



# PHD STUDENT HANDBOOK

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Faculty of Nursing, Graduate Programs

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# PhD IN NURSING PROGRAM

## 1. INTRODUCTION

The intended audiences for this handbook are students enrolled in the PhD in Nursing program in the Faculty of Nursing at Memorial University. It is created as a resource for these individuals and contains information specific and relevant to the program.

All graduate students at Memorial University are admitted to the School of Graduate Studies and as such are governed by the general regulations of the School of Graduate Studies. It is the student's responsibility to be familiar with these general regulations and to adhere to them. They can be found at [https://www.mun.ca/sgs/current/guidelines\\_and\\_policies\\_current.php](https://www.mun.ca/sgs/current/guidelines_and_policies_current.php)

Further information about the School of Graduate Studies can be found at [www.mun.ca/sgs](http://www.mun.ca/sgs).

Further information about the Faculty of Nursing graduate programs can be found at <https://www.mun.ca/nursing/grad/phd/>

## 2. GENERAL INFORMATION ABOUT THE PhD PROGRAM

### **Purpose**

The purpose of the doctoral program is to produce the future generation of teachers, scholars, and leaders in nursing to influence nursing practice, improve nursing care, and have a positive impact on the quality of health care in promoting positive patient/client outcomes.

### **PhD Program General Objectives**

Graduates of the PhD program will:

- Understand the nursing profession as a discipline and profession, its historical development, and how the discipline and profession relate to each other;
- Understand the development and refinement of theory;
- Understand the importance of local and global influences on nursing knowledge and practice;
- Have a solid grounding in the nursing literature that has informed and continues to inform the discipline;
- Understand the ethical principles and values that underpin the discipline and profession of nursing;
- Have a solid understanding of the disciplinary and interdisciplinary role that nursing has in health care and within society and the centrality of those roles;
- Have a sense of membership and ability to take leadership in the broad community of nursing scholars as well as in the particular community relating to areas of specific expertise;
- Have a strong commitment to the nursing profession and the social mandate of nursing at the provincial, national and international levels with active membership in that profession through engaging in activities to promote, advance, and make visible the profession;

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- Have the ability to develop and conduct nursing research and generate new nursing knowledge in a creative and rigorous manner;
  - Have a comprehensive understanding of the ethical principles in conducting research;
  - Have the ability to communicate nursing knowledge to diverse audiences and through a variety of presentation modalities; and
  - Have the ability to engage in helping others to learn about the art and science of nursing through various teaching and clinical strategies.

## Curriculum Overview

The curriculum fosters the interrelatedness of knowledge and practice. In the program:

- Students will normally be required to successfully complete a minimum of 18 credit-hours of the program courses. All courses will normally be completed within the first four semesters of the program.
- Students will normally be required to complete a minimum of two mandatory non-credit institutes during the program.
- Students will be required to participate in a minimum of 4 Nursing PhD seminars per term during the first two years of the program. Schedules will be discussed at the start of each term.
- Students shall submit to a comprehensive examination in accordance with **General Regulations, Comprehensive Examinations** of the School of Graduate Studies.
- Students must submit a written dissertation proposal for presentation to the School, normally within three months of completion of the comprehensive examinations, but no later than the end of the eighth semester of the program. The format in the Faculty of Nursing is a 3-manuscript dissertation.
- Students must submit a dissertation, examined and defended in accordance with General Regulations, Theses and Reports of the School of Graduate Studies.
- Students are normally required to spend a minimum of six semesters (two academic years) of full-time study in residence.

## Registration

As a graduate student at Memorial University, whether a Master of Science in Nursing or a PhD in Nursing student, there are two levels of registration. The first is **Graduate Program Registration**; whether students are taking courses or not in a semester they must be registered in the program. In Nursing, Graduate Program Registration is N9000. The only exception to this registration is if a student is on an official leave of absence (LOA) from the program.

In the first semester when students begin the program, students register for N9000. In each subsequent semester students will automatically be registered in N9000 unless they are on or just returning from an LOA. In the latter case students must re-register for N9000 when they return.

In addition to program (N9000) registration, when students are completing courses that are listed on their Program of Study, they are required to register for these courses via the Course Registration Number (CRN). Each course is assigned a unique CRN and these are listed with the

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course offerings. A CRN is required for students to successfully register for their course(s). A student's Program of Study lists the courses students are required to register for to complete the program. If students take additional courses or substitute courses, these must be listed on the Program of Study. You can find the recommended Program of Study at <https://www.mun.ca/nursing/graduate-programs/doctor-of-philosophy-phd-in-nursing/program-of-study/>

### **Residency Requirements**

The residency requirement for the PhD in Nursing program is normally full-time<sup>1</sup> for the first two academic years (Semesters 1 to 6), but it is possible to register as a part-time student. However, it will impact the student's funding.

