

SHAPING TOMORROW'S LEADERS

# Health Policy PhD Program



## Health Policy PhD 2019-2020 Graduate Student Handbook

Approved June 2019

McMaster University  
Communications Research Laboratory (CRL) 201  
1280 Main Street West  
Hamilton, Ontario L8S 4K1  
Email: [marten@mcmaster.ca](mailto:marten@mcmaster.ca) or [sburns@mcmaster.ca](mailto:sburns@mcmaster.ca)

*This guide contains general information for individuals entering the Health Policy PhD Program, though is not all-inclusive. The current, official publication of the [Graduate Calendar](#) should be referenced for complete information regarding your academics, regulations, requirements and general information, available on the [SGS website](#).*

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This guide contains general information for individuals entering the Health Policy PhD Program, though is not all-inclusive. The current, official publication of the [School of Graduate Studies Calendar](#) should be referenced for complete information regarding your academics.

**Please note:** If there is any discrepancy between a department or program handbook and the School of Graduate Studies Calendar, then the School of Graduate Studies Calendar shall prevail. Thank you.

#### [DISCLAIMER](#)

## **WELCOME FROM THE PROGRAM**

On behalf of the members of the Health Policy PhD Program, we wish you a very warm welcome -- or welcome back for returning students.

September 2019 marks the 12th year of the interdisciplinary PhD in Health Policy. Our goal is to help you to have a successful experience in the program. We hope you will be engaged and challenged as you progress.

Our learning environment is enriched by the diverse backgrounds of the students and faculty members. The Program partners with CHEPA, and Faculties across campus, to allow students to experience an array of relevant fields and discourses. You are encouraged to explore everything McMaster has to offer during the course of your studies.

We look forward to seeing you flourish in this exciting PhD Program.

Sincerely,

Julia Abelson, PhD  
Program Director

## A MESSAGE FROM CHEPA'S DIRECTOR

Your PhD Program and the Centre for Health Economics and Policy Analysis (CHEPA) share the same space in the Communications Research Laboratory (CRL), mostly the 2nd floor, but also some of the basement. This is not by chance: CHEPA and the Health Policy PhD have much in common and support each other in many ways. CHEPA is an interdisciplinary Centre that fosters excellence in acquiring, producing and communicating relevant knowledge in the fields of health economics and health policy analysis. Please visit our faculty and research pages on our website ([www.chepa.org](http://www.chepa.org)). You will interact with CHEPA faculty in class (as many of them teach in the PhD), and at seminars and Polinomics, and we, at CHEPA welcome these interactions with students and value the diversity of the student body.

Feel free to contact CHEPA faculty who do research that is of interest to you, and do not miss any opportunity to discuss your research with them. Our staff is dedicated to providing you with information, advice, and support that will assist in your initial transition and continued stay at CHEPA. Do not hesitate to knock on my door (or send me an email) if you want to discuss ideas that might be of interest to you, the Centre, and the Program.

On behalf of our faculty and staff, "A Very Warm Welcome to CHEPA" and we hope you have a successful, academically stimulating and gratifying year.

For any administrative queries or concerns please feel free to contact Terry Martens [marten@mcmaster.ca](mailto:marten@mcmaster.ca) ext. 22879 or Sheri Burns [sburns@mcmaster.ca](mailto:sburns@mcmaster.ca) ext. 22952.

Jean-Eric Tarride, PhD  
CHEPA Director



## KEY CONTACTS

### **Health Policy PhD Program General Information**

Sheri Burns, Program Coordinator  
Terry Martens, Administrative Assistant

[sburns@mcmaster.ca](mailto:sburns@mcmaster.ca) ext. 22952  
[marten@mcmaster.ca](mailto:marten@mcmaster.ca) ext. 22879

### **Program Executive Committee**

Julia Abelson, Director  
Julia Abelson, Comprehensive Exam Chair  
Lydia Kapiriri, Field Leader, Social Organization  
Jean-Eric Tarride, Ex-Officio, CHEPA Director  
Arthur Sweetman, Field Leader, Health Economics  
John Lavis, Field Leader, Political Studies  
Glen Randall, School of Business representative

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[randalg@mcmaster.ca](mailto:randalg@mcmaster.ca), ext. 26191

### **Student Representatives**

Ahmed Ali  
Fanor Balderrama  
Sophiya Garasia (Student Ambassador)  
Valentina Antonipillai (Student Ambassador)

[alia76@mcmaster.ca](mailto:alia76@mcmaster.ca)  
[balderrf@mcmaster.ca](mailto:balderrf@mcmaster.ca)  
[garasis@mcmaster.ca](mailto:garasis@mcmaster.ca)  
[antoniv@mcmaster.ca](mailto:antoniv@mcmaster.ca)

### **School of Graduate Studies General Inquiries**

Communications Team Member:

[askgrad@mcmaster.ca](mailto:askgrad@mcmaster.ca) ext. 23679  
<https://graduate.mcmaster.ca/contacts>

### **Scholarships/Awards**

Antonella Masciantonio, Scholarship Liaison Officer  
Diane Potvin, Scholarship Liaison Officer  
Lorna Thomas, Scholarship Liaison Payment Officer

[masciana@mcmaster.ca](mailto:masciana@mcmaster.ca) ext. 28067  
[potvind@mcmaster.ca](mailto:potvind@mcmaster.ca) ext. 24234  
[lthomas@mcmaster.ca](mailto:lthomas@mcmaster.ca) ext. 24258

### **Where To Go For Help**

Your Supervisor is the first person to approach with academic queries or concerns. She or he will help guide you regarding all aspects of your degree work.

If your Supervisor is either unavailable or is unable to help, the Program Coordinator is the next person to approach with problems or for clarification concerning administrative matters.

If the Program Coordinator is unable to provide the guidance you require, the Director of the Program may also be contacted for any item, as listed above. Please arrange an appointment through Terry Martens [marten@mcmaster.ca](mailto:marten@mcmaster.ca).

For in-course student matters and admissions procedures (e.g. course registration, fees, comprehensive examinations,) please contact Sheri Burns or Terry Martens.

Problems of a personal nature can also be discussed with the Student Success Centre or Student Wellness, (see page 22 for more information).

### ***Ombuds Office***

A confidential service designed to assist students, faculty and staff in the just, fair and equitable resolution of University related complaints and concerns.

Located in the McMaster University Student Centre (MUSC), Room 210

Tel: (905) 525-9140 ext. 24151

Web: <https://www.mcmaster.ca/ombuds/> Email: [ombuds@mcmaster.ca](mailto:ombuds@mcmaster.ca)

### ***Equity and Inclusion Office***

Provides services to all students, staff and faculty members within the McMaster community. They are a confidential intake office, responsible for the University's concerns relating to Discrimination, Harassment, and Sexual Harassment: Prevention and Response.

Located in University Hall, Room 104

Tel: (905) 525-9140 ext. 27581 or Email: [hres@mcmaster.ca](mailto:hres@mcmaster.ca)

Web: <https://equity.mcmaster.ca>

\*Please print a copy of the current SGS contacts for your records at <https://graduate.mcmaster.ca/contacts>

## **8 THINGS TO DO PRIOR TO YOUR ARRIVAL**

### ***1. Meet with Your Supervisor***

Course selections must be made in consultation with your faculty Supervisor. Therefore, schedule a meeting, Skype or phone call with your supervisor to organize your course rubric (shown on page 35, 36 & 37), so you're able to successfully enroll in courses during the summer months.

### ***2. Mandatory Courses and Course Waivers***

Coursework is normally completed during the first and second years of full-time study. Between 5-10 half courses are required. Courses are chosen from the list of recommended courses for each curriculum area.

#### **Required courses include:**

- 2 terms (half-courses) of the Doctoral Seminar in Health Policy (HLTH POL 711);
- 2-3 specialty field courses in a single field (health economics, political studies, or social organization);
- 0-2 breadth field courses outside the student's specialty field, one in each of the two fields other than the chosen specialty; and,
- 0-3 methodology courses, including both quantitative and qualitative, plus a methods elective.

Students without prior graduate training in a given area are required to take the maximum number of required courses for that area. Students who have completed relevant graduate courses prior to admission may have selected course requirements waived at the time of admission to the Health Policy PhD Program. A minimum of 4 half-courses (2 doctoral seminar courses, 2 specialty field courses) may not be waived and must be taken while the student is enrolled in the Health Policy PhD Program.



Waivership will be determined on the graduate level, year completed, minimum of a B+ grade, and course content, (through evaluation of the syllabus which must include the readings). Waivers are granted at the discretion of the Program Executive Members. No more than 50% of coursework may be waived in accordance with University academic regulations.

### **3. Set up the following items (coloured titles are hyperlinked):**

#### **Mac ID**

New students will need to activate their MAC ID to provide you ongoing access to MOSAIC (the student portal), email, and Internet access on campus, among other things. You will need your student #, barcode # and date of birth. Follow the prompts to complete your MAC ID set up, and choose a password that you will use whenever accessing your MOSAIC account. Course registration via MOSAIC can be done at a later date, following consultation with your supervisor. Once the above steps have been completed you are fully registered. If you have any difficulty with your set-up, contact UTS or your Program Coordinator who will endeavor to identify the problem. UTS is located at BSB-245 ext. 24357 or [uts@mcmaster.ca](mailto:uts@mcmaster.ca)

#### **Anti Virus**

Software for your computer – this is available for free to all active students.

#### **Email Account**

Once you have received your MAC ID and successfully set-up your McMaster email address through Mosaic please forward your email to Sheri, [sburns@mcmaster.ca](mailto:sburns@mcmaster.ca) and Terry [marten@mcmaster.ca](mailto:marten@mcmaster.ca)

#### **LibAccess**

Permits access to restricted sites from the library catalogue (Journal Subscriptions, e-books, etc.)

