



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

GRADUATE PROGRAMS IN REHABILITATION SCIENCES

STUDENT HANDBOOK

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This handbook is produced by the Graduate Programs in Rehabilitation Sciences as an information resource for the students in our MSc and PhD programs.

GENERAL INFORMATION

WELCOME

Welcome to the Graduate Programs in Rehabilitation Sciences. This handbook is designed to help you become familiar with the many resources available to you within the program and on campus. It brings together the Faculty of Graduate Studies (FOGS) Policies and Procedures <http://www.grad.ubc.ca/faculty-staff/policies-procedures> and our Policies and Procedures.

CONTACT INFORMATION

The Graduate Programs in Rehabilitation Sciences at the University of British Columbia are geographically distributed within the UBC campus and amongst various hospitals in Vancouver which are affiliated with UBC.

Mailing address:

T325- 2211 Wesbrook Mall, Vancouver,
BC V6T 2B5

Phone: 604-822-7044

Fax: 604-822-7624

Website: www.rehab.med.ubc.ca

Email: rehab.gradprogram@ubc.ca

Distributed Research Locations

The Margaret Hood Lab in the Koerner Pavilion at UBC is where some occupational therapy faculty members conduct their research.

Lara Boyd's (PT faculty member) research lab is located on the 3rd floor of the Koerner Pavilion. Janice Eng and Bill Miller conduct much of their research at the Rehabilitation Lab at GF Strong Rehabilitation Centre on Laurel Street in Vancouver. The Arthritis Society is the location where Catherine Backman and Linda Li conduct most of their research.

Teresa Liu-Ambrose conducts research at the Centre for Hip Health, near VGH

Darlene Reid conducts much of her research at the Muscle Biophysics Laboratory, near VGH. Liisa Holsti's research is based at Children's Hospital. Sue Forwell and Tal Jarus conduct research in the Livingroom Research Lab located on the first floor of the Blussom Building at the VGH campus.

If a student wants study space, this tends to be allocated where his/her supervisor conducts research.

ADMINISTRATION

PROGRAM ORGANIZATION

The Department of Physical Therapy and the Department of Occupational Science and Occupational Therapy are separate units within the Faculty of Medicine; and they offer the professional degrees of Master of Physical Therapy (MPT) and Master of Occupational Therapy (MOT).

The Graduate Programs (MSc and PhD) are supported financially and administratively by the Department of Physical Therapy and the Department of Occupational Science and Occupational Therapy; and the primary faculty members of the Graduate Programs in Rehabilitation Sciences are members of the Departments of Physical Therapy and Occupational Science and Occupational Therapy.

The Rehabilitation Science Online Programs (RSOP) consist of the Master of Rehabilitation Science (MRSc) and the Graduate Certificate in Rehabilitation (GCR). Both programs are designed for working health professionals and to enhance interdisciplinary practice. The GCR consists of 5, 3-credit courses. To graduate from the MRSc program, learners successfully complete 10, 3-credit courses, 5 of which are the GCR courses. They have the option of conducting a workplace-based research project in their degree.

Lara Boyd (lara.boyd@ubc.ca)

604-822-7197 (office)

Chair of the Graduate Programs in Rehabilitation Sciences

604-827-3369 (lab)

The Chair of the Graduate Programs in Rehabilitation Sciences (GPRS) manages the MSc and PhD programs. Issues related to curriculum or academic performance should be related to her.

Tiffany Moore (td.moore@ubc.ca)

Graduate Student Support in Rehabilitation Sciences

604-822-7044

The Executive Secretary supports the Chair of the Graduate Programs in Rehabilitation Sciences. All student services issues should be related to her.

Jayne Garland (jayne.garland@ubc.ca)

604-822-7414

Head of the Department of Physical Therapy (Dept PT)

The Head is responsible for ensuring the implementation of the Department of Physical Therapy's mission.

Catherine Backman (catherine.backman@ubc.ca)

604-827-3392

Head, Department of Occupational Sciences and Occupational Therapy (Dept OSOT)

The Head is responsible for ensuring the implementation of the mission of the Department of OS&OT.

Sue Stanton (sue.stanton@ubc.ca)

604-822-7411

Sue Stanton, a faculty member in the Department of Occupational Science and Occupational Therapy, is the Director of the Rehabilitation Science Online Programs and has overall responsibility for the MRSc and GCR programs.

FACULTY MEMBERS

Name	Department	Phone Number	Email
Dr. Catherine Backman Professor, Head, OSOT	OSOT	(604) 822-7409	catherine.backman@ubc.ca
Dr. Lara Boyd Associate Professor Chair, Graduate Student Advisor	PT	(604) 822-7197	lara.boyd@ubc.ca
Dr. Pat Camp Assistant Professor	PT	(604) 827-4957	pat.camp@hli.ubc.ca
Dr. Kristin Campbell Assistant Professor	PT	(604) 827-4704	kristin.campbell@ubc.ca
Dr. Elizabeth Dean Professor	PT	(604) 822-7398	elizabeth.dean@ubc.ca
Dr. Janice Eng Professor	PT	(604) 714-4105	janice.eng@vch.ca
Dr. Sue Forwell Associate Professor	OSOT	(604) 822-7410	sue.forwell@ubc.ca
Dr. Jayne Garland Professor, Head, PT	PT	(604) 822-7414	jayne.garland@ubc.ca
Dr. Liisa Holsti Assistant Professor	OSOT	(604) 875-2000 ext. 5200	lholti@cw.bc.ca
Dr. Michael Hunt Assistant Professor	PT	(604) 827-4721	michael.hunt@ubc.ca
Dr. Tal Jarus Professor	OSOT	(604) 827-3392	tal.Jarus@ubc.ca
Dr. Lyn Jongbloed Associate Professor	OSOT	(604) 822-7400	lyn.jongbloed@ubc.ca
Dr. Linda Li Associate Professor	PT	(604) 871-4577	lli@arthritisresearch.ca

Dr. Teresa Liu-Ambrose Assistant Professor	PT	(604) 875-4111 x62056	teresa.ambrose@ubc.ca
Dr. Bill Miller Professor	OSOT	(604) 737-6314	bcmiller@telus.net
Dr. Darlene Reid Professor	PT	(604) 822-7402 (604) 875-4111 x66056	darlene.reid@ubc.ca
Dr. Julia Rozanova Assistant Professor	OSOT	(604) 822-7165	julia.rozanova@ubc.ca
Dr. Alex Scott Assistant Professor	PT	(604) 827-4959	alex.scott@ubc.ca
Sue Stanton Associate Professor	OSOT	(604) 822-7411	sue.stanton@ubc.ca
Dr. Melinda Suto, Assistant Professor	OSOT	(604) 822-7395	melinda.suto@ubc.ca
Dr. Naznin Virji-Babul Assistant Professor	PT	(604) 827-4966	Naznin.Virji-Babul@ubc.ca

CHANNELS OF COMMUNICATION

The most appropriate lines of communication depend on the issue or concern. If you have a question about evaluation criteria or the way an assignment was marked, approach the individual faculty member. If you have more general concerns about the course, discuss them with your thesis supervisor or, if not appropriate (or the issue remains unresolved), the Chair of the Graduate Programs in Rehabilitation Sciences.

