



University of Windsor
Faculty of Nursing

PhD Student Handbook

2025-2026

Table of Contents

<i>PhD Student Handbook</i>	1
<i>2024-2025</i>	1
<i>Welcome</i>	1
<i>Program and Research Priorities</i>	4
<i>Program Update</i>	4
<i>Research and Scholarship</i>	4
<i>Program Course Sequence</i>	5
<i>Course Descriptions</i>	6
<i>Guidelines for PhD Dissertations</i>	8
<i>Resources and Supports for Graduate Students</i>	11
<i>Faculty Advisors, Supervision, and Reporting</i>	15

Welcome

The University of Windsor sits on the traditional territory of the Three Fires Confederacy of First Nations, which included the Ojibwa, the Odawa, and the Potawatomi. We respect the long-standing relationships with First Nations people in this place in the 100-mile Windsor-Essex peninsula and the straits – les detroits – of Detroit. We gratefully acknowledge that all of us (students, faculty, staff) are privileged to gather on these traditional, ancestral, unceded territories.



Our Commitment to Truth and Reconciliation

The Faculty of Nursing recognizes that land acknowledgments are a step towards reconciliation but that more work is required in light of the past and ongoing harms inflicted through colonization of Indigenous people and lands. As a faculty, we are in the process of learning about Indigenous practices and pedagogies and unlearning colonial practices. In working towards reconciliation, we commit to enacting the recommendations of the Truth and Reconciliation Commission and upholding the UN Declaration on the Rights of Indigenous People. We aspire to achieve health equity for all Indigenous people living on Turtle Island.

"I like to imagine that when Skywoman scattered her handful of seeds across Turtle Island, she was sowing sustenance for the body and also for the mind, emotion and spirit; she was leaving us teachers. The plants can tell us her story; we need to learn to listen."

(From Braiding Sweetgrass, Kimmerer, 2013, p. 10)

September 2025

Dear PhD Students,

Congratulations on your acceptance into the PhD program at the University of Windsor!

I extend a warm welcome to you as you get ready to join the Faculty of Nursing. In collaboration with our talented faculty and new colleagues, graduate education in nursing will offer you ongoing opportunities to challenge your thinking and understanding of nursing knowledge and practice. Our nursing graduate programs prepare nurses for advanced roles; they will help shape your professional career in ways that will enable you to positively impact healthcare systems and the health of people, families, and populations locally, nationally, and globally.

The 2025 Canadian Nurses Association National Nursing Week theme was “**The Power of Nurses to Transform Health**”. We celebrated the transformative impact nurses have in shaping healthcare, driving innovation, and advancing patient-centred care. We had critical conversations about the essential role that nurses play in Indigenous healthcare and in promoting planetary health by championing sustainable healthcare practices, driving innovative research in planetary health, and educating students to be a part of solutions. We acknowledged nurses as champions for digital literacy and recognized nurses as key leaders in the ethics of artificial intelligence, its design, implementation, and regulation in healthcare and education. Let these recognitions of nurses extend beyond Nurses’ Week to the everyday and across our borders. Embrace the differences you will make with a University of Windsor PhD in Nursing. The possibilities are endless.

Over the next few years, I encourage you to enjoy and cherish your journey. It will inspire and shape your relationships, careers, and contributions to the complex systems within which nurses work. Thank you for choosing to study at the University of Windsor. I sincerely wish you every success and look forward to meeting you virtually or in person.

Sincerely,

Dean Debbie

Debbie Sheppard-LeMoine RN, PhD
Dean, Professor



September 2025

Welcome PhD Students!

I am pleased that you have chosen the University of Windsor for the next step in your nursing career. The Faculty of Nursing offers several master's graduate programs and a PhD degree. Our graduate programs are approved by the Ontario Council on Graduate Studies. They are designed to prepare nurses as scholars who positively influence nursing practice, health care systems, and the health of persons, families, communities, and populations.

The Faculty of Nursing is here to support you as you gain new knowledge and skills, both formally within courses and informally through meaningful connections with your faculty and peers. We strongly encourage you to take advantage of the research presentations, career development sessions, and funding opportunities that are available through the Faculty of Nursing, the Faculty of Graduate Studies, and the University.

As Associate Dean of Graduate Programs and Research in the Faculty of Nursing, my role is to support our graduate programs and foster student and faculty research. Please connect with me if you have academic concerns or if you are interested in identifying sources of funding for scholarship activities (conference travel, research projects etc.). We are keenly aware that it can be overwhelming to write academic papers, formulate a research study, develop a research ethics application, create a grant proposal, manage committee expectations, and balance your non-academic roles and responsibilities. We have numerous resources to support you to identify supportive resources and apply new skills.