#### **MacSecure**

Public area wireless access (this includes the Graduate Student Resource room and Graduate Student Office).

#### **MacVote**

McMaster's online voting system.

#### **Mosaic**

This site allows you to view and change your personal information, view grades, use the MOSAIC course registration system, etc. [Contact UTS Help Desk](#) if you run into any difficulties with your set up or with accessing other McMaster e-resources. For further information please review <http://registrar.mcmaster.ca/enrol/steps/overview/>

#### **Student Technology Services Computer Labs**

Labs are available across campus and include a fee-for-service basis print service.

### **4. Health and Safety Training**

The Occupational Health and Safety Act requires that students be informed of the real and possible hazards at the university. Please log onto the link below which entails the mandatory requirements of McMaster University Grad Students and review the How to Complete Training and Proof of Training links. Watch any videos contained in the URL's, then complete the applicable test record following each video. Any in-class sessions require registration through Mosaic.

The intent of this record is to prove one's review of specific training materials. Once the forms are completed please forward the original or a copy to the EOHSS office, FHS Safety Office in HSC 1J11, email Cheryl Gemmell, [gemmelc@mcmaster.ca](mailto:gemmelc@mcmaster.ca), or call ext. 24956

- [Health and Safety Training for McMaster Students](#)

Check with your supervisor about any additional requirements for health and safety training you may require.

## **5. Academic and Research Integrity**

As a student of McMaster University, it is essential that you are familiar with the Academic Integrity Policy and the Research Integrity Policy. Detailed information can be found through this link:

<https://www.mcmaster.ca/academicintegrity/>

Links for both the [Students and Instructors](#) provide valuable information, outlining how to avoid plagiarism, submitting work through [Turnitin.com](#) and what to do if you or students you are TAing are accused of academic dishonesty.

## **6. Mandatory Online Courses for all Graduate Students**

All graduate students, including part-time students, must complete the following courses within the first four months they begin studies at McMaster. A graduate student may not obtain a graduate degree from McMaster or register for subsequent terms/years of their program without having completed these courses.

- SGS 101\* Academic Research Integrity and Ethics (Register through Avenue to Learn\*)
- SGS 201# Accessibility for Ontarians with Disabilities Act (AODA) (Register on MOSAIC\*)

How to Register for SGS 101\* and 201#

- This course is designated as SGS 201# – sign up for the course through MOSAIC. Subject code is SGS, and course code is 201#. Register for this course as D (Doctorate). The course content is offered by Accessibility at McMaster through EOHSS <https://accessibility.mcmaster.ca/>. They maintain the course content and a record of all McMaster students/staff etc. who have taken the course.
- If you have already taken the course, you do not need to take it again. You will need to provide verification (record of completion) that you have completed it.
- **All graduate students are required to pass these 2 courses during their first term to be "clear to graduate" or to continue in a subsequent academic session**, therefore we urge all students to register and complete these as soon as the fall term begins. Please refer to the School of Graduate Studies Calendar for further details, which can be found at: <https://academiccalendars.romcmaster.ca/index.php?catoid=37>

Any problems can be reported to the Program Administrator or can be emailed to Graduate Studies Records at [sgsrec@mcmaster.ca](mailto:sgsrec@mcmaster.ca)

**If you encounter difficulties, please remember to include your student number, full name and program/department in any email inquiry along with a screenshot (if possible) of the problem you encounter or error message.**

**7. Update your agenda with the following**  
**IMPORTANT SESSIONAL DATES 2019-2020**

**\*Please save a copy of the current web page for your records**

The university will be closed and no classes will be running during the following dates:

2019	Monday, September 2	Labour Day
	Monday, October 14	Thanksgiving Day
	Monday, October 14 to Sunday, October 20	Mid Term Recess
	Wednesday, December 25	Christmas Day
	Thursday, December 26	Boxing Day
	Friday, December 27	Floater
	Monday, December 30	Floater
	Tuesday, December 31	Foater
2020	Wednesday, January 1	New Year's Day
	Monday, February 17	Family Day
	Monday, February 17 to Sunday, February 23	Mid Term Recess
	Friday, April 10	Good Friday
	Monday, May 10	Victoria Day
	Wednesday, July 1	Canada Day
	Monday, August 3	Civic Holiday

Storm closures are posted on the Daily News, through <https://dailynews.mcmaster.ca/>

**FHS Graduate Programs Orientation Day and BBQ:**

In August, you will receive an email invitation (along with the day's schedule of events) for the FHS Graduate Programs Orientation Day and BBQ, typically held at the beginning of September. The event will give you an opportunity to acquire new information, meet other grads on campus and take in some great entertainment. The day begins with a series of workshops organized by McMaster Institute for Innovation & Excellence in Teaching & Learning. These workshops are aimed at helping new and experienced TAs develop their teaching skills. The School of Graduate Studies hosts a Student Welcome Event. Departments across campus hold their own orientation sessions. The day closes out with a Welcome Dinnertime meal, hosted by the Graduate Student Association.

**Meet & Greet:**

You will be receiving an invitation to the New Student lead Meet and Greet, held in early September. This casual social event will give you an opportunity to meet fellow students, faculty and staff from the Centre and Program and for us to meet you.

## **8. Apply for the Ontario Health Insurance Plan (OHIP)**

For Canadian residents, if you haven't already done so, update or apply for your OHIP. International students will need to do this upon your arrival.

The closet office is located at:

Health Care Services  
119 King Street West, 10<sup>th</sup> Floor  
Hamilton, Ontario L8P 4Y7  
(Ellen Fairclough Building, across from Jackson Square shopping mall)  
(905) 521-7100  
Hours of service: Monday to Friday from 8:30 a.m. to 5:00 p.m.

## **SETTLING IN – GETTING ORIENTED AND THINGS TO DO UPON ARRIVAL**

CHEPA and the HP PhD Program are located in the Communications Research Laboratory (CRL) – Building 43 on the campus map (page 19 below). Our facility offers a variety of resources for your use and convenience:

### ***CRL***

CRL is a secure building with two entrances:

- The main entrance (on the SW corner of the building) is unlocked from 8:00 a.m. to 4:30 p.m.  
The back entrance on the NE corner of the building remains locked 24/7

If you require access to CRL during the evening, or on weekends a Swipe Card or FOB can be issued through Security. Please submit your request to Sheri, who will make the necessary arrangements, on your behalf.

### ***Space***

There are a variety of rooms you will use frequently and are available for your use:

- HP PhD student room and the attached 3 quiet study offices (CRL 220) are available to all students 24 hours per day, 7 days per week unless otherwise posted (e.g. Comp Exams)\*
- CHEPA Seminar Room (CRL B119)\*\*
- CHEPA meeting room (CRL 230)\*\*
- 2<sup>nd</sup> floor kitchenette with fridge and microwave

\* Garbage is removed from the student room once every two weeks. To prevent unpleasant odors and pests, please place any food or garbage in the kitchen garbage bin across from the reception area.

\*\* Reservations are required for both the seminar room and meeting room through Sheri Burns, Gioia Buckley or Terry Martens. The door code can be provided, upon request. For safekeeping, please relock the door once your meeting has concluded.

The common rooms are provided as a courtesy to students. Students are expected to share in the responsibility of maintaining and keeping them clean after use. In order to keep our environment pleasant, accessible to fellow students and facilities staff, please pick up and tidy up after yourself. Thank you.

## ***Lockers***



Lockers are available for program students in the HP PhD student room, CRL-220. If you would like a locker, choose any one of the lockers with an available sticker on it and the program office can provide you with the corresponding key. When you have completed your degree please return this key.

## ***Desk Space***



Presently, desk space is available on a first come first serve basis, in the CRL building (1<sup>st</sup> & 2<sup>nd</sup> floor) and in HEI's 2C area with a separate FHS building access card. Students are welcome to use any unassigned desk, daily. Personal belongings may not be left in a desk area but can be stored in your locker.

## ***Scanning, Copying and Printing***

A Xerox Multifunctional unit is available for your use through the HP PhD Program. We encourage you to use the scan feature as much as possible to reduce the amount of impressions, but understand that there will be times you need to make hard copies. For the time being, printing and copying are paid for by the Program and offered to students free of charge. We ask you to please treat this privilege with respect, and limit your printing to a reasonable amount. Your printing is reserved to Program based uses only. If you are working on a research project with your faculty supervisor you will be provided a separate printing code; therefore, please keep these printing jobs separate for cost allocations. Consider more environmental digital options whenever possible.

The scan feature allows you to scan to your email or USB drive. Instructions to download the Xerox printer software to your personal laptop will be provided to you. You can print from your laptop or copy directly from the unit.

## ***Mail***

Each graduate student will have a shared mailbox located in the 204A. If you have mail sent to you, please use the following address:

Your full name  
c/o CHEPA  
CRL 201, McMaster University  
1280 Main St West  
Hamilton, Ontario, Canada  
L8S 4K1

Mail Services provides free, interdepartmental delivery across campus and also offers a free Inter-University Transit System (IUTS) to a number of local universities and related organizations. All outgoing mail must be placed in the folders beside the mail slots. Any mail other than IUTS or inter-departmental delivery must have a stamp placed on it or it will be returned to the student.

## ***Social Media***

The Health Policy Program and CHEPA use *Twitter* to broadcast events and our involvement in them, such as conferences, the monthly CHEPA Seminar announcements and recordings. You can find us at <https://twitter.com/MacHPPHD> and <https://twitter.com/CHEPAMcMaster>

## ***Inclement Weather and Emergency Closure***

[McMaster Daily News](#) will announce when the University will be closed due to severe weather conditions. Alerts are also available on the [McMaster University Safety](#) application for your Smartphone or Tablet.

