

Overview of Comprehensive Examination and Dissertation

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Doctoral Degree - Minimum Requirements and Regulations

Doctoral Degree-Level Expectations

Included below are degree level expectations for doctoral programs offered at York University. Program-specific learning outcomes are expected to be consistent with and build upon degree-level expectations. The structure and requirements of doctoral programs are intended to support the achievement of degree-level expectations and program-specific learning outcomes.

	<p>Doctoral degree This degree extends the skills associated with the Master's degree and is awarded to students who have demonstrated the following:</p>
1. Depth and breadth of knowledge	A thorough understanding of a substantial body of knowledge that is at the forefront of their academic discipline or area of professional practice including, where appropriate, relevant knowledge outside the field and/or discipline.
2. Research and scholarship	<ul style="list-style-type: none"> a) The ability to conceptualize, design, and implement research for the generation of new knowledge, applications, or understanding at the forefront of the discipline, and to adjust the research design or methodology in the light of unforeseen problems; b) The ability to make informed judgments on complex issues in specialist fields, sometimes requiring new methods; and c) The ability to produce original research, or other advanced scholarship, of a quality to satisfy peer review, and to merit publication.
3. Level of application of knowledge	<p>The capacity to</p> <ul style="list-style-type: none"> a) Undertake pure and/or applied research at an advanced level; and b) Contribute to the development of academic or professional skills, techniques, tools, practices, ideas, theories, approaches, and/or materials.
4. Professional capacity/autonomy	<ul style="list-style-type: none"> a) The qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex situations; b) The intellectual independence to be academically and professionally engaged and current; c) The ethical behavior consistent with academic integrity and the use of appropriate guidelines and procedures for responsible conduct of research; and d) The ability to evaluate the broader implications of applying knowledge to particular contexts.
5. Level of communications skills	The ability to communicate complex and/or ambiguous ideas, issues and conclusions clearly and effectively.
6. Awareness of limits of knowledge	An appreciation of the limitations of one's own work and discipline, of the complexity of knowledge, and of the potential contributions of other interpretations, methods, and disciplines.

Program Structure

A candidate for a doctoral degree shall pursue at York University, under the direction of a graduate program, an advanced course of study and research approved by the director of the sponsoring graduate program.

All doctoral programs require the submission of a dissertation proposal, including appropriate ethics review and approval; a dissertation embodying the results of original research, and; successful defense of this dissertation at an oral examination. In addition to the submission of a dissertation and oral examination, individual graduate program may have additional requirements, such as coursework, comprehensive examinations, practicum, fieldwork, language requirements, etc.

Program Length and Minimum Period of Registration

All doctoral programs must specify a program length in terms, which is the period of time (in terms) that is normally required for a student to complete a program. Doctoral students must register and pay fees for a minimum of the equivalent of six terms of full-time registration.

The PhD program in Health is a 4-year full-time/part-time program of advanced graduate study. Students are required to maintain continuous registration upon admission as well as throughout the course of study at the same status since it is the basis of admission and enrollment planning.

Time Limits

All requirements for a doctoral degree must be fulfilled **within 18 terms (6 years) of registration as a full-time or part-time doctoral student** in accordance with Faculty of Graduate Studies Registration Policies ([link to Registration Policies section](#)), including the requirement of continuous registration. Terms that students register as Leave of Absence, Maternal Leave, Parental Leave, or No Course Available are not included in these time limits.

Annual Progress Reports

In accordance with program requirements and procedures, students in doctoral programs must submit a progress report to the graduate program director on an annual basis, normally in the Spring. Once established, a dissertation supervisory committee shall meet annually with the student, normally in the Spring, to evaluate the Report on Progress submitted by the student and submit a completed copy of the Report on Progress to the graduate program director after the meeting. **Reports to the graduate program director of unsatisfactory progress may require a student to withdraw from a program of studies, or withdraw from the graduate program in which the student is enrolled.**

Coursework

In addition to those courses specified individually by the sponsoring graduate program for each student as constituting the minimum required program of studies, students with permission of the program director, may elect, on registration, to enroll in additional courses.

A minimum of two-thirds of the course requirements for a doctoral program should be completed from among graduate-level courses.

Graduate students may not take or receive credit for an integrated course at the graduate level if they took it at York or elsewhere at the undergraduate level.

Language and Cognate Requirements

Requirements with respect to language facility (other than language required for admission), technical skill (*e.g.*, statistics or computer techniques), and/or cognate subjects are determined by individual graduate programs with the approval of the Faculty of Graduate Studies' Council.

Comprehensive Examinations

Individual graduate programs may require students to undertake comprehensive examinations. The specific requirements and evaluation procedures are determined by individual graduate programs, with the approval of the Faculty of Graduate Studies' Council.

