

University of Victoria
School of Health Information Science
Graduate Student Handbook
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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 specific to HINF.

RESPONSIBILITIES IN THE SUPERVISORY RELATIONSHIP

Faculty and students are bound by policies set by the University, Faculty of Graduate Studies (FGS), and the School of Health Information Science (herein referred to as the School or HINF). Students should also pay special attention to Section 9 “Responsibilities of the Student” in the FGS Graduate Supervision Policy (GSP).

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](http://web.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. Throughout this handbook, you will see references to specific sections of the GSP [Example: (GSP 5.9.d, pg 9)].

For **Current Graduate Calendar** see link: <http://web.uvic.ca/calendar>

For **Graduate Supervision Policy** see link: <https://www.uvic.ca/students/assets/docs/graduate-supervision-policy.pdf>

Graduate Program Faculty and Staff Contact Information

HINF Graduate Programs	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	Jason Bond	250-721-8577	hiscoop@uvic.ca
Co-op Assistant	Katie Rowe	250-721-6458	hiscoopasst@uvic.ca
Student Representative	Ren Haopeng	-	haopengren@outlook.com
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	Kristen Elder	250-721-7961	nurscoord@uvic.ca
Nursing Administrative Assistant	Russell Hawkins	250-721-8994	gradnurs@uvic.ca

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

The administrative home for the Double Degree program is the School of Nursing. Please see the School of Nursing for the Graduate Student Handbook for the Double Degree program. Contact information for the graduate program in at the School of Nursing is available in the table above.

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>

A. GRADUATE PROGRAM REQUIREMENTS & MILESTONES

Note that graduate program requirements may change over time. For your 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 program requirements have changed since you started your studies, you have the option of continuing with your original program requirements or requesting to switch to the new requirements. If you have questions about your program requirements, please contact your Supervisor, the Graduate Advisor (hinfgradadvisor@uvic.ca) or the Graduate Program Assistant (hisgrad@uvic.ca).

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 papers on time as defined by the instructors to avoid late penalties on marks. You should meet with your supervisor to discuss coursework (as some coursework may need to be completed in advance to conduct work on your MSc or PhD research with your supervisor).

Research Requirement

As a HINF MSc graduate student, you are expected to write and defend a research project or thesis as one part of fulfilling your graduate degree requirement. As a PhD graduate student, you are expected to write and defend a dissertation as one part of fulfilling your graduate degree requirement. More information on how to develop and conduct your research is included later on within the Handbook specific to your degree program. For examples of completed HINF projects, theses or dissertations, see the HINF section of UVic Space:

<https://dspace.library.uvic.ca:8443/handle/1828/81>

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.

Program Requirements – MSc Distributed Stream

Workshop

If you are enrolled in the Distributed MSc stream, then you are required to attend the workshop once in your program. Normally, it 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.

Program Requirements – MSc On-Campus Stream

In-person Courses

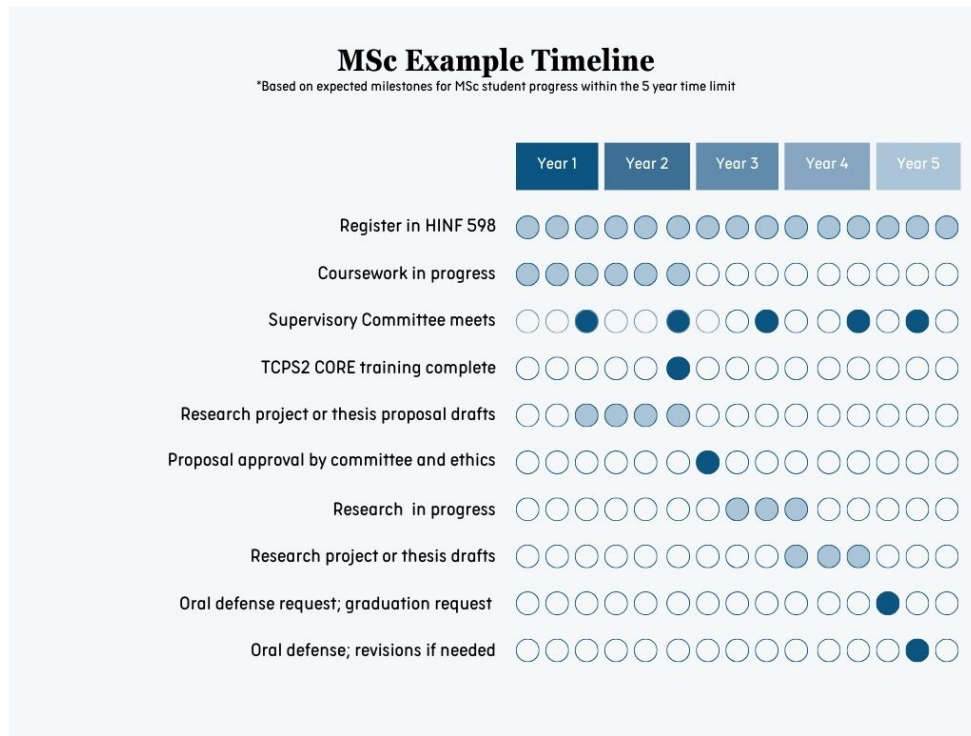
Two required courses in the MSc On-Campus Stream are available only as in-person courses. These courses are [HINF 573](#) (Applied Statistics for Health Informatics) and [HINF 580](#) (Health Informatics Graduate Seminar). These courses are typically offered once a year so please plan your course progression accordingly. All other courses in the MSc On-Campus Stream are offered only in the online synchronous classroom format and do not require you to be in Victoria.

