

RADY FACULTY OF HEALTH SCIENCES

COLLEGE OF NURSING



PhD OF NURSING

2019-2020 GRADUATE STUDENT HANDBOOK



UNIVERSITY
OF MANITOBA

Rady Faculty of
Health Sciences

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INTRODUCTION

The College of Nursing's doctoral program promotes the development of outstanding scholars with emerging programs of research focused on health issues amongst diverse populations. Our program integrates areas of philosophy of science and knowledge translation together with health care services, systems, and policy research as a foundation to nurture health researchers within the discipline of nursing.

This Handbook is a general guide for student use while in the PhD Program. The official policies and regulations of the College of Nursing (CON) are outlined in the: [University of Manitoba Graduate Calendar Academic Guide Supplemental Regulations](#)

Additional Publications:
[College of Nursing](#)

College of Nursing web address:
<http://umanitoba.ca/nursing/>

IMPORTANT NOTE: Re Faculty of Graduate Studies

As a student in the CON PhD Program, you are also a student in the Faculty of Graduate Studies, which oversees all graduate programs at the University of Manitoba (UofM). Therefore, you must follow the FGS policies and regulations in the Academic Guide and Supplemental Regulations:

[University of Manitoba Graduate Calendar Academic Guide Supplemental Regulations](#)

Additional FGS Publications:
[Graduate Studies](#)

FGS contact info: Ph #: (204) 474-9377
http://umanitoba.ca/faculties/graduate_studies/aboutus/staff.html

**University of Manitoba policies are revised on a regular basis. The most up to date policies are located in the University of Manitoba Graduate Calendar. Policies and links to policies in this handbook are included for information purposes. However, current policies in the Graduate Calendar, Academic Guide and CON Supplemental Regulations will supersede any policies in this student handbook.

| CON Contact Info | |
|--|--|
| Issue/Concern | Who to contact |
| <ul style="list-style-type: none"> • re advisor/advisement issues • re course issues • re issues not resolved by faculty advisor or student advisor | Associate Dean, Graduate Programs Dr. Donna Martin* (204) 474-6716 Donna.Martin@umanitoba.ca *contact program assistant re appt |
| <ul style="list-style-type: none"> • re course/program changes • re course/program extensions • re VW/AW | Graduate Programs Student Advisor Karla Blackwell (204) 474-6733 Karla.Blackwell@umanitoba.ca |
| <ul style="list-style-type: none"> • re appt with Associate Dean | Graduate Programs Assistant Pamela Gordon (204) 474-6216 Pamela.Gordon@umanitoba.ca |

SECTION 1 GENERAL REGULATIONS OF THE DOCTORATE OF NURSING PROGRAM

1.1 College of Nursing Supplemental Regulations

The Faculty of Graduate Studies (FGS) supplemental regulations and Academic Guide contain many of the rules and policies pertaining to the FGS and those specific to the College of Nursing graduate programs. Adherence to these rules and policies is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. The major goal of this guide is to prevent potential problems that may affect the completion of a student's program. It is the responsibility of students and the unit offering a graduate program to follow the policies. [Supplemental Regulations](#)

1.2 Required & Elective Coursework

Coursework is the first component of the PhD in nursing program. Generally full-time students spend at least the first two years in the program engaged in taking courses, including required and elective courses.

Required Courses:

The core/required PhD coursework consists of a minimum of the following twelve credit hours at the 8000-level or equivalent:

- NURS 8002 Advanced Philosophy of Nursing Science (3 credit hours) In-depth study of relevant paradigms, theories, and conceptual frameworks in science and professional nursing that will contribute to and support students' thesis endeavors.
- NURS 8010 Advanced Qualitative Research for Nursing (3 credit hours) This course is a comprehensive series of seminars which enhance a deeper understanding of the philosophical underpinnings, application, and critical appraisal of qualitative research inquiry.
- NURS 8020 Advanced Knowledge Translation & Health Care Policy (3 credit hours) A course that challenges the student to explore the evidence and thoughtfully consider how knowledge translation and policy frameworks can support strategies for mobilizing and maximizing research findings in clinical, professional, and political action.
- Research Methods Course (3 credit hours): A PhD level quantitative research methods course is a program requirement. Students may elect to take the NURS 7110 PhD level quantitative research course. A master's level biostatistics course is recommended as a pre-requisite for this course (e.g., CHSC 7810 Biostatistics for the Health and Human Sciences 1).

As well, students are required to take the following non-credit course in each of the first two years in the program.

- NURS 8030 Doctoral Student Seminars (0 credits hours) A dynamic seminar series to stimulate and facilitate academic discourse, professional socialization, proposal/thesis/development, funding opportunities and integration into the professional, university and national/international community of nursing scientists and their collaborative partners.

Students may also augment their learning, as negotiated with their advisors, with other elective courses to enhance theoretical, clinical, methodological, statistical, and/or policy knowledge.

Elective Courses:

Students are encouraged to take advantage of elective opportunities that will support their program of study. We maintain a [Compendium of Electives](#), which includes a list of courses that previous graduate students have taken. Although this is just a sampling of available courses, we encourage you to review this list.

Helpful hints in selecting electives:

- Take courses that will help you to prepare for the candidacy examination process;
- Talk to your student colleagues regarding courses they have taken;
- If you cannot find a course you are looking for at the UofM, there may be opportunities to take courses at other institutions within the Western Deans Agreement – [Click here](#). However, it is important to note that the process of approval can be a lengthy one, so it is important to plan ahead! Please consult with the Graduate Programs Student Advisor if you are considering this option.
- Be flexible;
- Take initiative; at the doctoral level, it is up to you to seek out opportunities regarding elective courses.

*Note: Additional components of the PhD in Nursing program can be found in Sections 2 and 3.

1.3 Full and Part-Time Study/Time to Completion

Full-time vs part-time status has several important implications, i.e., program fee payment schedule*; time to completion deadlines; and some scholarships/awards. Please discuss with your advisor.

*Note: payment for all graduate programs of study at the UofM are based on program fees rather than course-based fees.

Full time status, key considerations:

- Students are considered to be full-time if they do not apply for part-time status. Graduate students who are participating in studies on a regular basis in an academic term and/or are registered in the academic year are considered to be full-time students. Students who are full-time will pay program fees at the full-time rate over two years.
- Full-time students must complete program requirements within 6 years.

- Students should note that completing a graduate program as a part-time student will affect their eligibility for the University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.

Part-time status, key considerations:

- Students who elect to study part-time, or who have elected to switch to full-time, must complete the Faculty of Graduate Studies Request for Part-Time Status form: [Form](#). The form must be signed by both the advisor and the Associate Dean Graduate Programs.
- A student may change to part-time status or back to full-time **only once** during their program of study.
- Part-time program fees are paid over four years.
- Part-time students will receive an additional four months in time to complete their program for every two years (24 months) they are declared as part-time.