### **Period of Study**

The maximum time allowable in the PhD in Nursing program is seven years from first registration, not counting any approved leaves of absences. Normally only one leave of absence is permitted during the program, for a maximum of one year.

### **Substantive Area**

In the program, students will develop knowledge and skills related to research, the nursing discipline, and a substantive area. The substantive area will vary for each student and will be related to their area of research. The substantive area provides the broader context for the student's research area of study while also allowing deeper exploration of a particular aspect of health care. Each student, in collaboration with the supervisor and supervisory committee, will delineate the scope and parameters of the substantive area. This process starts in the first term and continues to the preparation for the comprehensive examinations, with further refinement throughout the doctoral program.

## **3. PROGRAM REQUIREMENTS**

To complete the program, students must successfully complete a minimum of 18 credit hours in courses, complete the PHIA training module, two (2) Institutes, a series of PhD in Nursing seminars, comprehensive examination (written and oral components), doctoral dissertation proposal presentation, and research-based dissertation defense (written and oral).

### **Required Courses**

A selection of the following courses will be offered to meet the requirements of students:

NURS 7011 Nursing: The Science

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<sup>1</sup> Full-time is defined as "one who registers as such, devotes full time to his or her academic program and may not commit more than 24 hours a week working time, including teaching assistant or research assistant duties, to matters other than the degree program."

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NURS 7012 Nursing: The Profession  
NURS 7100 Nursing Research 1: Conceptualizing Research  
NURS 7101 Nursing Research 2: Conducting Research  
One of NURS 7200-7210 Reading Course: Research Methodology  
One of NURS 7300-7310 Reading Course: Substantive Area  
Other courses may be required based on the recommendations by the student's supervisory committee.

## **PHIA**

Students who live in Newfoundland and Labrador are required to complete the module on the Personal Health Information Act (PHIA) (<http://www.mun.ca/sgs/current/PHIATraining.php>) prior to starting their data collection. The University requires a copy of each NL student's PHIA Certificate so students must submit their PHIA certificate via e-mail to [gradnursing@mun.ca](mailto:gradnursing@mun.ca).

## **Nursing PhD Seminars**

These seminars will cover aspects of professional development necessary to PhD students and their subsequent careers. They are designed to provide students with the necessary information on the seminar topic but also designed to be interactive and encouraging of discussion. They will frequently bring students into contact with experts in particular areas.

The seminars will be scheduled during the student's first two years of the program, with a minimum of 4 seminars per term. Participation is mandatory.

Examples of topics include but are not restricted to:

- What is scholarship
- Doctoral education
- Portfolio development
- Time management
- Conflict and conflict resolution
- Writing for publication
- Academic publishing
- Funding and grantsmanship
- Research ethics
- Research management
- Setting up a program of research
- Preparing a Curriculum Vitae and teaching dossier
- Use of social media

Seminar time will also be used to allow students to update each other on the progress of their research work in the PhD program, as well as to practice skills such as critical appraisal or application of concepts.

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## **Institutes**

All students in the PhD in Nursing program are required to complete two Institutes during their program. The purpose of these institutes is to enable students to obtain experience or additional preparation in a professional skill, such as research, teaching, or policy development. At least one institute must be related to research.

These are required non-credit institutes with a set or negotiated amount of time depending on the student's goal or defined purpose. Students will decide on the institutes to be completed in conjunction with their supervisors and supervisory committees. The requirement can be met in a number of ways. Some examples are: 1) a CIHR summer institute; 2) an institute for a particular research methodology; 3) completion of the Graduate Teaching Program (GTP); or 4) defined work with a faculty member on a funded research project. The Institute requirements enable students to have exposure to a broader range of philosophical, theoretical, and methodological approaches to research, teaching, and policy development than is available if the student works within a single advisory supervisory committee.

Students must submit a short (1-2 page) proposal explaining the goals and activities of the proposal institute. Approval for the institute is granted by the Associate Dean. On completion of the institute, the student must submit a short report (3-5 pages) of what was done, attainment of goals, and key lessons learned. Once this report has been approved by the student's supervisory committee the student must submit a copy to [gradnursing@mun.ca](mailto:gradnursing@mun.ca) for their electronic file.

## **4. COURSE DESCRIPTIONS**

### **NURS 7011: Nursing: The Science**

NURS 7011, *Nursing: The Science*, enables a comprehensive and critical understanding of the science of nursing (i.e., nursing knowledge and how nursing has developed as a science from historical and contemporary perspectives). The course includes examination of major philosophical, theoretical, and methodological underpinnings that have influenced and continue to influence the science of nursing as well as some of the associated debates. Nursing science is considered within the political, social, and cultural contexts within which it has developed.