## ***Public Bus Service, Campus Access and Community Perks***

The Hamilton Street Railway (HSR) is public transportation bus system available to current, full-time students, through your supplementary fees. Cards are obtained at the campus bookstore during the start of the academic year. Your student ID card provides you access to University resources, such as the 4 campus libraries; a Titles bookstore account; the David Braley Athletic Centre; the Pulse Fitness Centre. A number of local restaurants offer current students a discounted rate when meals are purchased at their establishment.

## ***Apply for your Social Insurance Number (SIN) if you don't already have one***

The Social Insurance Number (SIN) is a nine-digit number that is needed to work in Canada or to have access to government programs and benefits. If you don't have a Social Insurance Number (SIN) apply immediately.

To obtain your SIN an **original** (primary document) is required:

- Visa Study/Employment Contract Authorization
- Letter of Offer received from the School of Graduate Studies on behalf of the HP PhD Program
- Proof of your Ontario address (lease, letter from landlord, bank statement, other mail, etc.)

Application available online at: [SIN Application Form](#)

## **Outreach Centres available at:**

Old Town Hall (Tuesday only: 9:30 a.m. to 3:30 p.m.)

60 Main Street, Main Floor (close to Hatt Street)

[Link to Service Canada - Old Town Hall](#)

Dundas, ON L9H 5E7

Hamilton City Hall (Friday only: 9:30 a.m. to 3:30 p.m.)

71 Main Street West, 1<sup>st</sup> Floor (between Bay Street and MacNab Street)

[Link to Hamilton City Hall](#)

Hamilton, ON L8P 4Y5



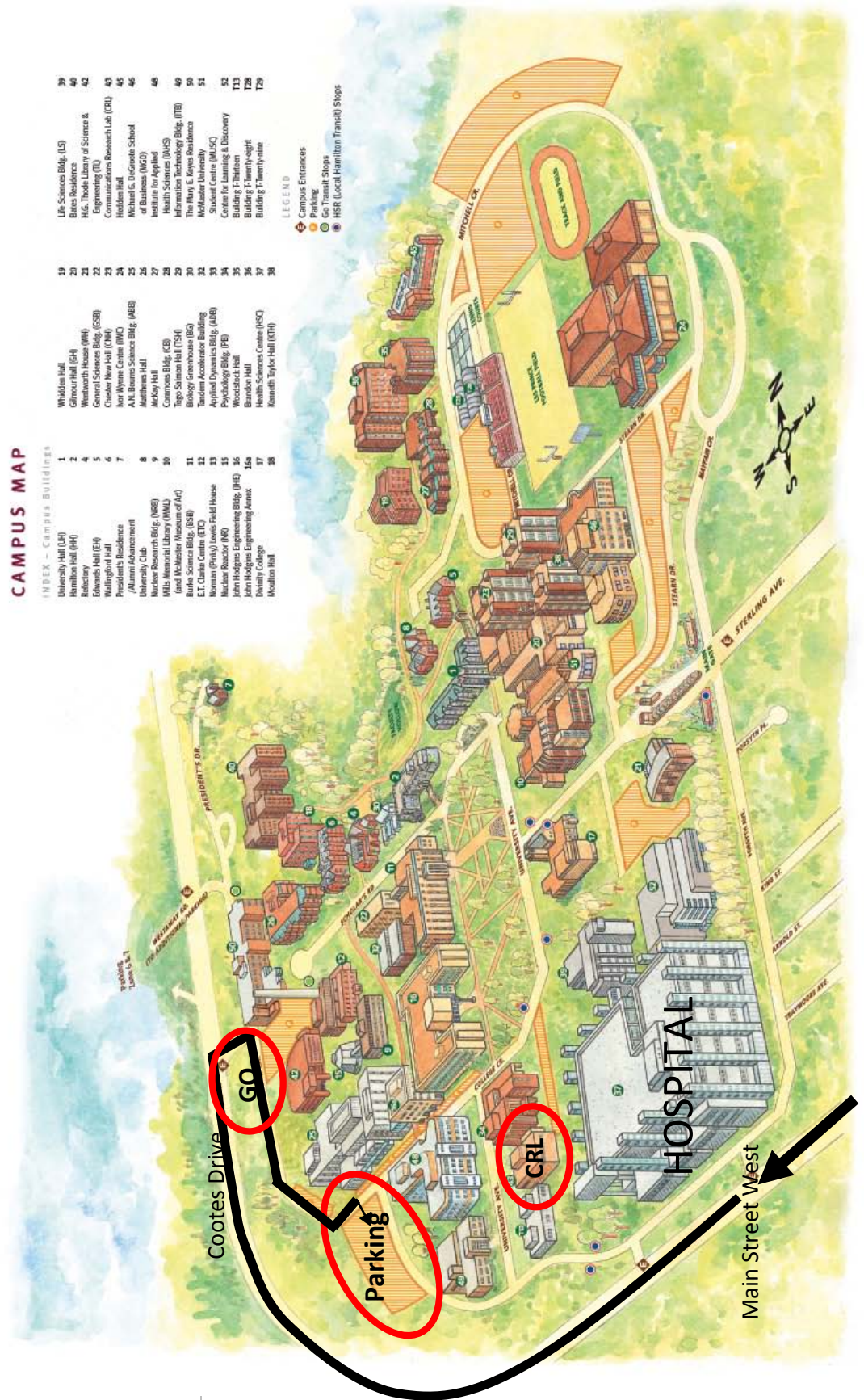


# Centre for Health Economics and Policy Analysis

1280 Main Street West, CRL 2<sup>nd</sup> Floor  
Hamilton, Ontario, Canada  
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Phone: 905.525.9140 Ext. 22122  
Fax: 905.546.5211  
Email: [cheпа@mcmaster.ca](mailto:cheпа@mcmaster.ca)  
[www.cheпа.org](http://www.cheпа.org)

## Campus Map - HP PhD Location in CRL



## ARRIVAL AND REGISTRATION

The letter of admission from the Dean of Graduate Studies specifies that students should arrive on campus before undergraduate classes begin (normally on the first Thursday following Labour Day. Students holding teaching assistantships are expected to arrive the day after Labour Day.

You will receive an email regarding [Graduate Student Welcome Week](#), which is organized through Graduate Studies and the Student Success Centre. We encourage you to avail yourself to these events. Note: as part of the orientation program; all teaching assistants must be available to participate.

Much of the communication with students, both by the Program and the University, takes place via e-mail. Be sure to use your McMaster email account as soon as your login ID and password are assigned. Once you have your email account set up, it is REQUIRED that you inform the HP PhD office. This email address will be used by the Program and University to communicate with you, and for you to communicate with students if you have a TAship.

### Travel/Transportation



[By Car](#)



[Pearson Airport](#)



[By Bus](#)

## FUNDING AND EMPLOYMENT

Your funding support is outlined in your Letter of Offer, which you received, by email from the SGS Admissions Office. You will receive a detailed breakdown from the School of Graduate Studies the first week of September itemizing your gross monthly pay deposits. You must be enrolled in all 3 terms to receive a breakdown for the full academic year. You are wise to note any inconsistencies throughout the year, which will be essential for your budget planning. See related information under the heading 'Employment'.

### **Scholarships**

All internal and external scholarship information is available on the School of Graduate Studies Website at [Graduate Scholarships](#). The major scholarships that would apply to HP PhD students are CIHR, Vanier, the Trudeau Foundation, OGS and OTS. Please avail yourself, on a regular basis, to the details regarding application deadlines, eligibility criteria, the award value, and distribution schedule.

### **Travel/Conference Funding**

Limited funding is available for travel for research and conferences through a competitive process. Please consult the School of Graduate Studies Calendar under "[Scholarships, Bursaries and Other Awards](#)" for details to determine eligibility for Travel Assistance, Bursaries and other grants.



## ***Employment***

Graduate students who are working as either a teaching assistant or research assistant will be paid on a twice per month. All other funding will be deposited on the last Thursday of each month. The exception is December when you will be paid earlier due to the holiday break. Tuition fees, miscellaneous fees, union dues, dental and health plan dues (if applicable), Employment Insurance and Canada Pension Plan premiums will be deducted from your monthly pay.

It is your responsibility to pay your tuition, due for each term, in time for it to be posted to your student account by the last business day of the first month of each term. If you receive a scholarship it will be deposited in a lump sum at the beginning of the academic term during the fall, winter and summer. Your TA/RA in Lieu will be paid biweekly, during the term you hold the TAsip. Please note: your summer net income tends to be a lesser amount than your September-April income. *Please budget accordingly.* Feel free to see the Program Coordinator to discuss the payments you will be receiving each month. Your work as a TA is governed by a collective agreement, which you can view at: <https://cupe3906.org/>.

The collective agreement has important information on sick days, religious holidays, hours of work, and benefits.

It is mandatory that all pay be directly deposited into your bank account. You will receive a direct deposit form in your welcome package, please return it with a void cheque to the SGS office during your first week.

## ***Additional Employment (Off- and On-campus employment)***

Off-campus employment is not directly monitored by the School of Graduate Studies. However, there are regulations set out in the Graduate Calendar to ensure that students do not work beyond 10 hours per week, totaling 505 hours per academic year for employment within the University. As per Section 5.2.1.: "No exceptions more than 505 hours or more in a single academic year will be approved."

If the student's supervisor is not the hiring faculty, make certain you first seek permission from your primary supervisor to work any extra hours. A Special Premium Payment Form will need to be approved and submitted to Human Resources to have your future pay deposits adjusted, when the employment is in addition to your initial, annual financial support.