Please see the FGS Academic Guide related to policies re full-time vs part-time status, time to completion, and related information: [Graduate Calendar Academic Guide](#)

1.4 Academic Requirements

A minimum degree grade point average (GPA) of 3.0, with no grade below C+ must be maintained to continue as a student in the FGS. Students who fail to maintain the specified grades will be required to withdraw unless remedial action is recommended.

- Note: a C+ grade results in an 'in need of improvement' on the Progress Report form; a second Progress Report must be completed within 3 months. Two consecutive 'in need of improvement' on the Progress Report forms normally requires the student to withdraw from the program.
- Note: Students who fail to maintain satisfactory performance (i.e., > C+ grade) may be required to withdraw on the recommendation of the Associate Dean, Graduate Programs to the Dean of the Faculty of Graduate Studies. Note: The College of Nursing will not recommend remediation for a second failure in the same course. The College of Nursing will consider remediation up to 6 credit hours only.
- Note: Students may voluntarily withdraw (VW) from any one course once. When a student makes a subsequent attempt at a course from which s/he has VWd, further VWs will not be permitted. In exceptional circumstances, students may request an Authorized Withdrawal (AW) from the Associate Dean, Faculty of Graduate Studies. See Section 5.6 Academic Performance, of the Supplemental Regulations.

1.5 Non-Academic Requirements

Immunization, CPR, Criminal Record Check, Child Abuse Registry Check, Adult Abuse Registry Check, Respiratory Mask-Fit Test (will be offered at Orientation), WRHA Personal Health Information Act (PHIA) Training

All newly-admitted PhD in Nursing students must submit documentation that the above requirements have been met as per the College of Nursing Non-

Academic Requirements policy [Non-Academic Requirements](#) Please be aware that you cannot enter a WRHA facility as a student in the CON without having met all non-academic requirements.

Note: All students are responsible for maintaining their immunization status. Students whose non-academic requirements are incomplete as of July 15th will be put on “hold” status and will not be permitted to register for courses.

Returning students are required to certify in CPR and submit documentation by June 1st annually if their current CPR expires prior to April of the next academic year. Students are required to submit the above CPR certification by June 1st or they will be placed on “hold” status and not permitted to register in courses.

1.6 Licensure

CRNM requires that graduate nursing students who will have client contact and/or are engaged in clinical practice or clinical research related to their program of study, which entails specific nursing practice competencies as outlined by the CRNM, must have active practicing registration with the CRNM. Applicants or students with RN registration outside of Manitoba and who will require RN registration in Manitoba for the purpose of their thesis research are advised to contact the CRNM at [College of Registered Nurses of Manitoba](#) prior to application to the PhD in Nursing program.

1.7 Certificate of Illness

Attendance in courses is mandatory to enable the student to satisfy the evaluative criteria. Students absent from class due to an illness of 3 days or more must present a certificate from a health care professional upon return to class. To receive a certificate of illness, a student must see a physician or nurse practitioner. The student must do this during the time of their illness and present the certificate to their course professor in order to be considered for special consideration. The medical certificate should include the dates of absence. Absence for compassionate reasons is considered on an individual basis.

1.8 GRAD 8020 – Re-registration Course Number

To maintain status as a student in the Doctorate of Nursing program, all students must register in GRAD 8020 in every Fall, Winter, and Summer Term until completion of the program. Students who are not registered in this course number, and who withdraw from other courses during the terms, are considered to have left the graduate program. Return to the program requires reapplication and re-admission.

IMPORTANT: Students who withdraw from all other courses during Fall and Winter Terms should remain in GRAD 8020 if they wish to resume their program at a later date.

- 1.9 GRAD 8010 Doctoral Candidacy Examination**
Students should register in GRAD 8010 in the term that they expect to complete the candidacy examination. If the exam is not completed in that term, re-registration is required.
- 1.10 GRAD 8000 Doctoral Thesis**
Students who have finished their course work and Doctoral Candidacy Examination are required to register for GRAD 8000 Doctoral Thesis along with GRAD 8020 (See Section 1.8) for every remaining term (Fall, Winter and Summer) that they are in the PhD in Nursing program, until they graduate.
- 1.11 Letters of Permission**
Students may not attend or be registered in courses at more than one university. Students wanting to take a course at **another institution** while enrolled in the Doctorate of Nursing program must apply for a letter of permission or register under the Western Deans' Agreement, if appropriate. Refer to the Faculty of Graduate Studies website for details and forms: [Faculty of Graduate Studies Forms](#). Please contact a Graduate Program Student Advisor for assistance.
- 1.12 Application for Graduation**
Contrary to the *Graduate Calendar* section, "General Academic Regulations and Requirements", graduate students **cannot** apply for graduation on Aurora Student. Graduate students who plan to graduate in the current or upcoming term should inform the Graduate Program Student Advisor, and ensure that they meet the deadlines posted on the Faculty of Graduate Studies website for submission of thesis or completion of projects and final reports. Names of potential graduates are forwarded to the Faculty of Graduate Studies for inclusion on the grad list. The grad date is entered on the Aurora Student record by the Faculty of Graduate Studies.

SECTION 2 THE ADVISORY SYSTEM

2.1 Preamble

This section highlights the essential components of the advisory system, to include the roles and responsibilities of the student and members of the advisory committee in the thesis process.

*Note: Please see the FGS Academic Guide: Section 5 Doctor of Philosophy General Regulations, 5.3 Program of Study for the regulation requiring PhD students to register their program of study no later than 24 months after commencement of the program. In the College of Nursing, the Ph.D. Program of Study and Appointment of Advisory Committee form, which can be found at: [PhD Program of Study](#), is normally completed along with the process for committee approval (See Section 2.3.2). This form should be forwarded to the College of Nursing Graduate Program Assistant, who makes a copy for our files and then forwards the form to the Faculty of Graduate Studies.

2.2 The Faculty Advisor/Student Relationship

Prior to admission to the doctoral program, students are required to seek out an advisor in the College of Nursing (CON). To this end, potential students should consult with the CON Graduate Student Advisor and/or the Associate Dean of the Graduate Programs, as well as potential Graduate Program Faculty advisors. Faculty advisors work with students to devise a plan for their course of studies. Please also refer to Section 3 of this Handbook for specific roles of the advisor/student in the various components of the PhD program and to the advisor student guidelines at the following link: [Student Advisor Guidelines](#). If for any reason a student decides to change advisors, the student should ideally discuss with the advisor first; if this discussion is not feasible, the student should meet with the Associate Dean, Graduate Programs.

2.2.1 Qualifications of the Advisor

The advisor is normally a full-time member of the CON, at the rank of assistant professor or higher, with a Ph.D. or equivalent relevant degree or experience and demonstrated commitment to research and scholarship. The advisor must be a member of the FGS (Note: Adjunct professors/nil appointments may not be thesis advisors). Ideally, the advisor has expertise in the student's area of interest for the thesis. Potential faculty advisors are listed on the College of Nursing website at [Academic Staff](#).