Objectives:

- Articulate the general relationships among philosophy, theory, and science (i.e., research traditions and methodologies).
- Critically review philosophies that have influenced nursing knowledge development.
- Trace the development of nursing knowledge from a historical perspective.
- Examine how historical and contemporary nursing philosophers have contributed to nursing science.
- Explore the nature of truth and implications for nursing science.
- Explore the nature of knowledge and knowing especially as it pertains to nursing.
- Critically appraise debates in the literature about nursing science.

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- Discuss influences on the evolution of nursing as a science, including visionary leaders and social, political, cultural, professional, and historical forces.
  - Examine one's own philosophical assumptions about nursing science.

### **NURS 7100: Nursing Research 1: Conceptualizing Research**

NURS 7100, *Nursing Research I: Conceptualizing Research*, explores and addresses the many conceptual, ethical, and practical issues that are critical to understand when designing a research study in nursing. It covers such topics as major research paradigms, devising a research question, use of theory in research, and searching and reviewing the literature. The course will cover the conceptualization phase of research design using quantitative, qualitative, and mixed method research. The purpose is to critically explore the principles that govern nursing research during the conceptualization phase of any project.

Objectives:

- Articulate the similarities and differences of the two main research paradigms.
- Explore the principles governing mixed method research.
- Identify an area of study for a research project.
- Formulate and defend researchable questions.
- Critically examine the place of theory and conceptual frameworks in research.
- Conduct and write up an integrated literature review.
- Critically appraise studies and bodies of evidence.
- Propose appropriate designs and methods for research problems (including unit of analysis, participants with inclusion and exclusion criteria, setting, data collection, level of data, issues relevant to rigour, etc.).
- Identify the ethical implications of research at the conceptual phase and ways to address these issues.

### **NURS 7101: Nursing Research 2: Conducting Research**

*Nursing 7101, Nursing Research II: Conducting Research*, builds on the content in *Nursing 7100, Nursing Research I: Conceptualizing Research*. The purpose of Nursing 7101 is to examine conceptual, ethical, and practical issues inherent in carrying out nursing research and to explore the principles and procedures involved in conducting a nursing research project. The main topics addressed are sampling, data collection, data analysis, quality of research, and communication and utilization of research findings for quantitative, qualitative, and mixed method research.

Objectives:

- Discuss sampling for quantitative, qualitative, and mixed methods research designs.
- Determine sample size for quantitative, qualitative, and mixed methods designs.
- Propose data collection strategies for quantitative, qualitative, and mixed methods research designs.



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- Construct data collection instruments.
  - Perform data analysis procedures.
  - Interpret research findings.
  - Examine criteria for assessing quality of research studies in keeping with the design proposed.
  - Discuss research dissemination and utilization.
  - Examine ethical implications in the conduct, dissemination, and utilization of nursing research and ways to address issues.

### **NURS 7012: Nursing: The Profession**

This course is a critical examination of nursing as a profession including its political context and place in health care. Priority issues facing the nursing profession will be analysed and policy solutions critiqued. The course provides an historical and a contemporary view of the profession and will compare/contrast Canadian nursing to the evolution and practice of nursing in other countries. What it means to be a professional nurse in our global society today will be analyzed.

Objectives:

- Examine the historical perspective (s) of nursing and analyse the influence of nursing's history on the profession today.
- Illustrate how the social organization of nursing constrains and strengthens the profession and how it impacts the alignment (or fit) between nursing and health care.
- Examine some of the discourses on nursing from both within and outside the profession.
- Critically appraise health issues and critique strategies to position nursing to actively respond to opportunities to advance the goals of the profession.
- Explore the ethical underpinnings of nursing practice.

### **NURS 7200-7210: Reading Courses in Research Methodology<sup>2,3</sup>**

The purpose of these reading courses is to assist the student to understand in depth and to critically examine a particular research methodology. The student will explore the development of the particular methodology, understand the philosophical and theoretical underpinnings and assumptions, and learn the language of the methodology as well as how the methodology has been used within and outside the discipline of nursing. Readings will be selected to enable the student to have a thorough grasp of the methodology and issues that confront a researcher when using the particular methodology.

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<sup>2</sup> As an alternate to this requirement and the requirement for a course from Nurs 7200-7210 and Nurs 7300-7310 a graduate student in consultation with her or his supervisor and supervisory committee may decide to take a graduate course in another discipline that will satisfy this requirement.

<sup>3</sup> Students taking a reading course from Nurs 7200-7210 and Nurs 7300-7310 will need to meet with her or his supervisor well in advance of beginning a reading course. The course must to be submitted to and approved by the Graduate Studies Committee for approval before a course number is assigned and registration can occur.

Objectives:

- Have an in depth working knowledge of the particular research methodology a student will use in her/his research.
- Understand how the methodology developed and the many variations present in the particular methodology.
- Explore the many implications for using the methodology in research.