This handbook provides an overview of the PhD program structures, schedules, services and supports offered by Nursing, the Faculty of Graduate Studies, and the University. Also outlined are the supervisor expectations (i.e., what you can expect from your supervisor) and the expectations of doctoral students (i.e., what we expect from you).

Please do not hesitate to contact me, your Faculty Advisor, or Suneeta Singh with any questions. We are here to support you throughout your PhD journey.

Kathy Pfaff, PhD, RN (she/her)
Associate Dean, Graduate Programs and Research
Faculty of Nursing, University of Windsor
Rm. 301 Toldo Health Education Centre
401 Sunset Ave, Windsor, ON, N9B 3P4
519-253-3000 Ext. 4977
kpffaff@uwindsor.ca



Suneeta Singh
Graduate Secretary
Room 336, Toldo Health Education Centre
519-253-3000 Ex. 2260
ssingh@uwindsor.ca



Our Programs and Research Priorities

Graduate Program Updates

Health care and educational systems are rapidly evolving. The roles and responsibilities of registered nurses who work within these systems are constantly changing to keep up with the rapid generation of information and technology that influence policy. Working in direct and indirect roles, registered nurses contribute their professional knowledge and scholarship to enhance and improve health care locally, provincially, nationally and internationally. The design and delivery of graduate nursing programs must adapt to meet the current and future competencies required of RNs in current and future direct and indirect advanced nursing roles in this system (Canadian Association of Schools of Nursing [CASN], 2015).

To address these needs, the Faculty of Nursing undertook a major redesign of our master's programs. The revised program outcomes and courses were approved by the University of Windsor Senate in spring 2023, and were launched in Fall, 2024. The program is now in its second year of its implementation. We are receiving very positive feedback from students and are committed to continuous monitoring and quality improvement.

At a recent graduate faculty retreat, we reflected on the strengths, weaknesses, and opportunities/wishes for improving and monitoring our PhD program and the PhD student experience. We will be looking for student feedback in the months to come, so thank you in advance for your engagement.

Research and Scholarship

This is an exciting time for the Faculty of Nursing as we are in a process of collectively evaluating and creating the strategic steps that will drive our research and scholarship over the next five years.

Our researchers include a mix of enthusiastic, established, and rising faculty scholars who have vibrant research programs. Our researchers bring their expertise in qualitative and quantitative research and mixed methods into the classroom and into their supervision of doctoral students, as well as others who are interested in joining a research project.

Please visit our website to see the range of research and scholarship that is taking place in the Faculty of Nursing at UWindsor by visiting <https://www.uwindsor.ca/nursing/344/faculty>

Stay tuned for our strategic planning updates!

Program Course Sequence

PhD Courses	PhD Courses
<p>Milestone - Professional development seminars (offered Fall and Winter year 1 and Fall of year 2)</p> <p>NURS-9100 Philosophy of Science in Nursing (Fall)</p> <p>NURS-9200 Advanced Perspectives in Quantitative Research Methods and Analyses (Fall)</p> <p>NURS-9300 Advanced Perspectives in Qualitative Research (Winter)</p>	<p>NURS-9410 Comprehensive Exam (Winter)</p> <p>NURS-9980 Dissertation (Spring/Summer, Fall and Winter)</p> <p>One graduate level course (Nursing or another faculty) (Spring/Summer)</p>

	Fall	Winter	Spring/Summer
Year 1	<p>NURS-9100 Philosophy of Science in Nursing</p> <p>Milestone - Professional Development Activities</p>	<p>NURS-9300 Advanced Perspectives in Qualitative Research</p> <p>Milestone - Professional Development activities</p>	<p>Graduate level course (Nursing or another faculty)</p>
Year 2	<p>NURS-9200 Advanced Perspectives in Quantitative Research Methods and Analyses</p> <p>Milestone - Professional Development activities</p>	<p>NURS-9410 Comprehensive Exam</p>	<p>NURS-9980 Dissertation</p>
Year 3	<p>NURS-9980 Dissertation</p>	<p>NURS-9980 Dissertation</p>	<p>NURS-9980 Dissertation</p>
Year 4	<p>NURS-9980 Dissertation</p>	<p>NURS-9980 Dissertation</p>	<p>NURS-9980 Dissertation</p>
	<p>Convocation (either June or October session)</p>		

Course Descriptions

Milestone - Professional Development Activities

The purpose of the Milestone-Professional Development Activities is (a) to build relationships among the student cohort and (b) introduce topics that will assist with navigating their doctoral work. Seminar topics may include grant writing, preparing publications, preparing presentations, preparing for the comprehensive examination, ethics of conducting research, and proposal/dissertation development.

The activities are designed as a structured seminar series with attendance expected and tracked on the annual PhD Advising and Progress Report. Three to four meetings will be scheduled in each of the Year 1 Fall and Winter semesters, and the Year 2 Fall semester. Refer to the Milestones Seminar outline posted on Brightspace.

