research policy, and education, plus concluding statements. This chapter should outline future research questions and gaps in current knowledge and the significant contribution to knowledge arising from the work.</p>
<p>Conclusion—Discusses the limitations of the study; recommendations for practice, research, and education; presents a summary of whole project and concluding statements.</p>	
<p>References</p>	<p>References</p>
<p>Appendices</p>	<p>Appendices</p>

What are the criteria for a HINF publication-based dissertation format?

Students may exceed the criteria listed here, but must meet at least these criteria to be considered for an oral defense.

1. Research publications
 - a. The included publications should represent the student's original work in addressing the research objectives set out at the beginning of the research project. Only papers completed during the PhD program will be considered for inclusion.
 - b. The student should be the first author on all included research publications and list committee members as co-authors where appropriate. International standards for authorship apply.
 - c. Prior to submission of any research publication, the student will have the committee review and approve the manuscript for submission.
 - d. If a student wishes to submit a manuscript to a journal or conference not on the recommended list, they should receive committee approval prior to submission. Journal articles and conference papers submitted to journals or conferences not on the recommended list and not having prior approval may not be included in the publication-based dissertation.
 - e. At a minimum contain 3 peer reviewed journal articles, or 2 peer reviewed journal articles (full length) along with at least 2 peer reviewed conference papers (full length) from the recommended journal and conference lists. At least 2 of the peer reviewed journal articles must be "in press" or "accepted for publication" or published. Any additional peer reviewed journal articles may be submitted for review or in press or published. Peer reviewed conference papers may be under review, in press or published. Documentation of publication status should be included in an appendix for each paper.
2. Contribution narrative
 - a. Each included publication should include a description of the student's role and effort in the research and writing of that publication.
 - b. The role and contribution of co-authors including committee members should be described.
3. Collection narrative
 - a. The collection narrative will present the research objectives, questions and hypotheses for the entire research project.
 - b. The collection narrative which describes how the papers are related to the original research objectives of the student's research and describe how the papers are related to each other.
 - c. All the research objectives should be represented by the publications included in the collection.
 - d. Additional research not related to the research objectives, while interesting, should not be included as part of the collection and not described.
 - e. Discussion of the overall findings of the research project and implications for the field and future research

Outline for a Publication-based Dissertation

Publications should be in the publication's required format, but the overall dissertation should be in the APA 6th edition format or Vancouver style as outlined in the School of Health Information Science Policy.

1. Title page (see traditional dissertation format)
2. Supervisory Committee page (see traditional dissertation format)
3. Abstract (see traditional dissertation format, abstract should represent the collection narrative)
4. Table of Contents (see traditional dissertation format)

- 4.1. Any additional tables or figures may be included in appendices
- 4.2. References will be included within each manuscript. References contained in the collection narrative should appear directly following the narrative and use APA 6th edition or Vancouver style for formatting.
5. Acknowledgements (see traditional dissertation format)
6. Dedication (see traditional dissertation format)
7. Chapters will be labeled by publication and narratives.
 - 7.1. Chapter 1 – Collection Narrative
 - 7.1.1. Research objectives, questions, hypothesis
 - 7.1.2. Relationship of papers to the research objectives, questions, hypotheses
 - 7.1.3. Relationships of the papers to each other
 - 7.1.4. Discussion of the overall findings of the research project and implications for the field and future research
 - 7.1.5. Reference List (as needed), APA 6th edition or Vancouver style format for references outside of the included publications
 - 7.2. Chapter 2 – 1st manuscript
 - 7.3. Chapter 3 – 2nd manuscript
 - 7.4. Chapter 4 – 3rd manuscript
 - 7.5. Additional chapters as needed
8. Appendices
 - 8.1. A. Ethics Review and Approval Letter(s)
 - 8.2. B. Operational Review and Approval Letter(s) (if required)
 - 8.3. C. Contribution narratives for each included publication
 - 8.4. D. Publication status documentation for each included publication
 - 8.5. E. Any supplemental materials (such as original instruments) and/or data