**NURS 7300-7310: Reading Course in a Substantive Area for Research <sup>2,3</sup>.**

The purpose of these courses is to assist the student to understand in depth and to critically examine the historical evolution including the theories, conceptual and analytical frameworks, paradigms, previous research, critiques and controversies, and emerging trends in a particular substantive area. This will allow the student to understand the main issues in a particular research area, identify gaps or unexamined issues, and develop researchable questions that will advance the field. Both a disciplinary and interdisciplinary approach to the substantive area will be included in the readings.

**PhD Program of Study**

<b>Fall Semester 1</b>	<b>Winter Semester 2</b>	<b>Spring Semester 3</b>
NURS 7011 Nursing: The Science  NURS 7100 Research 1: Conceptualizing Research	NURS 7012 Nursing: The Profession  NURS 7101 Research 2: Conducting Research	One of 7300-7310 Reading Course: Substantive Area
<b>Fall Semester 4</b>	<b>Winter Semester 5</b>	<b>Spring Semester 6</b>
One of 7200-7210 Reading Course: Research Methodology  Graduate Statistics Course	Preparation and writing Comprehensive Exams	Preparation of Research Proposal  Presentation of Proposal  Ethics Approval
<b>Fall Semester 7</b>	<b>Winter Semester 8</b>	<b>Spring Semester 9</b>

Dissertation Research (data collection, analysis and or/writing)	Dissertation Research (data collection, analysis and or/writing)	Dissertation Research (data collection, analysis and or/writing)
<b>Fall Semester 10</b>	<b>Winter Semester 11</b>	<b>Spring Semester 12</b>
Dissertation Research (data collection, analysis and or/writing)	Finalization of Dissertation, Dissertation examination and Defense	Convocation

## **5. EXAMINATIONS**

### **Comprehensive Examination**

Each student in the PhD in Nursing program is required to pass a comprehensive examination as required by the general regulations of the School of Graduate Studies. The comprehensive examination will consist of a written and an oral component. This examination shall be conducted in keeping with the School of Graduate Studies general regulations for comprehensive examinations (<http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0024>). This examination will normally be taken in the fourth or fifth semester of the student's program but no later than the end of the seventh semester in the doctoral program. The comprehensive examination may only be taken after all required coursework is completed and before the student begins their dissertation research. Failure to take the comprehensive examination by the end of the seventh semester will result in termination of the program unless an extension is granted.

#### ***Purpose***

The purpose of the comprehensive examination is for the student to demonstrate that they have the knowledge and abilities to successfully carry out doctoral research and complete a dissertation. The examination is an opportunity for a student to demonstrate that they have a solid knowledge of the nursing discipline, their substantive areas, and research, and that they can conceptualize and synthesize this knowledge and apply it in a critical manner.

#### ***Preparation for the Examination***

A student should review course materials and ensure they have resources ready (e.g., key articles, textbooks, access to the library, computer resources). A student should clear their schedules for the examination period so that all of their attention can be devoted to the examination. This will often require that personal supports be put in place.

#### ***Procedure***

A Comprehensive Examination Committee will be appointed by the Dean of the School of Graduate Studies on the recommendation of the Faculty of Nursing. There must be an odd

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number of people on the examination committee. The Comprehensive Examination Committee will consist of at least five members which includes:

- The student's supervisor
- At least two members from the student's PhD supervisory committee
- One member external to the Supervisory Committee, Associate Dean (Graduate Programs, Faculty of Nursing) or delegate who shall be the Chairperson and who may represent the external member
- At least one person external to the Memorial University Faculty of Nursing; this might be the person who is external to the supervisory committee but does not have to be if a committee member is external. The key criterion for selection of the Comprehensive Examination Committee member who is external to the supervisory committee is that they have the appropriate expertise.
- The Dean of the School of Graduate Studies or delegate, whose role is to ensure the process is fair (optional).

All members of the Committee including the Chairperson, but excluding the Dean of Graduate Studies or delegate, shall be voting members.

### ***Roles of the Comprehensive Examination Committee***

The members of the Examination Committee will:

- 1) Set the questions;
- 2) Provide guidance to the student in terms of preparation;
- 3) Evaluate the written component of the examination;
- 4) Conduct and evaluate the oral component of the examination; and
- 5) Make a recommendation to the School of Graduate Studies; the Chair submits the recommendation as per 4.8.2.6.

### ***Format and Content of the Comprehensive Examination***

For the written component of the examination, the student's Comprehensive Examination Committee will draft a series of questions framed within the following categories: 1) disciplinary knowledge, which includes the philosophy of nursing science, 2) the student's substantive area but does not include the student's research problem or proposal; and 3) methodological issues. Course work provides the starting point for the examination questions. Additional reference material beyond the course readings will be required to address the examination questions. The areas upon which the student can expect to be examined will be made known to the student no later than three months prior to the examination.