The Graduate Secretary or the Manager, Student and Administrative Services may be consulted for information regarding the Faculty of Graduate Studies (FOGS) policies and registration (or in ambiguous and/or sensitive situations).

OFFICE OF TECHNICAL AND INSTRUCTIONAL SUPPORT

The IT Technicians in the Department of PT and the Department of OSOT are responsible for lab and audiovisual equipment set-up. A student may request a slide projector or other audiovisual equipment needed for class presentations. Unfortunately, we cannot permit the loan of school equipment for use outside of scheduled instructional sessions (or approved continuing education events).

Students with a supervisor who is a PT Faculty member should borrow their equipment from OTIS in the Friedman Building in room 242. Requests for equipment must be received at least 3 days before you intend to use it. Requests from PT students should go to pt.otis@ubc.ca.

Students with a supervisor who is an OSOT Faculty member should borrow their equipment from OTIS in the Koerner Pavilion in room T-128. Requests for equipment must be received at least 3 days before you intend to use it. Requests from OSOT students should go to ot.otis@ubc.ca.

MAIL

Graduate students can choose where their mail is delivered. Graduate student mail can be put in a mailbox set up for you in one of the offices in the Koerner Pavilion, or can be delivered to you through your supervisor, or can be forwarded to your lab. Please let the graduate secretary know of your preference for mail delivery at the beginning of the year.

Mail for faculty and/or staff may be left in their box in the mailrooms located at:
Room 212, 2nd Floor, Friedman Pavilion for PT Faculty
Room T325, Third Floor Koerner Pavilion for OSOT Faculty.

CAMPUS WIDE LOGIN

Every UBC student is entitled to free internet access through Netinfo. The University and our programs send important information by e-mail, so it is essential to have an e-mail account. You also need a Campus-Wide-Login (CWL) so you can use the UBC wireless network and access the myUBC portal and WebCT applications. Both are free.

Obtain a CWL first, then a UBC Alumni account:

- A UBC email account will need to be created that will have a UBC hosted mail box. This email address will be used to communicate with you while in the program to update you on current program information or other important news.

- Go to <https://id.ubc.ca/> and log in with your CWL username and password.
- You will then be asked to select from a list of options on the left-hand side for an @alumni.ubc.ca email address or create your own as long it complies with the basic format and acceptable use policy. The email address will remain yours even after you graduate.
- On the right hand side please select UBC Hosted mailbox.

To forward your interchange mail, please go to <http://webmail.alumni.ubc.ca> and login using your CWLID.stu.

1. When your inbox opens, you will see to the right of your screen arrows for forwarding, replying and the 'actions' button. Click on the actions button.
2. Under 'actions' (upper right) select 'create rule'
3. Go to 'More Options' (bottom left of popup)
4. When the message arrives, and: select '[Apply to all messages]'
5. Do the following: Forward, redirect, or send --> 'Forward the message to...' (enter the email address that you wish to forward to at the bottom)
6. Deselect stop processing more rules
7. Give the rule a name and hit save

At the beginning of term, the secretary for the Graduate Programs in Rehabilitation Sciences sets up the following e-mail list for

- Students enrolled in the MSc program at **rehab-masters@interchange.ubc.ca**;
- Students enrolled in the PhD program at **phd-list@interchange.ubc.ca**

We will use this list to officially communicate with you.

LIBRARY AND LIBRARY CARDS

New Student Library Cards

At UBC your UBC card is also your student ID card and your voting identification for student elections. New student UBC/Library cards are issued at Koerner Library. Registered UBC students requiring a UBC card with photo should apply in person at Koerner Library any time during open hours. Students should know their student number and must bring one piece of photo ID, such as a passport or driver's license. Please call 604-822-2406 or visit <http://www.ubccard.ubc.ca> for more information.

Returning Library Cards

Returning students must pay any fines and charges in order to renew their Library privileges. Fines can be paid via the following methods:

- In person at the Koerner Library any time during open hours or at Robson Square Library during open hours
- Via telephone at Koerner Library; Monday to Friday, 10:00am- 4:00pm at 604-822-5532. Visa and Master Card accepted.

The UBC Library

The UBC Library is a wonderful resource!

For information regarding upcoming library sessions for graduate students, go to <http://elred.library.ubc.ca/libs/series/7>

For help finding the right information sources for a literature review, go to <http://www.library.ubc.ca/home/instruct/>

The librarian who specializes in rehabilitation sciences is Charlotte Beck, who is located in Woodward Biomedical Library

Tel: 604-822-2884

Email: charlotte.beck@ubc.ca

REGISTRATION, TUITION, AWARDS & TEACHING ASSISTANTSHIPS

Students will be informed of Rehabilitation Sciences courses offered prior to the beginning of the academic term, and should register via the Student Services website at:

<https://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework>

For elective courses, consult the UBC Graduate Calendar or your supervisor.

Full-time MSC students should register for the thesis RHSC 549 in the first term of their graduate program and maintain continuous registration in their thesis from that point until completion of their program. Part-time MSc students should register in RHSC 549 in September of their second year.

PhD students should register for their thesis RHSC 699 in the first term of their graduate program and maintain continuous registration in their thesis from that point until completion of their program.

It is very important that Enrolment Services and our program have your current contact information. If you have a new address or other contact information, please update the information on the Student Services website and inform the Graduate Secretary.

TUITION AND OTHER COSTS

Information regarding tuition fees can be found on the UBC calendar website pages.

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,266,773,1450>

Students must be registered in at least one course each term until graduation. Registration activities are blocked for non-payment of fees.