2.2.2 General Roles and Responsibilities of the Advisor

The advisor is a role model, mentor, advocate, expert, and leader, in the partnership with the student. The advisor is responsible for facilitating an environment that is conducive to scholarship and in which the student can grow intellectually. Roles/responsibilities of the advisor include, but are not limited to the following:

#1. Works with the student to plan/develop an academic program of study.

The advisor:

- Guides the student through coursework and in planning for the thesis.
- Advises and guides the student on selection of nursing and non-nursing electives, where appropriate.
- Approves changes to the student's course of study, as necessary. [Note: Graduate students are not allowed to register or withdraw from courses without permission from their faculty advisor].
- Establishes a time frame/deadlines for completion of the degree requirements.
 - Together with the student, completes the Student-Advisor Agreement prior to the student's registering for courses; the Student Advisor Agreement can be found at : [Advisor Student Guidelines](#)
- Informs the student of anticipated periods of absence from the CON [e.g., research study leave] and agrees to continue advisement during these periods or arranges for alternate advisor during the period[s] of absence.
- Consults with the Associate Dean, Graduate Programs and the student to seek a new advisor, in the event that student changes his/her area of substantive interest during his/her course of studies, or for other reasons where a better fit between advisor and student is deemed necessary for the student's successful completion of the program.

#2. Provides ongoing guidance and support to the student.

The advisor:

- Directs and supervises research/scholarly work.
- Identifies research, and/or scholarship/award funding opportunities and assists the student in the application process.
- Informs the student of relevant conferences and assists the student in preparing abstracts for conferences.
- Facilitates applications for awards, scholarships and research funding.
- Works collaboratively with the student in the submission of manuscripts for publication.
- Clarifies with the student any questions regarding intellectual property rights, primary authorship on research and scholarship, and expectations regarding deadlines for submission of completed scholarly work for presentation/ publication.
- In conjunction with the Graduate Programs Student Advisor and the Associate Dean, Graduate Programs, ensures the student meets CON requirements and adheres to university regulations.
- Is available to the student for consults and the provision of timely feedback.
- Meets with the student regularly (i.e., a minimum of 3 meetings/year; e.g., October, February, and May) to monitor progress and deadlines.

- Meets with the student to complete the Progress Review prior to the end of May each year. In addition to the required spring Progress Report, a Progress Report must also be completed when issues/concerns arise that require documentation and ongoing monitoring. The completed Progress Report Form [Progress Report Form](#) must be completed and submitted to the Graduate Program Assistant; otherwise, students will be unable to register for courses beginning in September.
- Submits Graduate Advisor Comment Forms, as necessary, to maintain a record of potential/actual student issues.
- Promotes the students' scholarly development, for example, by encouraging the student to attend workshops and presentations by visiting scholars, gain research experience in addition to the doctoral research experience, pursue opportunities to teach, develop manuscripts for publication, and attend/present at academic conferences.

#3. Assumes the role of Committee Chair.

The advisor:

- guides the student in the thesis process (See below regarding responsibilities during the thesis process). OR works with the Associate Dean, Graduate Program and the student to identify an alternate advisor to chair the committee [see subsequent section re roles of the Committee Chair].

2.2.3 General Roles and Responsibilities of Student

Graduate study requires a significant amount of self-direction, collaboration with faculty and others, and knowledge of system requirements. Accordingly, the roles and responsibilities of the College of Nursing graduate students include, but are not limited to:

- Growing intellectually and contributing to the field of nursing knowledge.
- Engaging in scholarly activities, such as writing for publication, submitting abstracts to conferences, attending workshops, etc.
- Participating actively in developing a plan of study.
- Learning about appropriate deadlines and regulations in the CON and FGS and assuming responsibility for meeting/abiding by them.
- Being resourceful in exploring and applying for various sources of funding, awards, and scholarships.
- Producing a thesis that is the student's own work, completed with the guidance and support of the Committee, and that meets the standards of scholarship required by the CON.
- Realizing that deadlines need to be negotiated to take into account the advisor/committee members' other duties/responsibilities.
- Considering advice and direction from the advisor and respond in a thoughtful and timely manner.
- Meeting, communicating regularly, and completing an Annual

Progress Report with the advisor.

- Informing the advisor of any perceived problems or changes in circumstances that could affect the student's performance.
- Learning about and assuming responsibility for the regulations related to the thesis process.
- Complying with all ethics requirements/behaviors during their program of study, including research thesis process and written work.

2.3 The Thesis Process

The thesis process includes establishing a committee, to include the advisor, an internal committee member, and an external committee member.

2.3.1 Thesis Committee Membership

The goal is to establish a Committee with expertise in the focus/substantive area[s] of the student's thesis. The Committee typically will consist of a Chair (or 2 co-chairs*), an internal member, and an external member. Within one year of registration as a full-time student in the Ph.D. program, or its equivalent for part-time students, an Advisory Committee will be established for each student. The Advisory Committee will consist of a minimum of three faculty members to include the thesis advisor(s) and an internal member who are both from the College of Nursing and members of the Faculty of Graduate studies, and one member who is external to the CON. One of the CON committee members must be licensed as a Registered Nurse or Registered Psychiatric Nurse. In the case where a student is co-advised, the committee may consist of four faculty members, with the co-advisors constituting a single voice. An additional committee member is optional. A fourth member is required for the proposal process only.

The Chair of the PhD Advisory Committee is normally the student's faculty advisor. The Chair must be a member of the CON and the FGS, with a Ph.D. or equivalent relevant degree or experience and demonstrated commitment to research and scholarship (Note: adjunct professors/nil appointments may not Chair thesis committees). In consultation with the Chair, the student will select internal and external committee members. Once negotiated with the Chair, it is the responsibility of the student to approach potential committee members to determine interest, appropriate fit, and ability to commit to deadlines.

The internal committee member is normally a full-time member of the CON and a member of the FGS, at the rank of assistant professor or higher, with a Ph.D. or equivalent relevant degree or experience and demonstrated commitment to research and scholarship. Adjunct professors/nil appointments who are members of the FGS may be internal committee members. For further information, please refer to the FGS website re Academic Membership: [Academic Membership](#) and re Policy on Adjunct Professors [Policy on Adjunct Professors](#). Ideally the internal member should have expertise in the substantive area and/or the

methods of the thesis topic.

The external committee member must be an academic from an academic discipline other than nursing. The external committee member may be a professor from another Department, College, or Faculty at the University of Manitoba, or a non-nurse academic from another institution. The external committee member must hold the rank of assistant professor or higher and a Ph.D. or equivalent relevant degree or experience (i.e., Master's degree with experience/expertise in research and sitting on doctoral committees) and demonstrated commitment to research and scholarship. For external committee members who are not faculty members at the University of Manitoba, an application for adjunct/recommended status with the Faculty of Graduate Studies will be required (see FGS website re: policy on adjunct professors - [Policy on Adjunct Professors](#)).

