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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 done in a more informal manner between the Supervisor and the student.
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

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<thead>
<tr>
<th>HINF</th>
<th>Name</th>
<th>Telephone</th>
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<tbody>
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<tr>
<td>Student Representative</td>
<td>TBA</td>
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<thead>
<tr>
<th>NUHI Double Degree (MN+MSc)</th>
<th>Name</th>
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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://web.uvic.ca/calendar/grad/programs/hinf/program-requirements.html#

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.

Master of Science (MSc) in Health Informatics On-Campus Stream (16.5 units)
https://web.uvic.ca/calendar/grad/programs/hinf/program-requirements.html#

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://web.uvic.ca/calendar/grad/programs/hinf/program-requirements.html#

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://web.uvic.ca/calendar/grad/programs/hinf/program-requirements.html#

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 Program Coordinator (nurSCOOR@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 info and how-to-apply link https://www.uvic.ca/hsd/nursing/graduate/double-degree/index.php

PhD in Health Informatics (39 units)

https://web.uvic.ca/calendar/grad/programs/hinf/program-requirements.html#

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.

PhD by Special Arrangement (Admissions prior to Fall 2014)

If you are in the PhD by Special Arrangement program (admission prior to Fall 2014), please consult with your supervisor regarding your program of study. This program requires a candidacy exam, dissertation and oral defense. You have a maximum of seven years from the time of entry to complete the PhD by Special Arrangement program.

Graduate Program Requirements

Note that graduate program requirements may change over time. To find out your specific program requirements you should use the Graduate Calendar entry for the year and term (i.e. month) when you first began your studies. If the program requirements changed after you started your studies, then you have the option of staying with your original program or request to switch to the new requirements.

Current Graduate Calendar link  http://web.uvic.ca/calendar

REGISTRATION

Current Graduate Calendar link - Registration  https://web.uvic.ca/calendar/grad/registration/index.html

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 course work, 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://web.uvic.ca/calendar/grad/registration/eligibility.html](https://web.uvic.ca/calendar/grad/registration/eligibility.html); also see Academic Year Important Dates link - [https://web.uvic.ca/calendar/general/dates.html](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://web.uvic.ca/calendar/grad/registration/drop-deadlines.html](https://web.uvic.ca/calendar/grad/registration/drop-deadlines.html)

**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://web.uvic.ca/calendar/grad/registration/leaves.html](https://web.uvic.ca/calendar/grad/registration/leaves.html)

You should only request leave of absence when necessary, and not see it as a means of tuition break. 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://web.uvic.ca/calendar/grad/registration/audit.html](https://web.uvic.ca/calendar/grad/registration/audit.html)

**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://web.uvic.ca/calendar/grad/registration/time-limits.html#

**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/graduates/studies/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. Until you find a Supervisor, 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 “Research and supervisors” page on the Faculty of Graduate Studies website https://www.uvic.ca/graduates/studies/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.

For more detail, see “Graduate Studies Committees, Advisors, and Supervisors” page on the Faculty of Graduate Studies website https://web.uvic.ca/calendar/grad/admissions/committees.html#
EXPECTED TIMELINES FOR PROGRAM COMPLETION

Expected Completion timelines for MSc Students

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

Expected 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

Course Work 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.

In-person Workshop
If you are enrolled in the Distributed MSc stream, then you are required to attend the in-person workshop once in Victoria that is offered in the Summer term (usually May) every year. Two elective HINF courses are offered during this workshop over a two-week period. Each course is 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/gradestudies/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/gradestudies/assets/docs/docs/thesis/thesis-guide-2007.pdf

Course on Research Ethics (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 http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/ . 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 certificate of completion to the Graduate Program Assistant and your supervisor. For more detail, see link - http://www.pre.ethics.gc.ca/eng/index/

**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 completed the study, 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. 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
   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
3. You need to work with your Supervisor to determine if your project/thesis needs full ethics approval or exemption – see https://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php
4. You need to have both the proposal and ethics approved by the Supervisor and/or Committee before you can start work
5. You should meet with the Supervisor regularly to update him/her with the progress
6. Once the field work is done you need to write up the 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
7. 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)
8. 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 should contact the Graduate Program Assistant for help to prepare and submit the Request for Oral Exam
   b. 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%20Examinati on%20-%20Masters.pdf
9. If you are doing a MSc thesis then you need to work with your Supervisor to find an external examiner outside of the School to take part in the oral exam.
10. 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
11. If you pass the oral exam then FGS is notified and you can apply to graduate - https://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/index.php

