



Institute of Health Policy, Management & Evaluation
UNIVERSITY OF TORONTO

Clinical Epidemiology and Health Care Research

New Faculty Orientation

IHPME

www.ihpme.utoronto.ca

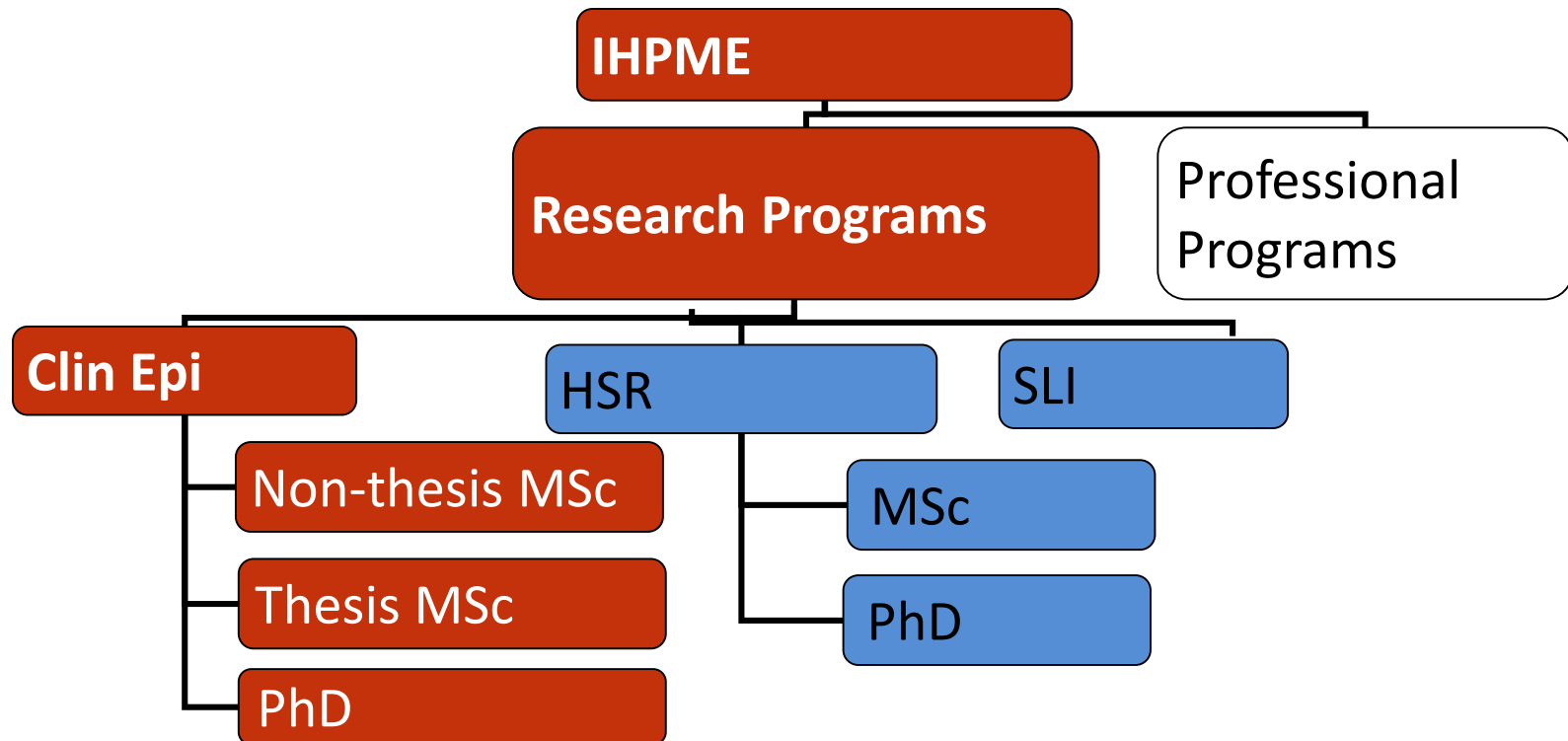
Agenda

- **Structure of IHPME: Programs & Concentrations**
- Supervision Roles & Responsibilities
- Timelines
- Proposal Defenses
- Candidacy and Comprehensive Exam
- Thesis and Thesis Defenses

IHPME

- We are one of several Concentrations within research degree program of IHPME
- Research Degree Concentrations
 - CEHCR (MSc / PhD)
 - Health Services Research (MSc / PhD)
 - Quality Improvement and Patient Safety (MSc)
 - System Leadership and Innovation (MSc)
- Professional Programs
 - Health administration (MHSc)
 - Health informatics (MHI)