Milestones for Student 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. MSc students have a maximum of five years to complete the program. 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.

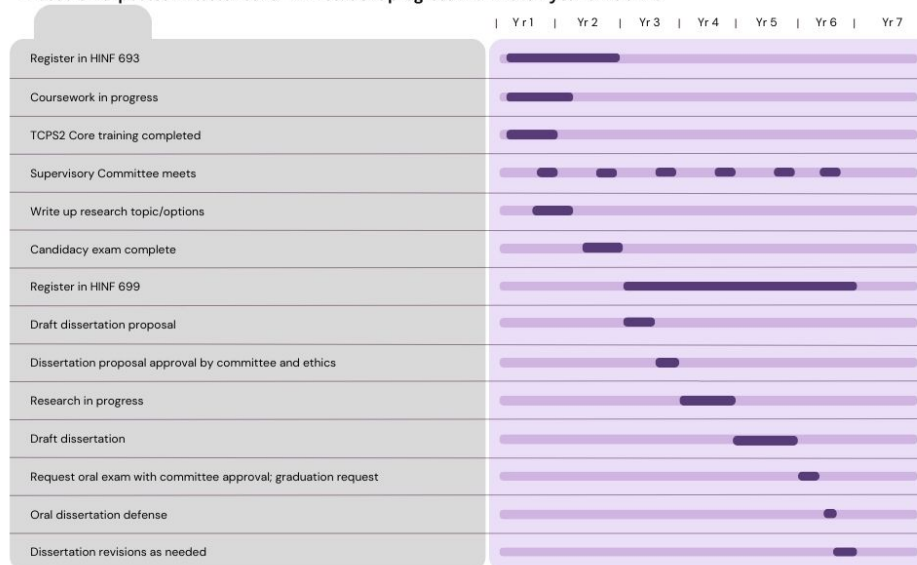
MSc Timeline



PhD Timeline

PhD Example Timeline

*Based on expected milestones for PhD student progress within the 7 year time limit



Milestones 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

B. PROCEDURES & TIMELINES FOR NOMINATING A SUPERVISORY COMMITTEE

Supervision – General

Graduate Supervision Policy Link: https://www.uvic.ca/students/_assets/docs/graduate-supervision-policy.pdf

Determining Your Supervisor

A supervisor is assigned to you upon admission. Your supervisor's name appears in your letter of admission to your program. Your Primary Academic Supervisor must be a core HINF faculty member. See list for a link of core HINF faculty currently accepting graduate students for supervision: <https://www.uvic.ca/hsd/hinf/faculty-staff/faculty/index.php>.

Supervisory Committee Timeline

Within [three terms of first registration in a thesis, project or dissertation](#), the remainder of the supervisory committee shall be nominated and recorded on the student's academic record.

Supervision – MSc Program

Nominating Your Supervisory Committee

You are expected to have a Supervisory Committee that oversees your program of study.

MSc students completing a Research Project or a Master's Thesis require two members, one of whom is the Primary Academic Supervisor and one that is a Committee Member. You should work closely with your Supervisor(s) to identify suitable Committee member(s). Your Primary Academic Supervisor must be a core HINF faculty member. All committee members must be members of the Faculty of Graduate Studies. You may have 2 co-supervisors. If you have a co-supervisor from outside HINF, your core HINF faculty member should be considered to be the expert on UVic and HINF policies. Your Supervisory Committee should be in place before you begin writing your research proposal for your research project or thesis.

For possible Supervisory Committee members, consult with your Supervisor and refer to the core [HINF Faculty list](#) or 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 Supervisory Committee members. These individuals must first be approved by the Faculty of Graduate Studies (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 Supervisory Committee member roles, please consult with your Primary Academic Supervisor first and then or the Graduate Advisor.

Supervision – PhD Program

Nominating Your Supervisory Committee

You are expected to have a Supervisory Committee that oversees your program of study.

PhD students require three members: a Primary Academic Supervisor from the School of Health Information Science, a Committee Member from the School of Health Information Science and a Supervisory Committee Member who is outside of the School of Health Information Science (GSP 2.2). All committee members must be members of the Faculty of Graduate Studies.

Students with two Co-Supervisors from the School of Health Information Science require one Supervisory-Committee member who is outside of the School of Health Information Science. You should work closely with your Supervisor(s) to identify suitable Committee member(s). Your Supervisory Committee must be in place before you begin your candidacy exam

For possible Supervisory Committee members, refer to the core [HINF Faculty list](#) or 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 Faculty of Graduate Studies (FGS). Only members of the FGS or those approved by the FGS can be on the Supervisory Committee. If you have a co-supervisor from outside HINF, your core HINF faculty member should be considered to be the expert on UVic and HINF policies. If you have questions regarding Supervisor or

Supervisory Committee member roles, please consult with your Primary Academic Supervisor or the Graduate Advisor.

Changing Your Supervisor (GSP 11)

For a full discussion on changing a supervisory relationship, please read GSP, Section 11 in its entirety.

To change your supervisor

1. You need to identify a core HINF faculty member who is available and willing to supervise you.
2. You need to notify your initial supervisor that another core HINF faculty member has agreed to be your new supervisor. Please copy your initial supervisor, the new supervisor, the Graduate Program Assistant, and the Graduate Advisor on this email. The Graduate Program Assistant will update your records with the Faculty of Graduate Studies.
3. If you have ongoing research or funding with your initial supervisor, you must make arrangements regarding the remaining work with the initial supervisor. You need to discuss with both the initial and new supervisors what will happen with funding, data and/or intellectual property after your transfer to a new supervisor. Please see Section 11.5 of the Graduate Supervision Policy from the Faculty of Graduate Studies for additional information.