## ***Forms Required for Payroll/ Payroll Set Up***

- Employee Contact & Deposit Form is found under Additional Resources
  - at: <http://www.workingatmcmaster.ca/hris/employee/index.php>
- TD1\* Completed Federal Tax Form *Application available online at:* <http://www.workingatmcmaster.ca/hris/employee/TD1/>
- TD1ON\* Completed Provincial Tax Form *Application available online at:* <http://www.workingatmcmaster.ca/hris/employee/TD1/>
- Complete the Employee Contact and Deposit Information Form from the hiring faculty member.
- International Students are to bring the original Visa study permit, issued from your home country, which is attached in your passport to the School of Graduate Studies front desk in Gilmour Hall 212. A photocopy will be taken for the School of Graduate Studies office records.

\*TD1 for persons who live in Canada (Federal) **and** TD1ON for all persons employed in Ontario (Provincial) forms are used by McMaster University to determine the amount of federal and provincial or territorial **tax to be deducted** from the employment income.

### ***Direct Deposit***

Monthly student payroll is made through Direct Bank Deposit. A **Direct Deposit application** form must be completed and a **void cheque** is required to be attached. Please return the direct deposit application to the School of Graduate Studies (Gilmour Hall, Room 212).

### ***Health and Dental Benefits***

The McMaster Graduate Students Association (GSA) represents McMaster Graduate Students. Log into [www.ihaveaplan.ca](http://www.ihaveaplan.ca) using 'McMaster University (GSA)' (McMaster GSA Health and Dental Plan 20639) for comprehensive coverage.

[http://www.ihaveaplan.ca/RTEContent/Document/EN/Brochure/Current\\_GSA\\_MCMMASTER.pdf](http://www.ihaveaplan.ca/RTEContent/Document/EN/Brochure/Current_GSA_MCMMASTER.pdf)

CUPE 3906 represents teaching assistants, demonstrators, tutors and super tutors, markers, and research assistants who receive a research assistantship in lieu of teaching assistantship.

\* If students already have coverage via another plan, they must opt-out of both GSA and CUPE plans before early September.

### ***Ontario Health Insurance Plan (OHIP) Offices***

If you haven't already done so, update or apply for your OHIP.

The closest office is located at:

Health Care Services  
119 King Street West, 10<sup>th</sup> Floor  
Hamilton, Ontario L8P 4Y7  
(Ellen Fairclough Building, across from Jackson Square)  
(905) 521-7100  
Hours of service: Monday to Friday from 8:30 a.m. to 5:00 p.m.

## **INFORMATION FOR INTERNATIONAL STUDENTS**

New International Students who register in September must provide the School of Graduate Studies with photocopies of their Student and/or Employment Authorizations once they arrive. New and returning International Students who have recently renewed their visa documents must submit copies to the front desk of the School of Graduate Studies, Gilmour Hall (Room 212) as soon as possible to avoid the extensive lineups. Student number and Program name (Health Policy PhD Program) should be included on all copies. It is the responsibility of every International Student to make sure the School of Graduate Studies has a copy of his/her most recent visa documents. If these documents are not provided on time, it will be necessary to withhold student pay deposit until they are received.

### ***University Health Insurance Plan (UHIP) for International Students***

It is essential that all international students have proper medical insurance coverage while in Canada. Please read this section carefully. Full details are available from the International Students' Services (ISS) webpage, available at: <https://iss.mcmaster.ca/>

The University Health Insurance Plan (UHIP) is a comprehensive plan that is for international students only. The plan provides doctors' services, hospital ward accommodation, all maternity claims (even if pregnancy began before you arrived to Ontario), and coverage for medical care outside of Ontario or Canada. The plan is compulsory and students will not be permitted to register unless they purchase UHIP. Students may purchase additional coverage under UHIP if they intend to stay in Canada after completion of their studies or would like to travel outside of Canada. (Please note that UHIP does not cover the cost of prescription drugs and dental work. These expenses are covered by the GSA and CUPE insurance plans.)

For more information about applying for UHIP, fees, and obtaining your UHIP card, visit

**[ISS UHIP information](#)**

### ***International Student Services (ISS)***

The International Student Services [office](#) provide guidance to support the international student's concerns and needs.

Gilmour Hall, Room 110

Tel: (905) 525-9140 ext. 24254

Web: <https://iss.mcmaster.ca/> Email: [iss@mcmaster.ca](mailto:iss@mcmaster.ca)

ISS offers information and services for international students in a variety of areas, including immigration matters, University Health Insurance Plan (UHIP), work/study MacAbroad, and more.

## **HANDY CAMPUS RESOURCES**

### ***Libraries***

1. Health Sciences Library – Faculty of Health Sciences, 2<sup>nd</sup> floor
2. Mills – Humanities and Social Sciences
3. Innis – DeGroote School of Business
4. Thode – Science & Engineering
5. Mohawk College Library – Institute of Applied Health Sciences (IAHS), 1<sup>st</sup> Floor

To borrow materials through the Health Sciences Library, log onto:

<http://hsl.mcmaster.ca/materials/borrowing/>

For audiovisual equipment, log onto: <http://hsl.mcmaster.ca/services/computers/index.html>

As a McMaster Graduate student, you can also get a “Reciprocal Borrower” card at university libraries across Canada: <https://library.mcmaster.ca/borrow/reciprocal>

## **Housing**



### Off Campus Housing

## **MacPherson Institute for Leadership, Innovation and Excellence in Teaching**

The Paul R. MacPherson Institute for Leadership, Innovation and Excellence in Teaching is a resource for everyone who teaches at McMaster University. Their services include workshops, seminars, symposia, peer consulting, learning technology and resources for teaching (Avenue to Learn support). The MI sponsors Graduate Student Day and coordinates the TA Network.

Located in Mills Library L-504

For general inquiries contact:

Tel: (905) 525-9140, ext. 24540

Email: [mi@mcmaster.ca](mailto:mi@mcmaster.ca)

Web: [MacPherson Institute](http://MacPherson Institute)

## **Student Success Centre**

The Student Success Centre strives to be a hub of excellence that inspires all McMaster students to know themselves, explore their potential and contribute to the prosperity of their community. No appointment is necessary, although you will be required to sign-in when you arrive to reserve your spot. The internal relationships are based on a foundation of trust, respect and open communication where each person exemplifies our team values

Located in Gilmour Hall, Room B110

Tel: (905) 525-9140 ext. 24254

Web: <https://studentsuccess.mcmaster.ca/> Email: [studentsuccess@mcmaster.ca](mailto:studentsuccess@mcmaster.ca)

## **Student Accessibility Services**

SAS assists with academic and disability-related needs. This support is available to students who have been diagnosed with a disability or disorder, such as a learning disability, ADHD, mental health diagnosis, chronic medical condition, sensory, neurological or mobility limitation. Student Accessibility Services is committed to ensuring that all students are treated with respect, dignity and without prejudice, while making a positive difference in one's life. Personal growth and academic success of students, regardless of their background, stage of life, or abilities is the fundamental objective of SAS.

- [Academic Accommodation Plans](#)
- [Learning Strategies](#)
- [Assistive Technologies](#)
- [Test & Exam Administration](#)
- [Notetaking](#)
- [Transition Program](#)
- [SAS Lounge and Events](#)

Located in the McMaster University Student Centre (MUSC), Room B107

Tel: (905) 525-9140 ext. 28652

Web: <https://sas.mcmaster.ca/> Email: [sas@mcmaster.ca](mailto:sas@mcmaster.ca)

### ***Student Wellness***

The Student Wellness Centre offers various services to support personal, psychological, and academic growth. Staffed by highly qualified service providers, (family physicians; personal counselors; registered nurses; psychologists; psychiatrists and wellness educators) with a special interest in university students, they provide student-centered, accessible, confidential, and caring services for you. Students who require sustained psychological support can be referred to community resources through the Student Wellness Centre. For more information, visit them at:

Located in the McMaster University Student Centre (MUSC) B101

Web: <https://wellness.mcmaster.ca/>

### ***The Canadian Union of Public Employees Local 3906 (CUPE)***

Contact the GSA concerning your health benefits, travel and other funding, and graduate student organizations. The GSA represents the members (all graduate students) before the authorities of McMaster University, and promotes communication and participation in all matters of common interest of the members of the Association, both at McMaster and in other educational institutions. The GSA owns and operates the Phoenix restaurant and bar.

Located in Kenneth Taylor Hall B111

Tel: (905) 525-9140, ext. 24003

Web: <http://cupe3906.org/> E-mail: [staff@cupe3906.org](mailto:staff@cupe3906.org)

CUPE represents Teaching Assistants, Research Assistants, Sessional Lecturers, and hourly-rated Music Instructors.

### ***The Graduate Students' Association (GSA)***

Located in Refectory Rathskeller Building East Tower, 2<sup>nd</sup> Floor

Tel: (905) 525-9140, ext. 22043 Web: <https://gsamcmaster.org> E-mail: [macgsa@mcmaster.ca](mailto:macgsa@mcmaster.ca)

### ***School of Graduate Studies (SGS)***

Contact Grad Studies for issues concerning payroll, scholarships, and registration.