Language of Dissertations

A dissertation should be written in English but approval may be given to a written request from a student for a dissertation to be written in French or in the language of any Aboriginal/First Nations people in North America, subject to confirmation from the director of the graduate program concerned that relevant supervision and sufficient support for the completion of such written work can be provided.

Guidelines on Comprehensive Examinations

OBJECTIVES

The comprehensive examination is a pedagogical exercise that requires candidates, upon completion of course work requirements, to engage in written and oral focused academic inquiry on a topic or problem of interest. The comprehensive examination offers students the opportunity to engage in academic inquiry that extends the bounds of coursework and moves toward the conceptual work of the dissertation.

The combination of the written and oral work will test the students' grasp of the central themes and debates, and the key theoretical and methodological issues. It will reflect the diversity of perspectives in the field and its trans-disciplinary nature. Successful completion of this requirement demonstrates that the candidate has the level of knowledge in his/her area of specialization needed to begin work on the dissertation.

WHEN TO START

For students entering the PhD program with a Masters degree, the comprehensive exams will take place in the 2nd term of the 2nd year of study (i.e. the 5th term).

For direct-entry PhD students, the comprehensive exams will take place in the 3rd term of the 2nd year of study (i.e. the 6th term).

In exceptional circumstances, they may be taken in the 3rd year. In either case, students are usually expected to initiate their comprehensive research upon completion of course work requirements.

DESCRIPTION

The comprehensive examination consists of **2 written assignments**, providing a concise literature review of primary sources and demonstrating command of the literature, and a subsequent **oral examination**.

The 2 assignments are expected to be completed in about 8 months under the supervision of 2 different faculty who are members of the Graduate Program in Health, with one faculty member designated for each assignment supervision. Students can choose to undertake these assignments in any order. However, they are recommended to complete these assignments sequentially as opposed to concurrently.

Students are required to notify the Graduate Program of their 2 comprehensive supervisors and gain approval from the Graduate Program Director prior to writing the assignments. **(Refer to p. 23 for the Notification of Comprehensive Supervisors form.)**

The (usual) **1st assignment** is an essay of 20-25 pages exclusive of references that broadly covers the scope of the field of Health Policy and Equity or Health System Management and Information. Students are expected to meet with their comprehensive supervisor periodically at a frequency to be decided between the two parties. During the meetings, the student will identify the themes and literatures that capture the key debates pertaining to the field from various perspectives, and will develop the reading list in consultation with their supervisor. The literatures to be chosen must be primary sources, as opposed to secondary analysis.

The **2nd assignment** is an essay of 20-25 pages exclusive of references that covers a broad context specific area of study related to the thesis. (The context specific area that is chosen should be wider than a question to be investigated in a thesis.) An appendix of an additional 5-10 pages must also be submitted. This appendix should explore the various methodologies that could be used to address research questions in this particular context specific area, examine the debates around these methodologies and then justify the choice of the methodology(ies) ultimately chosen. The process used to determine the chosen topic and literature to be read is similar to those outlined for the 1st assignment as above. Students are to submit the topic for this assignment to the Graduate Program Director before starting the assignment. **(Refer to p. 23 for the Notification of Comprehensive Supervisors form.)**

During the subsequent **oral examination**, students are required to demonstrate comprehensive knowledge of scholarly theoretical and empirical work that has been done in the areas that were the focus of the assignments. The oral examination committee includes the 2 faculty members who supervised the 2 assignments as well as the Graduate Program Director. The oral component will consist of an examination of approximately 2 hours wherein the examiners will question the student regarding his/her knowledge in the area of the assignments.

The oral examination is assessed using one of the following categories: **pass, pass with conditions, or unsatisfactory.**

Students who receive a rating of **pass with conditions** on the examination must fulfill all of the conditions satisfactorily within 1 month of the examination date. Failure to meet the conditions satisfactorily and promptly will result in expulsion from the program.

Students who receive a rating of **unsatisfactory** on the examination are permitted to re-sit the examination once within 3 months of the date of the 1st examination. A second failure will result in expulsion from the program.

Successful completion of the oral examination qualifies students to begin their dissertation.

Comprehensive Supervisory Committee Approval

All faculty in the Health graduate program, including Adjunct Faculty and Professor Emeritus, are eligible to supervise comprehensive papers.

(Note: For doctoral dissertations, all faculty in the program can serve on supervisory and examining committees. However, not all of them are eligible to be a Principal Supervisor. Refer to **p. 9-10** for a listing of supervisory eligibility.)