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

12. You need a Supervisory Committee made up of the Supervisor and two Committee members
   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
   d. for 3rd 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
13. You need to complete CORE ethics training within the first year of your studies
14. You need to work with your Supervisory Committee to decide on a research topic/area where you can write a substantive paper to demonstrate your competency in preparation for the candidacy examination.
15. You should meet with the Supervisor regularly to update him/her with the progress
16. You need to complete the candidacy exam which has both a written and an oral component –for detail see https://web.uvic.ca/calendar/grad/programs/hinf/program-requirements.html#1001270
17. Once you have passed your candidacy exam, you need to write a proposal on the topic based on your candidacy exam paper – see example https://www.uvic.ca/graduatestudies/assets/docs/docs/thesis/thesis-guide-2007.pdf
18. 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
19. 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.
20. 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).

21. Once your Supervisory Committee approves your proposal you can then begin your field work.

22. 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.

23. 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 should contact the Graduate Program Assistant for help to prepare and submit the Request for Oral Exam
   b. 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%20Examinati on%20-%20Masters.pdf

24. You need to work with your Supervisory Committee to find an external examiner outside of the School to take part in the oral exam. For detail on guidelines see https://www.uvic.ca/law/assets/docs/graddocs/phdexternalexaminersguideline.pdf

25. 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

26. If you pass the oral exam then FGS is notified and you can apply to graduate - https://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/index.php

27. You can find more information on PhD milestones from the Faculty of Graduate Studies website - https://www.uvic.ca/law/graduate/phdprogram/milestones/index.php

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 link: https://web.uvic.ca/calendar/grad/programs/hinf/program-requirements.html#

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 satisfactory 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)
10. Vacation, leave 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 the supervisor/co-supervisor and committee may review your progress in the program (GSP 5.11c, p10)

1. An unofficial UVic transcript
2. Student narrative on your progress in the past year with any necessary explanations and a plan and goals for activities for the next academic year
3. When available, include your CORE and ethics approval certificates
4. Additional activity information in the form of a 2-page summary CV
   a) Publications, conference presentations
   b) Research activities – as principal or co-investigator, collaborator, team member, etc. also describe role in the research
   c) Additional training attended (conferences, seminars, TCPS2 CORE, etc.)
   d) Teaching such as guest lectures
   e) Professional organization service (such as serving on a committee)
   f) Community service (such as volunteering at eHealth conference)
   g) Current employment (employer, job title, role)

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 make a formal request through the School to the Dean of Graduate Studies for approval.
## Expected Milestones and Typical Timelines for Student Progress

<table>
<thead>
<tr>
<th>Year</th>
<th>MSc Student</th>
<th>PhD Student</th>
</tr>
</thead>
</table>
| **Year 1** | • Meet arrangements for supervision (GSP 5.7b)  
• Course work in progress | • Meet arrangements for supervision (GSP 5.7b)  
• Complete TCPS 2 CORE Ethics training  
• 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  
• Obtain Ethics consult | • Confirm feasible research topics/questions  
• Complete all course requirements  
• Pass Candidacy Exam after course work completion  
• Obtain Ethics consult (after passing candidacy)  
• Submit dissertation proposal draft (after candidacy) |
| **Year 3** | • Obtain project/thesis proposal approval  
• Obtain Ethics/Operational approvals  
• Conduct research for project/thesis after approval | • Obtain dissertation proposal approval  
• Obtain Ethics/Operational approvals after approval  
• Conduct research for dissertation 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 | • Complete research for dissertation  
• Submit initial drafts of dissertation for review |
| **Year 5** | • Maximum program length (FGS Calendar 17-18, p 149) | • Submit final draft of dissertation for review  
• Confirm external examiner |
| **Year 6** | | • 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 |
| **Year 7** | | • Maximum time limit (FGS Calendar 2017-18, p37) |

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 **Satisfactory** or **Unsatisfactory** (GSP 5.11d, p10)
2. Completion of the **milestones for each year** based on the student’s program and stage (see review criteria tables for MSc and PhD students)