Located in Gilmour Hall, Room 212

Tel: (905) 525-9140 ext. 23679 or Fax: (905) 521-0689

Web: <https://graduate.mcmaster.ca> Email: [askgrad@mcmaster.ca](mailto:askgrad@mcmaster.ca)

### ***Security and Parking***

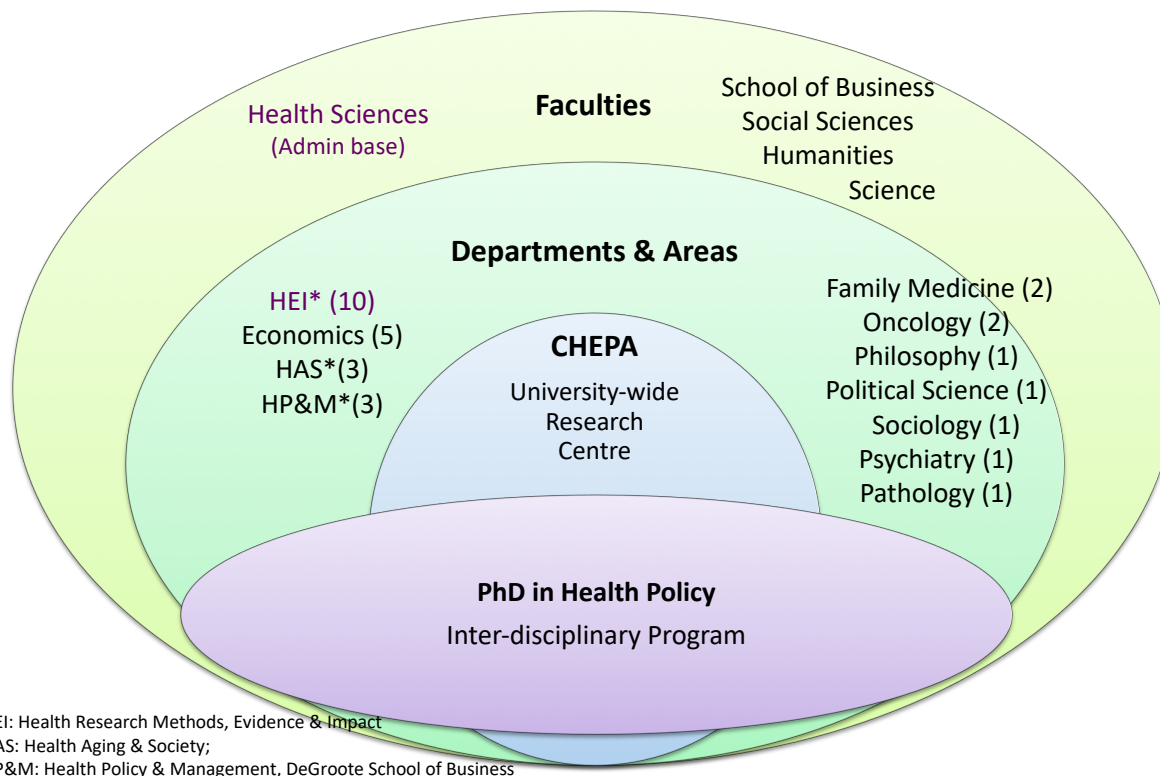
For emergencies, dial 88 on any campus phone. The security and parking services provide a safe and protected environment to staff, students, and visitors. In addition, it offers a well-structured parking arrangement. McMaster University also offers various options for transportation, such as GO transit, carpool parking, biking, and the Hamilton Street Railway (HSR) city bus.

Located in the ET Clarke Centre

Web: <http://parking.mcmaster.ca>

## ABOUT THE HP PhD PROGRAM

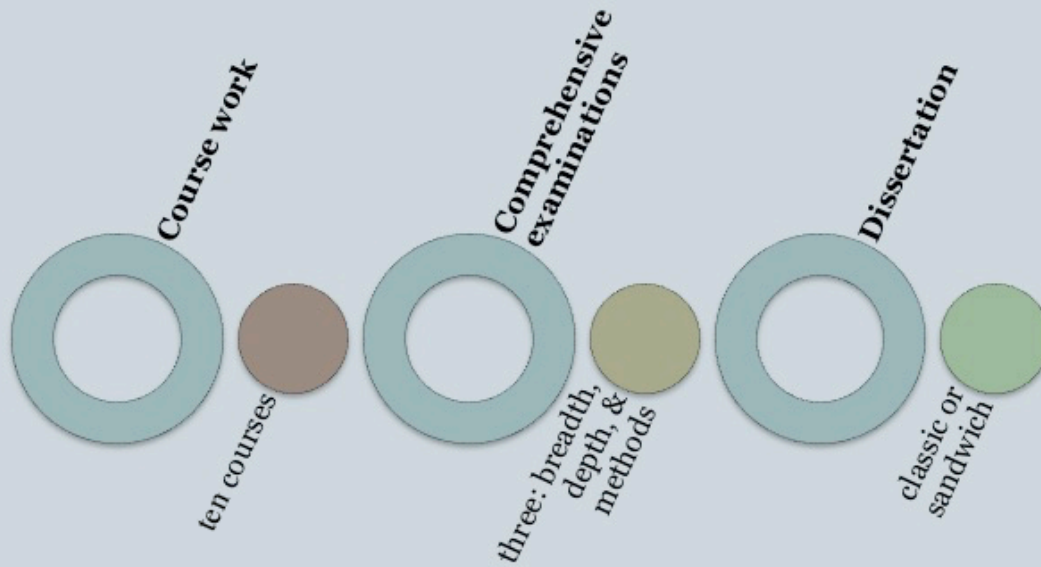
# Health Policy PhD Program Geography



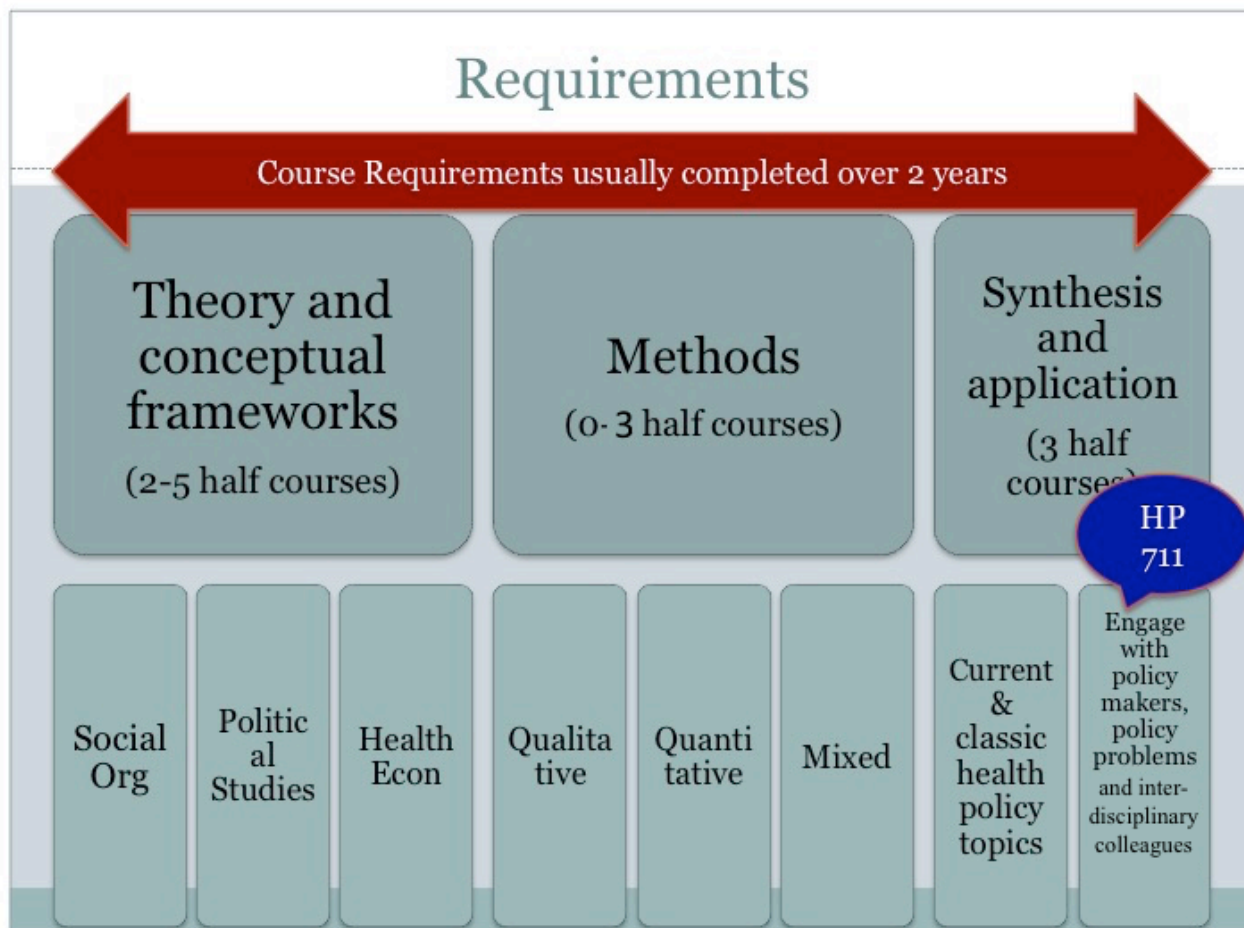
The Health Policy PhD Program integrates intellectual resources for education, research, and policy service across McMaster University. The educational program features:

- Quality supervision and mentorship by internationally distinguished faculty members, with active programs in health policy research and engagement with policy making and evaluation;
- Diverse, interdisciplinary students who share a common focus on health policy, with plenty of opportunities for interaction, mutual learning, and network building; and,
- A special intellectual home in the Centre for Health Economics and Policy Analysis (CHEPA), which provides seminars, workshops, student funding support, and many other resources for collaboration and learning.

# Program requirements



Requirements consist of three components: I – courses (10 half-courses unless some are waived); II – comprehensive exams (three); and III – the dissertation.



