

## **Supplementary Policies**

Students and faculty must adhere to policies of the Ryerson University School of Graduate Studies (<http://www.ryerson.ca/graduate/policies/>). The following guidelines are policies are designed to address matters specific to the Ph.D. Biomedical Physics program and be supplementary to the policies of the School of Graduate Studies.

### **Student funding**

The minimum guaranteed funding will consist of awards, scholarships, stipends and Graduate Assistant (GA) employment, which will be communicated to the faculty and students at the beginning of each year. Renewal of the GA funding is contingent upon satisfactory performance. The level of funding for students who obtain an internal Ryerson scholarship (such as an RGS) will be increased up to \$2,000 for the year of the award. The level of funding for students who receive a major external scholarship (such as an OGS or NSERC PGS) will increase by \$4,000 for the year of the award, unless the award provides more funding than the package normally offered to students by the graduate program (in which case the student retains the funding). Students who receive scholarships will have the opportunity to reduce their GA load, in consultation with their supervisor and the Program Director.

### **Course Offerings**

Course offerings will be communicated to the students at the beginning of each year, and will be posted on the Graduate Website, [http://www.ryerson.ca/graduate/programs/biomedical\\_physics/](http://www.ryerson.ca/graduate/programs/biomedical_physics/). As many courses are offered on a 2-year cycle, students should consult the document at the beginning of each term.

### **Supervisory committees**

The primary purpose of a supervisory committee is to guide students in conducting their thesis research and prepare them for their examinations. The committee will also provide timely feedback to students and their supervisors on the progress of the thesis research and the student's mastery

of their field and the scientific method. A student's supervisory committee must be composed of at least three members, including the supervisor(s), a departmental faculty member (and full YSGS member) and one more person in a desirable field of expertise. At a minimum, the supervisory committee must meet with the student according to the following schedule. Additional committee meetings should be held as needed. Students are *encouraged* to call committee meetings when they feel they are required.

Month	Se	Oc	No	De	Ja	Fe	Mr	Ap	My	Jn	Jl	Au	Se	Oc	No	De	Ja	Fe	Mr	Ap	My	Ju	Jl	Au	
Term	1				2				3				4				5				6				
Due					PR		S 1		PR				PR				S 2	PR CE				PR			

Month	Se	Oc	No	De	Ja	Fe	Mr	Ap	My	Jn	Jl	Au	Se	Oc	No	De	Ja	Fe	Mr	Ap	My	Ju	Jl	Au	
Term	7				8				9				10				11				12				
Due	PR				PR		S 3		PR				PR				S 4	PR				PR			

Note that the "Term" row in the above table supersedes the "Month" row. For example, if a Ph.D. student starts the graduate program in January, term 1 starts in January.

S – Supervisory committee meeting reports are due at the end of the indicated month. The committee meeting and the supervisory committee meeting report (available on the Department web site) may be completed during the month it is due or any prior month. The report for the S4 committee meeting should include a target date for the thesis defense. It is the responsibility of the student to bring to a supervisory committee meeting a copy of the previous meetings report and a new report form.

PR – Progress reports are due in the first week of the indicated month, as required by the School of Graduate Studies. The progress reports also serve as a grade submission for the Ph.D. Thesis course. In all but the final term, the grade is an INP (or UNS, if the progress has not been satisfactory).

CE – The Candidacy Examination (explained in more detail in this document) must be held no later than 20 months from the date of initial registration, and is expected to occur in the 4<sup>th</sup> of 5<sup>th</sup> term of residence).

### The Candidacy Examination

The Candidacy Examination adheres to the [regulations](#) of the School of Graduate Studies, and is composed of a written examination and an oral examination (normally held within two weeks of the written examination). The examination is normally conducted during a candidate's fourth/fifth term of residence, and must be held no later than 20 months from the date of initial registration (as shown in the table above).

## Thesis Expectations

It is expected that the material in the Ph.D. thesis represents an independent, significant and original contribution to knowledge in the field and that the candidate will have demonstrated a suitable level of scholarship in the discipline, demonstrated through the submitted material and the oral exam. The student's supervisory committee is responsible for ensuring that the thesis material meets the standards of the School of Graduate Studies and the graduate program. Typically, students are expected to be the primary author on at least one peer-reviewed journal article accepted for publication prior to defending their Ph.D. research. In case of intellectual property issues, the Program Director in consultation with the supervisor and the student will assess this situation. The thesis structure is typically such that the individual chapters would constitute 2-3 potential peer-reviewed journal publications.

## Thesis Examination Committees

The Ph.D. examination committee composition adheres to the [SGS regulations](#) and will consist of a non-voting Chair (Dean of Graduate studies or designate), the supervisor(s) (who have one combined vote for the case of co-supervision), at least two voting members who are member of the School of Graduate Studies and from within the program (at least one of the voting members should *not* be from the student's supervisory committee), one voting member who is a member of the School of Graduate Studies and *not* from within the graduate program, and one examiner external to the University.

## Thesis formatting

The thesis format should adhere to the [thesis regulations](#) of the School of Graduate Studies. The regulations state: "*The thesis or dissertation embodies the results of the student's research program and exposes the work to scholarly criticism. It must represent a single body of work, with integrated material, and should not be solely a collection of published articles.*" In comparison to a journal manuscript, a thesis should contain a more in-depth background and introduction, a more detailed description of methodology and results and a more thorough discussion of the results.

In order to facilitate the easier publication of thesis-related research findings our program accepts, **as an option**, a final written thesis containing a verbatim copy of a previously published or submitted peer reviewed journal manuscripts, as the central chapters, with formatting changes to adhere to the Graduate Studies policies on thesis formatting. The manuscript chapter should list all authors, but the student would normally be the principle author, have the main role in obtaining the results for the

publication, and have a major role for the preparation of the publication. If the student is not the first author, then a note should be added at the start of the chapter explaining the author's role in the work reported in the manuscript. If this option is chosen, then the thesis should contain an expanded introductory chapter, written for a more general audience in biomedical physics, before the publication chapter(s), and an expanded discussion chapter that follows the publication chapter(s). Both these chapters should have their own bibliographies. Additional chapters (such as for additional results) and appendices (with their own bibliographies) can be included at the discretion of the student and supervisor.

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### **Thesis examination**

A student will give a 20-minute public presentation of their thesis to the examination committee and the rest of the Department and the Ryerson community. The oral examination by the examination committee will commence after the presentation, after a short break and relocation to a more suitable venue.