IHPME Programs



Concentrations within IHPME

- A student in any one of the 4 research Concentrations might focus on similar questions (*clinical* in CEHCR)
- Students in different Concentrations have different backgrounds
- Courses are structured by Concentrations and generally give priority to students within that concentration
- Moving towards some courses shared across Concentrations (HSR<>CEHCR<>QIPS)
- Faculty tend to focus on one concentration but not a requirement
- Annual reporting by faculty is done within Concentrations

Graduate Appointments and Supervision

- Appointment is to IHPME
- Not to an individual concentration within IHPME
- Faculty can supervise a student in any concentration
- But ... each concentration determines its own rules about supervision
- Focus today on supervision within CEHCR
- A few important differences from other Concentrations

CEHCR Degree Programs

- Master's degree (Full time)
 - Non-Thesis (course-only)
 - 10 half-courses
 - Students require a **mentor**
 - Thesis
 - 6 half-courses + Thesis
 - Students require a **supervisor**
- PhD (Full time)
 - 10 half-courses (including Comprehensives) + Thesis
 - Students require a **supervisor**

Mentorship (non-thesis MSc)

- Any faculty member
- Advice on course selection, career
- Often supervise research internship but not a requirement

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Finding Supervisors / Mentors

- Many students have supervisors or mentors identified prior to entry
- For those who don't, typically find supervisors through:
 - Meeting with Associate / Program Director (all new students)
 - Website
 - Courses
 - Word of mouth
- We encourage students to think about research methods not just clinical expertise

Supervision

- Our guideline in CEHCR
- Faculty should sit on 2 MSc* committees **in IHPME**
 - Through to completion*
 - Before supervising an MSc student
- Supervise MSc student before supervising PhD student
- So that faculty understand our expectations and guidelines
- We no longer have “co-supervision”
- Other Concentrations have different rules

Why do we have this rule?

- Objective is to ensure students are well supervised
- Most of our faculty are not primarily university-based
- Aim is to familiarize faculty with both
 - Supervisory experience
 - Expectations of CEHCR
- We are flexible in application

How to get on committees

- We send out a list twice a year
- Word of mouth
- Other faculty

Supervisor / Mentor Role

- Review and complete “Memorandum of Agreement” (see Yellow Book)
- Meet “regularly” with the student
 - Ensure timely completion of program
 - Be responsive to the mentorship style needed
- Prepare annual study plan with student
- Provide mentorship regarding funding opportunities, career development (publications, presentations at key meetings, etc.)
- Assist with thesis committee membership

Memorandum of Agreement

- Formal agreement
- <http://ihpme.utoronto.ca/wp-content/uploads/2015/05/memo-of-understanding-2011.pdf>
- Lists roles and responsibilities

Regular Meetings with Student

- Not strictly defined
- Memorandum of agreement:
 - will vary depending on the student's stage
 - supervisor and the student should meet a minimum of 6 times per year
- Many supervisors establish regular, often biweekly, meetings

Student Study Plan

- All students must submit
- PhD students and their supervisors meet annually with me or Associate Director
- Review courses, thesis, funding, publications
- Forms separate from Clinician Investigator Program (“CIP”) ITER

Student Funding

- Each student must secure funding for the first year of the program
- Expectation that students will seek external funding
 - Student awards
 - Supervisor's grants
 - Very limited working opportunities

Other Support

- *At least 3 full days per week of protected time are required for the program (“3 of 5” ;“5 of 7”)*
- Commitment in writing so we can advocate on student’s behalf if clinical commitments are too much
- Office space usually at working environment, supervisor’s research institute, or IHPME
- Students cannot *work* >10 hours / week

Thesis Committee

- Should meet at least twice yearly
- Members must have U of T appointment
- 3 Voting members must have SGS appointment
- Supervisor + 2 or more others
 - In addition to supervisor, at least one member must have an IHPME appointment
 - CEHCR prefers at least 3 faculty for MSc
- We don't recommend large committees
- Request to add junior members

Student's Responsibilities

- Be respectful of supervisor's time
 - Reviewing your work
 - Scheduling meetings
- Keep supervisor in the loop at all times
(clinical responsibilities, deadlines, reports, etc.)