NURS-9100 - Philosophy of Science in Nursing

This course introduces students to the philosophical assumptions concerning knowledge and knowledge development that inform the conduct of research in the discipline of nursing. Students will explore key concepts in relation to a variety of paradigm/perspectives within the philosophy of science, ranging from positivism to post-modernism and critical theory. Major topics to be debated will include the notion of nursing as a science and what constitutes nursing knowledge. Individual seminars will enable in-depth analysis of selected philosophers (as representative of such paradigms) in their respective socio-political and historical contexts. This course will enable students to articulate and defend their own philosophical assumptions of the paradigm that informs their dissertation topic.

NURS-9300 - Advanced Perspectives in Qualitative Research

This course provides advanced philosophical and theoretical knowledge required to conduct qualitative research. Students are challenged to critically appraise the scholarship of published studies and to explore arising issues with qualitative inquiry. Issues may include but are not limited to the importance and integration of philosophical underpinnings, researcher positioning, methodological congruence/consistency, ethical issues (anonymity, confidentiality of participation, privacy), challenges inherent in data collection and analysis, meta synthesis, rigor, and the usefulness of qualitative health research for nursing practice and healthcare policy. The relationship between qualitative and mixed methods health research will be examined. Students will defend their application of knowledge about these issues in relation to their own dissertation research interests. (Pre-requisite: NURS 9100)

NURS 9200 - Advanced Perspectives in Quantitative Research Methods and Analyses

This advanced course is designed to enhance students' knowledge of the design and analysis of selected observational (prevalence, ecologic, cohort, and case-control) and experimental (controlled trials) quantitative research designs. The course will also address principles and issues pertaining to the development, evaluation, and use of psychometric measures. Emphasis will be focused on the understanding and decision-making pertaining to (a) the selection of the right research design, (b) the identification of issues associated with various research methodologies, (c) the use of psychometric measurement, and (d) multivariate statistical procedure such as linear regression analysis, Binary and multinomial logistic regression analysis, and survival analysis. Approaches to evaluation of the quality of evidence in published research will also be addressed. (Pre-requisites: NURS 9100; NURS 9300; Grad level course)

NURS 9410 - Comprehensive Exam

This course allows students to demonstrate, in writing and orally, their ability to complete an extensive review and critical analysis of the literature to synthesize current knowledge and theoretical underpinnings pertaining to their research area. The critical review will also examine potential methodological and analytical approaches that are relevant to their research. The examination includes a written paper and an oral defense of the work. (Pre-requisites: NURS 9100; NURS 9200; NURS 9300, one Graduate Level course).

Please note - Each element of the examination must be passed to move to the next phase of the examination. All phases must be satisfactory for a pass in the class, and two opportunities are permitted at each phase. Students who are not successful in the course will be required to withdraw from the PhD program.

Meetings with the examination committee will be held during regular business hours. We strongly advise that you develop a plan for managing your personal and professional obligations during this semester of the program as this will accommodate the scheduling of examination dates and support your success throughout the examination.

NURS 9980 – Dissertation

This course provides doctoral students with the opportunity to demonstrate their role as mature scholars through the development and implementation of a research dissertation project that will address an original question/hypothesis relevant to advancing nursing science. Students will integrate knowledge gained from previous courses to inform the literature review, conceptual framework, methodology and data analysis pertaining to this project. (Prerequisites: NURS 9100; NURS 9200; NURS 9300; NURS 9410; one graduate level course (Nursing or another faculty) (Offered on a Pass/Non-Pass basis.)

Faculty of Nursing course descriptions are listed in the Graduate Academic Calendar, available online at

<http://web4.uwindsor.ca/units/registrar/calendars/graduate/cur.nsf/982f0e5f06b5c9a285256d6e006cff78/cf0fd1d0f3476dd28525736800533a5d!OpenDocument>

Guidelines for PhD Dissertations

The University of Windsor Faculty of Graduate Studies (FGS) recommends two formats for a dissertation – a traditional format and a manuscript format.

Dissertations completed in the Faculty of Nursing may be completed in either format. Your supervisor and committee must be involved in the decision-making between a traditional and manuscript format. Regardless of which format is selected for the body of the dissertation, general FGS guidelines for content and formatting must be followed in preparing the dissertation for examination.

If a student includes a systematic-type review of the literature that is directly related to the student's research question(s), this may be included in the dissertation provided this is acknowledged. Depending upon when the review was completed, the supervisor/committee may require an update to the literature.

1. Traditional format

This format organizes chapters around a central problem and is normally used when no part of the thesis has been published or submitted for publication. There are typically separate chapters for the introduction, review of the literature, methodology, results/findings, and discussion/conclusions. A reference list for the entire dissertation follows the discussion/conclusions chapter.