### Review Criteria based on Milestones for MSc

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Key milestones Each year</strong></td>
<td><strong>Met ≥50% of key milestones, AND Met ≥50% of annual milestones</strong></td>
<td><strong>Met &lt;50% of key milestones, OR Met &lt;50% of annual milestones OR Below B in one or more courses</strong></td>
</tr>
<tr>
<td>Sup</td>
<td>Met with supervisor 2x per term</td>
<td>Met with supervisor &lt;2x per term</td>
</tr>
<tr>
<td></td>
<td>Met with committee 1x per year</td>
<td>Did not meet with committee</td>
</tr>
<tr>
<td></td>
<td>Annual progress report submitted</td>
<td>Annual progress report not submitted</td>
</tr>
<tr>
<td></td>
<td>Within maximum program length</td>
<td>Beyond maximum program length</td>
</tr>
<tr>
<td></td>
<td>Reviewed CAPP at least once per term</td>
<td>Did not review CAPP as required</td>
</tr>
<tr>
<td><strong>Year 1</strong></td>
<td>Supervision arrangements made</td>
<td>No arrangement made for supervision</td>
</tr>
<tr>
<td></td>
<td>Course work in progress</td>
<td>Lack of progress in course work</td>
</tr>
<tr>
<td></td>
<td>B or above in year-1 course work</td>
<td></td>
</tr>
<tr>
<td><strong>Year 2</strong></td>
<td>Completed all course requirements</td>
<td>Course work not completed</td>
</tr>
<tr>
<td></td>
<td>B or above in year-2 course work</td>
<td>Did not complete Ethics Training</td>
</tr>
<tr>
<td></td>
<td>Completed TCPS 2 CORE Ethics training</td>
<td>Did not confirm feasible research topic</td>
</tr>
<tr>
<td></td>
<td>Feasible research topic confirmed</td>
<td>No draft proposal submitted</td>
</tr>
<tr>
<td></td>
<td>Draft project/thesis proposal submitted</td>
<td>Ethics consult not obtained</td>
</tr>
<tr>
<td></td>
<td>Ethics consult obtained</td>
<td></td>
</tr>
<tr>
<td><strong>Year 3</strong></td>
<td>Project/thesis proposal approval obtained</td>
<td>Project/thesis proposal not approved</td>
</tr>
<tr>
<td></td>
<td>Ethics/operational approval obtained</td>
<td>Ethics/operational not approved</td>
</tr>
<tr>
<td></td>
<td>Research in progress</td>
<td>Research not started</td>
</tr>
<tr>
<td><strong>Year 4</strong></td>
<td>Project/thesis work completed</td>
<td>Project/thesis work not completed</td>
</tr>
<tr>
<td></td>
<td>Draft project report/thesis submitted</td>
<td>Draft project report/thesis not submitted</td>
</tr>
<tr>
<td></td>
<td>Draft project report/thesis finalized</td>
<td>Draft project report/thesis not finalized</td>
</tr>
<tr>
<td></td>
<td>Oral exam completed or scheduled</td>
<td>Oral exam not scheduled nor completed</td>
</tr>
<tr>
<td></td>
<td>Final project report/thesis submitted to FGS and graduation paper work completed</td>
<td>Final project report/thesis not submitted</td>
</tr>
<tr>
<td><strong>Year 5</strong></td>
<td>Project/thesis work completed</td>
<td>Project/thesis work not completed</td>
</tr>
<tr>
<td></td>
<td>Draft project report/thesis submitted</td>
<td>Draft project report/thesis not submitted</td>
</tr>
<tr>
<td></td>
<td>Draft project report/thesis finalized</td>
<td>Draft project report/thesis not finalized</td>
</tr>
<tr>
<td></td>
<td>Oral exam scheduled and completed</td>
<td>Oral exam not scheduled nor completed</td>
</tr>
<tr>
<td></td>
<td>Final project report/thesis submitted to FGS and graduation paper work completed</td>
<td>Final project report/thesis not submitted</td>
</tr>
</tbody>
</table>
### Review Criteria based on Milestones for PhD

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Met ≥50% of key milestones, AND Met ≥50% of annual milestones</td>
<td>Met &lt;50% of key milestones, OR Met &lt;50% of annual milestones OR Below B in one or more courses</td>
<td></td>
</tr>
</tbody>
</table>

#### Key milestones

- Met with supervisor 2x per term
- Met with committee 1x per year
- Annual progress report submitted
- Within maximum program length
- Reviewed CAPP at least once per term

- Met with supervisor <2x per term
- Did not meet with committee
- Annual progress report not submitted
- Did not pass candidacy exam in 36 months beyond maximum time limit
- Did not review CAPP as required