An additional/guest committee member is optional. This individual is often a clinical/practice expert, with expertise in the student's area of interest. Thus, this additional committee member may provide valuable insights/connections/access to the population of interest, or insights regarding knowledge translation. The additional committee member does not necessarily meet the requirements of the FGS for Committee membership, and as such, is a non-voting member of the committee.

***Co-Chairs:** In certain situations, a co-chair of the thesis committee may be appropriate. Typically, this occurs when:

- The student will be drawing equally upon the expertise of two individual faculty members during the thesis process.
- A new faculty member is being introduced to the role of the chair by providing an opportunity to work with an experienced advisor.

- The Chair anticipates prolonged periods of absence during the student's program of study.

When co-advisors/chairs are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements – i.e. internal or external member). In the case of co-advisors, the two co-advisors have a single vote, and at least two other members must be appointed to the Advisory Committee. The co-advisors will usually be identified together at the beginning of a student's program. However, in some circumstances the need for a co-advisor may arise mid-way through a student's program. In all instances the FGS must be informed of the co-assignment. Both co-advisors' signatures are required on all documents where the advisor's signature is required

2.3.2 Process for Committee Approval

The thesis committee composition requires initial approval from the CON. Therefore, once the Committee has been established, the advisor assists the student in writing a request for approval of the Committee as constituted. Following approval by the Associate Dean, Graduate Programs or designate, the request is forwarded to the Faculty of Graduate Studies for final committee membership approvals:

- Student name and student number
- Names of all committee members (including titles)
- Address, telephone number, and CV of the external member shall be submitted with the letter.
- The working title and a brief explanation of the proposed study (see sample letter appended at the end of the Graduate Student Handbook).
- The reason(s) each member was selected (i.e. what expertise they will provide to the proposed thesis).
- Demonstration of linkage between proposed topic and expertise of proposed committee members.
- The qualifications of each member who is not a member of the CON (e.g., nil/adjunct status; PhD or equivalent)
 - Note: information re nil/adjunct status can be obtained from the Graduate Program Assistant

*Note: see [Appendix A](#) for an example of this letter.

Once the Associate Dean of Graduate Programs or Designate has approved decision concerning approval of the student's committee, the Doctoral Thesis Title & Appointment of Examiners Form will be completed (by the Associate Dean's office) and forwarded to the FGS for final approval.

2.3.3 Roles/Responsibilities of the Committee Chair in the Thesis Process

The committee chair or co-chairs will:

- work with the student to identify and refine a thesis topic.
- assist the student in selection and appointment of a thesis committee.
- ensure regular meetings of the committee [the thesis committee is required to meet a minimum of once annually to complete a progress report; see progress report form: [Progress Report](#)]
- in consultation with the advisory committee, make recommendations for the external examiner for the thesis defense
- encourage the student to dialogue with committee members as needed.
- ensure that the student has registered for the thesis course (note: The student must register for this course during the term[s] that the thesis will be completed).
- determine when the student is ready to proceed to written/oral candidacy exam, oral proposal defense, when the thesis is ready for distribution to committee members, and when the student is ready to proceed to the final oral defense.
- ensure that the student is adequately supervised by arranging for an acting advisor in the event of an extended period of absence.
- meet faculty policies regarding documentation of their student's progress (i.e., satisfactory completion of coursework, annual review, committee membership, completion of thesis, and satisfactory oral defense).
- ensure scientific/scholarly merit and quality of the thesis.
- ensure that disagreements/controversies within the committee are addressed/resolved.

2.3.4 Roles and Responsibilities of Internal/External Committee Members in the Thesis Process

The committee member will:

- meet with the student early in the process to discuss the topic and the potential contribution to the thesis process
 - Note: typically, the external committee member is less involved early in the process and is generally invited to participate once the topic has been refined and the need for the external's specific expertise has been established.
- participate in the written and oral candidacy exam process.
- inform the Committee Chair of any significant concerns with the proposal within 1 week prior to the oral proposal defense.
- participate in the oral proposal defense.
- provide advice and expertise to the student during the thesis process.
- read and provide timely and constructive feedback on the proposal and the final thesis.
- attend committee meetings a minimum of once a year for completion

of the Annual Progress Report.

- Note: a specific meeting for this purpose is only required if no other committee meetings have occurred during the course of the academic year.
- participate in the thesis oral examination.

2.3.5 Roles and Responsibilities of the Student in the Thesis Process

The student will:

- Communicate effectively with the various committee members.
- Inform all committee members regarding any delays in progress and/or inability to meet negotiated timelines/deadlines.
- Consult with the advisor /chair and committee members in preparing for the candidacy exam process.
- Consult with the advisor and committee members in developing the thesis proposal*.
 - *Note: the thesis proposal consists of completing a draft of the first three or four chapters of the thesis document, to include the introduction, conceptual framework, review of the literature, and methods. See guidelines for the paper-based thesis option, Section 3 of this Handbook.
- Revise the proposal based on feedback from the advisor.
- Once approved by the advisor, the student will forward the proposal to all committee members a minimum of 10 days prior to the established oral proposal defense date.
- Present the proposal at the oral defense.
- Revise the proposal based on feedback from all committee members.
- Consult with the advisor in the preparation of materials for ethical approval and or site access approval after the proposal defense.
- Consult frequently with the advisor in the thesis process. Communication/consultation with internal/external committee members will vary, however, the student should contact members as necessary during the process with the goal to optimize the quality of the final product.
- Consult with the advisor re the external examiner for the thesis defense.
- Submit the final thesis to committee members 3 weeks in advance of the thesis defense.
- Submit the thesis abstract and the names of committee members to the Graduate Program Assistant a minimum of 2 weeks prior to the final thesis defense.
- Following the completion of the thesis, make the revisions as recommended by all committee members and negotiate with the advisor and committee members regarding the timeline for dissemination, as well as the role of the committee members in the dissemination.

2.3.6 Meetings of the thesis committee

During the thesis process, normally the committee shall convene for a minimum of 4 meetings (see also Table 1: PhD Program Milestones).*

Meeting #1. The first meeting should be convened once the committee has received approval from the FGS. Unless otherwise negotiated with the advisor, the student is responsible for organizing this meeting. The purpose of the meeting is to:

- Obtain a commitment from all committee members regarding participation in the thesis process.
- Discuss preparation and process for the candidacy examination.
- Elicit input/feedback from all committee members regarding the proposed thesis topic, including research question, conceptual framework, and methods.
- Agree to a timeline/deadlines for the candidacy examination and thesis process.
- Discuss roles of the various members regarding input in the thesis process, as well as roles, expectations, and authorship related to dissemination of the findings [i.e., papers, posters, presentations] that may arise from the student's thesis work.