If you do not have a supervisor, the Graduate Advisor will act as your acting supervisor and will work with you on questions about your program of study and potential research topics to pursue until you have a Primary Academic Supervisor.

For more information on supervisors and supervisor-student relationship, see “Supervision & advising” page on the Faculty of Graduate Studies (FGS) website <https://www.uvic.ca/graduatestudies/supervision-advising/index.php#ipn-supervision-advising>

C. EXPECTED MINIMUM MEETING FREQUENCY - SUPERVISORS

Supervisors and students should meet at least twice per term to discuss the student’s research – unless there is a delay required by field work, remote study, supervisor or student vacation, sick leave, etc. Meetings may be in person, virtual or by through detailed correspondence. (GSP 5.9.d, pg 9)

D. EXPECTED MINIMUM MEETING FREQUENCY – SUPERVISORY COMMITTEE

At a minimum, students will meet with the supervisory committee, either by direct or virtual meeting, at least once per year to discuss the student’s research. (GSP 5.9.e, pg 9)

E. EXPECTED TURNAROUND TIME OF WRITTEN MATERIALS

Normally, your Supervisor and Supervisory Committee members will return comments on your thesis, dissertation or research project report within 20 business days from the time of receipt, unless a delay is required by field work, remote study, university closures, supervisor, committee member or student vacations or sick days/leaves. (GSP 5.9.f, pg 9)

F. GRADUATE CO-OP WORK TERMS AND RESEARCH PRACTICA

Optional co-op opportunities are available to graduate students in the Master’s and PhD in Health Informatics. 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. Please check with your Supervisor and the Co-Op Coordinator.

To qualify for the Co-op designation upon graduation, a Master's degree requires a minimum of two work terms (6 units), normally of four month's duration each, and a doctoral degree requires the completion of a minimum of three work terms (9 units). 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 (MSc) or three work terms (PhD), 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 [HINF 595 Health Informatics Practicum](#). For details, please contact your Supervisor or the HINF Graduate Advisor (hinfgradadvisor@uvic.ca).

G. PERMITTED DISSERTATION FORMATS

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 current edition of APA or Vancouver style guidelines. [Templates](#) for this style of dissertation may be found at the Faculty of Graduate Studies website.

Multi-paper 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. HINF criteria for a multi-paper based dissertation may be found in the Appendix C. Students choosing a multi-paper based dissertation format should seek guidance from their supervisor and committee as needed.

H. HINF SPECIFIC POLICIES

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/sb.php?subject_id=70972
2. Covidence Research Guide - <https://libguides.uvic.ca/covidence>
3. UVicSpace for collection of theses and reports - <https://dspace.library.uvic.ca:8443/>
4. UVicSpace HINF collection of theses and reports- <https://dspace.library.uvic.ca:8443/handle/1828/81>

Appeals on Academic Matters

If you have grounds for believing you are treated unjustly 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: 1. the course instructor; 2. the Chair of the academic unit; 3. the Dean of Graduate Studies; and finally, the Senate. In addition, the student may wish to consult the [Ombudsperson](https://uvicombudsperson.ca/) <https://uvicombudsperson.ca/>. 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/Byjjxjfd4?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

Discussions regarding publication and authorship should occur as early in the research process as possible.

Students wishing to publish conference or journal papers or book chapters arising directly from their research project/thesis/dissertation work should be listed as first author. The supervisory and supervisory committee members should be contributing co-authors on the publication or conference submissions consistent with the journal's or conference's requirements for authorship. Any additional authors outside of the supervisory committee should be approved by the supervisory committee in writing. The order for co-authors depends on the contribution and journal. It is strongly recommended to discuss this at the start of writing of a publication or conference submission. **Note that all materials should be reviewed by all the co-authors prior to submission.** The manuscript may be submitted with the agreement of all co-authors.

[The International Committee of Medical Journal Editors \(ICJME\)](#) recommends authorship based on meeting all four criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or reviewing it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors.

I. 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/students/_assets/docs/graduate-supervision-policy.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

Each year, your Supervisor and Supervisory Committee will review your progress in your program. You will need to supply the following information in the formal annual review report so your Supervisor/co-supervisor and Supervisory Committee may review your progress in the program (GSP 5.11c, p10). Please send a separate Annual Review Checklist (Word document) plus a PDF file containing the following information to your Supervisor and Supervisory Committee members.

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

Each year, the Graduate Program Assistant will send you the Annual Review Checklist. Using the Word version sent by email is preferred. If needed, you can find a PDF version of the checklist on the HINF Graduate website in the [Additional Information](#) box.

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
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 Supervisory 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 Supervisory 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 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 Supervisory 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 Supervisory 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 Supervisory 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 Supervisory 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)

J. 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 to the PhD program after satisfactory completion of *at least* 6 units (specified below) and 2 terms in the MSc program. Depending on your background, additional coursework may also be required. Your 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 application protocol, see - <https://www.uvic.ca/hsd/hinf/graduate/phd/admissions/index.php>

The 6 units must include 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

K. PHD CANDIDACY EXAMINATION

You need to complete the candidacy exam, which has both a written and an oral component –for detail see Appendix D. The format of your candidacy exam depends on when you entered the PhD program. If you have questions about which format applies to you, please talk with your Supervisor or the Graduate Advisor.