Examples of Recommended Journals

- Applied Clinical Informatics
- Artificial Intelligence in Medicine
- BMC Medical Informatics and Decision Making
- CIN – Computers, Informatics, Nursing
- Computers in Biology and Medicine
- Digital Health
- Health Informatics Journal
- IEEE Journal of Biomedical and Health Informatics
- Informatics for Health and Social Care
- International Journal of Medical Informatics
- Journal of the American Medical Informatics Association (JAMIA)
- Journal of Biomedical Informatics
- Journal of Health Informatics and Management
- Journal of Innovation in Health Informatics
- Journal of Medical Internet Research (and related sister journals)
- Journal of Telemedicine and Telecare
- Methods of Information in Medicine
- Open Journal of Medical Informatics
- Smart Health
- The Lancet Digital Health

Your committee may have other recommendations regarding appropriate journals for your publications including methodology specific journals. You should check with your committee prior to submitting any manuscripts.

Examples of Recommended Conferences

- American Medical Informatics Association Fall Symposium
- IEEE Engineering in Medicine and Biology Society
- Medical Informatics Europe
- MEDINFO
- ITCH (University of Victoria)
- Nursing Informatics (NI) XXXX

Your committee may have other recommendations regarding appropriate conferences for your publications. You should check with your committee prior to submitting any papers.

Appendix G – Graduate Certificate in Health Terminology Standards- FAQs

If I'm accepted into the Graduate Certificate Program, can I just continue on to the MSc program if I want?

Acceptance and completion of the certificate program is not an admission offer to our other graduate programs. If you'd like to continue your studies after finishing your certificate, you may apply to one of our graduate programs separately.

Will the courses that I take for the certificate program count towards my MSc or PhD degree?

Yes, if you are currently a Health Information Science MSc or PhD student, courses taken concurrently as part of the certificate program can count towards completion of your UVic HINF Masters or PhD program.

Yes, if you complete the certificate, then apply and are accepted into our HINF MSc or PhD program, courses taken as part of the certificate can be counted towards your completion of your HINF MSc or PhD.

If I'm already a HINF MSc or PhD student, can I take the courses in the certificate program first and then decide later if I want the certificate?

No, in order to receive the certificate, you must apply and be accepted into the certificate program prior to taking the courses. We are not allowed to retroactively award the certificate.

For our current students, who have already taken HINF 535 before the certificate program commenced in September 2018, you may still apply for the certificate program and we will count your HINF 535 credit towards the certificate program.

I'm a current HINF MSc or PhD student, will I have separate tuition and fees for the certificate program?

Yes, there is a one-time program fee in addition to the tuition and fees you are currently paying for your MSc or PhD program.

I'm a distributed MSc student and required to attend a workshop for my MSc. Will attending HINF 537 count towards my workshop requirement for my MSc?

No, the HINF 537 workshop course only counts towards the certificate program requirements. It will not fulfill the workshop requirements of the distributed stream MSc.

Do I need to complete the courses in order?

Courses for the certificate program are not offered more frequently than once a year. If you miss a course in the sequence, you will have to wait until the next time the course is offered in order to finish your certificate and any other remaining courses with pre-requisites.

Can my HINF 597 Field Project be with my current employer?

You are encouraged to complete your HINF 597 Field Project, as a project that is a value to your career (and potentially to an employer), but you need to talk with the course instructor early in the planning stages.

Is the Field Project a Co-op?

No, the field project is a capstone project that is graded by the course instructor. While it is practice-based, it is not the same as a co-op work experience.

How is the Field Project (HINF 597) different than my Research Project (HINF 598)?

HINF 597 is different from HINF 598 in that it is 1.5 units instead of 3.0 units. As such, projects in HINF 597 are smaller in scope with the expectation that they can be done in 4 months. The project should also be practice oriented aiming to address a terminology-related issue or need in an organization.