Meeting #2. The Oral Candidacy Exam Process (see Section 3)

Meeting #3. The third meeting is typically convened for the purpose of the thesis proposal defense. The proposal defense is an opportunity for the student to present the thesis proposal and to receive feedback from the advisory committee. The Thesis Proposal Form is completed and signed by all committee members at this meeting (note: this form is available from the Graduate Program Assistant).

Meeting #4. The fourth meeting is typically convened for the purpose of the oral thesis defense.

*Note: Annual Progress Report meetings, to include all Committee members, are required once the Committee has been formally approved.

SECTION 3 COMPLETION OF THE PhD PROGRAM

3.1 PhD Program Milestones

The following table highlights the key milestones in the PhD program.

| | |
|-----|--|
| 1. | Selection of advisor prior to admission. |
| 2. | Program planning discussion with advisor. |
| 3. | Complete Advisor/Student Guidelines at the initial student/advisor meeting prior to registration in the first term of study. |
| 4. | Complete required and elective coursework. |
| 5. | Selection/meeting of advisory committee. Normally, the committee is established by the end of one year of full-time study, or the equivalent for part-time students, but no later than the point when coursework has been completed. |
| 6. | Candidacy examination (normally no later than six months after the completion of coursework). |
| 7. | Development of thesis proposal including deciding on the format for the proposal and thesis. |
| 8. | Proposal should normally be defended and approved by the end of the second year of study for fulltime students or the equivalent for part-time students. |
| 9. | Obtain letters of approval as needed from Research Ethics Board and other committees from outside agencies if access approval is required. |
| 10. | Conduct research. |
| 11. | Completion of thesis. |
| 12. | Submission of three potential external examiners to FGS and the external examiner is chosen by the Dean of Faculty of Graduate Studies. |
| 13. | At this point, normally the advisory committee becomes the examining committee |
| 14. | Submission of thesis to FGS who distributes to internal examining committee and then if it receives an internal pass, to the external examiner. |
| 15. | Upon approval of thesis by the external examiner, the date is set for the Oral Examination. |
| 16. | Oral examination and public defense of thesis. |
| 17. | Further revisions (if applicable). |
| 18. | Revisions approved by Advisor/examining committee |
| 19. | Submission of final thesis/practicum to FGS through MSpace |

These milestones encompass the four core components of the PhD program: coursework, candidacy examination, research proposal development/defense, and thesis completion/examination. Although these four key elements will be discussed more in-depth, the full description of these and other requirements can be found in the supplemental regulations for the PhD in Nursing at the following link: [Supplemental Regulations](#)

In order to facilitate their successful progress through the program, all doctoral students should read and familiarize themselves with these online supplemental regulations.

Note: Although these elements form the structure of the PhD program, it is also important for PhD in nursing students to pursue additional scholarly activities in collaboration with their advisor/committee members. These include, but are not limited to, taking additional/elective courses, applying for scholarships, studentships, and grants; preparing manuscripts for publication and navigating the publication process; presenting work at academic conferences; engaging in research endeavors; pursuing professional development opportunities in addition to formal/required coursework; and involvement in professional committees.

3.2 PhD Course work

Coursework is the first component of the PhD program. The core PhD coursework is described in [Section 1](#) of this Handbook.

3.3. Candidacy Examination

The purpose of the PhD Candidacy Exam is to evaluate and verify the suitability of the PhD student to undertake advanced research, as required in the PhD program. Although consultation with the advisory committee is essential, the student ultimately assumes responsibility for ensuring readiness to initiate the candidacy exam process. For example, additional coursework may be necessary/prudent to optimize readiness for the exam.

After coursework is completed, the next step is preparation for and completion of the candidacy examination. Students are expected to take a formal candidacy exam normally within 6 months of completing coursework or before the end of the 2nd year after admission to the program of full-time study, or equivalent, but no later than one year prior to expected graduation date. Students must have completed all course work prior to the candidacy examination. The candidacy examination consists of a written and an oral component.

The format for the PhD in Nursing candidacy examination is as follows:

- The three questions for the examination will be determined by the Advisory Committee; typically, each committee member will submit one question. Questions are compiled by the Advisor.
- The subject matter for the papers will reflect the following broad topic areas: i) theory or philosophy, ii) research methodology or measurement, iii) health care policy, practice, or knowledge translation, and iv) a question emanating from the student's substantive area.
- The committee may request the student to prepare and submit a bibliography for each topic area, and/or a summary of the focus of coursework and anticipated thesis research, in order to prepare for the candidacy examination.
- **NOTE: It is the student's responsibility to generate a draft bibliography/reference list and submit to committee members for approval prior to the written candidacy examination.**

- The Advisory Committee will specify their expectations and requirements concerning the number of words/pages, format, spacing, style, etc. for each question (typically 20-25 pages, excluding references; APA formatting).
- The student chooses 2 of the questions to answer. The student will have 30 calendar days to prepare the academic papers.
- The intent of these candidacy examination papers is for students to demonstrate the analysis and synthesis of the literature in their substantive field and the ability to integrate and synthesize ideas that reflect current knowledge. Duplicate submission of previous coursework papers is considered plagiarism and is not permitted (see sample PhD Written Candidacy Exam Rubric – [Appendix B](#) ; note: this rubric is meant as a guide; advisors may or may not elect to use this exact rubric)
- The papers will be submitted to the student's Advisory Committee for review. The Committee has 3 weeks to evaluate the quality of the responses. The assessment focuses on the student's integrative thinking ability at the general and abstract level and preparedness to undertake thesis research.
- Each paper is assigned a pass/fail grade by the Advisory Committee. All papers must be unanimously approved prior to the oral defense. **NOTE: students will typically only receive written feedback if a paper is assigned a fail grade.**
- If any committee member assigns a 'fail' to any of the papers, that committee member will contact the Advisor. A tentative meeting date of the committee and student will be scheduled to discuss the failure, normally within 1 month from distribution of the student's responses to the committee. A student who fails a written portion will have a single opportunity to resubmit that specific paper within 2 weeks. If the paper fails a second time, this would constitute the second failure of the candidacy exam and the student would be required to withdraw from the Program.
- Once approved, the student will receive feedback regarding the decision from the Advisor/Advisory Committee and an oral defense (closed) will be scheduled (within 30 days) at a mutually convenient time.
- The Associate Dean, Graduate Programs, or designate will Chair the Oral Examination. The oral Candidacy Examination will be closed to all but members of the Committee.
- The purpose of the oral defense is to allow the student the opportunity to discuss and defend the content of the papers.
- Questions will be posed by the committee members for approximately 90 minutes.
- Immediately following the oral defense, the Advisory Committee will meet in camera to determine the outcome of the oral examination. The student will be informed immediately following the decision. A 'pass' decision of the examiners must be unanimous (see sample PhD Oral Candidacy Exam Rubric – [Appendix E](#); note: this rubric is meant as a guide; advisors may or may not elect to use this exact rubric)..
- Students must pass both the written and oral examinations to be considered a candidate for the PhD degree.