Students are required to submit a **Notification of Comprehensive Paper Supervisors (p. 23)** to the Health graduate program office (Room 424, HNES Building) **as soon as the two supervisors agree to take on the supervisory role.** The form can be found on the program website at www.yorku.ca/gradhlth/guidelines.html

Dissertation – 4 Stages

After successful completion of the comprehensive examination students will focus on the dissertation process. The dissertation will make an original contribution to scholarship in the student's specified field. The dissertation process has **four stages**:

1. The **establishment of a Supervisory Committee**, if different from the comprehensive examination committee. The committee will consist of **three faculty members**, at least two of whom will be members of the Graduate Program in Health. The third member may be appointed to a Graduate Program other than Health. **(Refer to the next page for details on the committee composition.)**

Applicable form:

- **Supervisor & Supervisory Committee Approval form (p. 27)**

2. The **preparation of a dissertation proposal**, which must be approved by the Program Director, the Supervisory Committee, and the Faculty of Graduate Studies. PhD students are also expected to present their thesis proposal in the Program's bi-weekly Seminar series offered in the Fall and Winter terms, for which they will receive a non-credit course on a pass/fail basis for attending for one year and presenting their thesis proposal. This is an important forum for idea exchange and for exposing students to academic research. **The maximum length of a proposal is 3500 words.**

Applicable form:

- **Thesis/Dissertation Proposal Submission form – TD1 form (p. 28)** plus other forms/documents outlined in the form
3. The **writing of a dissertation** acceptable to the Supervisory Committee and formally approved as examinable by the members of that committee.
 4. The successful **completion of an oral examination**, centered on the dissertation and matters related to it, and presided over by an Examining Committee recommended by the program director for approval and appointment by the Faculty of Graduate Studies.

Annual Progress Report

Students are required to submit an annual **Progress Report (p. 24-26)** to the Health graduate office (Room 424 HNES Building) **by May 31st of each year** (or the following business day if May 31st falls on a public holiday). The Report can be found on the program website at www.yorku.ca/gradhlth/guidelines.html

According to the Faculty of Graduate Studies regulations, "reports to the graduate program director of unsatisfactory progress may require a student to withdraw from a program of studies, or withdraw from the graduate program in which the student is enrolled."

Composition of Dissertation Supervisory Committee

A dissertation supervisory committee consists of **three faculty** – a **Principal Supervisor** and **two supervisory committee members**.

- The **Principal Supervisor** must be a **Full Member** of the graduate program in which the student is enrolled. (**Exceptions** are:
 1. An Associate Member of the graduate program may serve as a Co-Supervisor on the condition that the other Co-Supervisor is a Full Member of the graduate program.
 2. Should program need arise, Members Emeriti may be eligible to act as Principal Supervisor of doctoral dissertations, on the condition that another member of the supervisory committee would be willing and able to act as Principal Supervisor should the need arise, and subject to the approval of the Dean of the Faculty of Graduate Studies.)
- The **1st supervisory committee member** must be appointed to the Health graduate program. All faculty in the program is eligible to take on this role.
- The eligibility of the **2nd supervisory committee member** can be the same as the 1st supervisory committee member. Alternatively, s/he can be appointed to other graduate programs at York University. In exceptional circumstances and with prior approval of the Dean, s/he may be appointed who is not a member of the Faculty of Graduate Studies at York University (for example, accomplished faculty members from other universities).

Refer to the next page for a listing of supervisory eligibility.

Approval of Dissertation Supervisory Committee

For doctoral students to remain in good academic standing, they must have a supervisor and supervisory committee in place in accordance with program requirements. The minimum Faculty of Graduate Studies requirements are as follows:

- A **Principal supervisor** must be recommended by the graduate program director for approval by the Dean of Graduate Studies **no later than the end of the 5th term of study**. Students will not be able to register in the 7th term of study unless a principal supervisor has been approved.
- A **supervisory committee** must be recommended by the graduate program director for approval by the Dean of Graduate Studies **no later than the end of the 8th term of study**. Students will not be able to register in the 10th term of study unless a supervisory committee has been approved.
- For the graduate program to meet the above stated recommendation deadlines, students are required to submit a **Supervisor & Supervisory Committee Approval form (p. 27)** to the Health graduate program office (Room 424, HNES Building) **no later than two weeks prior to the FGS deadlines**. The form can be downloaded from the Faculty of Graduate Studies website at www.yorku.ca/grads/forms/supervisorsupervisorycommitteeapproval2.doc