CRIMINAL RECORD CHECKS

UBC is subject to the requirements of the Criminal Records Review Act, which means that all students who are enrolled in programs that include a practicum component involving work with children or vulnerable adults will have to undergo a criminal record check before they will be permitted to register in the practicum. Please visit this website for more information:

<http://www.pssg.gov.bc.ca/criminal-records-review/apply/index.htm>

SCHOLARSHIPS AND AWARDS

There are general entrance scholarships, four year fellowships and affiliated awards. Each year, the availability of the awards and scholarships is subject to change. Information on available funding is updated on our website on a regular basis. Please go to:

<http://www.rehab.med.ubc.ca> and follow the links to the Scholarship and Awards information pages. Another good resource is the Faculty of Graduate Studies at <http://www.grad.ubc.ca> their website allows you to enter keywords into your search for funding.

GRANTS

Research trainees may submit to various granting agencies to obtain extramural funding for their studies and research. In doing so university approval may be required. If this is the case please be aware that in addition to fulfilling the signature requirements of the agency to which you are applying, you must also fulfill the signature requirements of the University. Before submitting a proposal you must understand the specific requirements of:

- Your faculty, department or unit;
- The University, including the Overhead Policy; and
- The funding agency, whose requirements may vary among specific programs.

By University Policy, all proposals for external funding for research and other projects must be signed in the following order by:

1. Principal Applicant (and co-applicants if any)
2. UBC Department Head (or Director of a School or Institute)
3. Faculty of Medicine, Dean of Research (located in offices of FoM, 3rd floor of IRC)
4. Director Research Services on behalf of the President of UBC (located in the Office of Research Services)

Obtaining these signatures can take 5-10 working days so this process should be started early. Detailed information including required documentation and forms can be found on the UBC Office of Research Services website (<http://www.ors.ubc.ca/contents/submitting-your-proposal>).

TEACHING ASSISTANTSHIPS

Each year, there are opportunities for graduate students to become teaching assistants for undergraduate courses offered in the programs. The available TA positions are posted internally each March. These positions are usually offered to full-time students who have particular expertise or interest in the clinical area covered in the course. Employment guidelines follow the policies established by the teaching assistants' union, CUPE 2278. For courses offered to the

- Entry level Master of Occupational Therapy (MOT) students, please contact:
Mike Lee at mike.lee@ubc.ca
- Entry level Master of Physical Therapy (MPT) students, please contact:
Dr. Alison Grieg at alison.grieg@ubc.ca

TAG WORKSHOPS

You are encouraged to attend *Teaching and Academic Growth (TAG)* workshops, which are offered to graduate students free of charge. These seminars are designed to teach you how to prepare lesson plans, give constructive feedback to students and manage the classroom so that it is an effective learning environment. Please call 604-822-9149 or visit the TAG website at www.tag.ubc.ca for further information.

MSc PROGRAM

Objectives of the Program

The MSc program is designed to prepare individuals to conduct research independently and in collaboration with other scientists. Students will investigate a question related to rehabilitation sciences and develop skills that permit a critical analysis of problems, which can be related to clinical practice, or to development of theory.

Upon completing the program, it is expected that graduates will be able to:

1. critically evaluate the scientific literature relevant to rehabilitation
2. analyze and critique theoretical constructs
3. demonstrate knowledge of appropriate quantitative and qualitative methods of inquiry
4. correctly apply statistical or analytical tools and approaches in data analysis and interpretation
5. demonstrate familiarity with the core literature relevant to their area of study
6. design and execute a study with relevance to rehabilitation

Program Length

Full-time students can expect to spend a minimum of two years completing coursework and thesis requirements. Part-time study will require a longer period in proportion to the student's course load and scheduling. University regulations establish a five-year time limit for the completion of a masters program. The time that a student is on approved leave does not count in the determination of the time limit. Extenuating circumstances not of the student's making may justify allowing the student additional time to complete his or her degree program. A request for a one year's extension will be received favorably if it is fully justified and supported by the student's Graduate Program Advisor. A second year's extension requires a compelling rationale from the Graduate Program and an explanation of the special circumstances that would justify an exception. All extension requests from the Graduate Program must include a schedule showing how the thesis will be completed in the period requested. Extensions will not be granted beyond two years.

Curriculum

A minimum of thirty (30) credits is required for the degree. This consists of 18 credits for the thesis and six credits for the required courses (RHSC 500 and RHSC 502). Six elective credits may be selected from courses offered within Rehabilitation Sciences or from other academic units; these credits must be at the 500 level or above.

Thesis	18 credits
Coursework	12 credits: 6 credits in required coursework RHSC 500 and RHSC 502 6 or more (depending on the supervisor's request) elective credits at the 500 level or above

MSC THESIS (18 CREDITS)

RHSC 549 Masters Thesis (18)

Required Core Coursework (6 Credits)

RHSC 500 Advanced Concepts for Rehabilitation Research (3)

RHSC 502 Rehabilitation Theory (3)

Rehabilitation Sciences Electives (6-12 credits)

Course	Course Title	Credits
RHSC 504	Directed Studies in Rehabilitation (may be repeated for credit)	3
RHSC 506	Current Topics in Rehabilitation Sciences	3-6
RHSC 508	Cross-cultural Issues in Rehabilitation Sciences	3
RHSC 510	Disability: Social, Economic and Political Influences	3
RHSC 515	Exercise Physiology and Exercise Metabolism in Disease and Injury	3
RHSC 520	Neurorehabilitation	3

Online Courses:

While UBC MRSc and Graduate Certificate in Rehabilitation students have precedence so that they can be assured of completing their program of study, MSc and PhD students can take the following courses if space is available.

- RHSC 501 Evidence for Practice (3)
- RHSC 503 Reasoning and Decision-Making (3)
- RHSC 505 Measurement for Assessment, Planning and Evaluation (3)
- RHSC 507 Developing Effective Rehabilitation Programs (3)
- RHSC 509 Facilitating Learning in Rehabilitation Contexts (3)
- RHSC 581: Writing to Enhance Practice (3)
- RHSC 583: Applying Research to Practice (1.5). Topics vary year to year. For current topics please review the [RHSC 583](#) page on the MRSc website.

For more information about the courses please visit the [program website](http://www.mrsc.ubc.ca/) (<http://www.mrsc.ubc.ca/>).