2. Manuscript format (also referred to as a Sandwich format)

The manuscript format comprises the text of one or more papers/manuscripts that will be prepared or submitted for publication or published in peer reviewed journals. These texts must follow the guidelines for format given elsewhere with respect to font size, line spacing and margin sizes. The document must be more than a collection of manuscripts, however, in that all the components must be brought together into one cohesive unit, with logical progression from one chapter to the next and following one consistent style throughout the document in each chapter (e.g., chapter headings, sub-headings, heading levels, style for references, etc.). Unlike the traditional format, the References must appear after each chapter within the dissertation body.

Formatting Resources

FGS requirements for each format is available at: <https://www.uwindsor.ca/graduate-studies/3000/traditional-and-manuscript-organization> Students are encouraged to consult the FGS formatting specifications (a copy may be downloaded from <http://www.uwindsor.ca/graduate-studies/385/format-requirements>). These guidelines provide information about type-setting (e.g., font size, page numbering), as well as the content and sequencing of required material (e.g., title page, table of content, list of tables, use of copyrighted material, and coauthored material etc.).

In general, all dissertations in the Faculty of Nursing will be prepared in APA style (most current edition). Some of the APA guidelines are not appropriate for the preparation of dissertations (see FGS guidelines at <http://www.uwindsor.ca/graduate-studies/385/format-requirements>). Policies related to the content and format of the dissertation set by FGS override those described in the APA manual.

Guidelines for Manuscript Dissertations

Introductory Chapter: sets the context for the entire dissertation, addressing the significance of the issue for nursing and/or health care; where appropriate, this section may include an overview of methodology used in the study (typically 10-20 pages).

Review of Literature: may be included either as chapter 2 or as one of the manuscripts described below (required for all dissertations; typically, 25-30 pages).

Articles/Manuscripts: 3-5 manuscripts that will be prepared or submitted for publication/published in peer reviewed journals. Manuscripts must be of publication quality. The manuscripts must have a common theme and may be of 5 types:

1. Review of Literature
2. Methodological Paper
3. Philosophical/Theoretical Analysis
4. Research Report
5. Application of Research Results/Findings

Each manuscript should not normally exceed 25 pages, excluding tables, figures and references. All dissertations must include at least 1 Research Report. Refer to the text below for sample types of each of the 5 types.

Final Chapter: general discussion and conclusion that relates the manuscripts to each other and to a relevant discipline or field of study (typically 10-20 pages).

Appendices: details of analysis, study measures or interview guide, letter of information and consent, ethics approval or other information that supports understanding of the work undertaken but is not essential to include in a manuscript.

Sample Types of Dissertation Articles/Manuscripts

1. Review of Literature: a critical analysis of current and classic theoretical and empirical literature that provides a foundation for the dissertation research.
2. Methodological Paper: an analysis of one or more methodological issue(s) relevant to the study population and/or purpose, including approaches for responding to such issues. Examples of types of methodological manuscripts include: revisions to an existing instrument(s), including results of subsequent testing, psychometrics etc., a critical analysis of existing measures of a specific variable (e.g., related to reliability, validity, sensitivity, specificity, format, prior use and/or fit with a particular population), analysis of a critical methodological issue as it applies to the study population (e.g., safety; informed consent; risks of participation; issue of power and participation), novel application of a new/existing quantitative or qualitative data collection or analytic approach
3. Philosophical/Theoretical Analysis: an analysis of theoretical or philosophical issues or concepts that are central to the dissertation research; the analysis critiques, refines, and/or extends current knowledge or understanding about the issue/topic. Examples of philosophical/theoretical manuscripts include: concept analysis and/or refinement/critique, refinement and and/or expansion of existing philosophy/theory, philosophical analysis of an issue that is central to the dissertation topic or population.

4. **Research Report:** an integrated presentation of the purpose, scientific rationale, methods, results/findings, and interpretation of these findings for a single study or part of that study. When more than 1 Research Report is included, these reports may reflect: results/findings from a single study that address different aspects of the findings such as those that: a) address different questions or hypotheses, b) use different types of data (e.g., individual interviews versus policy analysis), or c) are analyzed in different ways, results/findings from 2 separate studies that address different aspects of the same issue or phenomenon, results/findings from 2 different phases of the same study (e.g., pilot work and full study)
5. **Application of Research Results/Findings:** addresses the implications for practice, health service delivery and/or policy that arise from the study findings.

Decisions about the Composition and Mix of Dissertation Articles/Manuscripts

Decisions about the number, type and substance of dissertation manuscripts must be undertaken with the PhD advisory committee, bearing in mind Faculty of Nursing requirements (i.e., a review of literature and at least 1 research report are required of the minimum 3 that are required by the FGS). Manuscripts should be ordered in a way that makes sense in the light of the scholarly work undertaken.