Faculty Appointment Categories and Supervisory Eligibility

Name	Appointment Category	MRP / Comprehensive Papers	Dissertation				
			Principal Supervisor	Supervisory and Examining Committee			
AHMAD, Farah	Full Member	Yes	Yes	Yes			
DALY, Tamara							
DINCA, Serban							
GINSBURG, Liane							
GORMAN, Rachel	Associate Member		See note 2				
HALIFAX, Nancy	Full Member		Yes		Yes		
LEXCHIN, Joel							
LUM, Lillie							
RAPHAEL, Dennis							
REAUME, Geoffrey							
RIOUX, Marcia							
SCHRAA, Ellen							
TSASIS, Peter							
WIKTOROWICZ, Mary							
ADELSON, Naomi						Full Member	Yes
AN, Aijun						Full Member	Yes
ANTZE, Paul	Members Emeriti		See note 1				
ARMSTRONG, Pat	Full Member		Yes				
CHUANG, You-Ta	Full Member		Yes				
COE, Imogen	Full Member		Yes				
CYSNEIROS, Luiz Marcio	Full Member		Yes				
DAVIES, Megan	Full Member		Yes				
FLICKER, Sarah	Full Member		Yes				
FOX, Mary	Associate Member		See note 2				
GILMOUR, Joan	Full Member		Yes				
GRYZ, Jarek	Full Member		Yes				
GRACE, Sherry	Full Member		Yes				
HUANG, Jimmy	Full Member		Yes				
HYNIE, Michaela	Full Member		Yes				
IRVINE, Jane	Full Member		Yes				
JACOBS, Lesley	Full Member		Yes				
JENSEN, Elisabeth	Full Member		Yes				
KHANLOU, Nazilla	Full Member	Yes					
KLASSEN, Thomas	Full Member	Yes					
LOEPPKY, Rodney	Full Member	Yes					
MAWANI, Amin	Full Member	Yes					
MENSAH, Joseph	Full Member	Yes					
NG, Peggy	Full Member	Yes					

Name	Appointment Category	MRP / Comprehensive Papers	Dissertation		
			Principal Supervisor	Supervisory and Examining Committee	
PEARLMAN, Ronald	Members Emeriti	Yes	See note 1	Yes	
PILKINGTON, Beryl	Full Member		Yes		
RILSTONE, Paul	Full Member		Yes		
ROSENBERG, Harriet Gail	Members Emeriti		See note 1		
SAFAI, Parissa	Full Member		Yes		
SAUNDERS, Richard	Full Member		Yes		
SHEN, Jung-Chin	Full Member		Yes		
SKINNER, Harvey	Full Member		Yes		
SMITH, Miriam	Full Member		Yes		
STRUTHERS, Ward	Full Member		Yes		
SWEENEY, Gary	Full Member		Yes		
THOMSON, Kelly	Associate Member		See note 2		
TREGUNNO, Deborah	Full Member		Yes		
VOSKO, Leah	Full Member		Yes		
WARING, Duff	Full Member		Yes		
WEIR, Lorna	Full Member		Yes		
WU, Jianhong	Full Member		Yes		
ZIMMERMAN, Brenda	Full Member		Yes		
BERTA, Whitney	Adjunct Member				No
FREW, Sarah					
LIGHT, Donald					
LIPPMAN, Abby					
MORGAN, Steven					
TENN-LYN, Nicole					

Note 1: Should program need arise, Members Emeriti may be eligible to act as Principal Supervisor of doctoral dissertations, on the condition that another member of the supervisory committee would be willing and able to act as Principal Supervisor should the need arise, and subject to the approval of the Dean of the Faculty of Graduate Studies.

Note 2: An Associate Members of the graduate program may serve as a co-supervisor on the condition that the other co-supervisor is a Full Member of the graduate program.

Faculty members

The C.V. are posted on the program website at www.yorku.ca/gradhlth/faculty.html

YORK FACULTY APPOINTED TO GRADUATE PROGRAM IN HEALTH

AHMAD, Farah

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(Associate Professor; PhD, University of Bucharest)

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AN, Aijun

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Doctoral Dissertation Regulations

Overview

Doctoral dissertations shall be on a topic approved by the student's supervisor and supervisory committee, and shall include submission and approval of a dissertation proposal, including appropriate ethics review and approval, in accordance with Faculty and program requirements and procedures. Dissertations must embody the results of original research must be successfully defended at an oral examination.

The doctoral dissertation must embody original work conducted while in program, and must constitute a significant contribution to knowledge. It should contain evidence of critical understanding of the relevant literature. The material embodied in the dissertation should merit publication.

The general form and style of dissertation may differ from program to program but a dissertation should be a coherent document. This means that if a thesis contains separate manuscripts, there needs also to be introductory and concluding chapters that explain how these separate manuscripts fit together into a unified body of research. If previously published materials are included, it should be made clear what exactly is the student's own work and what the contribution of other researchers is.

Students must comply with the requirements for the preparation, submission and distribution of theses as described in the **Faculty of Graduate Studies' Guide for the Preparation and Examination of Theses and Dissertations**, which can be found at: http://www.yorku.ca/grads/current_students/thesis_dissertations.html

Dissertation Supervisory Committees

1. A dissertation supervisory committee will consist of **a minimum of three members** from the Faculty of Graduate Studies, at least two of whom must be members of the graduate program in which the student is enrolled. **The principal supervisor must be a Full Member of the graduate program in which the student is enrolled. An Associate Members of the graduate program may serve as a co-supervisor on the condition that the other co-supervisor is a Full Member of the graduate program.** In exceptional circumstances and with prior approval of the Dean, the third, or an additional member, may be appointed who is not a member of the Faculty of Graduate Studies.