- A student who fails the oral examination will be allowed a second attempt not less than 3 months and not more than 6 months following the first attempt. The student is permitted a second attempt at the oral exam only if there has been no failure in the written component of the exam. A student may fail each portion (written and oral) of the candidacy examinations only once. A student who fails any one portion of the candidacy examinations more than once will be required to withdraw from the Faculty of Graduate Studies. The candidacy exam is distinct from the thesis proposal.
- The Dean, Faculty of Graduate Studies will be informed regarding the outcome of the oral defense with the “Report of the PhD Candidacy Examination” form.

***NOTE:** As the intent of the candidacy examination is to evaluate and verify the suitability of the PhD student to undertake advanced research, **significant changes to the student’s research direction following the candidacy event are strongly discouraged.** In the event that significant changes in the philosophy/theory, methods, or substantive area are successfully negotiated between the student and the advisory committee, the student is expected to provide the committee with substantive evidence of his/her current knowledge and ability to analyze and synthesize the literature in this revised area prior to moving forward to the proposal development phase of the dissertation process. The mechanism for demonstrating the ability to analyze and synthesize current knowledge in the new area will be determined by the advisory committee.

3.4. Research Proposal Development/Defense

After the candidacy examination is successfully completed, the next step in the PhD process is developing and defending your research proposal. The procedure for the research proposal is as follows:

- The student’s thesis proposal will be prepared, using one of the following formats (the decision regarding format will be made by the student and the Advisor/Advisory Committee): 1. A grant proposal suitable for submission to one of the granting agencies (e.g., CIHR, SSHRC, NHRDP, NCIC); or 2. The first three chapters of the dissertation: Introduction, Literature Review and Theoretical Framework, Methods.
- The proposal document is distributed to the Proposal Examining Committee at least 10 working days prior to a tentative date for oral presentation.
- All members of the Proposal Examining Committee must agree to proceed with oral defense at least 1 week prior to the tentative date.
- The Associate Dean, Graduate Programs (or designate) will chair the proposal defense.
- A one-page abstract must be provided by the student for posting at least 1 week prior to the proposal defense, which will be open to all members of the university community.

- Student’s oral presentation will last approximately 30 minutes with approximately 1 hour allowed for questions following the presentation.
- The committee may approve the proposal as presented, or request a subsequent meeting if major revisions or additional work is required – any issues must be resolved within 6 months (see College of Nursing Supplemental Regulations for details.) Also see sample PhD Oral Proposal Defense Rubric – [Appendix D](#); note: this rubric is meant as a guide; advisors may or may not elect to use this exact rubric.
- The student is only allowed one failure/redo; a second failure requires the student to withdraw from the Program.
- A “Ph.D. Thesis Proposal” form will be completed and signed by the committee, and by the Associate Dean, Graduate Programs or designate, and forwarded to FGS.

3.5. Thesis Completion and Examination

Once the research proposal has been successfully defended, students can begin working on their thesis research. An essential feature of Ph.D. study is the candidate’s demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgment of the examiners, acceptable for publication. The thesis research culminates in a written dissertation, which can take two forms (paper-based thesis or traditional thesis), and an oral defense of the dissertation.

3.5.1 Specific Requirements for Paper-Based Thesis Format for Doctoral Nursing Programs

- A dissertation document can be comprised of a collection of papers, which are about to be published or have been published.
- A doctoral level paper-based thesis will include a minimum of three papers of publishable quality, two of which must be submitted for publication. In addition, introduction* and conclusion** chapters are required (see Table 2). The number and content of the papers will be negotiated in collaboration with the advisory committee.
- The papers will each address a unique research objective/ question or could be a philosophical/ theoretical/ methodological discussion relevant to the dissertation topic. Each paper must be independent of the others and coherently integrate various aspects of the dissertation study and outputs.
- While the number of papers will depend on the scope and complexity of dissertation topic and study, one of the papers must include a detailed description and summary of the research study and findings.
- Completion of the PhD Program in Nursing will not be contingent on acceptance of the paper(s) for publication.

| Table 2. Paper Based vs Traditional Thesis Format | |
|--|---|
| Paper Based Thesis Format | Traditional Thesis Format |
| <p>*Introduction Chapter:</p> <ol style="list-style-type: none"> 1. Opening overview of the research topic 2. Background <ol style="list-style-type: none"> a. Conceptual framework for the dissertation study (likely a publishable paper) b. Update literature review (original literature review required for the proposal may be appended; likely published paper) 3. Purpose and Research Questions and/or Objectives 4. Research project design, which includes an outline of the chapters and how they are related <p>*Papers (minimum of 3) e.g., re conceptual framework re literature review re research findings</p> <p>*Conclusion Chapter</p> <ol style="list-style-type: none"> 1. Introduction 2. Strengths and weaknesses 3. Synthesis of findings/discussion from each chapter 4. Future research 5. Policy/practice recommendations | <p>Chapter One: Introduction</p> <p>Chapter Two: Literature Review and Theoretical Framework</p> <p>Chapter Three: Design and Methods</p> <p>Chapter Four: Research Results</p> <p>Chapter Five: Discussion, Summary, Conclusions, Implications</p> |

3.5.2 Formation of the Final Thesis Examining Committee

The final thesis examination for the Ph.D. degree proceeds in three stages:

1. Examination of the candidate's thesis by an internal examining committee.
 - Under normal circumstances, the advisory committee becomes the internal examining committee for the thesis defense process. For further details, see Supplemental Regulations Section 5.11.1
2. Examination of the candidate's thesis by an external examiner.
 - The names of 3 distinguished scholars from outside the University of Manitoba are recommended to the FGS by the student's advisor, in consultation with the advisory committee. For further details of the

required qualifications of the external examiner, see Supplemental Regulations, Section 5.11.2.

3. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto.

3.5.3 Thesis Examination Process

There are essentially 3 steps to the thesis examination process.

Step #1: Internal examiners' process

The process for the examination of the candidate's thesis by an internal examining committee is as follows:

- It is the responsibility of the FGS to distribute the electronic version of the thesis to all examiners.
- The Dean of the FGS will request the internal examiners to give, within three (3) weeks of the distribution of the thesis, a detailed written report of the thesis and place it into one of the following categories:
 1. The thesis represents a distinct contribution to the candidate's field of research and is acceptable as it stands. Minor revisions to content, structure, or writing style may be required. The thesis may proceed to external distribution.
 2. The thesis has merit and makes a contribution to the candidate's field; however, there are research-related concerns that have the potential to be addressed in the oral examination. The structure and writing style are acceptable or require only minor revisions. The thesis may proceed to external distribution.
 3. The thesis has some merit, but is not acceptable in its current state and requires major revisions to one or more of its core components, such as research content, structure or writing style. The thesis cannot proceed to external distribution.
 4. The thesis is unacceptable with respect to its core components, such as research content, structure, and writing style. The thesis cannot proceed to external distribution.
- If none or one (the dissenting voice) of the internal examiners fails the thesis (i.e. places it in categories 3 or 4 above), the thesis receives an internal pass and shall proceed to external distribution.
- Prior to external distribution, the candidate shall have the opportunity to incorporate changes suggested by the examining committee but not necessarily those of the dissenting voice.
- If two or more of the internal examining committee fail the thesis (i.e. places the thesis in categories 3 or 4 above) then the thesis fails.
- If the thesis fails, the unit Head shall convene a meeting of the internal examining committee and the candidate's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard for a second submission to the internal examining committee.