I – Courses are oriented around three aspects of the field of health policy:

**Theory and conceptual frameworks** (2-5 half courses)

Social Organization  
Political Studies  
Health Economics

**Methods** (0-3 half courses):

Qualitative  
Quantitative  
Mixed

**Synthesis and application** (3 half courses):

Current & classic health policy topics  
Engagement with policy makers, policy problems, interdisciplinary colleagues

II – The program includes three comprehensive examinations. These must be completed within the first 24 months of the program. Please check with the Program Coordinator for dates.

- Breadth Comprehensive Exam: demonstrate basic understanding of each of the core fields of



political studies, social organization and health economics.

- **Methods Comprehensive Exam:** demonstrate basic understanding of both qualitative and quantitative methods.
- **Specialty Comprehensive Exam:** demonstrate in-depth knowledge of chosen field of study.

### III – Dissertation (classic or sandwich)

**Fields:** Students must specialize in one field, taking the equivalent of 3 half-courses in the field, a breadth comprehensive exam, and a specialty field comprehensive exam. Students must also achieve breadth knowledge in the other two fields, taking the equivalent of one half-course in each. The breadth comprehensive exam covers all fields and dimensions of synthesis. The three fields are defined as follows:

- **Health Economics:** Economic analysis of health policies, health systems, and responses to policy change. Relevant disciplinary perspectives include: economics, business, psychology and others.
- **Political Studies:** Political aspects of health policy - strategic influences of institutions, actors, values, ideas. Relevant disciplinary perspectives include: public policy analysis and administration, comparative public policy, law, political theory and philosophy.
- **Social Organization:** Social science perspectives on institutions, organizations, culture, and society that form the social fabric of health systems. Relevant disciplinary perspectives include: anthropology, business administration or management, health systems, history, philosophy, political science, psychology and sociology.

**Methods:** Methodologies for researching and analyzing health policy span from qualitative to quantitative; and, from theoretical to applied methods. They are not discipline-specific, and a variety of methods may be used for research within any of the various theoretical frameworks offered by the specialty fields. *Students are required to take the equivalent of 3 empirical methodology half-courses:* 2 in either a qualitative or quantitative focus of their choice, 1 in the methodological tradition (qualitative or quantitative) outside their focus, and 1 elective in mixed, general or other methods. They also take a comprehensive examination on methodology, which addresses competence across the spectrum of methodologies relevant to health policies, as well as the ability to design empirical studies to address current health policy problems.

**Interdisciplinary synthesis:** Students draw their theoretical and methodological training from across a variety of sources (courses in departments across McMaster, as well as coursework from graduate training prior to entering the Health Policy PhD). An important feature of the Health Policy PhD curriculum is education for integrating and applying this knowledge to health policy problems in an interdisciplinary, collaborative environment. All students are required to take 2 consecutive half-courses of HLTH POL 711 Doctoral Seminar in Health Policy, which brings the students together for a common focus on current health policy research issues, policy engagement, and dissertation research development. **Interdisciplinary** concepts are also featured in the breadth field and methodology comprehensive examinations, where students are asked to relate or integrate material from more than one field or methodology for some of the exam content.

## 5 Requirements for the Completion of the Degree

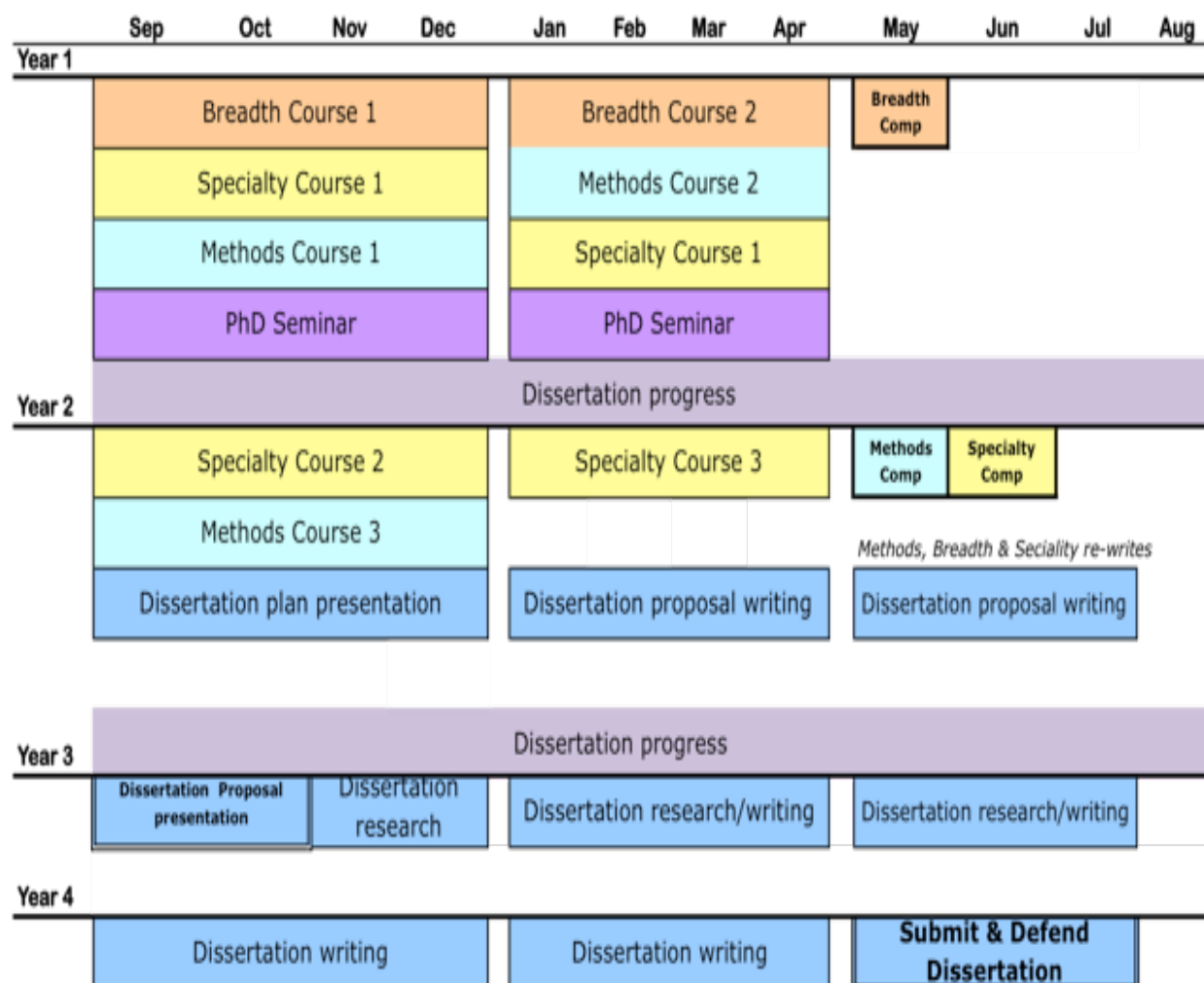
- 1) Advanced coursework in the theoretical frameworks and empirical methods in three interdisciplinary areas: Health Economics, Political Studies, and Social Organization;
- 2) Comprehensive examinations to ensure mastery of key concepts, content, and methods in health policy after coursework is completed; and,

- 3) A dissertation that constitutes a new contribution to knowledge, based on the student's original research. Students have an opportunity to draw on faculty supervisors' funded research projects, as well as special data resources at McMaster University.
- 4) Students and prospective applicants should consult the Graduate Calendar for a complete description of regulations concerning the PhD degree, degree requirements, and graduate studies at McMaster University.
- 5) A list of Program approved courses can be found [here](#). Other courses can be approved by special permission by the Program, but it is the responsibility of the student to seek approval to enroll in the courses.

## Program Requirements – A Model Timeline for Completing Requirements

Comprehensive exam reading lists are typically released 7 to 8 months in advance.

# Curriculum Timeline



Notes: This timeline represents the full courseload for students with no advanced standing. Most students will have one or more of these courses removed from their timeline because they have completed equivalent coursework before matriculation. A few students may also need to add remedial coursework (e.g., basic research design courses, introductory statistics, or introductory economics) to fulfill requirements for the graduate courses they desire in their field, or for their dissertation research.

## Health Policy PhD Yearly Comprehensive Exam Schedule

Note:

- This calendar does not include the cycle for updating the reading lists, which should be done every 1-2 years, well ahead of their distribution
- Dates are approximate, and can be shifted slightly each year to accommodate sessional dates, statutory holidays, weekends, etc.
- Verify that any adjustments of these dates comply with the comp policy (e.g., 7-8 mo lead for reading lists, retakes 1-2 mo after failed exam)

Due		Reading lists & marks to students	Exams & exam questions	Exam questions & marking
Sept	5	Approximate start of academic year		
Oct	5	Distribute methods readings for next May		
	5	Distribute breadth readings for next May		
	10-15	Distribute specialty field readings for next June		
Dec	5	Approximate last day of fall term		
	15-20	Final course papers due		
Apr	5	Approximate last day of winter term		
	10-15			Final questions settled for May methods
	20-25	Final course papers due		Final questions settle for May breadth
May	5-10		Methods exam given	
	15			Final questions settled for June specialty field
	25-30	Notification of methods marks	Breadth exam given	Methods exam marking finished
June	5-10		Spec. field exam given ( <i>no later</i> )	Breadth exam marking finished
	20	Notification of breadth marks		Specialty field exam marking finished
	25	Notification of specialty field marks		(Methods re-take questions settled)
	30			(Breadth re-take questions settled)
July	5-10			(Spec. field re-take questions settled)
	15		(Methods exam retakes)	
	20		(Breadth exam re-takes)	
	25		(Specialty field exam re-takes)	
	30	(Notification of all re-take marks)		All re-take marking finished

## Yearly Comprehensive Exam Cycle

## CHECKLIST OF BASIC PROGRESS MILESTONES

This is a summary of basic milestones for completing the PhD degree while enrolled full time. Students and their supervisory committees should address each of these aspects of progress. This checklist is for convenient reference only, and should not be substituted for a detailed written *PhD Supervisory Committee Meeting Report*. Please see the Supervision Guide below for further guidance and details.