The student will be given a limited choice of questions. The student will be required to write a maximum of 7500 words for the written component, which will consist of several parts based on the series of questions given. The oral examination will complement the written component, and, like the written component, will not address the student's proposal or research problem. The student might, for example, be asked to address the questions they did not choose for the written component, or to elaborate on a particular decision made (e.g., why one research method was chosen rather than another).

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The student will have two weeks to complete the written component of the Comprehensive Examination and submit it to the Comprehensive Examination Committee. The Comprehensive Examination Committee will have two weeks from the submission date to grade the written component of the examination before the student proceeds to the oral component. The student must pass the written component in order to proceed to the oral component. The time between submission of the written component and the date of the oral component will not exceed three weeks.

The student is expected to complete the examination on their own, without consulting others. They are expected to not share the examination questions and answers with others, not make copies of them, and return the copy of the examination questions at the end of the examination period.

### ***Results of the Comprehensive Examination***

After each component, the Comprehensive Examination Committee will determine whether the student has been successful or not. The student must pass the written component in order to proceed to the oral component and the student must pass both components of the examination to be considered successful. Results will be reported using the categories specified in regulation 4.8.2 of the School of Graduate Studies. The regulations of the School of Graduate Studies will be followed if the student is unsuccessful in either component.

The Chairperson of the Comprehensive Examination Committee will report the result of the examination to the Dean of the School of Graduate Studies, who is responsible for informing the student.

### ***SGS Regulations 4.8.2 Ph.D. and Psy.D. Comprehensive Examination***

1. The candidate shall submit to a comprehensive examination, which may be written or oral or both as determined by the academic unit. Candidates shall normally take the examination no later than the end of the seventh semester in the doctoral program. Unless an extension is approved by the Dean of Graduate Studies, failure to take the examination at this time will result in the termination of the candidate's program.
2. This examination, whether written or oral, shall be conducted by a Committee appointed by the Dean of Graduate Studies on the recommendation of the academic unit. It shall consist of the Head of the academic unit (or delegate) who shall be the Chairperson, the candidate's Supervisor [or, where a Supervisor has not yet been appointed, the Graduate Officer or Chair of the Graduate Studies (or equivalent) Committee], the Dean of Graduate Studies (or delegate), and at least three other members, the total voting members to be an odd number. All members of the Committee including the Chairperson, but excluding the Dean of Graduate Studies, shall be voting members.
3. In this examination, the candidate must demonstrate a mastery of those sub-disciplines appropriate to their research area, as defined by the academic unit in which they are a student. Those sub-disciplines upon which the candidate will be examined should be made known to the candidate no later than three months prior to the examination. The

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candidate must further be able to relate the specialization of their research to the larger context of these sub-disciplines.

4. In cases where there are multiple parts to a comprehensive exam, including written and oral parts, a candidate must satisfy all parts of the examination to obtain a pass. The requirements to advance to a later part of the examination are specified in the Degree and Departmental regulations or by the appropriate academic unit.
5. Members of the Comprehensive Examination Committee shall decide the results of the comprehensive examination as indicated in a.-d. below:
  - a. The category of 'pass' will be awarded to candidates who demonstrate an acceptable knowledge of their chosen area and requires a simple majority vote.
  - b. The category of 're-examination' selects those candidates with an understanding of their research area that lacks sufficient depth and scope as indicated by a simple majority of the Comprehensive Examination Committee. Only one such re-examination is possible. If a re-examination is to be held, it must be conducted not less than one month and not more than six months after the first examination. The decision of the voting members of the Committee following this re-examination can only be 'pass' or 'fail' decided by simple majority. Failure will lead to immediate termination of the candidate's program. There is no option for further re-examination.
  - c. Students awarded a 'fail' are deemed, by unanimous vote of the Comprehensive Examination Committee, to be unable to demonstrate an adequate understanding of their research area. The candidate's program is terminated. A simple majority vote will default to the award of 're-examination'.
6. The Chairperson of the Comprehensive Examination Committee shall report to the Head of the academic unit who shall report to the Dean. The result of the comprehensive examination(s) shall be reported to the candidate by the Dean.

### **Dissertation Proposal Presentation**

Once the student's Supervisor and Supervisory Committee approve their proposal for their research for their dissertation they will be expected to present and defend this proposal to faculty and students in the Faculty of Nursing. The format is a brief presentation, approximately 20 minutes, followed by a period of questions on the proposed research. On the basis of this presentation, the student's supervisory committee will decide if they are ready to proceed with their research.