Joint Responsibilities

- Ensure all are clear BEFORE embarking on joint work (thesis work, research practica, etc.) about...
 - Authorship (Put it in writing?)
 - Who owns the data after the work is completed?
 - Timeframe for completion of the work

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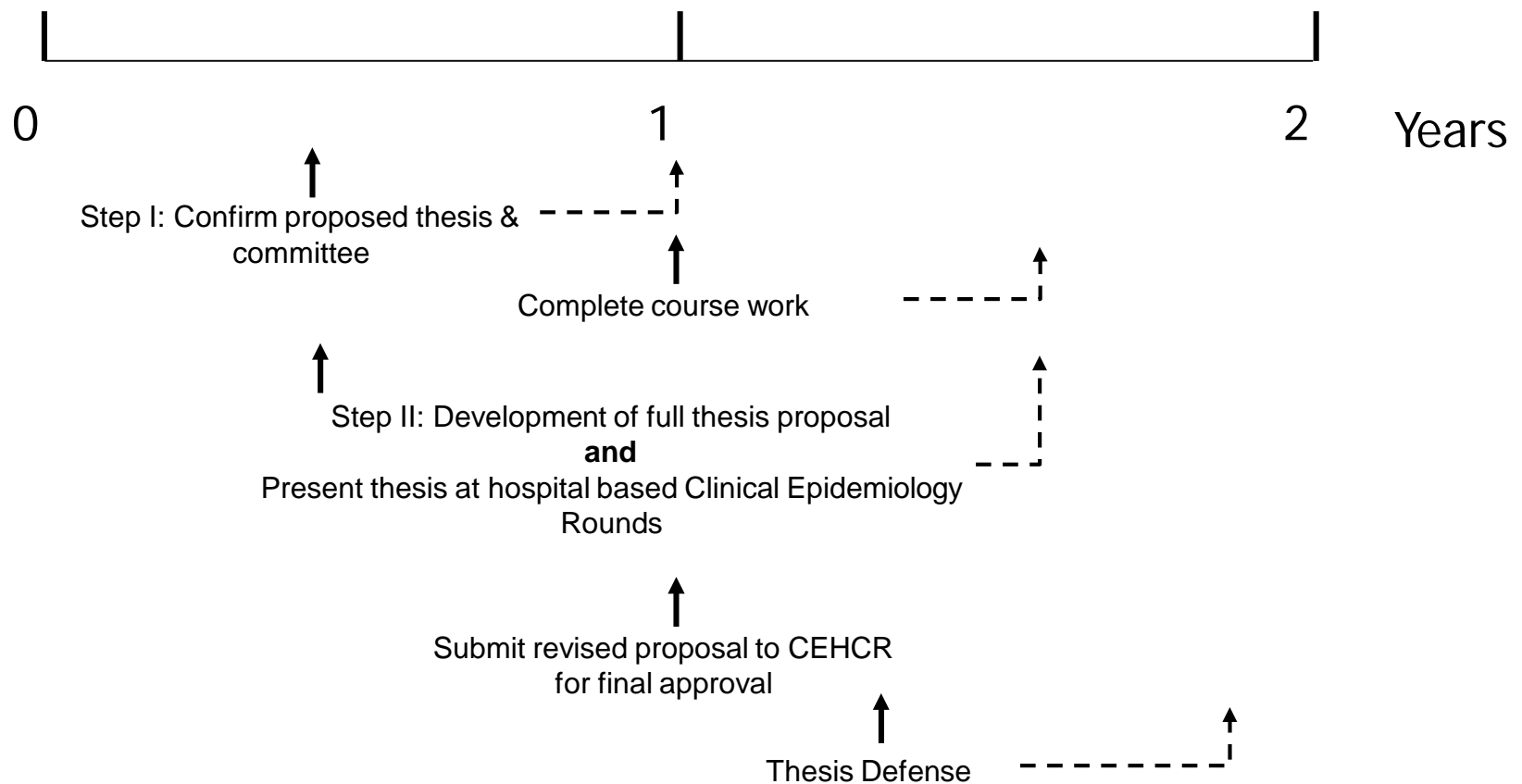
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Timelines