- If more than one of the internal examining committee members fails the resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to external distribution, and the candidate is required to withdraw from the Faculty of Graduate Studies.
- The awarding of a passing grade by an individual internal examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process.

Step #2: External examiners process

In the 2nd step in the process, an external examiner examines the thesis. The process for examination of the candidate's thesis by an external examiner is as follows:

- The Dean of the FGS will request the external examiner to give, within three (3) weeks of the distribution of the thesis, a detailed written report of the thesis and rate it either as a pass or a fail. The Dean of the FGS shall ensure the anonymity of the external examiner until it has been determined that the student can proceed to oral defense.
- If the external examiner passes the thesis, the student can proceed to oral defense.
- If the external examiner fails the thesis, the unit Head shall convene a meeting of the internal examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard.
- If the external examiner fails a resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to oral defense, and the candidate is required to withdraw from the Faculty of Graduate Studies.
- The awarding of a passing grade by an external examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process.

Step #3: The oral examination

Lastly, the oral examination of the candidate will be conducted by all examiners on the subject of the thesis and any related matters. The procedure for this oral examination is as follows:

- The examination must be held at the University of Manitoba. It is the responsibility of the unit to ensure that all room booking arrangements are made and appropriate facilities meet minimum standards expected for a Ph.D. defense. In addition, the candidate must submit, in electronic format biographical information and an abstract of the thesis to the FGS.
- The Dean of the FGS or designate shall act as Chair of the examination committee.
- Normally, the oral examination shall be open to all members of the University of Manitoba community and the general public.

- The Chair will introduce the candidate and request him/her to give a concise (20 to 25 minute) oral presentation of the thesis to include a summary of the problem addressed, the results obtained and the conclusions drawn from the study.
- Following the presentation, the Chair will invite questions from each member of the examining committee, taking care to ensure that each examiner has approximately equal time for questions. The total time for questions by the examining committee must not exceed two (2) hours.
- The Chair may exercise his/her discretion in allowing questions from the audience following completion of the formal examination.
- Following completion of the formal examination, the candidate and audience must leave the examination room. The decision of the examining committee will be based both on the content of the thesis and on the candidate's ability to defend it.
- The judgment of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms "pass" or "fail" and each examiner must indicate his/her opinion by his/her signature.
- Pass: the candidate has satisfactorily presented their findings orally and answered, to the satisfaction of the examination committee, the methodology, observations and conclusions presented in the thesis. The advisor/co-advisor is charged with ensuring that any minor editorial or typographical revisions are satisfactorily completed. The Chair shall report this decision to the Dean of the Faculty of Graduate Studies on the "Final Oral Examination of the Ph.D. Thesis" form. Those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.
- Fail: the candidate has failed to adequately orally present, or satisfactorily respond to questions posed related to, the thesis. This shall include significant defects in conception, methodology or context. The Chair shall report this decision, including providing the detailed written reasons for this decision, to the Dean of the Faculty of Graduate Studies on the "Final Oral Examination of the Ph.D. Thesis" form. Each examiner in agreement must indicate, by his/her signature, concurrence with the failing grade. A copy of the report will be made available to the candidate by the Dean of the Faculty of Graduate Studies.
- If the external examiner or two or more internal examiners indicate a fail, the candidate fails the examination.
- The examination committee may recommend in writing to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.
- The candidate will be recommended for the Ph.D. degree upon receipt by the FGS of favorable reports by the thesis examining committee, a corrected copy of the electronic version of the thesis submitted to MSpace, a corrected copy of the paper version of the thesis (submitted to the FGS), final approval and release forms and providing all other degree requirements have been satisfied.
- The final version of the thesis must be submitted by the candidate to the FGS following the guidelines found at: [Thesis Guidelines](#)

- A student will be required to withdraw when the Ph.D. thesis has been rejected twice at the stage where: a) The internal examining committee reports on the merits of the written thesis; b) The external examiner reports on the merits of the written thesis; c) The oral examination; or d) A combination of any of these stages.

SECTION 4 RESOURCES AND OPPORTUNITES FOR PROFESSIONAL GROWTH

4.1 Awards and Scholarships

You should consider applying for any and all awards and scholarships for which you are eligible! The links below are a starting point; be resourceful; check with your advisor about additional possible awards to apply for.

Awards and scholarships obtained from the College of Nursing website at: [Nursing Awards and Bursaries](#) and the Faculty of Graduate Studies website at: [Funding & Awards](#). Scholastic ability, achievement, leadership and collegiality in graduate students are recognized by the College of Nursing through a number of awards and scholarships (Deadlines for the awards and bursaries vary. Check the above links for more information).

4.1.1 Notification of Awards Received

Students are asked to inform the Graduate Program Assistant of any awards, grants, fellowships and /or scholarships received. This information is used for statistical purposes. Awards are also noted in Faculty and University publications.

4.2 Other Resources

The MCNHR is a research center within the CON that promotes and supports the conduct, dissemination, and uptake of collaborative nursing and health research. The MCNHR offers research support services for graduate students that includes research and statistical consultation, assistance with ethics and research grant applications [Grant Support & Process](#) and editing and formatting services for publications. The MCNHR hosts research events and training workshops and offers several research grants and awards for graduate students. [MCNHR](#)

Graduate Student Association [UMGSA](#)

4.3 Opportunities for Professional/ Scholarly Growth

The Faculty of Graduate Studies has instituted a workshop series that support Graduate Students as they navigate through their programs. The program is entitled, **GradSteps**, and can be found here: [Gradsteps](#)

The University of Manitoba Elizabeth Dafoe Library has series of sessions designed to support graduate studies in their library, formatting and research skills. Descriptions of these sessions can be found here: [Libraries](#) As well, there is a Liaison Librarian for the CON, Laurie Blanchard and she can be emailed at Laurie.Blanchard@umanitoba.ca.