What are some examples of Field Projects (HINF 597)?

All HINF 597 field projects will involve terminologies in some way. Examples may include: literature review, adoption strategy, interface design, subset creation, quality assurance, EHR integration and post-adoption evaluation.

Is this program accredited? Am I eligible for certification after this program?

Graduates of our School's Certificate in Health Terminology Standards program are to eligible to apply for terminology standards certification by the Canadian College of Health Information Management to become a Certified Terminology Standards Specialist. <https://www.echima.ca/college/certification/ctss/>

Appendix H – List of UVic Forms

Graduate Studies Forms (all): <https://www.uvic.ca/graduatestudies/home/home/forms/index.php>

Graduate course change: <https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/coursechangeform.pdf>

Graduate Academic Concession:

<https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Graduate%20Academic%20Concession%20Form.pdf>

Reregistration form - <https://www.uvic.ca/graduatestudies/admissions/registration/reregistration/>

Program update: https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Program_update_form.pdf

Request for program extension:

<https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Extension%20Request%20Form%20Program.v1.aym.Oct13.pdf>

Non-Thesis oral examination checklist: https://www.uvic.ca/graduatestudies/assets/docs/docs/Non-thesis%20oral%20exams_checklist.pdf

Request for final oral examination (ROE)- Master's:

<https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request%20for%20Oral%20Examination%20-%20Masters.pdf>

Request for oral examination (ROE)- Doctoral -

<https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request%20for%20Oral%20Examination%20-%20Doctoral.pdf>

Withholding form thesis/dissertation:

<https://www.uvic.ca/graduatestudies/assets/docs/docs/Withholdingform.pdf>

Request Candidacy extension:

<https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Extension%20Request%20Form%20Candidacy.v1.aym.Oct13.pdf>

Travel Grant: https://www.uvic.ca/graduatestudies/finances/financialaid/travel/travel-grant-application_regs_fillable.pdf

Pro Forma proposal (Directed Studies):

<https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/ProFormaregform.pdf>

HINF CANDIDACY EXAM – FOR STUDENTS ADMITTED AFTER MAY 2020

Candidacy Exam Requirements:

Students must demonstrate essential in-depth knowledge in health informatics. Assessment of a student's research ability will be determined by the successful completion of [HINF 693](#) Candidacy Exam. As part of the candidacy exam, students will be required to submit two papers to their supervisory committee for assessment in a topic area of the committee's choice. Both papers will be in response to specific questions posed by the student's supervisory committee. The committee will determine the number of questions for each paper. One paper will focus on theory and the other will focus on methods. The papers should exhibit an in-depth knowledge of the topic area.

Students will submit their first paper their committee for a preliminary review. Students will receive written feedback from their committee within 20 business days. Feedback will include whether or not the paper is of PhD level quality. Students should revise the paper if they wish prior to submitting it with the second paper for their candidacy exam.

Once the student submits both papers to their committee for assessment, an oral examination will be scheduled (normally within 20-30 business days). The supervisory committee will choose a Chair from HINF full faculty members (not adjunct), who are external to the committee for the candidacy exam to make sure examination procedures are followed. The student will give a 15-minute (total time) talk on their papers. Following the presentation, there will be two rounds of questions. The first round will be focused on questions on the papers. A second question round will be focused on specific questions from the committee on the selected topic area.

The purpose of the candidacy examination is to confirm that the student:

- understands the research problem;
is aware of the advanced literature in Health Informatics in the area of his or her specific research
- topics;
- has demonstrated capability to conduct the research;
- has a realistic research plan and schedule;
- is of PhD calibre.

Students will be evaluated and assigned a Pass/Fail for [HINF 693](#) and will have two opportunities to pass each component of the candidacy exam (papers and oral exam). The second attempt to pass the Candidacy Exam must be made within three months of the first attempt. Students who fail to successfully complete the candidacy requirement after the second attempt will be required to leave the program. Results of the candidacy exam will be sent to the Graduate Secretary (hisgrad@uvic.ca) for the student's file.