The Faculty of Graduate Studies requires that you complete your candidacy exam within 36 months of entry into the PhD program. For students who transferred to the PhD program from the MSc program, the entry point is the term in which you began the MSc courses.

You will need to successfully pass both components of your candidacy exam before you can begin to work on your dissertation proposal. Until you have passed your candidacy exam, you must register for HINF 693 each term. 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 (written 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 complete the candidacy requirement after the second attempt, you will be required to leave the program.

L. FUNDING AND TUITION

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 makes 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.

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 rarely be funds available for these awards and it is likely that any awards will not cover the cost of tuition. MSc students are strongly encouraged to seek University-level funding and external sources.

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 be considered to 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). The BC Graduate Scholarship is 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 2021 and receiving admission to the PhD program would receive first year PhD funding beginning in September 2022. Eligibility criteria for MSc to PhD students is the same as PhD students.

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

- [Graduate Studies - Graduate Students Funding](#)
- [Graduate Studies - UVic Scholarships and Awards](#)
- [Graduate Studies - Search Graduate Awards and Scholarships](#)
- [Graduate Studies - External Scholarships](#)
- [Graduate Studies - UVic Graduate Bursaries](#)
- [Graduate Studies – Travel & Conference Funding](#)
- [School of Health Information Science - Awards, Scholarships and Bursary](#)
- [Office of the Registrar - Health Information Science Department Awards](#)

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/students/campus-services/tuition-fees-budgeting/?utm_medium=redirect&utm_source=/vpfo/accounting/services/tuition/index.php&utm_campaign=redirect-usage#ipn-need-help-

Graduate Calendar for a variety of Tuition and Fee related information

<https://www.uvic.ca/calendar/grad/index.php#/policies?group=Tuition%20and%20Other%20Fees>

Regulations Concerning Tuition Fees for graduate programs are described in the Graduate Calendar link <https://www.uvic.ca/calendar/grad/index.php#/policy/B146lofuE?bc=true&bcCurrent=03%20-%20Regulations%20concerning%20tuition%20fees%20for%20graduate%20programs&bcGroup=Tuition%20and%20Other%20Fees&bcItemType=policies>

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 in the Graduate Calendar <https://www.uvic.ca/calendar/grad/index.php#/policy/B146lofuE?bc=true&bcCurrent=03%20-%20Regulations%20concerning%20tuition%20fees%20for%20graduate%20programs&bcGroup=Tuition%20and%20Other%20Fees&bcItemType=policies>

The Non-standard Tuition and Fees apply to the Graduate Certificate in Health Terminology Standards, MSc Health Informatics (distributed program) and Nursing + Health Informatics double degree and PhD in Health Informatics (HINF). Please refer to the Graduate Calendar link <https://www.uvic.ca/calendar/grad/index.php#/policy/B1etdHupr?bc=true&bcCurrent=06%20-%20Non-standard%20tuition%20and%20fees%20for%20selected%20programs&bcGroup=Tuition%20and%20Other%20Fees&bcItemType=policies>

Student who are concurrently registered in MSc, MSc+MN, or PhD and the Certificate in Health Terminology Standards program, refer to Concurrent Registration program fee <https://www.uvic.ca/calendar/grad/index.php#/policy/B1etdHupr?bc=true&bcCurrent=06%20-%20Non-standard%20tuition%20and%20fees%20for%20selected%20programs&bcGroup=Tuition%20and%20Other%20Fees&bcItemType=policies>

APPENDICES

Appendix A – MSc Program

Appendix B – PhD Program

Appendix C – Dissertation Format Information

Appendix D – PhD Candidacy Examination Formats

Appendix E – List of UVic Forms

Appendix F – Other Resources

APPENDIX A: MSc PROGRAM

Getting Started

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/supervision-advising/index.php#ipn-the-supervisor-student-relationship>
 - b. Your assigned Supervisor has to be a full time core HINF faculty member - <https://www.uvic.ca/hsd/hinf/faculty-staff/faculty/index.php>
 - c. for 2nd member it can be a core [HINF](#) faculty or an Adjunct faculty member - <https://www.uvic.ca/hsd/hinf/faculty-staff/faculty/adjunct/index.php> , or someone outside of HINF as long as it is pre-approved by FGS
2. Please consult with your supervisor regarding course selection throughout your program.
3. You need to decide on a topic, then write a proposal for your research project or thesis –
4. You need to complete TCPS2 CORE ethics training by the second year of your studies. Ideally, this should be completed in the first year. This training will need to be completed prior to submitting your research proposal to ethics for review or consultation.
5. You should meet with your Supervisor regularly to update them with your progress

MSc Research Project and Thesis Proposals

You need to write a proposal on your research topic and have it approved by your Supervisory Committee before you can apply for ethical review or consultation. Typical information that is contained in the proposal is listed below. Please consult with your Supervisory Committee for their specific content instructions.

Typical MSc Research Project/Thesis Proposal Content

1. Introduction
2. Research Questions or Objectives
3. Background/Literature Review
 - a. Some committees may require a full literature review chapter(s) as part of your proposal
4. Methods
 - a. Overall approach
 - b. Participants/Subjects
 - c. Participant/Subject recruitment
 - d. Data collection
 - e. Data analysis
 - f. Ethics
 - g. Data management strategies
5. Timeline
6. For research projects only – what are your project deliverables?
7. References
8. Appendices
 - a. Any data collection instruments being used
 - b. Any data sets information including links to publicly available data
 - c. Any literature search strategies/PRISMA diagrams
 - d. Any research materials given to participants such as an informed consent document
 - e. A copy of your TCPS2 CORE training certificate

You need to work with your Supervisor to determine if your research project/thesis needs full ethics approval or consultation – see

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

You need to have the proposal and ethics application approved by your Supervisory Committee before you can start work. The Supervisory Committee review process may take several iterations, since your Committee will need 20 business days to review each draft, after which you may need time to revise the draft accordingly

for another round of review. You may be asked to meet with your committee to discuss your proposal prior to approval.