Before registering please consult with your supervisor, and email the Administrative Manager of the Rehabilitation Science Online programs at info@mrsc.ubc.ca to check whether space is available.

You can register through the SSC. Note the registration deadlines are earlier than campus-based courses (June 30 for fall courses; October 30 for January courses and February 1 for courses starting in April or May).

Non-Rehabilitation Science Electives offered by other UBC departments and faculties

Students may select from any approved non-rehabilitation science electives when approved by their graduate advisory committee.

Electives from other universities

Students in good standing at UBC may take elective courses at other universities that are approved by their committee as long as they meet Faculty of Graduate Studies' standards and transfer credit limit. No tuition fee is charged if the courses are covered by the Western Dean's agreement; however, students may be required to pay student society fees.

Authorization forms are available from FOGS.

MSc THESIS

The Faculty of Graduate Studies has guidelines for the various parties involved in the graduate student thesis. This includes descriptions of the role of the thesis supervisor, the student and other members of the supervisory committee and detailed information on the thesis itself. <http://www.grad.ubc.ca>

Thesis Supervisor

According to the Faculty of Graduate Studies (FoGS) Guidelines:

....the principal role of the supervisor is to help students achieve their scholarly potential. The student has a right to expect reasonable commitment, accessibility, professionalism, stimulation, guidance, respect and consistent encouragement...

For further information, refer to the FoGS web page at <http://www.grad.ubc.ca>

Thesis Committee

The chair of the thesis committee (or thesis supervisor) must be a faculty member who is a member of the Faculty of Graduate Studies. A list of these individuals can be accessed at http://www.rehab.ubc.ca/faculty_and_staff/prospective_supervisors.htm

Full-time students should establish supervisory committees as soon as possible.

Master's Thesis Examining Committee must include:

- A minimum of two people; the thesis supervisor or designate and a person who was not involved in the advising of the student in his or her research
- The examining committee should include at least one member from another graduate program. (This means that one examining committee member should be external to the program but this individual does not have to be the external examiner. It could be a committee member.)

Thesis proposal

Students should submit a written thesis proposal to members of their supervisory committee, who will provide timely (3 weeks) written feedback. Once the proposal is approved by members of the committee, a thesis proposal presentation meeting will be scheduled.

Please give information about the proposal defense to the Graduate Secretary at least 3 weeks before the intended day of the thesis proposal defense. The Graduate Secretary will make an email announcement to all members of faculty and staff of the PT and OSOT programs, so that interested parties may attend.

The graduate student will prepare a 20-30 minute presentation including statement of the problem, review of relevant literature, proposed methodology, hypotheses and/or research questions, and proposed data analysis procedures. This meeting will be open to all graduate students and faculty members. The supervisory committee and other members of the audience may ask questions regarding the proposal.

The thesis must be prepared according to the guidelines of the Faculty of Graduate Studies, as outlined on their website at <http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation>. The guidelines specify rules for all aspects of production including margins, spacing, type of paper to be used, and how to present figures.

A thesis defense is required upon completion. Please give information about the thesis defense to the Graduate Secretary at least 3 weeks before the intended day of the thesis proposal defense. The Graduate Secretary will make an email announcement to all members of faculty and staff of the PT and OSOT programs, so that interested parties may attend.

The graduate student will prepare a 20-30 minute presentation including statement of the problem, review of relevant literature, methodology used, hypotheses and/or research questions, data analysis, results and conclusions. This meeting will be open to all graduate students and faculty members. The supervisory committee and other members of the audience may ask questions regarding the proposal.

The Handbook of Graduate Supervision includes information about all aspects of the supervision experience. Topics include effective planning, writing tips, the supervisory committee and the roles and responsibilities of people related to graduate studies in the department and at UBC. The Handbook has information for both supervisors and students and is available on-line at <http://www.grad.ubc.ca/handbook-graduate-supervision>

PhD PROGRAM

Objectives of the Program

The objectives of this program are to:

- Prepare students to conduct independent and collaborative research in the discipline of rehabilitation sciences.
- Facilitate students to conduct significant and original research which will contribute to the body of evidence-based rehabilitation practice.
- Prepare rehabilitation scholars and scientists for leadership roles in academia, public health, education and industry.
- Fill a societal demand for the need of doctoral trained individuals in the discipline of rehabilitation to fill current and expected faculty vacancies in Canada.
- Enhance the links between theoretical advances and practice through the development of the conceptual knowledge base of rehabilitation.

- Develop leaders in rehabilitation research who can initiate and complete original, innovative and effective rehabilitation treatments.

Curriculum

Required Core Coursework (6 credits)

RHSC 500: Advanced Concepts for Rehabilitation Research (3)

RHSC 502: Rehabilitation Theory (3)

Appropriate coursework will be selected in consultation with the candidate's committee and will depend on the student's background and field of study. Some courses listed under the MSc program may be appropriate for certain PhD students.

All candidates are required to complete a written and oral comprehensive examination after completion of all course work, within 24 months from the date of initial registration.

Rehabilitation Sciences PhD Comprehensive Exam Overview

Students are expected to successfully complete the Comprehensive Examination after completion of all required course work (usually within 18 months but no later than 24 months after the student begins his/her doctoral program). The Comprehensive Examination process will include written work and an oral examination. The comprehensive exam process should not exceed 4 months, which includes the preparatory period, the written portion and the oral exam.

Purpose

The purpose of the comprehensive exam is for students to demonstrate their ability to:

- critically evaluate and synthesize concepts, theory and research literature in their area of concentration/study
- demonstrate depth and breadth of knowledge in the main topics covered by their dissertation.
- effectively communicate knowledge of their discipline both orally and in written form

Process

An individualized learning plan will be developed for the student that is specific to their interests, past experience, and skill development, pre-requisite to the conduct of their thesis. The learning plan will identify the content areas/ skills the student wants to develop over a period of several months and what written work will assist the student to meet the learning objectives. The supervisor, in collaboration with the other examining committee members, will identify three content areas, ensuring that they represent the depth and breadth of the student's field of study. In some cases the student may need some time to make progress on negotiated learning objectives prior to moving on to the written and oral components of the comprehensive exam, e.g., learning to use lab equipment or assessment tools and analyze data. When this is the case, it will be clearly specified in the learning plan and will not be part of the exam timeline. Students/supervisors may consult the Graduate Program Chair for guidance in judging the scope and content of the comprehensive exam.