Publication, or acceptance for publication, of any of the chapters prior to the presentation of the dissertation does not supersede the evaluation of the work by the examination committee (i.e., that the dissertation will be found acceptable). Examiners may specify revisions regardless of the publication status.

This work was adapted from previous work produced by McMaster University, Western University and University of Manitoba.

Resources and Supports for Graduate Students

Faculty of Nursing

Toldo Health Education Centre
University of Windsor
(519) 253-3000 ext. 2258
Fax: (519) 973-7084
<http://www.uwindsor.ca/nursing/>

Dr. Kathy Pfaff
Associate Professor & Associate Dean, Graduate Programs and Research
Room 314
(519) 253-3000 ext. 4977
kpaff@uwindsor.ca

Dr. Sherry Morrell
Assistant Professor & Graduate Coordinator, Nurse Practitioner Program
Room 303
(519) 253-3000 ext. 2278
morrells@uwindsor.ca

Ms. Suneeta Singh
Graduate Secretary
Room 336
(519) 253-3000 ext. 2260
ssingh@uwindsor.ca

Faculty of Graduate Studies

Room 306 Chrysler Hall Tower
gradst@uwindsor.ca

Dr Patti Weir, Dean
(519) 253-3000 ext. 2107

Ms. Marie Hawkins, Director of Graduate Academic Services
(519) 253-3000 ext. 2112

Academic Resources for Graduate Students

The links below provides access to information about graduate courses, research, and general help, as well as resources for GAs.

<https://www.uwindsor.ca/graduate-studies/>

<https://www.uwindsor.ca/graduate-studies/1486/resources-graduate-students>

Frequently Asked Questions

An online resource containing frequently asked questions and responses is available at:

<http://www.uwindsor.ca/graduate-studies/363/current-students-faq>

We recommend that you check this resource first when you have questions, as this resource is updated frequently. You may find that you have questions linked to the following topics, and more:

- Registration
- Leave of Absence from your program of study
- Grade Appeals
- Graduate Assistantship (GA) Applications
- Requesting to take courses outside those offered in the Faculty of Nursing

[Ask.uwindsor.ca](#) – Search “knowledge articles” for information on common questions.

Important Academic Dates

The link below provides information about important academic calendar dates, including but not limited to those concerning course registration, course voluntary course withdrawal, tuition refunds, and dissertation defense.

<http://www.uwindsor.ca/graduate-studies/356/important-dates>

Leddy Library

Services for Graduate Students

<http://leddy.uwindsor.ca/services-graduate-students>

One-to-One Research Consultations:

Mr. Adam Mulcaster, Librarian, Teaching and Learning Services

For complex queries (searches) e-mail: Adam.Mulcaster@uwindsor.ca

For simple queries (databases, access to resources, e-mail: leddyreference@uwindsor.ca

Office: Room 1107B Leddy Library; Telephone:(519) 253-3000 Ext. 3205.

Writing Support Resources

<https://www.uwindsor.ca/success/318/writing-support-desk>

Graduate study carrels are offered for full-time graduate students. If interested, please reserve a space by contacting the Information Desk: <https://leddy.uwindsor.ca/find-space/information-desk-circulation>

Awards and Scholarships

Please review the awards and scholarships. Some require applications; others are awarded. <http://www.uwindsor.ca/graduate-studies/456/scholarships-and-awards>
<http://www.uwindsor.ca/nursing/342/graduate-student-awards>

11

Other Resources for Graduate Students

UWinsite Student

The UWinsite is accessible at: <https://www.uwindsor.ca/registrar/uwinsite-student>
Certain graduate student requests are approved through UWinsite Student as Service Requests that are initiated by the graduate student.

Students who wish to request the following need to submit a Service Request to obtain approval:

- apply for a leave of absence
- apply for a course substitution
- submit a thesis/dissertation committee form
- request an PhD external examiner
- apply for a time limit extension

Instructions for students:

Visit the FGS website at <http://www.uwindsor.ca/graduate-studies/>

1. Click Current Students
2. On the left-side of the page, click Student Forms
3. Select the appropriate form
4. Complete and save the form
5. The completed form gets submitted as a Service Request

Psychological and Mental Health Services

The Student Counselling Centre staff offer personal counselling to currently registered students in the form of crisis intervention, brief therapy, groups, case management, and workshops. Appointments can be made through the Student Counselling Center 519-253-3000 ext. 4616 for the Clinical Therapist for the Faculty of Nursing. Further information can be found at: <http://www.uwindsor.ca/studentcounselling/>

Nursing Clinical Therapist:

Laura Little, Nursing Clinical Therapist
Room 201A
(519) 253-3000 ext. 4388

[Wellness Outreach Office](#) - Here you can find everything you need to live well on campus and access the resources available to you to support you in maintaining your wellbeing, mental health and balance during your university career and to set you up for success in life.