### First year milestones

- A 3-member **supervisory committee** is selected and preferably in place by the 6<sup>th</sup> month
- All required **courses are scheduled** for completion by 24<sup>th</sup> month (end of 2<sup>nd</sup> year)
- All comprehensive **exams must be complete** by 24<sup>th</sup> month (end of 2<sup>nd</sup> year) allowing time for retakes
- A “**course planning rubric**” has been completed and filed with the Program

- Student is enrolled in a **full course load** (until required courses completed)
- If a graduate **statistics** course is required, it is scheduled for completion in Year 1
- All final course **marks are B or higher**; no “incompletes” outstanding; no failed courses
- Student has applied for all **financial awards** for which he/she is eligible to *apply*
- **Professional activities** are pursued appropriately and do not impede academic progress
- A promising **dissertation topic and questions/objectives** have been identified

### ***Second year milestones***

- Courses are being completed and passed on schedule
- All required courses to be completed & passed by the 24<sup>th</sup> month (end of this year)
- Student is enrolled in a **full course load** (until required courses completed)
- A “**course planning rubric**” has been updated and filed with the Program
- **Comprehensive exams** are being scheduled, written and passed on schedule
- All comprehensive exams to be completed & passed **by 24<sup>th</sup> month** (end of this year)
- All final course **marks are B or higher**; no “incompletes” outstanding; no failed courses
- Student has applied for all **financial awards** for which he/she is eligible to *apply*
- **Professional activities** are pursued appropriately and do not impede academic progress
- A final **dissertation topic and questions/objectives** are committed to, formally presented and approved
- **Design and** methods for dissertation research are developed and the drafting of a protocol is underway

### ***Third year milestones***

- All final course **courses & comps were completed & passed by 24<sup>th</sup> month**
- All final course **marks were B or higher**; no “incompletes” outstanding; no failed courses
- A final, fully completed “**course planning rubric**” is filed with the Program
- Dissertation **proposal is formally presented** in Fall of Year 3
- **Final dissertation plans** are detailed, and judged acceptable and viable by faculty
- All **resources** necessary for completing dissertation research are secured
- All **approvals** (e.g., REB) necessary for completing dissertation research are secured
- Student has applied for all **financial awards** for which he/she is eligible to *apply*
- Student has submitted a realistic and acceptable **timeline** for completing dissertation
- Student and faculty have agreed on a **process for reviewing work** in progress
- Substantial progress is being made on the **dissertation research**
- Professional activities are pursued appropriately and do not impede academic progress

### ***Fourth year milestones***

- Substantial progress is being made on the **dissertation research and writing**
- **Timeline** for completion is kept up to date and is followed
- Student is **completing draft chapters** on a routine and non-urgent basis
- Faculty are receiving and **reviewing draft chapters** on a routine and non-urgent basis
- Student is completing revisions and **final chapters** on a routine and non-urgent basis
- Faculty are receiving and **approving final chapters** on a routine and non-urgent basis
- **Professional activities** are pursued appropriately and do not impede academic progress

- Post-graduate **career strategies** and opportunities are being discussed and pursued
- If 4<sup>th</sup> year completion becomes unlikely, **timely plans are made for late completion**, including arrangements for extended supervision and financial support

## SUPERVISION GUIDE

### *Introduction and Resources*

The Health Policy PhD Program provides this guide to help our faculty and students plan and assess student progress toward the PhD degree.

All students and supervisory committee members should be familiar with applicable University-wide policies. The following relevant documents are available from the School of Graduate Studies:

- *Graduate Calendar* – see especially Section 4, “Regulations for the Degree Doctor of Philosophy”, and the section entitled “Health Policy”
- *PhD Supervisory Committee Meeting Report* – an online reporting system completed by the student, supervisor, and supervisory committee (see next page for additional information)
- *Guide for the Preparation of Theses*

### *The Supervisor*

Supervisors are assigned to students upon their admission to the Program. Students should work closely with their supervisors to plan their supervisory committee’s membership, financial support, courses, comprehensive exams, dissertation, and employment or appointments post-doctorate. Students should keep their supervisor informed of their academic professional activities and achievements, and advise them immediately of any academic problems or issues that may delay progress.

The student and supervisor should have a mutually agreeable plan for regular meetings. A recommended meeting frequency is at least monthly, if possible face-to-face. Students are primarily responsible for initiating these regular check-in meetings. They may also be initiated at the discretion of the supervisor. Supervisors may ask students to submit a written agenda, or summary of work in progress, ahead of scheduled meetings. Students may wish to submit a summary of the meeting afterward.

For detailed information review Sections 2.7 and 2.7.1 of the Graduate Calendar.

Log onto: [Getting the Supervisory Relationship off to a Good Start](#) template, which addresses expectations for Graduate Studies and their Supervisors.

### *The Supervisory Committee*

The *Graduate Calendar* describes regulations for the constitution and role of the doctoral supervisory committee. Please read and follow these carefully. Note that a full, 3-member committee should be in place by the student’s 6<sup>th</sup> month in the Program, and at least 2 of these committee members must be Health Policy Program faculty members. Third committee members should be internal to McMaster. If a suitable internal committee member is not identifiable, a member external to McMaster can be identified; but, this person must be approved by Grad Studies (through the Program Director).

The supervisory committee keeps abreast of the student's academic and research activities and progress, and advises on these regularly. The committee approves: courses, research plans, the timing of comprehensive exams, the dissertation proposal, dissertation drafts in progress, and the final dissertation. The committee members serve as the internal examiners, and part of the examination committee, for the final oral defense of the dissertation. The committee periodically assesses and reports on the student's progress to the Program and the School of Graduate Studies. In the case of unsatisfactory progress, the supervisory committee initiates appropriate action (including possible recommendation to withdraw).

### ***Supervisory Committee Meetings***

Supervisory committees should meet regularly. Once the supervisory committee is in place (by the 6<sup>th</sup> month in the Program), the School of Graduate Studies expects students to hold at least one full supervisory committee meetings each academic year. **The Program requires two full supervisory committee meetings**, first between July 1 – December 15, and the second between January 1 and June 15. At least 3 months should elapse between the 2 required meetings. **It is the student's responsibility to schedule these meetings and book the room and equipment well in advance, taking into consideration the committee members' busy schedule.** The PhD Supervisory Committee Meeting Report must be completed online and circulated (via online system) to the committee *prior* to each meeting.

Students will require more frequent supervisory committee meetings if they work more than 10 hours per week in paid employment while enrolled as a full-time graduate student or if their progress was assessed as "marginal" or "poor" by any supervisory committee member in the most recent supervisory committee meeting. Additional supervisory committee meetings (including meetings at shorter intervals) for other reasons may also be initiated by the student or by committee members, or required by the Program.

Students have primary responsibility for scheduling supervisory committee meetings. Students should schedule these meetings at least 1-2 months in advance, as it is not always easy to coordinate faculty schedules on shorter notice. The Program Administrator can provide guidance on room bookings, presentation equipment, etc. Meetings should be scheduled for 1 ½ to 2 hours. They may be adjourned early if discussions and tasks are completed.

Students should distribute to supervisory committee members *at least 2 weeks* ahead of the meeting, the following materials:

- *An SGS PhD Supervisory Committee Meeting Report form with student and supervisor sections completed (done via online system),*
- *An up-to-date course planning rubric (until all courses and comps are completed)*
- *A current CV*
- *Additional materials (e.g., dissertation proposal, publication reprints) may also be distributed.*

Presentation slides should be distributed electronically *at least 2 days* ahead of the meeting, and hard copies brought to the meeting.

Supervisory committee meetings begin with an oral presentation by the student on their progress and plans. General discussion follows. In closing, committee members formally assess the student's progress. Committee members each assess independently, and need not agree. Ratings should accurately reflect progress (for example, "E" ratings should not be given by default, or to encourage rather than to assess the student).

The HP PhD Program recommends that the ratings options in the *PhD Supervisory Committee Meeting Report* be interpreted as follows:

- E** (Excellent) = The student has exceeded expectations in terms of academic and/or research progress. This rating may reflect exceptional initiatives taken by the student to address unexpected challenges in their course of study.
- G** (Good) = The student is meeting and achieving all expectations in terms of academic and/or research progress. There are no areas of concern with respect to meeting goals and milestones for research and academic progress. This rating is to be used for students who show promise for completing the degree in a timely manner.
- S** (Satisfactory) = The student is meeting and achieving most expectations in terms of academic and/or research progress. There is some concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has some concerns with the student's skills growth and subject area expertise. This rating is to be used when the committee identifies areas for improvement and where some expectations at this stage of degree development are not being met. Details about concerns should be provided in Part C of the *PhD Supervisory Committee Meeting Report*.
- M** (Marginal)\* = The student is meeting and achieving some expectations in terms of academic and/or research progress. There is significant concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has significant concerns with the student's skill growth and subject area expertise. This rating is to be used when the committee identifies several areas for improvement and where significant expectations at this stage of degree development are not being met. Areas for improvement should be provided in Part C of the *PhD Supervisory Committee Meeting Report*.
- U** (Unsatisfactory)\* = There is an unreasonably low rate of academic and/or research progress. The committee has serious concerns about the pace and/or the meeting of goals and milestones for research and academic progress, and whether these goals can be achieved in a reasonable period of time. Areas of serious concern should be provided in Part C of the *PhD Supervisory Committee Meeting Report*. In cases where this category is used, the program should determine whether the student should be required to withdraw or be allowed to continue in the program until their next committee meeting.