Written Component

The written component is structured to help the student learn material in preparation for the oral examination, and demonstrate competency in the field of study, using activities that are relevant to the student and documented in the learning plan.

Feedback/ supervisor or committee member involvement

Learning is a primary purpose of the exam and this does not need to be a solitary process; a student's learning may be enhanced by formative feedback. The thesis supervisor can guide the student through the comprehensive exam process, by, for example, assisting the student to develop an outline for the written component and advising re organization of content. The committee can act as a resource for the student by, for example, being available for discussions with the student and facilitating synthesis of material by the student. The reading list/requirements for all papers should be identified before the writing phase.

At least two and no more than three items will comprise the written component. Note that some items naturally cover more than one content area, e.g., a grant application may address both a methodological content area and summarize the state of knowledge on the topic under study, and some items are more comprehensive than others. Therefore, the number of items will vary based on the relative scope of the items selected. Examples of written items are:

- Collection and analysis of data in the lab and the development of a report of findings.
- Writing a grant application focused on the student's doctoral thesis.
- A grant review
- A review article suitable for submission to a peer reviewed journal. The review should present a systematic and comprehensive analysis and synthesis of the literature in an area. The length of the article will depend on the journal to which it is submitted.
- A paper focused on issues related to the thesis topic; options include a critical literature review, essay addressing debates in a reading area, analysis and interpretation of available data.

Evaluation of written submissions

Each completed paper/grant application will be reviewed by at least two members of the examination committee to determine whether the written submissions:

- address the learning objective(s).
- demonstrate logical development of arguments and defense of positions
- show evidence of critical and analytical thinking
- demonstrate substantive knowledge of the field(s)
- contain arguments and explicit stances that are derived from a theoretical or historical perspective of a discipline related to rehabilitation science.
- fairly represent cited sources and authors
- demonstrate competence in communication (parsimony, clarity, and accuracy of language use)

The committee will decide whether the work represents a pass, a conditional pass or a fail. It is sufficient for the written component to demonstrate a fundamental understanding of principles that may be probed for greater depth during the oral exam. In some cases, the type of written work selected will go on to joint revision by the student and one or more committee members, e.g., a manuscript for publication. Therefore, it is not the goal of the written work to be ready for submission, but rather, to be ready for further collaborative development.

Pass: Successful completion of all aspects of the written work. The student proceeds to the oral examination

Conditional Pass: The student demonstrated weaknesses that can be corrected by remedial work. The details of the remedial work must be clearly communicated in writing to the student. At least two members of the Examination Committee are responsible for reviewing the remedial work and determining its acceptability. If satisfactory, the student will receive a pass and will proceed to the oral exam. If unsatisfactory, a fail grade will be assigned.

Fail: The student does not demonstrate sufficient knowledge within their field of study. In the case of a Fail, a recommendation will be made to the Faculty of Graduate Studies that this student be asked to withdraw from the program.

PhD Oral Examination

The oral examination enables the supervisory committee to observe the student's capacity to expand upon the written work, support primary arguments, and demonstrate creative and/or scientific thought and an understanding of methodological strengths and limitations relevant to their field of study.

Committee structure

The Comprehensive Examination Committee will consist of the members of the student's supervisory committee, plus a chair, who is not a member of the committee; the chair does not have a vote.

Process

Where possible the oral examination will be held within four weeks of successful completion of the written work/examination and will be held over one session that is a maximum of two hours in length. The oral comprehensive examination will be a question and answer format; each committee member will prepare 2-3 questions on two of the 3 content areas. They will listen to the student's responses, may probe to elicit clarification and the student may add additional responses. The scope and terms of the oral examination should be established at the same time as the format of the written work. The questions may be based on a previously identified content area, on the written examination or issues not addressed in those submissions, e.g., the broader context of the student's research program.

Following the oral examination, the examining committee will discuss the student's performance on the oral components of the examination. All members of the Comprehensive Examination Committee except the chair will vote on the performance of

the student. If the oral components are considered acceptable to all committee members, the student will receive a pass. To pass, no negative vote is permitted; abstentions are not allowed. The committee decision should take into account the fact that a pass can be a weak pass or a strong pass. If the result of the examination is fail, the student must be given a second opportunity e.g., oral defense of one or more components of the exam. The outcome will be communicated to the student verbally by the Comprehensive Examination Committee chair. It will also be communicated, in writing, to the student and the Graduate Program Chair.

Evaluation of oral examination

The following criteria will be used to evaluate the student's performance in the oral exam:

- answers address the examination questions
- answers demonstrate logical development of arguments
- answers show evidence of critical and analytical thinking
- answers demonstrate competence in oral communication (parsimony, clarity and accuracy of language use.)

Pass: Successful completion of the oral exam; the student proceeds to the next stage of doctoral work. A weak pass is still a pass and we need to accept that just as readily as an exceptional pass

Conditional Pass: The student demonstrated weaknesses that must be addressed prior to moving on to thesis research which can be corrected by remedial work. The details of the remedial work must be clearly communicated to the student in writing. A second oral exam will be held within 1 month of the initial examination. It may cover only areas of weakness identified in the oral examination or the entire scope of the examination.

Fail: If the student is unsuccessful on the 2nd examination (either written or oral), the examination committee will forward a letter to the Chair of the Graduate Program indicating that they do not recommend the student's continuation in the doctoral program.

The Examination Committee Chair will inform the student of the results of the oral examination at the meeting. The Chair also reports the examination results to the Graduate Program Chair (if not the same person).

Appendix: Relationship Between Comprehensive Exam Written Work and the Thesis

It's important to define the relationship between the written comprehensive exam papers and the thesis. The written papers/work can be related to the thesis and required course topics, but should not duplicate course assignments.

Listed below are examples of what would be considered acceptable and unacceptable work for the comprehensive exam.

Acceptable

- Developing background knowledge for the thesis by examining and critiquing related literature.

- Comparing and contrasting the potential etiology of 2 disorders and providing evidence for each.
- Comparing various measures in terms of theoretical and psychometric development.
- Contrasting and comparing the merits of 2 methodological approaches to understanding a phenomenon.
- Critical examination of the conceptualization of a construct in the literature.
- Examination of the ways in which various theoretical frameworks shape the conceptualization of an issue.
- A grant application focused directly on the research question to be asked in the thesis.