In the rare event that a faculty member is unable to attend in person or virtually, the member is expected to provide questions for the examination and is responsible for finding a proxy to attend the examination and ask the questions of the student. The proxy must be a member of the Faculty of Graduate Studies. It is advisable that the proxy have some substantive knowledge of the area or be knowledgeable in the research methodology. The proxy is expected to assess the student's responses; however, the proxy does not vote on the outcome of the examination. The proxy does not replace the absent member, but merely represents the absent member at the examination.

HINF CANDIDACY EXAM – FOR STUDENTS ADMITTED BETWEEN SEPTEMBER 2016 – MAY 2020

Students must demonstrate essential in-depth knowledge in health informatics. Assessment of a student's research ability will be determined by the successful completion of [HINF 693](#) Candidacy Exam. As part of the candidacy exam, students will be required to submit a Major Area Paper with the topic to be determined by the supervisory committee. The major area paper should exhibit an in-depth knowledge of the topic area. The supervisory committee will assess the major area paper and oral presentation of the major area paper.

In the event that a faculty member is unable to attend in person or virtually, the member is expected to provide questions for the examination and is responsible for finding a proxy to attend the examination and ask the questions of the student. The proxy must be a member of the Faculty of Graduate Studies. It is advisable that the proxy have some substantive knowledge of the area or be knowledgeable in the research methodology. The proxy is expected to assess the student's responses, however the proxy does not vote on the outcome of the examination. The proxy does not replace the absent member, but merely represents the absent member at the examination.

The purpose of the candidacy examination is to confirm that the student:

- understands the research problem;
is aware of the advanced literature in Health Informatics in the area of his or her specific research topics;
- has demonstrated capability to conduct the research;
- has a realistic research plan and schedule;
- is of PhD calibre.

Students will be evaluated and assigned a Pass/Fail for [HINF 693](#) and will have two opportunities to pass each component of the candidacy exam (major area paper and oral exam). The second attempt to pass the Candidacy Exam must be made within three months of the first attempt. Students who fail to successfully complete the candidacy requirement after the second attempt will be required to leave the program. Results of the candidacy exam will be sent to the Graduate Secretary (hisgrad@uvic.ca) for the student's file.

HINF CANDIDACY EXAM – FOR STUDENTS ADMITTED BETWEEN SEPTEMBER 2014 – MAY 2016

Students must demonstrate essential breadth and in-depth knowledge in health informatics. Assessment of a student's research ability will be determined by the successful completion of [HINF 693](#) Candidacy Exam at the end of the third term or 12 months of the PhD program. As part of the candidacy exam, students will be required to submit a written report, normally between 30-50 pages, which forms the preliminary thesis proposal. The supervisory committee will assess the preliminary thesis proposal and oral presentation of the proposal.

The purpose of the candidacy examination is to confirm that the student:

- understands the research problem;
is aware of the advanced literature in Health Informatics in the area of his or her specific research topics;
- has demonstrated capability to conduct the research;

- has a realistic research plan and schedule;
- is of PhD calibre.

Students will be evaluated and assigned a Pass/Fail for [HINF 693](#) and will have two opportunities to pass each component of the candidacy exam (preliminary thesis proposal and oral exam). The second attempt to pass the Candidacy Exam must be made within three months of the first attempt. Students who fail to successfully complete the candidacy requirement after the second attempt will be required to leave the program. Results of the candidacy exam will be sent to the Graduate Secretary (hisgrad@uvic.ca) for the student's file.

Once the student successfully completes the candidacy requirement, they will work extensively with their supervisory committee to prepare a full dissertation proposal, typically within 6 months. As soon as the supervisory committee and student are satisfied that the dissertation proposal meets the standards of the Faculty of Graduate Studies and the School of Health Information Science, the student will apply for ethics approval or ethics waiver and begin dissertation research.