\*Where progress is deemed marginal or unsatisfactory, a detailed explanation of what must be accomplished over the next 6 months in order to remedy the situation but be included with the report.

All supervisory committee meetings must be documented in the *PhD Supervisory Committee Meeting Report* online system. The program administrator will initiate the report. Upon initiation of the report, you will receive an email from SGS with a URL to enable you to prepare your report.

### **Assessing Progress**

The aforementioned are basic milestones of progress in the Health Policy PhD Program. Supervisory committees should address all relevant milestones in every supervisory committee meeting. The written committee meeting report should document all achievements or problems (“red flags”) in relation to these milestones. Specific consequences for not reaching these milestones vary; please consult the Graduate Calendar, the Program Coordinator, or the Director of the Health Policy PhD Program for guidance on specific concerns. If formal, special considerations (approved and documented by SGS or Student Accessibility Service (SAS)) exist, these should be taken into account with expectations modified accordingly for the student.



## Course Grading

Grades in HP PhD graduate courses are reported as letter grades as listed below:

GRADE	GPA		PERCENTAGE
A+	12	=	90 - 100%
A	11	=	85 - 89%
A-	10	=	80 - 84%
B+	9	=	77 - 79%
B	8	=	73 - 76%
B-	7	=	70 - 72%
F	0	=	0-69%
INC	-	=	Incomplete Assignment

Passing grades for Doctorial degree courses is B- and above. If a grade of less than B- is obtained, the student must retake the course, or one of equivalent content, which has been approved by the Program's Executive Committee. Students should check with the specific funding agencies for their minimum grade requirements as outlined in the Graduate Calendar.

## Course Failure

A student who fails to obtain at least a B- grade in a Graduate Course (Master's or Doctoral) is normally asked to withdraw from the Graduate Program. In some cases, the student's Supervisory Committee may advise the Vice Dean (Health Sciences), Associate Dean of Graduate Studies (Health Sciences) that, because of certain circumstances, the student should: a) take an alternative course, or b) repeat the course. Such a recommendation should be made in writing by the Supervisor and Program Coordinator to the Vice Dean (Health Sciences), Associate Dean of Graduate Studies (Health Sciences) within one month of the student's grade being announced, outlining the possible reasons for the failure. The Vice Dean (Health Sciences), Associate Dean of Graduate Studies (Health Sciences) will consider this request and recommend a course of action for consideration by the Faculty's Graduate Admissions and Study Committee.

## Leave of Absence, Maternity/Parental Leave, Vacation

[See section 2.5.7 of the Graduate Calendar](#)

## Ethics Review

Students whose work involves human subjects, including interviews and chart-review, will need to seek approval through the Research Ethics Board (REB). Given the short timeline for completion, it is imperative to initiate the process of application early, in consultation with supervisors. Check the Hamilton Integrated Research Ethics Board [HIREB](#) (for Health Sciences based research) or the McMaster Research Ethics Board [MREB](#) (for Social Science, Humanities, Engineering, Sciences or Business based research). Review the website [reo.mcmaster.ca](http://reo.mcmaster.ca) for dates of drop-in consultations and seminars on the application process. If you are in doubt about whether your project will require an ethics review, please consult with your supervisor and/or the Program Director, who may encourage you to consult with the appropriate REB directly.

## Health Economics Field, Health Policy PhD – Course Planning Rubric (ver. 01 July 2016)

Student's name:

Date (Day, Month, and Year):

“Prior” courses marked

<b>Requirement</b>	<b>Course</b>	<b>Waived?</b>	<b>Term Taken</b>	<b>Mark</b>
Graduate-level statistics (admission requirement, completed prior to entry)				
SGS 101 - Academic Research Integrity & Ethics SGS 201 - Accessibility for Ontarians with Disabilities Act	SGS 101 and SGS 201 (must be completed online within first 12 months)	N/A		
HLTH POL 711 – Doctoral Seminar in Health Policy	HLTH POL 711 – required Fall year 1	N/A		
HLTH POL 711 – Doctoral Seminar in Health Policy	HLTH POL 711 – required Winter year 1	N/A		
Political Studies – breadth course				
Social Organization – breadth course				
Health Economics – specialty course				
Health Economics – specialty course				
Health Economics – specialty course				
Quantitative methods				
Qualitative methods				
Methods elective				

**Political Studies Field, Health Policy PhD – Course Planning Rubric** (ver. 01 July 2016)

Student's name:

Date (Day, Month, and Year):

"Prior" courses marked

<b>Requirement</b>	<b>Course</b>	<b>Waived?</b>	<b>Term Taken</b>	<b>Mark</b>
Graduate-level statistics (admission requirement, completed prior to entry)				
SGS 101 - Academic Research Integrity & Ethics SGS 201 - Accessibility for Ontarians with Disabilities Act	SGS 101 and SGS 201 (must be completed online within first 12 months)	N/A		
HLTH POL 711 – Doctoral Seminar in Health Policy	HLTH POL 711 – required Fall year 1	N/A		
HLTH POL 711 – Doctoral Seminar in Health Policy	HLTH POL 711 – required Winter year 1	N/A		
Health Economics – breadth course				
Social Organization – breadth course				
Political Studies – specialty course				
Political Studies – specialty course				
Political Studies – specialty course				
Quantitative methods				
Qualitative methods				
Methods elective				

***Social Organization Field, Health Policy PhD – Course Planning Rubric*** (ver. July 01 2016)

Student's name:

Date (Day, Month, and Year):

"Prior" courses marked

<b>Requirement</b>	<b>Course</b>	<b>Waived?</b>	<b>Term Taken</b>	<b>Mark</b>
Graduate-level statistics (admission requirement, completed prior to entry)				
SGS 101 - Academic Research Integrity & Ethics SGS 201 - Accessibility for Ontarians with Disabilities Act	SGS 101 and SGS 201 (must be completed online within first 12 months)	N/A		
HLTH POL 711 – Doctoral Seminar in Health Policy	HLTH POL 711 – required Fall year 1	N/A		
HLTH POL 711 – Doctoral Seminar in Health Policy	HLTH POL 711 – required Winter year 1	N/A		
Political Studies – breadth course				
Health Economics – breadth course				
Social Organization – specialty course				
Social Organization – specialty course				
Social Organization – specialty course				
Quantitative methods				
Qualitative methods				
Methods elective				

## OTHER USEFUL LINKS AND INFORMATION

[Sessional Dates – Graduate Studies](#)

[Graduate Course Selection](#)

[Student Financial Dates and Deadlines](#)

[Graduate Students Payroll Information](#)

[School of Graduate Studies Guide for the Preparation of Theses](#)

[School of Graduate Studies Final Thesis Submission Sheet](#)

[School of Graduate Studies Forms](#)

This guide contains general information for individuals entering the Health Policy PhD Program, though is not all-inclusive. The current, official publication of the [School of Graduate Studies Calendar](#) should be referenced for complete information regarding your academics.

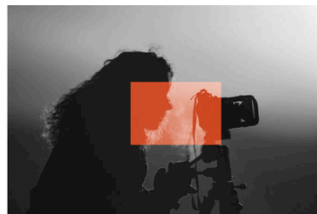
**Please note:** If there is any discrepancy between a department or program handbook and the School of Graduate Studies Calendar, then the School of Graduate Studies Calendar shall prevail. Thank you.



**FROM YOUR FELLOW STUDENTS**  
 Get your teeth cleaned before TA benefits run out  
 Use your heavy burden week wisely

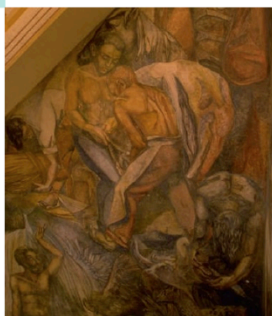
**C**heck out  
 The Casbah for  
 the best live  
 music in Hamil-  
 ton

**C**heck  
 out  
 Grit Lit,  
 Hamilton's  
 Literary  
 Festival  
[gritlit.ca](http://gritlit.ca)



**A**ppreciate  
 the  
 intellect of your  
 colleagues and  
 use it!

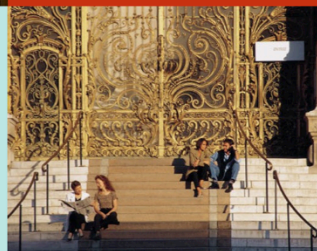
Get a  
 student  
 membership  
 to the  
 Hamilton  
 Art Gallery.



IDEAS  
**TIPS**



Buy a bike  
 or  
 rollerblades  
 for getting  
 around  
 Hamilton



Be creative  
 and  
 challenge  
 your  
 assumptions.

Go to weekly  
 coffees with  
 each other,  
 start  
 socializing  
 early!

**T**ake  
 advantage  
 of the  
 Institute's  
 invited  
 speakers  
 and other  
 events.

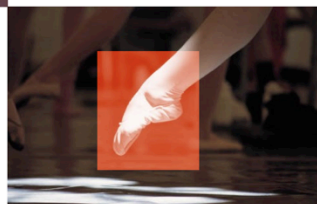


Check out the  
 Ontario Public  
 Interest  
 Research Group  
 (OPIRG) office  
 (MUSC-229) and  
 the Sky Dragon  
 Centre (27 King  
 William Street).



Sleep at least  
 5 hours/night

**G**et to  
 know your  
 professors



Go waterfalling  
 (waterfalls.ham-  
 ilton.ca).  
 Hamilton is the  
 waterfall  
 capital of the  
 world with over  
 120 waterfalls?