For doctoral students to remain in good academic standing, they must have a supervisor and supervisory committee in place in accordance with program requirements. The minimum Faculty of Graduate Studies requirements are as follows:

A supervisor must be recommended by the appropriate graduate program director for approval by the Dean of Graduate Studies no later than the end of the fifth term of study (end of second term of PhD II). Students will not be able to register in the seventh term of study (the onset of PhD III) unless a supervisor has been approved. A supervisory committee must be recommended by the appropriate graduate program director for approval by the Dean of Graduate Studies no later than the end of the eighth term of study (end of second term of PhD III). Students will not be able to register in the tenth term of study (the onset of PhD IV) unless a supervisory committee has been approved.

2. A dissertation supervisor (Chair of the supervisory committee) shall:
 1. be reasonably accessible to the student normally meeting once a month and never less than once each term.
 2. ensure that a copy of the student's dissertation is sent to each member of the student's dissertation examining committee as far as possible in advance of the date of the student's oral examination but no later than four weeks prior to the date set.
3. A dissertation supervisory committee shall:
 - a. review the student's research proposal and recommend its approval to the appropriate graduate program director and the Dean not less than six months prior to the date set for the oral;
 - b. review the student's progress normally each month and never less than once each term. (Reports to the graduate program director of unsatisfactory progress may require a student to withdraw from a program of studies or withdraw from the graduate program in which the student is enrolled);
 - c. meet annually with the student, normally in the Spring, to evaluate the Report on Progress submitted by the student and submit a completed copy of the Report on Progress to the graduate program director after the meeting; and,
 - d. read the dissertation and make a recommendation to the graduate program director regarding oral defence.

Dissertation Examining Committees (effective September 2011 *)

- * **Students have the option of following the old rules (<http://www.yorku.ca/grads/thesis/07examinationcommittees.pdf>) in place the year they started their program or the following new rules, effective September 2011, with respect to exam committee membership.**

A dissertation examining committee shall consist of **at least five voting members, including the Chair**, as follows:

- a. The Dean of the Faculty of Graduate Studies or her/his representative, who will be at arm's length from the supervision of the dissertation, and who will serve as Chair of the examining committee;
- b. One external examiner, from outside York University, at arm's length from the dissertation, recommended by the program director;
- c. one graduate faculty member at arm's length from the dissertation, and normally from outside the program, recommended by the program director;
- d. two graduate faculty members from the supervisory committee, or one member from the supervisory committee and one graduate faculty member from the program.

These are minimum requirements with respect to the composition of and quorum for dissertation examining committees. Individual graduate programs may include one additional voting member on examining committees, in accordance with program requirements and procedures.

In addition to the voting members, the thesis examining committee may include the following ex-officio members (non-voting, unless present as one of the voting members named above): Vice-President Academic & Provost, Dean of the Faculty of Graduate Studies or his/her representative, Graduate Program Director.

The membership of each committee must be recommended by the appropriate graduate program director for approval and appointment by the Dean of Graduate Studies as soon as possible and no later than four weeks before the date set for the oral examination. In exceptional circumstances, the Dean may approve a program director's recommendation that a York University faculty member who is not a member of the graduate faculty serve as a member (but not the Chair) of an examining committee.

Members of the examining committee are normally expected to attend the oral examination in person, except where decanal permission for the use alternative technologies such as video- or teleconferencing has been granted. The rationale for this examination mode must be made by the program to the Dean. Normally, no more than one member of an examining committee should be linked to the examination process through alternative means. Only in exceptional circumstances would the supervisor, an internal York member, or the student be the off-site participant. The Faculty of Graduate Studies' *Guide for the Preparation and Examination of Theses and Dissertations* contains guidelines with respect to the use alternative technologies for oral examinations.

With the consent of the voting members of the examination committee, the program director and the student, the Dean may approve a recommendation that an oral examination be rescheduled due to exceptional circumstances.