### **Final Examination of Dissertation**

Once the student's Supervisory Committee has approved the final dissertation the *Supervisory Approval Form* must be completed, signed, and sent to the Graduate Office, along with a PDF copy of the dissertation and a one-page abstract. In addition, the student and supervisor must provide the names and e-mails for six potential examiners (3 external and 3 internal) and at least three potential dates for the oral defence.

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The Graduate Office will send requests to the examiners and three will be chosen based on their availability. The Graduate Office will then send the required paperwork to the School of Graduate Studies who will send the examiners the dissertation and feedback forms. The examiners will have one month to examine the dissertation and, once the forms have been received and reviewed, the Dean of Graduate Studies will give final approval for the student to proceed to the oral defence.

The following people must be in attendance for the defence: the student, the three examiners, and the Supervisor(s); in the case where there is a supervisor and co-supervisor, at least 1 must be in attendance. The committee members and a delegate from the academic unit can attend, but it is not mandatory. The defence can take place via Webex or as a hybrid with some attending in person, at the discretion of the student. SGS will organize the session and provide technical support. As per SGS regulations, the student and supervisory committee are not permitted to have contact with the examiners prior to the oral defence.

## **6. ROLES AND RESPONSIBILITIES OF PhD SUPERVISORS, CO-SUPERVISORS AND COMMITTEE MEMBERS**

### **The Supervisor**

- The Supervisor provides input into the student's program in terms of courses to be taken and institutes to be completed. The Associate Dean (Graduate Programs) has final decision-making authority about courses and institutes.
- The Supervisor is expected to teach the student's two reading courses, although may delegate that responsibility and the associated teaching weight to another individual.
- The Supervisor recommends Committee Members. The School of Graduate Studies has final decision-making authority about approval of Committee Members.
- The Supervisor, in collaboration with the student and the PhD Committee, defines the parameters of the student's substantive area.
- The Supervisor is a member of the student's Comprehensive Examination Committee and contributes to writing the questions and to evaluation of the written and oral examinations.
- The Supervisor guides all aspects of the student's research (including dissemination while in the PhD program), and provides ongoing feedback and support.
- The Supervisor has final decision-making authority on the student's research.
  - If co-supervising a student and there is disagreement, the Supervisor has final decision making authority.
- The Supervisor's roles and responsibilities include those specified by the School of Graduate Studies, including providing annual reports to the School of Graduate Studies.
- The student and the Supervisor are responsible for keeping Committee Members updated and for calling and chairing meetings.
- The Supervisor is required to attend the presentation of the proposal.

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- The Supervisor is expected to attend committee meetings. The Supervisor is credited as co-investigator on relevant research grants, and may be the primary investigator, depending on the regulations of the granting agency.
  - The Supervisor will be credited as co-author, as appropriate, on relevant publications and presentations. Co-authorship needs to be discussed with the student and Supervisor.
  - The Supervisor is given a course release of .5 course weights per year for 4 years. A total of 2 course weights are given per student, regardless of the duration of the student's program.
    - Course release will be reduced if sharing supervision with a co-supervisor or if a reading course is delegated to another.
  - The Supervisor and Co-Supervisor decide how they will divide the workload and activities of supervision.

### **The Co-Supervisor**

- The Co-Supervisor shares the roles and responsibilities of supervision outlined for the Supervisor. Together, they decide how they will divide the workload and activities of supervision.
- The Supervisor has final decision making authority in the case of disagreement.
- The Co-Supervisor will be credited as co-author, as appropriate, on relevant publications and presentations. Co-authorship needs to be discussed with the student and Supervisor.
- The Co-Supervisor is normally credited as co-investigator on relevant research grants.
- The Co-Supervisor is given a course release of .25 course weights per year for 4 years.

### **Committee Members**

- As requested by the Supervisor, Committee Members provide input into the student's program, e.g., decisions about courses and institutes, clarification of the student's substantive area.
- Committee Members form the basis of the Comprehensive Examination Committee.
  - They are involved in writing the questions and evaluation of both the written and oral examinations.
- Committee Members provide ideas and feedback to strengthen the student's research.
  - This is done during meetings and may also be done in writing (e.g., email correspondence, written feedback on drafts).
  - The Supervisor does most of the daily/weekly work providing feedback on multiple drafts and moving the project forward. Committee Members would normally discuss and review 2-3 drafts of various documents.
  - Most of the work of Committee Members is at the proposal stage, during analysis, and for the final report. During the data collection process, updates (status reports) would be provided but involvement would be minimal unless problem solving is required.