Information and Computer Technology Supports

Computer Help Desk (ITS)

(519) 253-3000 ext. 4440

Information Technology Services Help and Support available at:

<https://uwindsor.teamdynamix.com/TDClient/1975/Portal/Requests/ServiceCatalog>

Computer/Technology Requirements for Online Learning

http://ask.uwindsor.ca/app/answers/detail/a_id/688/kw/internet

Computer/Technology Requirements for Online Learning

http://ask.uwindsor.ca/app/answers/detail/a_id/688/kw/internet

Software Distribution

IT Services uses the [Software Depot](#) for Software Distribution. By logging into the Software Depot with your UWin ID and password, all software that is available to you can be ordered. After ordering the desired software, there are multiple options for delivery, including downloads, when appropriate, pick up at the Operations Desk in the University Computer Centre, free delivery on campus via inter-campus mail, or mailed off campus for a nominal fee.

Graduate Student Society

www.uwindsorgss.ca

Faculty of Education Building

(519) 253-3000 ext. 3915

Instagram - @uwindsorgss

(519) 561-1401

Email: info@uwindsorgss.ca

Instagram - @uwindsorgss

12

UWindsor Graduate Nursing Society

President: Emily Bohdal - festae@uwindsor.ca

PhD Rep: Madison Broadbent – broadbem@uwindsor.ca

Find us on:

Facebook – @UwindsorGraduateNursingSociety

Instagram - @uwingraduatenuising

Student Health Services

CAW Centre

(519) 253-3000 ext. 7002

Faculty Advisors, Supervision, and Reporting

PhD Supervision

All PhD students will have a supervisor identified as soon as possible upon entry to the program.

Your supervisor will:

- Guide you with course selection (including graduate level course) and plan for degree completion.
- Counsel you on changes to the course plan.
- Provide you with an with appraisal of progress.
- Guide you in the choice of comprehensive exam topics and methodology.
- Guide you through all phases of the dissertation process.

In situations where there is a need to change the supervisor or add a co-supervisor, the student will include the Associate Dean and supervisor (if appropriate) in discussions related to supervisor selection/change in PhD supervision.

The annual report will be completed in collaboration with the student's PhD advisor. The annual report (at a minimum) must be submitted to the Associate Dean by May 15 of each year. The report provides a continuous summary of your progress in the program. The frequency of reporting will be determined by the supervisor.

Students are responsible for downloading, partially completing, and either bringing the Faculty of Nursing Doctoral Program Progress Report Form to each supervisor meeting or sending it by e-mail to the Supervisor in advance of an online meeting. This is a "living" document. Please date all new entries. The form may be downloaded through the following link: <https://www.uwindsor.ca/nursing/345/resources-current-students>



FACULTY OF NURSING
PHD PROGRAM ADVISING AND PROGRESS REPORT

This annual report is a continuous record of your progress in the PhD program. It must be updated annually report (at minimum) and submitted to the Associate Dean by May 15 of each year. The supervisor/advisor may determine more frequent reporting.

Student	Name:	Number:
Year of entry to program		
Supervisor/Advisor ¹		
Committee members ²		

SECTION A: Progress Summary (to be completed by student):

Year	Term	Course/Program Requirement	Not started (indicate term/year of expected completion)	In progress	Completed (indicate term/year of completion)
One	Fall	Philosophy of Science in Nursing NURS-9100			
		Milestone – Professional development activities			
	Winter	Advanced Perspectives in Qualitative Research NURS-9300			
		Milestone – Professional development activities ²			
	Intersession/summer	Graduate Level Elective Manuscript/ conference presentation			
Two	Fall	Advanced Perspectives in Quantitative Research Methods and Analyses NURS-9200			
	Winter	Comprehensive Exam NURS-9410 ²			
	Spring/Summer	Dissertation NURS-9980		*	
Three	Fall	Dissertation NURS-9980		*	

	Winter	Dissertation NURS-9980		*	
	Spring/ Summer	Dissertation NURS-9980		*	

Four	Fall	Dissertation NURS-9980		*	
	Winter	Dissertation NURS-9980		*	
	Spring/ Summer	Dissertation NURS-9980		*	

LOA: Semester/Year (e.g., Fall/2000) _____

***Report process steps** (dissertation proposal development, including any decisions to revise the original approved dissertation proposal, supportive rationale and date of approval reached by all dissertation committee members, chapters written/revise, defense date)

Notes:

¹ Students will confirm Dissertation Supervisor within the first year of study.

² Completion of NURS 9410 offers a timely opportunity to review/revise dissertation committee membership and submit for internal approval.

SECTION B: Narrative Report

A. To be Completed by the Student (add to previous report and document date):

1. Reflect on accomplishments in the program over the past year (publications, presentations, grant applications, conference attendance etc.)