Conduct of the Oral Examination

1. Before an oral can be convened, a majority of the examining committee members must agree that the dissertation is examinable. The graduate program director shall poll the members of that committee one week before the scheduled date for the oral. If the student does not receive a majority vote, the members of the examining committee who do not agree that the dissertation is examinable are required to give their reasons in writing to the student, the supervisor, and the Dean within one week after the poll. In such cases, the oral shall be postponed for a period not to exceed one year. However, the student has the right to insist that the oral proceed as planned.
2. The time and place of oral examination shall be set by the graduate program director in consultation with the student, the Chair and members of the examining committee and with the approval of the Dean of Graduate Studies. Normally, the examination shall be held no less than four weeks from the date on which copies of the completed dissertation approved by the supervisory committee are sent to each member of the examining committee. The examination may be held less than four weeks from the time copies are sent to the examining committee provided all parties agree.
3. The oral examination will centre on the dissertation.
4. The oral examination is a public academic event. Faculty members, graduate students and others may attend oral examinations at the discretion of the Chair of the examining committee. They may, at the discretion of the Chair, participate in the questioning. Only members of the examining committee may be present for the evaluation and for the vote at the conclusion of an oral examination.

5. The dissertation oral examination requirement is met if one of the following situations exists:
 - a. if the committee accepts the dissertation with no revisions; or,
 - b. if the committee accepts the dissertation with specified revisions.
6. Specified revisions could range from typographical errors or changes of a minor editorial nature, to specified insertions or deletions which do not radically modify the development/argument of the dissertation. The committee must specify such changes with precision. It is the responsibility of the supervisor to ensure that all such changes are made, and the Dean's representative will confirm that this is the case. Specified revisions must be completed within six months of the date of the oral examination.
7. In cases where there are no more than two votes for major revision or one vote for failure, then specified revisions are expected.
8. A dissertation is referred for major revision if any of the following conditions exist:
 - i. the committee agrees that the dissertation requires substantive changes in order to be acceptable; or,
 - ii. there are two votes for failure; or,
 - iii. there is one vote for failure **plus** a minimum of one vote for major revision; or,
 - iv. there are at least three votes for major revision.
9. In the cases of major revision, one of the following procedures, agreed upon by the committee before the examination is adjourned, must be used to finalize the oral results:
 - a. the committee will reconvene within twelve months to continue the oral examination; or,
 - b. the revised dissertation will be circulated within twelve months to all members, who will inform the Dean's representative whether they feel the stipulated requirements have been met.
10. Detailed reasons for referring pending major revisions must be supplied in writing by the Chair to the Dean, the program director and the student concerned within two weeks.
11. After an adjournment and when the major revisions have been completed, the dissertation is failed if there are two or more votes for failure. A dissertation cannot be referred for major revisions more than once and no further adjournment is permitted. In the event of failure, detailed reasons must be supplied in writing by the Chair to the Dean, program director and student within two weeks.
12. A dissertation is failed if there are a minimum of three votes for failure. In the event of failure, detailed reasons must be supplied in writing by the Chair to the Dean, program director and student within two weeks.

Decisions of the thesis examining committee are communicated to the Faculty of Graduate Studies' Thesis Office, usually in the form of the Certificate Pages containing appropriate signatures, through the Chair of the Examining Committee, on or before the deadline specified for those students expecting to be awarded degrees at the Spring or Fall Convocations, which can be found at

http://www.yorku.ca/grads/current_students/important_dates.html

Other Regulations or Guidelines

In addition to the above stated regulations, graduate students are also expected to be familiar with the following policies or guidelines.

1. Guide for the Preparation and Examination of Theses and Dissertations

www.yorku.ca/grads/current_students/thesis_dissertations.html

2. Regulations with respect to theses and dissertations that contain copyrighted materials including manuscripts and/or publications