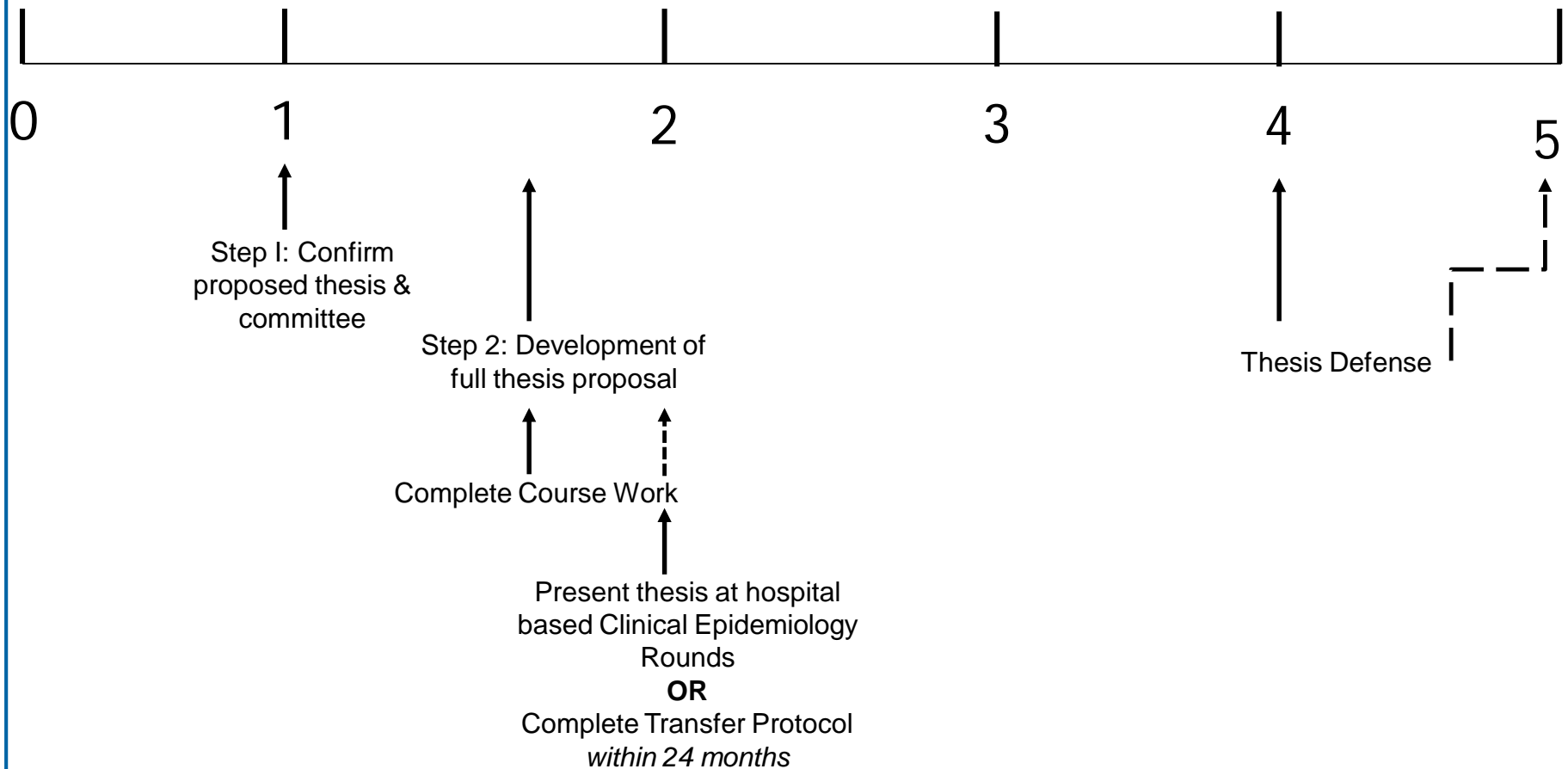
- All requirements must be completed within a specific period of time
- CEHCR Expectations

PhD	3 to 6 years
Thesis MSc	1 to 2 years
Non-Thesis MSc	12 - 18 months

Thesis MSc Timeline



PhD Timelines



Time Horizons

- Maximum 3 years for MSc
- Maximum 6 years for PhD
- Maximum 7 years for MSc to PhD transfer
- Leave is granted (pregnancy, etc.)
- But no university privileges when on leave
- Including library

Selecting a Thesis Topic

- <http://ihpme.utoronto.ca/academics/rd/cehcr-mscphd/handbook/clinical-epidemiology-selecting-a-thesis-topic/>

	MSc	PhD
Time needed to undertake the research	5 months FTE	1.5 years FTE
Primary data collection	Optional	Advisable
Originality	Preferred	Essential
Innovation potential	Preferred	Essential
Ownership	Preferred	Essential
Publishable project	Preferred	Essential