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- Committee Members provide expertise as required, e.g., content or methodological. They may be more involved at some stages of the research process than others, according to their expertise.
  - The student and Supervisor are responsible for keeping Committee Members updated.
  - Committee Members are expected to attend the presentation “defense” of the proposal.
  - Committee Members are expected to attend meetings, either in person or by conference call or Webex. Meetings are called by the Supervisor, with at least one meeting held per year while the student is taking courses, and more frequent meetings held, as appropriate, while the student is developing the proposal and completing the research.
  - Committee Members will be credited as co-authors, as appropriate, on relevant publications and presentations. Co-authorship needs to be discussed with the student and Supervisor.
  - Committee Members are not compensated financially or given course release by the Faculty of Nursing.

SGS also has a list of roles and responsibilities found here:

<https://www.mun.ca/sgs/media/production/memorial/academic/school-of-graduate-studies/school-of-graduate-studies/media-library/responsibilities.pdf>

## **7. TUITION AND FEES**

### **Graduate Tuition**

Students can find information about fees and payment schedules at the School of Graduate Studies website: [http://www.mun.ca/become/graduate/fees\\_funding/index.php](http://www.mun.ca/become/graduate/fees_funding/index.php)

Note that PhD program fees are fixed. Also note that all fees are in Canadian dollars and subject to change. Students are responsible for being aware of all fees and charges, and applicable deadlines, by referring to the [University Calendar](#) and the [University Diary](#).

PhD students who do not complete their programs in the semesters relevant to their chosen payment plan will be required to pay a continuance fee for each additional semester required. For more information on continuance and other fees, please refer to the current [Minimum Expense form](#).

### **Other Fees and Expenses**

In addition to program fees, graduate students are responsible for a number of other fees (including but not exclusive to student union fees, recreation fee, health and dental insurance). For a comprehensive list, please refer to the [Minimum Expense form](#).

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*Important Note: The information provided in this Handbook and on any linked websites is subject to change. The [University Calendar](#) is the final authority on university regulations.*

## **8. FUNDING**

All PhD students will receive funding of \$7850/year, but students in the PhD program are also expected to access funding sources and apply for funding to support their work in their program. Since part of the acquisition of professional skills is to learn grantsmanship this is a good place to start. Students will work with their supervisor(s) to achieve this goal. Below is a list of possible sources of funding available.<sup>4</sup>

### **School of Graduate Studies Fellowships**

The Faculty of Nursing has limited baseline funding to allocate to full-time PhD students pursuing their PhD in Nursing. These are administered in keeping with the *Guidelines for the Awarding of SGS Fellowships and Graduate Student Support* established by the School of graduate Studies.

### **Scholarships, Bursaries, and Awards**

There are a limited number of scholarships, bursaries and awards that are available to graduate students and could be applicable to nursing PhD students at Memorial University and administered by the School of Graduate Studies. A list of these are available at <https://www.mun.ca/sgs/current/scholarships/>

### **Nursing Specific Awards**

Different awards specific to the Faculty of Nursing are available. Information about these awards is sent out to all students; check with the Academic Program Assistant for more information at [gradnursing@mun.ca](mailto:gradnursing@mun.ca)

*NOTE:* The Scholarship Office has a distribution list for all Graduate Student Officers and makes available any information on scholarships and awards that are available to graduate students. The Faculty of Nursing will distribute this information via e-mail and/or on the Nursing Graduate Programs Communication Centre. Students are advised to monitor their @MUN e-mail accounts and follow-up on any potential source of funding for which they qualify.

### **Other Funding Sources**

Other funding sources are also available, such as the CIHR Doctoral research Awards (see: <https://www.researchnet-recherchenet.ca/rnr16/srch.do> for funding opportunities and deadlines).

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<sup>4</sup> This is by no means as an exhaustive list as possible because potential sources of funding will vary by area of study and changes in funding agencies and policies.

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Check with the School of Graduate Studies for other funding sources.

### **Newfoundland and Labrador Registered Nurses Education & Research Trust**

Some awards are open to both master's and doctoral level students. Possible doctoral award listed on the website (<https://www.nlrntrust.ca/masters-phd-scholarships>) are:

- Graduate Nursing Scholarship
- ARNNL 50th Anniversary Scholarship
- Marcella Linehan Scholarship
- Bay St. George Chapter Scholarship

### **Canadian Nurses Foundation (CNF)**

<https://cnf-fncc.ca/scholarships/>

CNF offers a number of scholarships for nurses pursuing doctoral education ranging from \$1,800 to \$10,000. To be eligible applicants must be Canadian citizens, studying in Canada, and have at least three semesters remaining in their program after June 30. Applications are submitted online by March 31 and notification is received by the end of June each year.

## **9. OFFICE SPACE AND RESOURCES**

PhD students will have access to the PhD Study Room in ED5004. This is a space for study and storage. Students will be given access to ED5004 through their MUN student ID. Lockable cabinets are also available in the office to store any relevant items/papers.

There is a shared printer in ED 5004 and a desktop computer in the PhD Study Room to print from. The Faculty of Nursing provides limited paper at no cost to the students. Encryption of USB drives is available at no cost to student. This request can be made through the Graduate Office.