2. List goals for the upcoming _____ months.

B. To be Completed by the Supervisor/Advisor:

1. Supervisor/Advisor comments regarding student progress toward academic goals.

Progressing without concern: Yes No

C. Associate Dean Notes:

Signature of Student: _____ Date: _____

Signature of Supervisor/Advisor: _____ Date: _____

Signature of Associate Dean: _____ Date: _____

Version 003 July 28, 2023

Graduate Student Academic and Professionalism Expectations

- Graduate program orientation will be held in person over two days (September 4 and 5, 2025) and your attendance and participation are required. You are responsible for arranging your own accommodations if you are travelling and plan to stay overnight.
- Students of the Faculty of Nursing are expected to adhere to all College of Nurses of Ontario practice standards, with emphasis on the revised CNO Code of Conduct (2023), in all interactions with peers, community partners, faculty, and staff. Failure of any nursing student to conform to the principles of these documents may result in dismissal from any of the Faculty of Nursing programs at the University of Windsor.
- According to FGS regulations, students must either register each semester or apply for an LOA by the dates that are set forth by Registrar's Office and the FGS. According to the Graduate Calendar, *"Graduate students must register before the appropriate deadline or they will not receive credit for academic work they may be doing during the term. Note: Registration is not complete until the appropriate fees have been paid...Full-time students are required to maintain continuous registration through all terms of their graduate program. Failure to do so will require application for readmission to their program and payment may be required for terms missed, up to a maximum of three terms."* It is your responsibility to make note of these dates each semester. You can find this information at: <https://www.uwindsor.ca/graduate-studies/356/important-dates>. The FGS system will withdraw a student from a program when they have not registered for courses or applied for an LOA for two consecutive semesters. When this happens, a student is required to re-apply and acceptance back into the program is not guaranteed.
- Only your UWindsor email address may be used when corresponding with faculty and staff. As a student, attention to your email is expected and we recommend checking it at least once a week to avoid missing important messages. The Graduate Secretary sends important dates out each semester via Brightspace, so attention to your email is essential.
- To complement your professional development, a variety of scholarly activities are held each year, including a networking event sponsored by the Graduate Nursing Society. Dates, times, and links to attend other scholarly activities will be posted on Brightspace.
- Out of respect for your supervisor, and to enable your supervisor to best guide you in your program timeline, students should advise their supervisor if they are undertaking a research appointment or joining a research team related to but outside of their PhD work.

Authorship and Publication

We strongly encourage PhD students to consider publication and presentation of their coursework. In particular, we expect that the output of your comprehensive examination is published in an academic journal.

It is good practice to invite faculty and others who have made contributions in developing publications that arise from student coursework to be co-authors. The student will be normally listed as first author, with the order of other authors to be negotiated by the full team and based on the significance of their contributions. Please refer to the [Senate Policy on Authorship](#).

The supervisor will guide the student in making authorship decisions and is typically placed as the second or last author on their student's publications. All listed authors must review and approve the work (manuscript, abstract, oral presentation, poster) before submission.

If a student has a question or concern related to publication that cannot be addressed by the writing team or that they feel uncomfortable discussing with the team, they are encouraged to bring the issue forward to either the Associate Dean, Graduate Programs and Research in Nursing or the Dean of the FGS.

Graduate Student Academic Integrity Expectations

Definition of Plagiarism: "the act of copying, reproducing or paraphrasing portions of someone else's published or unpublished material (from any source, including the internet), without proper acknowledgement. Plagiarism applies to all intellectual endeavours: creation and presentation of music, drawings, designs, dance, photography and other artistic and technical works. In the case of oral presentations, the use of material that is not one's own, without proper acknowledgment or attribution, constitutes plagiarism and, hence, academic dishonesty. (Students have the responsibility to learn and use the conventions of documentation as accepted in their area of study.)"([Student Code of Conduct](#))

The University of Windsor Faculty of Nursing highly values student demonstration of intellectual honesty that is integral to academic integrity (Senate Bylaw 31 Academic Integrity, n.d.; Graduate Studies Policy on Plagiarism ([GSSP], n.d.). Academic integrity links to the Faculty of Nursing Mission and Vision (through emphasis on scholarship) and embodies faculty values (professionalism and respect). All students enrolled in all University of Windsor Faculty of Nursing graduate programs are expected to review and adhere to Bylaw 31: [Academic Integrity](#), the [Graduate Studies Policy on Plagiarism](#). Academic integrity learning resources are available through the [Office of Academic Integrity](#) .

Further, "It is not permissible for an essay or other paper to be submitted twice. It is expected that a thesis, essay, paper or report has not been, and is not concurrently being, submitted to any other Faculty or University for credit toward any degree, or to this University for any other course" (GSPP, para 5, n.d.). The exception is a published comprehensive examination paper that serves as a literature review or another foundational element of the dissertation (e.g. concept analysis).