If you have difficulty with formatting, writing, organizing paper ideas, or study skills, you can access the Academic Learning Centre for support. The Centre offers a variety of workshops in person or online. The Academic Learning Centre can be found here:

<http://umanitoba.ca/student/academiclearning/>

Graduate students are also ***encouraged to apply for conference presentations*** locally, nationally or internationally based on their areas of study. The Faculty of Graduate Studies will normally provide some funding to support Graduate students to attend conferences at which they are presenting twice within the confines of their program. The forms for accessing these supports can be found on the Faculty of Graduate Studies website: [Here](#)

**APPENDIX A
REQUEST FOR APPROVAL OF PhD COMMITTEE**

Sample Letter

Dr. Donna Martin,
Associate Dean, Graduate Programs
Chair, Curriculum Governance &
Quality Assurance Committee
College of Nursing
277 Helen Glass Centre for Nursing
Winnipeg, MB. R3T 2N2

Student's return address

Student # (underlined)

Date

Dear Dr. Martin;

This letter is to request approval of my proposed thesis committee composition. ***At this point in the letter provide 1) the working title of your thesis and 2) the names of the proposed committee members.****

Next, write a brief (one paragraph) description of your thesis topic, including the purpose of the study and the methodology to be used. This information should set the stage for the rationale for each committee member.

The subsequent three paragraphs should describe the rationale for choosing each committee member. Please include key information to support each member, such as:

- 1) their academic position (i.e., Assistant Professor, Associate Professor, Professor);***
- 2) their academic/research credentials/ qualifications to sit on the committee (i.e., generally, a minimum of a PhD degree for PhD committees);***
- 3) specific expertise that the member will contribute to your project (e.g., methods/theory/ clinical expertise).***

****For an internal committee member who does not hold an Assistant Professor, Associate Professor, or Professor position in the College of Nursing, please verify that the person holds a current nil or adjunct appointment with the College of Nursing (note: this information can be obtained from the Graduate Programs Assistant: Ph#: 204-474-6216; e-mail: pamela.gordon@umanitoba.ca).***

For external committee members, include their:

- 1) academic position (i.e., Assistant Professor, Associate Professor, Professor);***
- 2) department/institution affiliation;***
- 3) mailing address and telephone number;***

- 4) curriculum vitae, including recent research experience, experience advising graduate students and publications;**
5) status as a member of the Faculty of Graduate Studies (ask them if they are/are not a member of FGS; if they are unsure, this information can be obtained from Pamela Gordon, the Graduate Programs Assistant).

I trust the information provided will be sufficient. Please contact me directly if further information is required.

Sincerely,

Student Name

Note: there are 2 steps to the approval process, to include the CON (i.e., the request is reviewed by the Associate Dean of Graduate Programs) and FGS. Therefore, the process does take time. You will be notified of the decision, in writing, as soon as FGS informs us of their decision. It is your responsibility to inform your committee members of the decision.

APPENDIX B

COLLEGE OF NURING PhD Written Candidacy Exam Rubric

| Criteria | Meets Expectations: Pass | Below Expectations/ Unsatisfactory: Fail |
|--|---|--|
| Accuracy & Completeness | Facts are reported accurately and are in direct relation to the topic | The response demonstrates poor understanding of the question. Some of the facts are reported inaccurately and substantial parts of the question are not fully answered |
| Breadth of knowledge | There is a clear, well-focused response that addresses the question; integration of theory, practice, and research is strong. Main ideas stand out and are logically supported by detailed information. Student cites primary sources, directly relevant research references in the response. | The response is not clearly presented. The main idea is not clear. There is very little integration of theory, practice, and research present. Current and/or primary sources are lacking. |
| Depth of Knowledge | Relevant, convincing, quality details; consistent evidence of effective synthesis and critique of the literature; cites research references that support the response | Supporting details and information are typically unclear or inaccurate; key references are missing. Key issues or portions of the response are unsupported and/or incorrectly cited. |
| Organization and presentation | The introduction clearly states the main topic and previews the structure of the response, supported by evidence in a coherent manner; good flow of ideas throughout; transitions effectively; establishes a sound scholarly argument | The paper lacks clarity, organization, structure, flow of ideas; weak transitions and gaps in logic occur between topics being addressed |
| Writing style and mechanics of writing | The paper is essentially free of errors in grammar or spelling that distract the reader from the content; APA format is correctly used [e.g., appropriate citations, headings, subordination, references, tables] | Student makes frequent errors in grammar or spelling that distract the reader from the content; APA errors |

APPENDIX C

COLLEGE OF NURING PhD Oral Candidacy Exam Rubric

| Criteria | Meets Expectations: Pass | Below Expectations/ Unsatisfactory: Fail |
|--|---|---|
| Breadth and Depth of Knowledge | Good grasp of relevant topics and concepts; provides convincing, quality responses | Poor grasp of relevant topics and concepts |
| Focus | Formulates answers in a disciplined, well-focused manner; able to clearly articulate an argument/ point | Wanders off topic; loses the thread of an argument |
| Accuracy | Facts are reported accurately and are in direct relation to the topic | The response demonstrates a poor understanding of the question. Some facts are reported inaccurately and substantial parts of the question are not fully answered |
| Articulation and development of positions | Answers are clear, thorough, and insightful | Answers are vague, excessively general or narrow, or marked by significant confusion or error |
| Capacity to address opposing views | Readily able to understand specific questions and grasp the point of objections, and responds in a thorough and thoughtful manner | Labors to understand, or misunderstands specific questions and is easily derailed by objections |
| Overall Quality of Oral Communication Skills | Responses are clear; arguments are well-presented; exhibits good verbal communication skills | Responses are incomplete; arguments are poorly presented; exhibits lack of confidence in verbal communication skills |

APPENDIX D

| COLLEGE OF NURING PhD <u>Oral Proposal Defense</u> Rubric* | | | |
|---|-----------------------|----------------------|-------------------------|
| Criteria | Satisfactory: Pass | Needs Improvement | Unsatisfactory: Fail |
| Introduction: Clearly describes the proposed research & key questions/ hypotheses | | | |
| Conceptual framework: sufficient empirical and theoretical research is cited to ground the study and a strong conceptual framework is articulated. Aligns/integrates framework with research questions. | | | |
| Literature review: demonstrates sound knowledge of the literature of the research area and the field | | | |
| Project approach: applies appropriate design and methods; understands the basis & interpretation thereof | | | |
| Significance: communicates the broader implications of the research | | | |
| KT/policy: addresses proposed strategies/ implications | | | |
| Defense comportment: addresses questions and concerns with knowledge and professionalism | | | |

**Note: The committee may approve the proposal as presented, or request a subsequent meeting if major revisions or additional work is required – any issues must be resolved within 6 months. (Pass as presented, continue on; Pass, revise and note revisions for dissertation, continue on; Pass, revise & circulate revisions back to Advisory Committee, continue on; Fail, revise & circulate revisions back to Advisory Committee, wait for feedback; Fail, redo). The student is only allowed one failure/redo; a second failure would require that the student withdraw from the Program (from supplemental regs).*

Revised April 2019