Step 1

- Confirmed Supervisor, Committee, Topic
- Student submits form
- Most common reason not approved:
Faculty don't have appropriate SGS appointments

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MSc Step II

- Present proposal at a hospital Clinical Epidemiology Rounds or equivalent
- At least three additional IHPME faculty members are required to be present at this presentation
- **It is the responsibility of the supervisor to ensure that the committee members + 3 additional IHPME faculty are present prior to the start of the presentation (if not ... we wait or reschedule)**

PhD Transfer

- Similar to PhD defense, but large majority of our PhD students are transfers
- Identified “Reviewer”
- “The supervisor and the student should select the reviewer and inform the IHPME office of the reviewer’s name at least 2 weeks prior to the defense date.”

PhD Defense Reviewer

- Students are required to provide the reviewer with a copy of their written proposal at least 2 weeks in advance.
- External to the committee; can be internal to IHPME
- Sufficient expertise in the student's area of research
- Actively participate in questioning the student
 - Ordinarily, the reviewer will be the first questioner
 - Will be given more time for questions than other attendees.
- No formal written comments are required from the reviewer.
- The reviewer need not have an SGS appointment, as long as they are external to the student's committee and a recognized expert in the concentration
- If the reviewer has an IHPME appointment, 2 additional IHPME faculty members must be present. If the reviewer does not have an IHPME appointment, 3 additional IHPME faculty members must be present.

PhD Transfer Protocol

- Within 24 months of entry into program
- By **April 30** (entry in May)
- The decision is made collectively by student, supervisor/committee, program directors based on...
 - academic progress (B+ in courses, 4 per year)
 - appropriateness of thesis for PhD
 - career plans
 - ability to complete in timely fashion

Ethics

- ANY research involving human subjects interaction or intervention at the University **MUST** receive REB review and approval from a **University of Toronto REB** prior to commencement
- <http://www.research.utoronto.ca/ethics-documents-secured/>

Ethics Review: Where

- Graduate Student Research
 - Submit to hospital REB first
 - Submit copy of approved TAHSN protocol and approval letter and University of Toronto Cover Sheet to UT Ethics Review Office
 - Must have U of T "administrative review"

Ethics Review: When

- Committee confirms project can go forward for ethics review
- Officially, **After** Step II / proposal defense
- Can request “early” review with reasons

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Candidacy

- All PhD students must achieve candidacy by the end of the 3rd year of registration (4th year for transfer students)
- Students can designate themselves as a PhD candidate PhD(c) only after achieving candidacy
- Achieve candidacy when they have completed all **coursework**, including **Synthesis and Comprehensives**
- Date of registration is the beginning of the first term in which the student attended classes
- Typically, May 1 prior to enrollment
- Deadline to achieve candidacy is April 30 (the end of the winter term) of the third year of registration (4th for transfer to PhD students)

Comprehensive

- <http://ihpme.utoronto.ca/academics/rd/cehcr-mscphd/handbook/synthesis-comprehensives/>
- Topic chosen with supervisor and committee
- Methodological, theoretical, or conceptual
- Related, but not integral, to the thesis
- 1-2 page outline submitted for approval
- Student presents to committee
- Publication quality paper
- Questions for 30 minutes
- Pass / Fail; if fail -> second opportunity
- Supervisor responsible for informing CEHCR office

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PhD When should a final thesis draft be ready?

<http://www.sgs.utoronto.ca/currentstudents/Pages/Sessional-Dates.aspx>



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3-paper Dissertation

- 3 *publishable* papers
- Differs in format from traditional thesis, not content
- 1 or more introductory chapters
- + 3 papers (“may be expanded or supplemented by unpublished material, scholarly notes, necessary appendices”)
 - i.e. can include material cut from publications due to space / reviews
 - Generally require “linking” passages, or chapters
- + final synthesis chapter (see next slide)
- + integrated bibliography for whole thesis

<http://ihpme.utoronto.ca/wp-content/uploads/2015/02/multipaper-thesis.pdf>

Final synthesis chapter

- Summarize, synthesize
- Not just a summary
- Discuss importance, implications for policy, practice, future research
- As if writing a narrative review
- Or *introduction* to your next grant based on this work

Previously Published Material

- <http://www.sgs.utoronto.ca/currentstudents/Pages/Copyright.aspx>
- Yes, but:
 - Need permission from copyright owner
 - Applies to student's published papers
 - Also to figures from elsewhere, questionnaires, etc.

Examples of past students' theses

- Graduate office
- List of titles on IHPME website
- <http://ihpme.utoronto.ca/impact/research/ihpme-student-research-topics/>
- Proquest Dissertations & Theses: Full Text
- [eg
http://simplelink.library.utoronto.ca/url.cfm/54551](http://simplelink.library.utoronto.ca/url.cfm/54551)

Who will be at the defense?

- Final examination committee includes “at least 4 but no more than 6 voting members”
- Your Advisory Committee
 - Up to 3 Committee members vote
- External examiner/appraiser
 - Preferably a voting member
- Internal examiner
 - Voting member
- Departmental representative
 - Voting member
- SGS-appointed Chair from outside of IHPME
 - Non-voting

External Examiner

- Responsibility of “Supervisor and PhD candidate” to suggest an External Examiner/Appraiser
 - External to U of T
 - Associate Professor level or equivalent (tenured faculty), recognized expert
 - **Arm’s length relationship:** past 6 years not a departmental colleague, student-teacher relationship, or collaborated on a research project with Candidate or Supervisor (definitely no joint publications!)
- Rule: 1-3 names to Graduate Coordinator
- Practices: Usually 1 name to Graduate Assistant
- Note that this individual need only fulfill the role of Appraiser and need not, ultimately, vote; in IHPME, however, we strongly encourage Appraisers to serve as External Examiners and contribute their vote

MSc External Examiner

- Responsibility of “Supervisor and MSc Student” to suggest an External Examiner/Appraiser
 - External to IHPME
 - Associate Professor level or equivalent (tenured faculty), recognized expert
 - **Arm’s length relationship:** past 6 years not a departmental colleague, student-teacher relationship, or collaborated on a research project with Candidate or Supervisor (definitely no joint publications!)
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Internal Examiner

- Responsibility of “Supervisor and PhD candidate” to suggest an Internal Examiner to Graduate Coordinator
- Graduate Coordinator approves selection
- Graduate faculty from within UofT, but outside of advisory committee and core IHPME faculty. Status-only IHPME faculty may be approved.
- **Arm’s length relationship**

MSc Internal Examiner

- “The MSc internal examiner should have an arm’s-length relationship with the student and supervisor. The criteria for judging whether a relationship is arm’s-length will generally be similar to that of an external examiner but **the CEHCR director and the graduate coordinator will have flexibility in judging the nature of the relationship on an individual basis** and may, for example, approve individuals from the same research institute or hospital division at their discretion”

Quorum at the Defense

- Quorum = 4 voting members and (only) up to 3 committee members can vote
- External can participate by teleconference
- We **strongly** encourage selecting a day/time that accommodates all members of the examination committee!

Attendance at the defense

- Closed exam – no friends, family
- For PhD, Departmental representative is typically either Rob Fowler, Rhonda Cockerill or Jill Tinmouth
- MSc: Chair from IHPME
- PhD: SGS-appointed Chair from outside of IHPME

The External's Report

- For PhD, required to be submitted 2 weeks prior to the final exam date
- Should not be discussed with Supervisor*
- SGS can cancel the defence if the report is not received by the deadline
- Candidate can (in special circumstances) waive the right to review the external report
- MSc report not required before defense

What Are the Possible Defense Outcomes?

- Examined on both presentation and written work
- Committee votes twice:
 - Pass / Adjourn
 - If pass
 - As it stands → 1 week
 - Minor corrections → 1 month
 - Minor modifications → 3 months

Minor Corrections

- Supervisor informs Candidate of necessary corrections
- The Supervisor certifies in writing to the Ph.D. Examinations Office (via the CEHCR Graduate Assistant) that the corrections have been made
- MSc Supervisors notify the CEHCR Graduate Assistant

Minor Modifications

- Chair appoints a supervising subcommittee
- At least 2 members; usually includes the Departmental representative
- 1 is appointed the role of Convener, who:
 - Reports minor modifications needed in writing
 - Reports completion to SGS

After the Defense

- Make any required changes
- Submit final documents to SGS who Upload thesis to ProQuest*
- Submit article to IHPME for consideration for the Naylor award

After the Defense

- When submitting thesis to SGS, consider timing of publication of papers and SGS posting of thesis.
- Some journals may have restrictions on articles if already in public domain.
- Consider submitting "restrict release" form to IHPME Director if this is a problem for you.
- An increasing number of funders require publishing in open access format. Be aware of this stipulation.

Questions?