Research Requiring Ethics Consultation

Once your Supervisory Committee is satisfied with the proposal, they will approve your proposal to move forward to start an ethics review or consultation.

For more information on whether your proposal will require a full ethics application or consultation, please talk with your Supervisor and consult the flow chart in Appendix B.

If it has been determined your proposal needs an ethics consultation, please send a draft of your email to your Supervisor for review before contacting the Human Research Ethics Board (HREB). All correspondence with the HREB should include your Supervisor. When requesting a consultation, you will need to include a copy of your approved proposal. Once HREB has consulted on your proposal and found it does not need further review, please send a copy of the email to your Supervisor and the Graduate Program Assistant. You will also need to include a copy of the email with your final research report or thesis in an Appendix.

Research Requiring Ethics Approvals

If you are required to have an ethics review, your Supervisor initiates the ethics application within the appropriate system. Your Supervisor and Supervisory Committee will need to approve the content of your ethics application prior to your supervisor submitting the application to the appropriate ethics board. The UVic and BC Harmonized ethics platforms require your Supervisor to initiate and submit the application. Students are not allowed to initiate or submit their own applications within these systems. You will need to submit the ethics application to UVic research ethics office for approval. This review may take several iterations lasting between 6 and 12 weeks depending on the extent of revisions needed. Once the UVic HREB and/or other ethics board(s) approves your ethics application, you will receive a certificate, which you should attach to your proposal (and later to your project report or thesis as an appendix item). Depending on your research, you may also need to seek Operational approvals from the organizations you are working with. Please work closely with your Supervisor to determine the documents needed.

During Your Research

You should meet with your Supervisor regularly to update them with your progress. You should meet with your Supervisory Committee at least once a year to update them on your progress.

If you have made substantive changes to the proposed research because of ethics and/or operational approvals, your Supervisory Committee will need to review the amended proposal for approval. Once your Supervisory Committee approves your proposal you can then begin your research work.

Your Supervisory Committee must review any substantive changes to your research plan after the approval process and approve the changes. Please note some changes may also require modification requests to ethics board(s). If in doubt, please check with your Supervisor and the UVic Human Research Ethics Board before proceeding.

Writing Your Research Report or Thesis

1. Once the work is done you need to write up the research report or thesis chapters – usually several rounds are required where you submit a draft for review by the Supervisor; each round may take 20 business days turnaround time
2. 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)

Oral Examination – Research Project or Thesis

1. If your 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/students/graduate/graduation-convocation/index.php#ipn-graduation-convocation-for-graduate-student>. You should contact the Graduate Program Assistant for help to prepare and submit the Request for Oral Exam
 - b. For a thesis, you should follow the steps outlined in the Request form for MSc oral exam. 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. <https://www.uvic.ca/graduatestudies/assets/docs/request-for-oral-examination-masters.pdf> Students should not contact potential External Examiners. Students and Supervisory Committee members must be “arms length” (no perceived conflict of bias) from the External Examiner.
 - c. Checklist for non-thesis exam process <https://www.uvic.ca/graduatestudies/forms-policies/data/non-thesis-oral-examination-checklist.pdf>.
2. 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 research projects and 20 business days for MSc thesis. Graduate Studies Oral Exam guidelines: <https://www.uvic.ca/graduatestudies/oral-exams/oral-exam-guidelines/index.php>
 3. The oral exam lasts 1.5hr to 2 hours 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/forms-policies/data/chairsguidelinesnonthesis.pdf> and for thesis - <https://www.uvic.ca/graduatestudies/forms-policies/data/chairsguidelinesthesis.pdf>
 4. Also see checklist for MSc Students to complete your degree requirements - https://www.uvic.ca/graduatestudies/forms-policies/data/checklist-for-master_phd.pdf

For oral exam details, see link <https://www.uvic.ca/students/graduate/thesis-dissertation/oral-examinations/index.php>

Graduation

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 research report or thesis, 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 - <https://www.uvic.ca/students/graduate/graduation-convocation/index.php#ipn-graduation-vs-convocation>

APPENDIX B: PHD PROGRAM

Getting Started

- You should meet with your Supervisor regularly to update them with your progress
- Please consult with your Supervisor regarding course selection throughout your program.
- Please consult with your Supervisor regarding your Supervisory Committee membership.
- You need a Supervisory Committee made up of the Supervisor and two Committee members
 - See Supervisor-student relationship - <https://www.uvic.ca/graduatestudies/supervision-advising/index.php#ipn-the-supervisor-student-relationship>
 - Your Supervisor has to be a full time core HINF faculty member - <https://www.uvic.ca/hsd/hinf/faculty-staff/faculty/index.php>
 - for 2nd member they can be a core HINF faculty or an Adjunct Faculty member on the FGS list for graduate supervision - <https://www.uvic.ca/hsd/hinf/faculty-staff/faculty/adjunct/index.php>
 - for 3rd member it will be someone outside of HINF as long as they are a member of the FGS list for graduate supervision.
 - The Graduate Program Assistant can check for you to see if your proposed member(s) is on the FGS list for graduate supervision.
- You need to work with your Supervisory Committee to decide on a research topic/area in preparation for the candidacy examination.
- You need to complete TCPS2 CORE ethics training by the second year of your studies. Ideally, this should be completed in the first year. This training will need to be completed prior to submitting your dissertation proposal to ethics for review or consultation.
- All coursework needs to be completed successfully before you can begin the Candidacy Exam.