#### Year 1

- Supervision arrangements made
- Write-up of feasible topics/questions
- Completed TCPS 2 CORE Ethics training
- Course work in progress
- B or above in year-1 course work

- No arrangement made for supervision
- Did not complete Ethics Training
- Did not write-up feasible topic/questions
- Lack of progress in course work

#### Year 2

- Feasible research topic confirmed
- Completed all course requirements
- B or above in year-2 course work
- Passed candidacy exam
- Ethics consult obtained
- Draft dissertation proposal submitted

- Did not confirm feasible topic/questions
- Course work not completed
- Did not pass candidacy exam
- Ethics consult not obtained
- No draft proposal submitted

#### Year 3

- Dissertation proposal approval obtained
- Ethics/operational approval obtained
- Research in progress

- Dissertation proposal not approved
- Ethics/operational not approved
- Research not started

#### Year 4

- Dissertation research completed
- Initial draft dissertation submitted

- Dissertation research not completed
- Initial draft dissertation not submitted

#### Year 5

- Final draft dissertation submitted
- External examiner confirmed

- Final draft dissertation not submitted
- External examiner not confirmed

#### Year 6

- Final draft dissertation submitted & approved
- Oral exam completed or scheduled
- Final dissertation submitted to FGS
- Graduation paper work completed

- Final draft dissertation not submitted
- Oral exam not requested or scheduled
- Final dissertation not submitted to FGS
- Graduation paper work not completed

#### Year 7

- Final draft dissertation submitted & approved
- Oral exam scheduled and completed
- Final dissertation submitted to FGS
- Graduation paper work completed

- Final draft dissertation not submitted
- Oral exam not requested or scheduled
- Final dissertation not submitted to FGS
- Graduation paper work not completed
**Process for Annual Review**

1. There will be a formal progress review on all graduate students done once a year.
2. For project and thesis-based programs the supervisor/co-supervisor will be responsible for the review.
3. For project and thesis-based programs, the supervisor/co-supervisor may invite supervisory committee members to take part in the review as needed.
4. For the dissertation-based program the supervisory committee will be responsible for the review.
5. 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, p9).
6. 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.
7. 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.
8. Graduate students who are or have been on-leave should contact the Graduate Advisor on the review process and timeline to follow.
9. The Supervisor and/or Committee will determine if the level of academic progress is satisfactory or unsatisfactory, and identify expectations, goals and milestones for the next review period (GSP 5.11d,e).
10. Graduate students with an unsatisfactory rating are to work with the 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).
11. 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).
12. 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).
13. 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).
14. 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 HSD policies regulations under Review of an Assigned Grade.

Once all the appropriate recourses have been exhausted, you may have the right of final appeal to the Senate Committee on Appeals. For detail, see [https://web.uvic.ca/calendar/grad/appeals.html](https://web.uvic.ca/calendar/grad/appeals.html)

**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://web.uvic.ca/calendar/grad/tuition/index.html#998378](https://web.uvic.ca/calendar/grad/tuition/index.html#998378)

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 on the website.

<table>
<thead>
<tr>
<th>HINF Program</th>
<th>Where to find it in the Tuition &amp; Fees Schedule</th>
<th>Tuition &amp; Fee Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Terminology Standards Certificate (only)</td>
<td>Graduate Certificate in Health Terminology Standards</td>
<td>Non-standard</td>
</tr>
<tr>
<td>Health Terminology Standards Certificate for concurrent MSc students</td>
<td>Concurrent Registration Program Fee</td>
<td>Non-standard</td>
</tr>
<tr>
<td>MSc in Health Informatics On-Campus Stream</td>
<td>Degree Programs</td>
<td>Standard</td>
</tr>
<tr>
<td>MSc in Health Informatics Distributed Stream</td>
<td>MSc Health Informatics (web-based program)</td>
<td>Non-standard</td>
</tr>
<tr>
<td>Double Degree MN and MSc</td>
<td>Nursing + Health Informatics Double Degree (NUHI)</td>
<td>Non-standard</td>
</tr>
<tr>
<td>PhD in Health Informatics</td>
<td>PhD in Health Informatics (HINF)</td>
<td>Non-standard</td>
</tr>
</tbody>
</table>

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#](https://web.uvic.ca/calendar/grad/tuition/regulations.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#](https://web.uvic.ca/calendar/grad/tuition/regulations.html#)

The Non-standard Tuition and Fees apply to the Graduate Certificate in Health Terminology Standards, MSc Distributed Stream (Web-based program) and Nursing + Health Informatics Double Degree programs. Please refer to the website link [https://web.uvic.ca/calendar/grad/tuition/non-standard.html#](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 for Selected Doctoral Programs on the website link [https://web.uvic.ca/calendar/grad/tuition/regulations.html#](https://web.uvic.ca/calendar/grad/tuition/regulations.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, NUHI 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.