Not acceptable

- Developing a paper written in a PhD course into a publishable paper.
- Writing a chapter of the thesis for the comprehensive exam; however, the written work may form part of a chapter of the thesis.

PhD Thesis

Following the comprehensive examination, the student will present a formal thesis proposal for approval by the candidate's committee before proceeding to the research which will culminate in a formal thesis defense.

The major requirement of the PhD is the completion of a research thesis demonstrating the ability to conduct significant and original scientific research.

The Faculty of Graduate Studies has guidelines for the various parties involved in the graduate student thesis. This includes descriptions of the role of the thesis supervisor, the student and other members of the supervisory committee and detailed information on the thesis itself. <http://www.grad.ubc.ca>

Thesis Supervisor

According to the Faculty of Graduate Studies (FoGS) Guidelines:

...the principal role of the supervisor is to help students achieve their scholarly potential.

The student has a right to expect reasonable commitment, accessibility, professionalism, stimulation, guidance, respect and consistent encouragement...

For further information, refer to the FoGS web page at <http://www.grad.ubc.ca>

Thesis Committee

The chair of the thesis committee (or thesis supervisor) must be a faculty member who is a member of the Faculty of Graduate Studies. A list of these individuals can be accessed at http://www.rehab.ubc.ca/faculty_and_staff/prospective_supervisors.htm

Full-time students should establish supervisory committees as soon as possible.

Thesis proposal

Students should submit a written thesis proposal to members of their supervisory committee, who will provide timely (3 weeks) written feedback. Once the proposal is

approved by members of the committee, a thesis proposal presentation meeting will be scheduled.

Please give information about the proposal defense to the Graduate Secretary at least 4 weeks before the intended day of the thesis proposal defense. The Graduate Secretary will make an email announcement to all members of faculty and staff of the PT and OSOT programs, so that interested parties may attend.

The graduate student will prepare a 20-30 minute presentation including statement of the problem, review of relevant literature, proposed methodology, hypotheses and/or research questions, and proposed data analysis procedures. This meeting will be open to all graduate students and faculty members. The supervisory committee and other members of the audience may ask questions regarding the proposal.

A student is admitted to candidacy after successfully defending the thesis proposal. This should occur within 36 months from the date of initial registration. Extension of this period may be permitted by the Dean of Graduate Studies in exceptional circumstances.

Thesis defense

The PhD thesis defense is the culmination of years of work.

Guidelines are on the Faculty of Graduate Studies website www.grad.ubc.ca/current-students/final-doctoral exam.

- Final doctoral exam guide

- Tools for preparation

- Doctoral deadlines

- Doctoral exams FAQ

- Doctoral exams forms

- Doctoral exam checklist for Graduate Studies and external examination

Preparation of the thesis document

The thesis must be prepared according to the guidelines of the Faculty of Graduate Studies, as outlined on their website at <http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation>. The guidelines specify rules for all aspects of production including margins, spacing, type of paper to be used, and how to present figures. A formal thesis defense is required upon completion.

The Handbook of Graduate Supervision includes information about all aspects of the supervision experience, from finding the right supervisor to defending the thesis. Other topics include effective planning, writing tips, the supervisory committee and the roles and responsibilities of people related to graduate studies in the department and at UBC. The Handbook has information for both supervisors and students and is available on-line at <http://www.grad.ubc.ca/handbook-graduate-supervision>

Program Length

University regulations establish a six-year time limit for the completion of a doctoral program. The time that a student is on approved leave is not included in the determination of the time limit. Extenuating circumstances not of the student's making may justify allowing the student additional time to complete his or her degree program. A request for a one

year's extension will be received favorably if it is fully justified and supported by the student's Graduate Program Advisor. A second year's extension requires a compelling rationale from the Graduate Program and an explanation of the special circumstances that would justify an exception. All extension requests from the Graduate Program must include a schedule showing how the thesis will be completed in the period requested. Extensions will not be granted beyond two years.

FAST TRACKING TO THE PhD PROGRAM

Some students choose to move to a PhD program without completing a master's degree. Those who wish to consider this option must meet the criteria established by the Graduate Programs in Rehabilitation Sciences as well as those established by the Faculty of Graduate Studies. See below.

Interested students should reflect on the advantages and disadvantages of such a move. While it may reduce the time required (because one degree is obtained, not two) it may not provide the individual with enough time to obtain several publications, which is very important in obtaining national doctoral scholarships

Rehabilitation Science Criteria

- 1) 80% in the SRS core courses (500 and 502)
- 2) peer reviewed publication preferably as the first author
- 3) Written documentation that the supervisor and supervisory committee unanimously support the transfer to the PhD program.

ASSIGNMENTS, GRADES AND EVALUATION

ASSIGNMENTS

Assignments are due on the date assigned, unless you have negotiated an extension with the instructor before the due date. A penalty may be applied to papers handed in late. Assignments should be typed and should contain correct spelling and grammar and are expected to be original and referenced appropriately.

Please be careful to avoid plagiarism. The UBC Calendar defines plagiarism as:

*...a form of academic misconduct in which an individual submits or presents the work of another person as his or her own. Scholarship quite properly rests upon examining and referring to the thoughts and writings of others. However, when excerpts are used in paragraphs or essays, the author must be acknowledged through footnotes or other accepted practices. **Substantial plagiarism** exists when there is no recognition given to an author for phrases, sentences, and ideas of that author, which are incorporated into an essay. **Complete plagiarism** exists when an entire essay is copied from an author, or composed by another person, and presented as original work. (for more information, see the on-line UBC Calendar at <http://students.ubc.ca/calendar/>)*

In order to avoid academic misconduct, you must:

1. credit an author for his/her ideas, whether you are using direct quotes, or have paraphrased ideas from the work;

2. complete assignments independently unless they are explicitly described as group projects (i.e., you can discuss projects with your colleagues but research and writing must be completed on your own);
3. hand in unique assignments. You may not submit the same paper, presentation or assignment more than once (whether at UBC or at another institution).

The penalties for academic misconduct are described in the on-line UBC Calendar at <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,959>

GRADES

The passing mark in graduate courses is 60% for a Master's Degree and a minimum of 68% (B-) must be achieved in all coursework taken for credit for a PhD. However, only 6 credits of course work at 60% may be counted towards a Master's Degree. All other courses must have grades of at least 68%. Supplemental exams are not available to graduate students.