Candidacy Examination

You need to complete the candidacy exam, which has both a written and an oral component –for detail see Appendix D. The format of your candidacy exam depends on when you entered the PhD program. If you have questions about which format applies to you, please talk with your Supervisor or the Graduate Advisor.

PhD Dissertation Proposal Protocol

Once you have passed your candidacy exam, you need to write a proposal on your research topic– see example <https://www.uvic.ca/students/graduate/thesis-dissertation/index.php#ipn-resources> You need to work with your Supervisor and Supervisory Committee to determine if your dissertation research questions/aims/hypotheses will lead to a contribution to science. You may be asked to meet with your committee to discuss your proposal prior to approval.

As part of your dissertation proposal, you will need to select your dissertation format (i.e. traditional or multi-paper based). The format of the proposed dissertation must be included in the dissertation proposal. For a summary of dissertation formats, please see Appendix D. Typical information that is contained in the proposal is listed below. Please consult with your Supervisory Committee for their specific content instructions before you begin writing your proposal.

Typical Dissertation Proposal Content

- Introduction/Statement of the Problem
- Research Questions/Objectives
- Background/Literature Review
 - Please check with your Supervisory Committee for their requirements for the literature review
- Methods
 - Dissertation format
 - Overall approach/Introduction
 - Participants/Subjects

- Participant/Subjects recruitment
- Data collection and/or Data sets
- Procedures
- Data analysis
- Ethics
- Data management strategies
- Timeline for your proposed research
 - Some committees may require this section
- References
- Appendices
 - Any data collection instruments being used
 - Any data sets information including links to publicly available data
 - Any literature search strategies/PRISMA diagrams
 - Any research materials given to participants such as an informed consent document
 - A copy of your TCPS2 CORE training certificate

You need to work with your Supervisor to determine if your dissertation needs full ethics approval or consultation – see <https://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php> You need to have the proposal and ethics application approved by your Supervisory Committee before you can start work. The Supervisory Committee review process may take several iterations, since your Supervisory Committee will need 20 business days to review each draft, after which you may need time to revise the draft accordingly for another round of review. You may be asked to meet with your Supervisory Committee to discuss your proposal prior to approval. Once your Supervisory Committee is satisfied with the proposal, an Oral Research Proposal defense may be scheduled no sooner than 20 business days.

The oral examination includes a brief student presentation of their dissertation proposal and rounds of questions from the committee members and supervisor. The oral examination is not open to the public. At the conclusion of the defense, the Supervisory Committee will vote yes or no on approving the proposal. If the proposal is not accepted, the student will re-write the proposal with guidance from the Supervisor.

Once your Supervisory Committee has approved your proposal, you may move forward to start an ethics submission or consultation. For more information on whether your proposal will require a full ethics application or consultation, please talk with your Supervisor and consult the flow chart in Appendix B.

If it has been determined your proposal needs an ethics consultation, please send a draft of your email to your Supervisor for review before contacting the Human Research Ethics Board (HREB). All correspondence with the HREB should include your Supervisor. When requesting a consultation, you will need to include a copy of your approved proposal. Once HREB has consulted on your proposal and found it does not need further review, please send a copy of the email to your Supervisor and the Graduate Program Assistant. You will also need to include a copy of the email with your final research report or thesis in an Appendix.

If you are required to have an ethics review, your Supervisor initiates the ethics application within the appropriate system - see <https://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php>. Your Supervisor and Supervisory Committee will need to approve the content of your ethics application prior to your supervisory submitting the application to the appropriate ethics board. The UVic and BC Harmonized ethics platforms require your Supervisor to initiate and submit the application. Students are not allowed to initiate or submit their own applications within these systems. You will need to submit the ethics application to UVic research ethics office for approval. This review may take several revisions depending on the extent of revisions needed. Once the UVic HREB and/or other ethics board(s) 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). Depending on your research, you may also need to seek Operational approvals from the organizations you are working with.

During Your Research

You should meet with your Supervisor regularly to update them with your progress. You should meet with your Supervisory Committee at least once a year to update them on your progress.

If there are substantive changes to the proposed research because of ethics and/or operational approvals, your Supervisory Committee will need to review the amended proposal for approval.

Your Supervisory Committee must review any substantive changes to your research plan after the approval process and approve the changes. Please note some changes may also require you to submit modification requests to ethics board(s). If in doubt, please check with the UVic Human Research Ethics Board before proceeding.

Writing Your Dissertation

After the work is done, you need to write the dissertation – usually several rounds are required where you submit a draft for review by the Supervisory Committee; each round may take 20 business days turnaround time followed by time where you revise the draft based on feedback received.

All dissertations must have prior committee approval via a dissertation proposal approval. The format of the proposed dissertation must be included in the dissertation proposal. The faculty of the School of Health Information Science will accept two formats for PhD dissertations: traditional and “multi-paper 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)

Guidelines for the HINF dissertation formats may be found in Appendix C. Please consult with your Supervisory Committee for their specific content instructions before you begin writing your dissertation. University templates for the front pages of the dissertation may be found at the [Faculty of Graduate Studies website](#).