www.yorku.ca/grads/current_students/thesis_dissertations.html

3. FGS human participants research procedures

www.yorku.ca/grads/current_students/ethics.html

4. Intellectual property policy

www.yorku.ca/grads/current_students/intellectual_property.html

5. President Susan Mann dissertation scholarships

www.yorku.ca/grads/council/presidentsdissertationscholarships.html

6. Thesis/Dissertation Prizes

www.yorku.ca/grads/council/thesis_prizes.html

7. Policy on Academic Honesty

www.yorku.ca/grads/current_students/faculty_regulations.php?id=8

Information on Writing a Research Paper

1. **York University Libraries - Academic Writing Guide, Footnotes/Bibliographies/Refworks on-line tutorials and examples**
<http://www.library.yorku.ca/ccm/rg/preview/academic-writing-guide.en?q11n.enc=UTF-8>
2. **The Relationship Between the Research Question, Hypotheses, Specific Aims, and Long-Term Goals of the Project**
<http://www.theresearchassistant.com/tutorial/2-1.asp>
3. **Writing a Research Paper**
<http://owl.english.purdue.edu/workshops/hypertext/ResearchW/point.html>
4. **Library Research Using Primary Resources**
<http://www.lib.berkeley.edu/TeachingLib/Guides/PrimarySources.html>
5. **Library Research: Finding Primary Sources**
<http://www.lib.berkeley.edu/instruct/guides/primarysources.html>
6. **Harvard Styles for references/bibliography**
http://www.library.uq.edu.au/training/citation/harvard_6.pdf
7. **Writing Centre at Harvard University**
<http://isites.harvard.edu/icb/icb.do?keyword=k33202&pageid=icb.page143936>
8. **A Research Guide for Students**
<http://www.aresearchguide.com>
9. **A Guide for Writing Research Papers based on Styles Recommended by the American Psychological Association**
<http://webster.commnet.edu/apa/index.htm>
10. **OWL On-line Writing Lab**
<http://owl.english.purdue.edu/workshops/hypertext/ResearchW/point.html>
11. **Preparing for Thesis Research**
<http://www.lib.berkeley.edu/ENVI/thesisgd.html#Guides>
12. **Developing a Research Thesis**
http://www.esc.edu/esconline/across_esc/writerscomplex.nsf/wholeshortlinks2/Developing+Thesis?opendocument
13. **Developing a Research Question**
http://www.esc.edu/esconline/across_esc/writerscomplex.nsf/wholeshortlinks2/Developing+Question?opendocument
14. **Dissertation Proposal Workshop**
<http://iis.berkeley.edu/DissPropWorkshop/nutsandbolts>
15. **Planning and Writing a Research Proposal: A guide for teachers doing research**
<http://www.serprofessoruniversitario.pro.br/m%C3%B3dulos/metodologia-da-pesquisa/planning-and-writing-research-proposal-a-guide-teachers-doing-research>
16. **What is a Systematic Review?**
http://www.whatisseries.co.uk/whatis/pdfs/What_is_syst_rev.pdf

Forms

**PhD Program in Health
York University**

Notification of Comprehensive Paper Supervisors

Student: _____ **ID #:** _____

COMPREHENSIVE PAPER #1

Title: _____

Supervisor: _____

Supervisor's Signature:
(Please sign or attach e-mail acknowledging the agreement of being a committee member.) _____

Date Signed: _____

COMPREHENSIVE PAPER #2

Title: _____

Supervisor: _____

Supervisor's Signature:
(Please sign or attach e-mail acknowledging the agreement of being a committee member.) _____

Date Signed: _____

Graduate Program Director's Signature

Date Approved

Students are required to submit this notification form to the Graduate Program Office and gain approval from the Graduate Program Director prior to writing the 2 comprehensive papers.

**Graduate Program in Health
PhD Report on Progress Form**

TO BE COMPLETED BY STUDENT

Student name _____ **Student number** _____

Academic year _____ **Year in program** _____

Supervisory committee (if applicable)

_____ (Principal Supervisor)

_____ (Committee member)

_____ (Committee member)

Courses taken since last progress report

Department	Course number	Course name	Term

Courses planning on taking this year

Department	Course number	Course name	Term

- 1. What progress have you made toward your degree during the past year? (Do not include progress recorded in last year's report.) Please explain deviations from last year's goals.**

- 2. Please itemize the remaining requirements for your degree, including stages of your thesis or dissertation, and propose a timetable for completing them, with specific goals for the next year:**

TO BE COMPLETED BY SUPERVISOR

- 1. Comments on the student's progress during the last year:**

- 2. Comments on the student's objectives for next year:**

- 3. Comments on student's timetable for completing degree requirements, including thesis or dissertation:**

- 4. Considering the overall professional development of the student (e.g. stage in program, conference presentations, publications, etc.), is he/she making satisfactory academic progress? If not, explain why.**

5. **At least two members of the supervisory committee met with this student to discuss his/her progress.**

OR

This student is engaged in research away from the university, and unavailable for a meeting, so this evaluation was completed by mail, and discussed by at least two members of the supervisory committee.

Supervisor's signature

Date

Student's reply to the supervisor's comments (if any):

Student's signature

Date

A photocopy copy of this form should be retained by both the student and the supervisor. The original copy should be returned to the Graduate Program Director.



Faculty of Graduate Studies Supervisor & Supervisory Committee Approval

(Please print clearly or type)

This form is to be used when establishing a supervisory committee
OR when there is a request to change any member of the committee

Establishment of Committee
 Change to Committee

Surname	Given Names(s)
Student Number	Program
Current York E-mail Address	
Current Status <input type="checkbox"/> Masters <input type="checkbox"/> PhD	Number of Active Terms Completed:
Activity Level <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	

Faculty of Graduate Studies Regulations:

Thesis Supervisory Committees
The membership of each committee, including the Chair, must be recommended by the appropriate graduate program director for approval and appointment by the Dean of Graduate Studies no later than the second term of study (or equivalent for part-time students) or, for students in the Graduate Program in Environmental Studies, at least 12 months before the student's expected time of completion.

For doctoral students to remain in good academic standing, they must have a supervisor and supervisory committee in place in accordance with program requirements.