APPEALS

From time to time students may disagree with a final grade assigned by an instructor. Students should discuss this issue with the instructor in question. If the issue is not resolved, the student should appeal to the Chair of the Graduate Programs in Rehabilitation Sciences. Students, who wish to pursue the matter beyond the steps outlined, should consult the on-line UBC Calendar at

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,969> for procedures regarding Appeals. The Manager, Student and Administrative Services may be consulted for further information.

EVALUATION OF COURSES

Students are asked to evaluate courses in the Program. Evaluations are taken very seriously, but are most useful when comments are constructive and specific, and when the number of students completing forms is sufficiently high to be a valid indicator of the group's response to content and teaching.

ANNUAL EVALUATION OF STUDENT PROGRESS

The progress of students will be reviewed at least once a year. Students must complete a contract for completing MSc coursework, which must be approved and updated each year. In addition you must complete a graduate student progress form by June 30 each year, a sample appears in Appendix C

EVALUATION OF THESIS SUPERVISORS

Each graduate student will complete a formal report of their supervisor each year.

POLICIES RE: PHOTOCOPYING, DISCRIMINATION AND HARASSMENT

ACCESS COPYRIGHT AGREEMENT

Photocopying is governed by the Copyright Act in Canada, which grants a copyright owner the sole right to authorize copying of his/her works. Permission of a copyright owner is not required when you are making one copy of the following for the purpose of private study and research:

- a periodical article of a scientific, technical or scholarly nature from a book or periodical issue containing other works;
- a newspaper article or entry from an encyclopedia, dictionary, annotated bibliography or similar reference work;
- a short story, play, poem or essay from a book or periodical containing other works (adapted from *Copying Right*, p. 2)

The following copying is prohibited under the Act:

- copying of more than 10% of a work;
- copying an entire chapter if it is equal to more than 20% of the work;
- copying a complete book; published workbooks; or print music published for use by choirs, orchestras, bands, and similar groups (adapted from *WARNING*, June 1995).

The Canadian Copyright Act is available in the Law Library. *Copying Right* is available for review at the Main Library.

DISCRIMINATION AND HARASSMENT

It is the policy of the School and the University to provide an environment that is free from discrimination and harassment. The School will enforce this policy vigorously. According to the UBC Policy on Discrimination and Harassment:

“Discrimination” and “Harassment” refer to intentional or unintentional behaviour for which there is no reasonable justification. Such behaviour adversely affects specific individuals or groups on the basis of characteristics defined by the 1992 B.C. Human Rights Act. These characteristics include age, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, and unrelated criminal convictions. “Harassment” also includes “Sexual Harassment.” “Sexual Harassment” is unwanted sexual behaviour, particularly sexual behaviour accompanied by promises of academic or employment opportunities or by threats of loss of such opportunities.

(2000 UBC Policy Handbook, Policy #3)

Procedures

In the first instance all issues regarding discrimination or harassment should be directed towards the Chair of the Graduate Programs. If there is a perceived conflict, students should refer to the Department Head to whom their supervisor is responsible.

They will listen, in confidence, to your concerns, and will determine whether complaint procedures under the UBC policy apply. If the complaint procedures apply, the

Ombudsperson and/or Equity Advisor will attempt an informal resolution with your permission.

Mediation. If the informal process is unsatisfactory, mediation may be necessary.

Formal Investigation. You may apply for a formal investigation if you do not wish to proceed with informal resolution of the problem, or with mediation.

For more information, please contact:

NAME	PHONE	E-MAIL / WEBSITE
Equity Office	604-822-6353	
Associate Dean (Equity), Faculty of Medicine	604-822-5821	med.equity@ubc.ca
Counselling Services	604-822-3811 or 604-822-9260	http://students.ubc.ca/counselling
Disability Resource Centre	604-822-5844	disability.resource@ubc.ca
First Nations House of Learning	604-822-8940	www.longhouse.ubc.ca
Graduate Student Society (GSS)	604-822-3203	www.gss.ubc.ca
Student Health Service	604-822-7011	http://students.ubc.ca/health
Women Students' Office	604-822-2415	http://www.students.ubc.ca/access/women.cfm

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The Freedom of Information and Protection of Privacy Act was proclaimed in force for universities in the province in November 1994.

The Protection of Privacy part of the Act stipulates that personal information may be released **ONLY** to the person the information is about, or with written consent, to a third party. Such written consent must be specific about:

- to whom the information may be disclosed; and,
- for what purpose the information may be used.

Personal information means recorded information about an individual including:

- name, address or telephone number;
- race, national or ethnic origin, colour, religious or political beliefs;
- age, sex, sexual orientation, marital status or family status;
- an identifying number, (e.g., student number, SIN);
- fingerprints, blood type or inheritable characteristics;
- health care history, including a physical or mental disability;
- educational, financial, criminal or employment history;
- anyone else's opinions about the individual; and personal views or opinions, except if they are about someone else.

The Freedom of Information part of the Act gives you the right to request access to any records, which contain personal information about you, unless the information is exempt from disclosure under the Act.

USEFUL WEBSITES

The Faculty of Graduate Studies: <http://www.grad.ubc.ca>

Master of Rehabilitation Science online program: <http://www.mrsc.ubc.ca>

The Graduate Student Society: <http://www.gss.ubc.ca>

Student Housing Tools: <http://www.housing.ubc.ca/off-campus-housing/looking-for-a-place>

There are various resources to guide International students in the challenge of living and studying in a new environment:

International student handbook: <http://www.international.ubc.ca/handbook.cfm>

International House: <http://www.international.ubc.ca/ihouse.cfm>

International Peer Advisors: <http://www.international.ubc.ca/ihouse.cfm>

International Student Advisors: <http://www.international.ubc.ca/ihouse.cfm>

APPENDIXES

1. Research Student Abstract Form (available on website or on request)
2. Travel Award Information & Forms (available on website or on request)

RESEARCH STUDENT ABSTRACT FORM (sample)

Student's Name: _____

Advisor's Name: _____

Please select one:

- Master's Proposal
- PhD Proposal
- Master's Defense
- PhD Defense

TITLE OF PRESENTATION: _____

DATE:

LOCATION:

TIME:

BRIEF ABSTRACT:



GRADUATE PROGRAMS IN REHABILITATION SCIENCES TRAVEL AWARD INFORMATION AND APPLICATION

Research trainees participating in the Graduate Programs in Rehabilitation Sciences for a minimum of two years are eligible for a travel award of \$500. Those postdoctoral fellows participating in the research programs for less than two years will be eligible for a pro-rated portion of \$500. Research trainees include Rehabilitation Sciences MSc and PhD students, and post-doctoral fellows (PDFs) supervised by full Graduate Programs in Rehabilitation Sciences faculty members (not associate or adjunct members).