Oral Examination - Dissertation

- If your Supervisory Committee thinks the report is ready for oral defense/exam then you need to submit a formal request to the School
 - You can apply to graduate - <https://www.uvic.ca/students/graduate/graduation-convocation/index.php#ipn-graduation-convocation-for-graduate-student>
 - You should contact the Graduate Program Assistant for help to prepare and submit the Request for Oral Exam
- With 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 30 business days for PhD dissertations.
- You should follow the steps outlined in the Request form for PhD oral exam; see link <https://www.uvic.ca/graduatestudies/forms-policies/data/request-for-oral-examination---doctoral.pdf> Your Supervisory Committee will find an external examiner outside of the University to take part in the oral exam. Students should not contact potential External Examiners. Students and Supervisory Committee members must be “arms length” (no perceived conflict of bias) from the External Examiner. For detail on guidelines see <https://www.uvic.ca/students/assets/docs/phd-ext-exam-guide.pdf>
- The oral exam is 2 hours 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/guidelines-chair-thesis.pdf>
- 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. Please consult with your Supervisory Committee regarding their expectations for your presentation during the defense.

For oral exam details, see link <https://www.uvic.ca/students/graduate/thesis-dissertation/oral-examinations/index.php>

Also see checklist for MSc's & PhD Students to complete your degree requirements - https://www.uvic.ca/graduatestudies/forms-policies/data/checklist-for-master_phd.pdf

Graduation

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 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 - <https://www.uvic.ca/students/graduate/graduation-convocation/index.php#ipn-graduation-vs-convocation>

APPENDIX C: DISSERTATION FORMAT INFORMATION

Traditional Format Dissertations

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 current APA or Vancouver style guidelines as preferred by your supervisor. Students with questions about the traditional format should consult with their Supervisor and Supervisory Committee for assistance.

Outline for a Typical Traditional Format Dissertation

- Title page
- Supervisory Committee page
- Abstract
- Table of Contents
- List of Tables
- List of Figures
- Glossary
- Abbreviations
- Acknowledgements
- Dedication
- Chapter 1: Introduction/Statement of Problem
- Chapter 2: Research Questions/Objectives
- Chapter 3: Background/Literature Review
 - Depending on your research topic and question, multiple background chapters may be necessary. Please consult with your Supervisory Committee
- Chapter 4: Methodology and Methods
 - Methodology/Overall approach/Introduction
 - Methods:
 - Participants/Subjects
 - Participant/Subject recruitment
 - Data collection
 - Data analysis
 - Ethics
 - Data management strategies
- Chapter 5: Results/Findings
 - Please consult with your Supervisory Committee for how to organize your results. Depending on the study, multiple chapters may be necessary.
- Chapter 6: Discussion
- Chapter 7: Conclusions and Knowledge Contribution and Contribution to Science
- References
- Appendices
 - Ethics Review and Approval Letter(s)
 - Operational Review and Approval Letter(s) (if required)
 - Any literature search strategies/PRISMA diagrams
 - Any data collection instruments used
 - Any research materials given to participants such as an informed consent document
 - A copy of your TCPS2 CORE training certificate

Multi-paper Based Format Dissertations

Publications included in a multi-paper based dissertation must have prior approval as part of the approval of the dissertation proposal by your Supervisory Committee. Students may exceed the criteria listed here, but must meet at least these criteria to be considered for an oral defense.

- Research publications
 - The minimum number of publications are 3 or more peer reviewed journal papers from the recommended journal list (below).
 - At least 2 of the included peer reviewed journal papers must be “in press” or “accepted for publication” or published. Remaining papers must have been submitted for review in order to be included.
 - For the purposes of this dissertation, papers are defined as:
 - Peer reviewed journal manuscripts
 - Full length (length may vary depending on journal restrictions, but expectation is 15-30 pages)
 - Categorized as rigorous literature reviews (e.g. systematic, umbrella, scoping, rapid) or original research papers (data-based). One or more papers in the dissertation must contain original research findings.
 - The following are not considered “papers” for the purpose of a multi-paper dissertation:
 - Abstracts, viewpoints, protocols, editorials, case reports, technical briefs, industry white papers, environmental scans and short research briefs are not acceptable for inclusion in the dissertation.
 - Peer reviewed full-length conference papers may be included within the dissertation, but do not count towards the minimum number of publications needed.
 - The included publications should represent the student’s original work in addressing the research objectives and contributions to science set out in the research proposal. Only papers completed as part of the doctoral dissertation and during the PhD program with the approval of the committee will be considered for inclusion.
 - The student should be the first author on all included research publications and list all Supervisory Committee members as co-authors (see authorship policy for approved authors).
 - Prior to submission of *any* research publication, the student will have the Supervisory Committee review and approve the manuscript for submission.
 - If a student wishes to submit a manuscript to a journal not on the recommended list, they should receive Supervisory Committee approval prior to submission. Journal articles submitted to journals not on the recommended list and not having prior approval may not be included in the multi-paper based dissertation.

Outline for a Multi-paper based Dissertation

Publications should be in the journal’s required format, but the overall dissertation should be in the current APA format or Vancouver style as outlined in the School of Health Information Science Policy.