Computers with data analyses programs are set up in the Faculty of Nursing Research Unit (NRU). If you need to use a program on one of these computers you may obtain access to an NRU computer by booking this through the NRU coordinator.

Information about parking is available from Wanda Chubbs ([wchubbs@mun.ca](mailto:wchubbs@mun.ca)) in the Faculty of Nursing General Office H2916.

## **10. GUIDELINES AND POLICIES**

### **For Graduate Students**

There are a number of guidelines and policies that govern PhD students at Memorial University. They also guide faculty members teaching in the graduate program. These contain information on, but not limited to:

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- Code of Student Conduct
  - Guidelines for Theses and Reports
  - Policy on Intellectual Property
  - Responsibilities of Supervisors and Graduate Students

Students should be familiar with these guidelines and procedures. The guidelines and Policies are available at [http://www.mun.ca/sgs/current/guidelines\\_and\\_policies\\_current.php](http://www.mun.ca/sgs/current/guidelines_and_policies_current.php).

A few require special emphasis and are reproduced in this booklet.

### **For Research**

All students and Faculty at Memorial University who are engaged in research are governed by a number of important policies.

Some research policies that apply to graduate students include:

- Conflict of Interest
- Integrity in Scholarly Activity
- Ethics of Research Involving Human participants
- One of the important areas is that around Ethics and Compliance.

These policies can be found at <https://www.mun.ca/research/research-tools-and-resources/research-policies/>

### **Ethics Approval for Research**

As researchers who are engaged in studies about human health, all research prior to any recruitment or data collection is required to be submitted to and receive approval from the Health Research Ethics Authority (HREA). Research must be conducted in compliance with that approval. Before students submit they must also have the approval from their supervisor in the form of a signature on the HREA ethics application. The information for HREA is located at <https://www.hrea.ca/>

All research activity is governed by [TCPS 2](#).

Students are required to complete the TCPS 2 tutorial available at <http://tcps2core.ca/welcome>.

Depending on where a student recruits participants or performs their research they may need additional approvals. Students should check with the necessary organizations for these requirements. For example, if a student's research involves patients or resources within Eastern Health they must get approval from and comply with the guidelines of the Research Proposals Approval Committee (RPAC). Information about RPAC can be found at <https://ri.easternhealth.ca/>

RPAC requires ethics approval be obtained from HREA before contacting them for approval.

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## **E-mail Addresses**

The Department of Computing and Communications has in place a single e-mail policy (called “nice” address) for students that ensures all students will receive an @mun.ca e-mail account and mandates that this account will be used for official e-mail correspondence between faculty and students.

Students are required to use their MUN email for any correspondence with faculty and staff. For more information please visit <https://www.mun.ca/cio/itservices/collaboration/email.php/> Students must check their MUN email regularly as Faculty and Staff will use that address to send out important program information, funding and other opportunities, and information from the School of Graduate Studies. It is the responsibility of Faculty and Staff to send out the information and the student’s responsibility to access and act on that information.

## **Memorial University Policies**

There are a number of Memorial University Policies that will govern student activities and behavior at Memorial. Please consult <http://www.mun.ca/policy/site/az.php> for the most up to date policy statements.

## **Nursing Graduate Programs Communication Centre**

To facilitate communication, there is an online Nursing Graduate Programs Communications Centre in Brightspace, which will be listed as a course and available to all PhD students throughout their program. The Communication Centre will also be used to post announcements as well as post material relevant to PhD students, such as policies, resource material and forms.

## **11. GOVERNANCE**

Governance refers to some of the structures and processes that an institution puts in place to both oversee and direct activities within that institution. Students have a role to play in the governance of the University and Academic Units within that institution and are afforded many opportunities. Students are strongly encouraged to become involved in university governance by serving on University committees and select committees within the Faculty of Nursing.

### **University and School of Graduate Studies Committees**

Graduate students are members of the Graduate Students' Union (GSU); they have committees on which students can serve. See <https://www.gsumun.ca/> for additional information.

### **Faculty of Nursing Committees**

Within the Faculty of Nursing, a PhD student serves as a representative of the Academic Council, the Graduate Studies Committee, and the Committee on Nursing Research.

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Students should consider becoming involved and actively contributing to the University and the Faculty of Nursing through participation on a committee. It is a good opportunity to participate in and learn about the importance of governance.

## **12. CONCLUSION**

There are many people available at Memorial University to help students, including:

- Associate Dean (Graduate Programs),
- Academic Program Assistant to the Graduate Programs in the Faculty of Nursing,
- Faculty and Staff,
- Staff at the School of Graduate Studies

We welcome any questions or comments and are more than willing to assist students in any way we can.

We wish you success in your program!