The minimum Faculty of Graduate Studies requirements are as follows:

- A *supervisor* must be recommended by the appropriate graduate program director for approval by the Dean of Graduate Studies no later than the end of the fifth term of study (end of second term of PhD II). Students will not be able to register in the seventh term of study (the onset of PhD III) unless a supervisor has been approved.
- A *supervisory committee* must be recommended by the appropriate graduate program director for approval by the Dean of Graduate Studies no later than the end of the eighth term of study (end of second term of PhD III). Students will not be able to register in the tenth term of study (the onset of PhD IV) unless a supervisory committee has been approved.

Graduate Program Director Recommendation:

I recommend to the Faculty of Graduate Studies approval of the:

Supervisor
 Supervisory Committee
 for the above student.

FGS USE	Supervisor/Committee <i>Name AND Signature required</i> <small>(or email from member verifying willingness to be supervisor or committee member) (If additional members are on the committee, please add names) If roles are different than provided (e.g., co-supervisors, etc) please indicate accordingly</small>	Member of York Graduate Program in <i>(list program relevant to current supervision; See FGS Appointment list at http://www.yorku.ca/grads/fmr.htm)</i>
	Supervisor:	
	Member:	
	Member:	
	Member:	

Graduate Program Director Signature

Date

Associate Dean, FGS Signature

Date

FGS Use
 Gem coded
 Copy to program

Form TD1: Thesis/Dissertation Research Submission

(Please print clearly or type)

Students must complete the top portion of this form and deliver it along with copies of completed appropriate documents (as indicated below) to their program office.



Student _____ ID# _____

Program _____ Degree _____ Date _____

Title of Research Proposal _____

Type of research	Documents to submit
Please check one:	Program will forward the following to the Office of the Dean, Graduate Studies, 230 York Lanes
<input type="checkbox"/> No human participants →	<input type="checkbox"/> TD1 form <input type="checkbox"/> Proposal <input type="checkbox"/> TD 4 form (if involves animals or biohazards) + HPRC Approval Certificate
<input type="checkbox"/> Human participants, minimum risk, with written consent → <input type="checkbox"/> Human participants, minimum risk, with verbal consent	<input type="checkbox"/> TD1 form <input type="checkbox"/> Proposal <input type="checkbox"/> TD2 form (original + 1 copy) <input type="checkbox"/> Informed consent documents (written or verbal script) (original + 1 copy) <input type="checkbox"/> TD3 form <input type="checkbox"/> TCPS Tutorial Certificate dated within last 2 years
<input type="checkbox"/> Human participants, funded by faculty research grant →	<input type="checkbox"/> TD1 form <input type="checkbox"/> TD4 form + HPRC Approval Certificate <input type="checkbox"/> Proposal <input type="checkbox"/> TCPS Tutorial Certificate dated within last 2 years
<input type="checkbox"/> High risk or funded →	<input type="checkbox"/> TD1 form <input type="checkbox"/> Proposal <input type="checkbox"/> Completed appropriate HPRC package plus 6 copies (submit to FGS for forwarding to HPRC) <input type="checkbox"/> TCPS Tutorial Certificate dated within last 2 years

TD1 = Thesis/Dissertation Research Submission Form

TD2 = York University Graduate Student Human Participants Research Protocol Form

TD3 = Informed Consent Document Checklist

TD4 = Statement of Relationship between Proposal and an Existing HPRC Approved Project

Graduate Program Director Recommendation:

I recommend to the Faculty of Graduate Studies approval of the proposal for the above student. The Supervisory Committee has reviewed the Research Proposal and has recommended it be submitted for approval.

Supervisory Committee <i>(Please print/type) (If additional members are on the committee, please attach listing)</i>	Member of York Graduate Program in <i>(list program relevant to this supervision; See FGS Appointment list www.yorku.ca/grads/fmr.htm)</i>	Date	Supervisory Committee Approval <i>(Please sign or attach e-mail indicating approval of proposal)</i>
Supervisor:			
Member:			
Member:			
Member:			

A TCPS tutorial certificate dated within the past 2 years must be attached.

Graduate Program Director Signature

Date

Associate Dean, FGS Signature

Date

Additional forms and guidelines pertaining to Dissertations

The following general forms will be used **after the oral examination** and can be downloaded from http://www.yorku.ca/grads/current_students/forms.html

- 1. Theses Non-Exclusive Licence**
- 2. Copyright Licence / Partial Copyright Licence**
- 3. ProQuest Subject Code**
- 4. Reimbursement of Thesis/Dissertation**
- 5. Title Abbreviation Form**

If your research involves human participants, the following forms and procedures apply. They can be downloaded from http://www.yorku.ca/grads/current_students/ethics.html

- 6. FGS Research Ethics forms and procedures**
- 7. FGS Human Participants Research Protocol Form (TD2)**
- 8. Informed Consent Checklist for Researchers (TD3)**