- Title page (see traditional dissertation format)
- Supervisory Committee page (see traditional dissertation format)
- Abstract (see traditional dissertation format, abstract should represent the collection narrative)
- Table of Contents (see traditional dissertation format)
 - Any additional tables or figures may be included in appendices
 - References will be included within each manuscript. References contained in the collection narrative should appear directly following the narrative and use current APA or Vancouver style for formatting.
- Acknowledgements (see traditional dissertation format)
- Dedication (see traditional dissertation format)
 - Chapter 1 – Introduction/Foreword

- This chapter provides an introduction to the entire dissertation. It includes the motivation for the research and the overarching research questions, aims, and objectives. The structure or arc of the dissertation is provided. The overall contribution of this dissertation to science is detailed.
 - Reference List (as needed), current edition of APA or Vancouver style format for references outside of the included publications
 - Chapter 2 – Overarching Background and Relevant Literature
 - This chapter provides the overarching background and context for the research through a review of the overall literature and research. In this chapter, the reader should understand the state of the science for this research topic. An argument for how this dissertation maps to the existing work in the field/topic area should be provided. All relevant theory(ies) for the dissertation should be discussed. Outline gaps in literature that the dissertation hopes to address.
 - Reference List (as needed), current edition of APA or Vancouver style format for references outside of the included publications
 - Chapter 3 – Overarching Methods
 - This chapter provides a discussion of how methods are used overall in the research and may describe the series or phases of the research if appropriate. In this chapter, the rationale for the choice of methods and the sequencing of the research is provided. Clear links between the methods to the overall research questions and aims/objectives are included. Each paper’s research questions, aims/objectives and hypotheses are summarized here.
 - Reference List (as needed), current edition of APA or Vancouver style format for references outside of the included publications
 - Chapter 4 – Overarching Results
 - This chapter provides a summary of the papers that are included within the dissertation. How the papers are related to each other and as a whole for the results is presented. How the papers answer the research questions and the contribution of each paper to the science.
 - Chapter 5 – Discussion
 - This chapter discusses the overall findings and implications for the field and for future research. It outlines future research questions and gaps in the current knowledge in science, the field and in health informatics including the areas of practice, research, policy and education. Findings are mapped to the overall research questions and aims/objectives. Findings answer research questions. Limitations of the dissertation overall are discussed.
 - Reference List (as needed), current APA or Vancouver style format for references outside of the included publications
 - Cover Page – List of appended papers
 - This page provides the citations of the papers included in the dissertation. Additionally, the role of the student, supervisor and supervisory committee members in this research and in the writing for each paper is provided.
 - Reference List (as needed), current APA or Vancouver style format for references outside of the included publications
 - Each paper is included and appended as the published or accepted for publication format. Articles still under review should be included in the format submitted to the journal.
- Conclusion
 - A brief conclusion on the dissertation
- Appendices
 - A. Ethics Review and Approval Letter(s)
 - B. Operational Review and Approval Letter(s) (if required)

- C. Documentation of permission of copyright holders for inclusion of published material in the dissertation
- D. Publication status documentation for each included publication
- E. Any supplemental materials (such as original instruments, recruitment and consent materials) and/or supplemental data
- TCPS2 CORE Training Certificate

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

You must check with your Supervisory Committee prior to submitting any papers.

APPENDIX D – PHD CANDIDACY EXAMINATION FORMATS

HINF CANDIDACY EXAM – FOR STUDENTS ADMITTED AFTER OCTOBER 2021

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 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 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 the 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. The student will give a 30-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 MAY 2020 AND BEFORE SEPTEMBER 2021

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.

APPENDIX E – LIST OF UVIC FORMS

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

Graduate Registration form: <https://www.uvic.ca/graduatestudies/forms-policies/data/coursechangeform.pdf>

Graduate Academic Concession: <https://www.uvic.ca/graduatestudies/forms-policies/data/graduate-academic-concession-form.pdf>

Reregistration - <https://www.uvic.ca/students/graduate/registration/reregistration/index.php>

Program update: https://www.uvic.ca/graduatestudies/forms-policies/data/accessible_graduate-program-update-form.pdf

Request for program extension: <https://www.uvic.ca/graduatestudies/forms-policies/data/extension-request-form-program.pdf>

Non-Thesis oral examination checklist <https://www.uvic.ca/graduatestudies/forms-policies/data/non-thesis-oral-examination-checklist.pdf>

Request for final oral examination (ROE)- Master's: <https://www.uvic.ca/graduatestudies/forms-policies/data/request-for-oral-examination---masters.pdf>

Request for oral examination (ROE)- Doctoral <https://www.uvic.ca/graduatestudies/forms-policies/data/request-for-oral-examination---doctoral.pdf>

Withholding form thesis/dissertation: <https://www.uvic.ca/graduatestudies/forms-policies/data/withholdingform.pdf>

Request Candidacy extension: https://www.uvic.ca/graduatestudies/forms-policies/data/accessible_extension-request-form-candidacy.pdf

Graduate Studies Travel Grant: <https://www.uvic.ca/graduatestudies/finances/travel-and-conference-funding/index.php>

Pro Forma proposal (Directed Studies): <https://www.uvic.ca/graduatestudies/forms-policies/data/pro-forma-proposal-directed-studies.pdf>

APPENDIX F: OTHER RESOURCES

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. [Student Conduct & Policies](#)
10. [UVic Grading Scale](#)

Student Resources

1. [Academic Year Important Dates](#)
2. [Centre for Academic Communication](#)
3. [Computer Help Desk](#)
4. [Counselling Services](#)
5. [Equity and Human Rights Office](#)
6. [GSS Extended Health and Dental Insurance Plan](#)
7. [HINF Library](#)
8. [Indigenous Student Support Centre](#)
9. [Learning and Teaching Support and Innovation](#)
10. [Mental Health Graduate Students](#)
11. [Ombudsperson](#)
12. [Sexualized violence prevention & Support](#)
13. [Online Resources](#)
14. [UVic Learn Anywhere](#)
15. [UVic Library](#)
16. [First Peoples House](#)
17. [Office of Student Life](#)
18. [Well-being](#)
19. [Graduate Student Society](#)