The School makes funding decisions based on the following guidelines:

- For all students, funding is based on academic performance. We will only consider students with a cumulative GPA of A- (7.0) or higher. Only the top 25% of eligible MSc students may receive funding.
- Each year, each student is evaluated for scholarship funding. There are no multi-year commitments.
- Students may receive up to 3 years funding subject to academic performance, annual review and progression.
- Students are not eligible for funding if they are: on leave at the time when funding recommendations are made, or on leave in the term to which the funding is awarded.

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](http://www.uvic.ca/hsd/hinf/graduate/index.php)

**List of HINF Courses**
[http://web.uvic.ca/calendar/CDs/HINF/CTs.html](http://web.uvic.ca/calendar/CDs/HINF/CTs.html)

**HINF Librarians and Resources**
1. Guide to HINF resources in UVic libraries - [https://libguides.uvic.ca/hinf](https://libguides.uvic.ca/hinf)
4. UVicSpace for collection of theses and reports - [https://dspace.library.uvic.ca:8443/](https://dspace.library.uvic.ca:8443/)

**University Academic Policies**
1. UVic Grading Scale
2. Evaluation of Student Course work (Review of Assigned Grade)
3. Appeals
4. Academic Concessions
5. Academic Integrity including Unauthorized use of an editor
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 – Graduate Certificate in Health Terminology Standards- FAQs
Appendix G – List of UVic Forms for Students
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: http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/ Your supervisor may require that you complete the training prior to writing your research proposal, applying for grants or working on faculty research projects. You should include a copy of the CORE certificate 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 so you only need to create the one application at UVic. 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.

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, which means you only need to prepare one ethics application. 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.
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/calendar2018-05/grad/tuition/regulations.html.html

Will the full tuition/fee installments I paid while I was a MSc student count towards my requirement in the PhD program?
Yes, if accepted into the PhD program, you can receive credit for up to 5 full tuition/fee installments paid as a MSc student.

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?
You may register as a MSc or PhD student for the summer term before the Fall PhD classes begin. 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. http://www.uvic.ca/hsd/hinf/undergraduate/finances/awards/index.php

How will I know if there’s an internal funding opportunity available?
Internal funding opportunities are listed at:
http://www.uvic.ca/hsd/hinf/undergraduate/finances/awards/index.php Eligibility information and application forms (if needed) are posted there. If you have questions about these awards, please contact the Assistant to the Director (his@uvic.ca).

How might I lose 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.
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?

What materials do I need to put together for my annual review?
The Faculty of Graduate Studies will have a website for you to submit your materials for review by your committee. The materials your committee will want will include: a current, unofficial UVic transcript; a narrative from you on your progress in the last year and your activity plans for the upcoming year; and additional activity information. The additional activity information will include the following categories:
- Publications, conference presentations
- Additional training attended (conferences, seminars, TCPS2 CORE, etc)
- Teaching such as guest lectures
- Professional organization service (such as serving on a committee)
- Community service
- Current employment

If the Faculty of Graduate Studies website is not yet available at the time of the annual progress report, we will provide a form for you to fill out with your narrative and the additional activity information. All of the materials should be sent electronically to your supervisor, committee members and copied to the Graduate Program Assistant.

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 50% or more of the key and annual milestones listed for a given year

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 satisfactory 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
Appendix F – 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 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. Please see the section above "Program Costs" for links to the most current information on certificate program costs.

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?
This program has received initial CHIMA accreditation in February 2018. Graduates of this Program are eligible for CHIMA Terminology Certification.
Appendix G – 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


Request for final oral examination (ROE)- Master’s: https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request%20for%20Oral%20Examination%20-%20Masters.pdf


Travel Grant: https://www.uvic.ca/graduatestudies/assets/docs/docs/Travel%20Grant%20APPLICATION_REGS.pdf

Pro Forma proposal (Directed Studies): https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/ProFormaregform.pdf