Use of Plagiarism-Detection Software

The University believes in the right of all students to be part of a university community where academic integrity is expected, maintained, enforced, and safeguarded; it expects that all

students will be evaluated and graded on their own individual work; it recognizes that students often use the ideas of others as expressed in written, published, or unpublished work in the preparation of essays, assignments, reports, theses, and publications. However, it expects that students will be evaluated and graded on their own individual work; it recognizes that students often use the ideas of others as expressed in written, published, or unpublished work in the preparation of essays, assignments, reports, theses, and publications. However, it expects that both the data and ideas obtained from any and all published or unpublished material will be properly acknowledged, and sources disclosed. Failure to follow this practice constitutes plagiarism. This is important because anyone demonstrating dishonesty, cheating, or plagiarism in relation to any aspect of courses offered in the Faculty of Nursing graduate programs will receive a failing grade. The University, through the availability of plagiarism- detection software, desires to encourage responsible student behaviour, prevent plagiarism, improve student learning, and ensure greater accountability ([Senate Policy on Plagiarism Detection Software, Appendix A](#))

Use of Generative Artificial Intelligence (AI)

Generative AI is technology that creates human-like content – including text, images, video and computer code – by identifying patterns in large quantities of training data, and then creates original material that has similar characteristics. Examples include: ChatGPT, Google Gemini, Claude, and Jenni, which can generate text, Github Co- pilot, which can generate coding and programming, and DALL-E and Midjourney, which can generate images. (Pasick, 2023).

Senate Bylaw 55 requires that instructors include on their course syllabus “information or restrictions regarding the use of generative artificial intelligence (AI) in the course.” The default for not including the information in the course syllabus is that use of generative AI is permitted in the course (Senate: May 10, 2024).

Your course instructors will decide the degree to which generative AI is permitted in their classes. If permitted, they will define the permitted uses, and information about use will be included in all course outlines. There may be different permitted uses across various courses in the PhD program, so please carefully make note of what is permitted in each course and contact your instructor if you have questions about interpretation of the statements in course outlines. Failure to abide by course-specific generative AI policies will be considered academic misconduct and may be subject to discipline under [Bylaw 31: Academic Integrity](#)

New! - The University of Windsor offers the following guidelines and supervisory committees regarding the use of generative AI in coursework and dissertation work, including risks and benefits of its use. We highly recommend that you access and review these guidelines at:
<https://www.uwindsor.ca/ai/319/generative-ai-graduate-students>

References

[Bylaw 31: Academic Integrity](#)

[Graduate Studies Policy on Plagiarism](#)

[Senate Policy on Authorship](#)

[Senate Policy on Plagiarism Detection Software, Appendix A](#)

[Student Code of Conduct](#)

Instructional and Evaluation Methods

During your graduate studies you can expect to engage in a variety of different instructional and evaluation methods to meet the learning outcomes of courses in which you are registered. Some examples of diverse instructional methods include but are not limited to individual work, work in pairs and/or teams, synchronous and/or asynchronous online class work, face-to-face class work, work outside of class, in-class work, readings assigned in advance of class, student presentations, student seminar facilitation, and boot camps held outside of regular class hours.

These instructional methods often include activities requiring active class participation. Some 18 examples of diverse evaluation methods include but are not limited to instructor graded written assignments (paper, annotated bibliography, professional quality assurance report), take home assignments, in-class tests, take home exams, graded presentations, and graded seminar facilitation. Some evaluation methods also include a peer evaluation component.

The outlined instructional methods are likely significantly different than those you have experienced in your previous university education. You are responsible for your own learning. Specifically, graduate students in the Faculty of Nursing are expected to thoroughly prepare in advance of classes and actively participate during classes.

Workload for graduate courses typically 2 to 3 hours per credit hour for both online and in person classes. This equates to 6 to 9 hours per week for a 3-credit course that you can expect to devote to advance class preparation and course assignments. Refer to:

http://ask.uwindsor.ca/app/answers/detail/a_id/628

Other Graduate Student Coursework Expectations

- Course class attendance is the expectation. Out of respect for your professor and classmates, please notify your professor in advance if there is a class that you are unable to attend.
- Course assignments may be submitted to a plagiarism detection software program (e.g., Turnitin).
- No supplemental examination or assignments will be offered.
- Faculty of Nursing policy prevails for assignments submitted past deadline without approval (5 percent deduction per day).
- The minimum grade for successful completion of all graduate courses is 70%. Please see
- Bylaw 55: Graduate Academic Evaluation Procedures located at: [Senate Bylaw 55](#)

Please participate in course evaluations during the final two weeks of class in accordance with [Senate policy](#).