To be eligible for a travel grant from the School, the research trainee must

- present at a symposium or conference a refereed/invited paper of which he/she is the first author and the School is acknowledged;
- present during or within one year of completing training program at SRS. If you are no longer currently registered in the MSc or PhD degree, please indicate the date of the presentation _____ and your completion date _____
- have applied for a travel grant from the Faculty of Graduate studies (if a full-time student). See more information at <http://www.grad.ubc.ca/awards/index.asp?menu=008,001,000,000>

If you are not a full-time student, you do not need to meet this requirement but please provide explanation below.

- have attended the majority of the Rehabilitation Sciences Research Seminars.

For the application process the research trainee must submit

- an application form using the FoGs graduate student travel award form which can be accessed at <http://www.grad.ubc.ca/forms/?=SAW>
- An application form that has signatures from the research trainee and the supervisor.
- proof of acceptance of their paper at the conference.
- a copy of the cheque statement or denial letter/e-mail from the Faculty of Graduate Studies (**if a full-time student**).
- original receipts for reimbursement of air travel, or other expenses to be reimbursed.
- A copy of this completed checklist with all signatures.

Use this space or an additional page to provide explanation if any of the criteria or steps in application process were not met. Providing an explanation does not guarantee that these criteria or processes will be waived.

Signatures – by Supervisor and Coordinator indicate that research trainee has met all criteria or student has met most criteria and sufficient explanation has been provided for those criteria waived.

Research Trainee Supervisor

Graduate Program Advisor

Date: _____



**Graduate Programs in Rehabilitation Sciences
GRADUATE PROGRAMS IN REHABILITATION SCIENCES TRAVEL FUND**

Procedure & Payment Information

Applications for reimbursement will be accepted only after travel is completed. Otherwise, there is no deadline for submission. It normally takes two to four weeks for Financial Services to process travel requisitions.

Eligible Expenses

- Travel (at economy airfare prices)
- Accommodation
- Conference registration
- Meals

For information about per diem rates and other eligible travel expenses please see UBC Policy #83 - Travel and Related Expenses at <http://www.bridge.ubc.ca/pdf/Forms/UBCTravelPolicy.doc>

Application for Reimbursement

Students must submit the following to Tiffany Moore:

- Completed Application Form (pages 2 & 3 below) - must be signed by student **and** faculty supervisor.
- Proof of conference presentation - a copy of the conference program (preferred), letter, or e-mail listing student’s name and the title of student’s poster/presentation
- Complete conference program agenda, if claiming meals. Actual meal receipts or per diem can only be claimed for meals not provided or included in conference registration.

Reimbursement to Student

- In addition to application materials listed under “Application from Reimbursement” student must submit **original, itemized, and dated receipts**. Credit card statements are not acceptable.
- Paper airline tickets must be accompanied by the travel agency invoice. In the case of electronic tickets, submission of a copy of the itinerary/receipt is acceptable. (Invoice or itinerary/receipt must show ticket number, breakdown of cost and form of payment). If a boarding pass was provided, please submit with receipts.
- Please note that original receipts will **not** be returned
- Cheques will be generated by Financial Services and sent to the mailing address listed on the application form.

Please submit complete applications to:	Please direct questions to:
Tiffany Moore	td.moore@ubc.ca
T121-2211 Wesbrook Mall, Vancouver, BC, V6T 2B5	
Please also keep a copy of the submitted paperwork for your own records.	



GRADUATE PROGRAM IN REHABILITATION SCIENCES STUDENT TRAVEL FUND- APPLICATION

Last Name:		First Name:
UBC Student No:		SIN no:
Mailing Address (where cheque will be mailed):		
City:	Province:	Postal Code:
E-mail Address:		

Please check all that apply:

Graduate Registration

- I was registered as a full-time UBC graduate student at the time of the conference

Research Graduate Student Travel Fund Application

- I have completed all relevant sections of the Graduate Student Travel Fund Application
- I have signed and dated the Graduate Student Travel Fund Application
- My faculty supervisor has signed and dated the Graduate Student Travel Fund Application on _____(date)

Proof of Presentation

- I have included a copy of the conference program (preferred), letter, or e-mail listing my name and the title of my poster/presentation
- I have highlighted my name and the title of my poster/presentation.

Receipts

- I have attached original, itemized, and dated receipts.
- I have included a missing receipt memo if necessary (see * below)
- I am claiming meal expenses, and therefore I have submitted a copy of the **complete** conference program

Previous Travel Claims

- Yes, I have previously received funds from the Faculty of Graduate Studies (FOGS) Graduate Student Travel Fund. **If yes, please note that you are eligible to receive funding FROM FOGS only ONCE PER DEGREE PROGRAM.**

UBC has a contract with a travel agents and airlines which offer special rates to students who are making university-related travel. For further information on travel rates for students at UBC please refer to

<http://supplymanagement.ubc.ca/travel>

***Missing Receipts:**

UBC has strict guidelines regarding claims submitted without a valid receipt. Under special circumstances, small expenses where the receipt is lost or was never issued may be allowed on condition that the claimant and the supervisor sign a memo on letterhead attesting to the loss of the receipt and that the expense will not be claimed through any other source. Samples can be found on <http://universitycounsel.ubc.ca/files/2010/10/policy83.pdf>



GRADUATE PROGRAM IN REHABILITATION SCIENCES STUDENT TRAVEL FUND- APPLICATION (Page 2)

Conference Title:	
Conference Location: (City and Country)	
Start Date of Conference:	
End Date of Conference:	
Title of Paper/Poster Presented:	

	\$ Amount	Currency	Office Use Only
Airline:			
Car Rental:			
Mileage:			
Other Transportation:			
Meals (if not included in conference registration) Receipts or per diem:			
Accommodation			
Conference Registration:			
TOTAL EXPENSES:			

I hereby certify that the travel expenses claimed above comply with UBC policy #83 (Travel Policy)

Student Signature:
Date:
Faculty Supervisor (last name, first name)
Faculty Supervisor Signature:
Date:

