



DALHOUSIE
UNIVERSITY

FACULTY OF HEALTH

PHD IN HEALTH PROGRAM
GRADUATE HANDBOOK
2019/2020

For Students & Supervisors

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Welcome

Congratulations on your acceptance into Dalhousie's PhD in Health program. With the largest collection of health-related programs in Canada, Dalhousie's Faculty of Health offers a uniquely inter-disciplinary environment. Our more than 60 PhD Supervisors are influential academic leaders and successful health researchers who share a passion for improving health and social well-being at the local, national and international levels.

The strengths of the Dalhousie PhD in Health program include its inter-disciplinary model, which reflects real-world work environments; our focus on research methodology; our emphasis on experiential learning and hands-on training with experienced health researchers; and our small but diverse classes.

This handbook describes the structure of Dalhousie University's PhD Health in detail, along with course requirements, academic standards and key deadlines. It is intended to help you make the most effective use of your time. Your supervisors will be able to assist with any questions you may have about the program and we encourage you to take advantage of the one-on-one support they offer. Within a few years you and your fellow PhD Health graduates will be taking your places as successful academics, researchers, and public policy leaders. We look forward to guiding and mentoring you as you pursue your health research interests and career goals.

A Message from the PHDH Student Society: *On behalf of the PhD in Health Student Society, we are so excited that you have decided to join the PhD in Health program. As students in the PhD in Health program, you are automatically members of the student society which aims to represent your interests, help you build strong social ties, and become part of a supportive academic community, with the goal of creating opportunities for you to succeed as you work towards your PhD. Not only do we try to schedule informative events but also fun social events to build community. We hope you will join us and come out! Join our [Facebook group](#) to stay up to date. If you have questions or would like to get involved, please feel free to contact us at (dalphdhealth@gmail.com).*

Faculty of Graduate Studies (FGS)

As a Graduate Program at Dalhousie University, the PhD in Health program is governed by the rules and regulations of the University and, more specifically, **the Faculty of Graduate Studies**, and it is the responsibility of all graduate students to familiarize themselves with the regulations that govern the conditions of their program of study at the University. These can be found in the [Faculty of Graduate Studies Academic Calendar](#). While this handbook provides an overview of the PhD in Health program specifically, students and supervisors are also highly encouraged to visit their respective [Current Students](#) and [Faculty & Staff](#) sections of the Faculty of Graduate Studies' web page for more information including deadlines, forms and documents.

Governance

The PhD in Health Program is Faculty-wide program in the [Faculty of Health](#) which operates under the guidance of the Program Coordinator and Governance Council. The Governance Council is chaired by the Program Coordinator and includes 4 additional faculty members from the PhD in Health program, a student representative and a student alternate. The Council is responsible for setting policies and processes for such areas as faculty membership, supervisory status, admissions, funding allocation and student programs and ensures FGS guidelines are adhered to. Council members, with the exception of the student representatives, also act as the review committee for admission and scholarship applications and their decisions are final.

Program Structure

The PhD in Health is offered as a two-year residency for students who have completed a thesis-based Masters and a three-year residency for students with a non-thesis based Masters. Students in the three-year program will complete research experience courses and a small-scale research/pilot project in their first year: **HLTH 5101 and HLTH 5102**. These must be completed before the student pursues the regular program requirements: **HLTH 6000 and HLTH 6100**. All students **MUST** be registered in the program on a **full-time** basis. Please note that it is an expectation that students attend all scheduled classes and that distance attendance (i.e. remote participation) is not permissible.

Please note that the terms **two-year** and **three-year** refer to the amount of time a full-time student is expected to take to complete required coursework and comprehensive exams. It is generally expected that **research and dissertation completion will take approximately two to three additional years**.

Please visit the [PhD in Health website](#) for full course descriptions, a list of suggested elective options and registration information for the upcoming academic year.

Two-Year Residency Program Requirements

Requirement	Expected Completion Date
HLTH6000 Seminar Series (3 credits), HLTH6100 (3 credits) Advanced Research Methods/Statistics elective (3 credits) and two additional electives (6 credits) 15 credits total	End of Year 1
Comprehensive Exams: HLTH8000	End of Year 2
Thesis Proposal: HLTH9530	End of Year 2
Research and Dissertation Completion	End of Year 4/5

Three-Year Residency Program Requirements

Requirement	Expected Completion Date
Research Project HLTH5101 and HLTH5102 (6 credits) Additional Advanced Research Methods/Statistics elective (3 credits)	End of Year 1
All coursework, including required courses as per two-year requirements (15 credits) 24 credits total	End of Year 2
Comprehensive Exams: HLTH8000	End of Year 3
Thesis Proposal: HLTH9530	End of Year 3
Research and Dissertation Completion	End of Year 5/6

HLTH 7001/7002 – Independent Study/Directed Reading/Special Topics

The PhD in Health program offers the option for students to complete independent study/directed reading courses which may fulfil up to two elective requirements, (course codes for which are HLTH 7001 and HLTH 7002) each worth 3 credits. Students wishing to enroll in HLTH 7001 and/or 7002 are asked to complete the [appropriate form](#) which has been provided by FGS and return it to phdhealth@dal.ca along with a complete syllabus provided by the instructor who may be the supervisor or another Dalhousie faculty member. More details can be found in the [course outline](#).

Additional Requirements

- Present at a local (e.g., The Crossroads Interdisciplinary Student Health Research Conference, Mini Three Minute Thesis) or other scholarly conference at least once.
- Produce at least 2 peer-reviewed publications.
- Apply for at least one funding/scholarship award either prior to or during their program – please note that to be considered for program (i.e., internal) funding, students in the PhD Health MUST apply for external funding.

Graduate Student Information System (GSIS)

GSIS is a component of DalOnline that is used by the Faculty of Graduate Studies to manage admission, program, thesis and convocation information for students. GSIS has been expanded to allow access to students and their supervisors. Additionally, [program requirements](#) and annual progress reports are now managed entirely within GSIS, allowing students and supervisors convenient access to these important documents at all times. It is the student’s responsibility, with the assistance of the supervisor, to ensure that information required for GSIS is submitted to the program administrator (in the case of the Graduate Student Program Form) or directly into GSIS (in the case of annual reports) in a timely fashion. Details can be found in the [GSIS Manual for Students](#) and [GSIS Manual for Faculty/Staff](#).

Brightspace

Students enrolled in the PhD in Health program will receive an email invitation to join our [Online Community on Brightspace](#), Dalhousie’s Learning Management System. Features of this community include announcements, a calendar of events, access to HLTH 6100 and HLTH 6000 course materials as well as contact information for your instructors. There is also quick and easy access to Office 365 which includes Outlook and OneDrive.

Deadlines and Milestones

Please visit the [For Current Students](#) section of the **Faculty of Graduate Studies** website where you will find important deadlines, required forms and documents related to your program from an FGS perspective.

Regarding departmental specifics of the PhD Health program, we have provided a brief overview below.

Month	Requirement	Action
August 1 st EACH YEAR	Funding Registration deadline for Fall and Winter Terms	Students must register online for REGN9999 AND AT LEAST ONE OTHER COURSE for ALL THREE TERMS of EACH YEAR of their program. Failure to do so may result in delays in scholarship payments. If, at any time, a student is not registered in another course (i.e. summer term or upon completion of regular coursework), students must ALSO register in HLTH 9530 which is the thesis course for PHD in Health students.
By September 30 th FIRST YEAR	Meet with supervisor(s) and establish supervisory committee	Students should meet with their supervisor(s) to discuss a program of study and establish a Supervisory Committee.

At least twice/year EACH YEAR	Supervisory Committee Meeting	Students should meet with supervisory committee. Supervisor(s) must complete a Supervisory Committee Meeting Form and submit it to phdhealth@dal.ca after each meeting.
November 30 th FIRST YEAR	Submit Program of Study	Graduate Student Program Form must be submitted to the Program Assistant at phdhealth@dal.ca for submission to the GSIS
May 1 st EACH YEAR	Renewal form due for NS Graduate Scholarship Holders	Recipients of the NS Graduate Scholarship must submit a renewal form yearly.
	Funding Registration deadline for Summer Term	See action #1 above
August 31 st FIRST YEAR (2nd FOR 3 YR RES)	All coursework completed	All final grades to be submitted by instructor/supervisor, program coordinator or coordinator proxy.
By August 31 st EACH YEAR	Progress support submitted to GSIS	Sign on to GSIS to complete in consultation with supervisor
August 31 st SECOND YEAR (3rd FOR 3 YR RES)	Comprehensive Exams and Thesis Proposal completed	Comprehensive Exams should be completed prior to the Thesis Proposal and students should register in HLTH8000 for the term during which they expect to complete Comps.

Scholarships and Funding

Students in the PhD in Health program are encouraged to apply for funding from a variety of sources, and in addition to internal awards are eligible for awards from major granting agencies such as **NSERC, SSHRC, CIHR** and **Research NS**. Further details on the application process can be found on the agency websites and application announcements will be shared with students via email as they become available. More details and deadlines can be found on the [Admissions](#) page of the **PhD in Health** website under **Funding and Support**.

Students of the PhD in Health are strongly encouraged to supplement scholarship funding by securing part-time employment within the Faculty of Health or other departments in the university. We are a Faculty-wide program, and several of our academic units regularly advertise TA, RA, tutor, marker and lab demonstrator positions. Students will be made aware of these opportunities as they become available.

Under the guidelines of the PhD in Health Funding Plan, supervisors of students entering the PhD in Health program as of September, 2019, **who are not otherwise funded to the FGS scholarship cap** (\$30,000 for doctoral students) are required to commit a minimum of \$5000 per year of enrollment in research funding to each student he/she supervises in the program. These funds will be entered into the Graduate Funding Payment System and distributed to students as part of their monthly stipend.

Tuition and Fees

Scholarships are paid to the student in **regular monthly payments on the 27th of each month**. University fees (tuition fees, medical insurance, incidental fees, international differential fees etc.) for each term will be deducted from scholarship funds in the first month of each term and the balance will be paid to students. TAs, markers, and lab demonstrators are paid bi-weekly if there are no other monthly payments to the student; otherwise TA funds are normally added to the monthly payment. Please note that **scholarship payments** are entered into the Graduate Funding Payment System by the PhD in Health Program Administrator and can be viewed on your DalOnline account generally by mid-August. **Salary payments** (such as for TAs, markers, lab demonstrators) are administered by the unit/school/department in which you are employed.

[Answers to funding FAQ's about funding from the Faculty of Graduate Studies.](#)

For inquiries related to graduate student funding, there are several points of contact available:

phdhealth@dal.ca

payroll@dal.ca

student.accounts@dal.ca

gradfunding@dal.ca

UNIWeb

The Faculty of Health is pleased to have access to **UNIWeb**, a *Smart Research Information System which allows researchers to reuse Canadian Common CV data for funding applications, web profiles, database of experts, and much more. It is an integrated research information system that avoids effort duplication by delivering information to multiple places.* This is an extremely useful tool not only for PhD Students and their supervisors but for us as a new doctoral program as it will allow us to track and report on the progress and achievements of our students and graduates.

Login to [UNIWeb](#) using your Dalhousie netID and password and start populating your CV today!

Academic Integrity

At Dalhousie University, we are guided by the values of academic integrity: honesty, fairness, responsibility and respect. As a student, you are required to demonstrate these values in all the work you do. The university provides [policies and procedures](#) that every member of the university community is required to follow to ensure academic integrity.

Supervisory Committee

Admission to the PhD in Health program requires that a student have a supervisor or two co-supervisors in place. Here are the [potential supervisors](#) for students of the PhD in Health.

In accordance with the [regulations of the Faculty of Graduate Studies](#), all faculty members listed here are members of the Faculty of Graduate Studies and have been approved by the PhD Health Governance Council and granted Supervisor or Co-supervisor/Committee Member status.

Current Dalhousie faculty members wishing to supervise or co-supervise students in the PhD in Health program are welcome to complete the [membership application form](#) and return it to phdhealth@dal.ca for review by our Governance Council. Guidelines for determining eligibility for supervisory status with the program are attached to the form.

All members of supervisory committees must be Regular, Adjunct (FGS) or Adjunct (Scholar) members of the Faculty of Graduate Studies. All thesis candidates shall have one supervisor or two co-supervisors and at least two additional members, at least one of whom is a faculty member of the PhD in Health. Regular members should constitute no less than 50% of the membership of a supervisory committee. Supervisory Committees are selected by the supervisor in consultation with the student. A supervisory committee should complement the expertise available to the student in completing their research program. The membership of all Supervisory Committees must be recorded in the Graduate Student Information System (GSIS), and changes to membership must be submitted on the student's program update form and recorded by the department in GSIS. This is the responsibility of the student.

Faculty members from outside Dalhousie may sit on a student's supervisory committee provided they have received the appropriate [adjunct membership status with FGS](#). Please forward the completed form, along with a copy of the prospective member's most recent CV to phdhealth@dal.ca for review and approval by the Program Coordinator.

In the case of co-supervision of a PhD student, at least one of the supervisors must have a Doctoral degree or its equivalent. In the event of a dispute over equivalency, the Faculty of Graduate Studies' Academic Planning and Curriculum Committee will be the final arbiter. Members holding post-retirement appointments or active in research in retirement cannot normally take on new students to supervise, but they can co-supervise with a full-time member of the Faculty of Graduate Studies.

The Faculty of Graduate Studies has provided some helpful information related to [Supervisory Relationships](#). Familiarity with and discussion of these guidelines by both parties is strongly encouraged to avoid misunderstandings and disputes.

Theses and Defences

The Faculty of Graduate Studies organizes defences for PhD candidates and facilitates format checking and submission for all graduate students. Information on this process, frequently asked questions and forms and documents can be found on the [Theses and Defences](#) section of their website.

Students are strongly encouraged to begin planning for their thesis defense well in advance and to have ongoing discussions with both the supervisor and program coordinator during this time. Grad Studies has provided a [timeline](#) to help guide students through the process.

Thesis by Manuscript: The Faculty of Graduate Studies (FGS) permits programs to allow students to submit theses or dissertations including individually or co-authored works currently published or intended for publication. Please visit the [Thesis Formatting Checklist](#) on the FGS website for guidelines. Students and Supervisors are encouraged to maintain regular contact with the Program Coordinator throughout the thesis preparation and defence process.

Contact Information

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