



University  
of Windsor



# **Ph.D. in Social Work Student Manual 2023-2024**

## CONTENTS

<b>INTRODUCTION .....</b>	<b>5</b>
<b>1.0 A BRIEF HISTORY OF SOCIAL WORK IN CANADA.....</b>	<b>5</b>
<b>2.0 THE UNIVERSITY OF WINDSOR.....</b>	<b>2</b>
<b>3.0 THE SCHOOL OF SOCIAL WORK .....</b>	<b>4</b>
<b>3.1 Mission Statement.....</b>	<b>4</b>
<b>3.2 Social Justice Statement .....</b>	<b>4</b>
<b>3.3 Equity, Diversity, and Inclusion .....</b>	<b>5</b>
<b>3.4 Partnerships .....</b>	<b>5</b>
<b>3.5 Current Faculty and Professional Staff .....</b>	<b>5</b>
<b>4.0 Ph.D. PROGRAM GOVERNANCE STRUCTURE .....</b>	<b>6</b>
<b>5.0 THE Ph.D. PROGRAM .....</b>	<b>6</b>
<b>5.1 Primary Objectives.....</b>	<b>6</b>
<b>6.0 PROGRAM REGULATIONS AND COURSES.....</b>	<b>9</b>
<b>6.1 The Intellectual Development and the Educational Experience of the Student.....</b>	<b>9</b>
<b>6.2 Program Regulations .....</b>	<b>10</b>
<b>7.0 COURSE DESCRIPTIONS .....</b>	<b>10</b>
SWRK-9720 Epistemology & Philosophy of Science in Social Work.....	10
SWRK-9730 History & Theory in Social Work .....	11
SWRK-9740 Qualitative Methods in Social Work Research .....	11
SWRK-9741 Qualitative Data Analysis .....	11
SWRK-9743 Quantitative Methods in Social Work Research .....	11
SWRK-9744 Quantitative Data Analysis.....	11
SWRK-9795 Dissertation Seminar .....	12
SWRK-9980 Dissertation Research .....	12
<b>8.0 PROGRAM REQUIREMENTS, COURSE SEQUENCING AND DISSERTATION PROGRESSION .....</b>	<b>12</b>
<b>8.1 Faculty Advising.....</b>	<b>15</b>
<b>8.2 Comprehensive Paper Proposal &amp; Comprehensive Paper: Overview..</b>	<b>15</b>

8.2.1 The Comprehensive Paper Proposal.....	16
8.2.2 The Comprehensive Paper: Critical Review of the Theoretical and Empirical Literature in the Student's Substantive Research Area .....	16
8.2.3. Assessment of the Comprehensive Paper.....	17
<b>8.3 Dissertation Procedures .....</b>	<b>18</b>
8.3.1 Faculty Supervision .....	18
8.3.2 General Dissertation Process .....	18
8.3.3 Doctoral Committee.....	18
8.3.4 Dissertation Proposal Process: Overview .....	19
The manuscript format comprises the text of one or more papers/manuscripts that have been, or will be, submitted for publication. These texts must follow the guidelines for format given elsewhere in this document 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.	
8.3.5 Dissertation Proposal Outline .....	20
8.3.6 Dissertation Proposal Defense and Recommendations .....	21
8.3.7 Candidacy .....	22
8.3.8 Preparation of the Dissertation .....	22
8.3.9 Research Ethics Board.....	22
8.3.10 External Examiner .....	22
<b>9.0 GUIDELINES FOR MAJOR PAPERS, THESES AND DISSERTATIONS .....</b>	<b>23</b>
<b>9.1 Theses/Dissertations .....</b>	<b>23</b>
<b>9.2 Depositing the Document.....</b>	<b>23</b>
9.2.1 Withholding of a Thesis or Dissertation .....	23
<b>9.3 Format Specification .....</b>	<b>23</b>
9.3.1 Senate Policy On Authorship.....	23
9.3.2 Copyright Regulations .....	23
9.3.3 Protecting Your Own Work .....	24
9.3.4 Using Previously Copyrighted Material .....	24
9.3.5 Co-authorship.....	24
9.3.6 Physical Format .....	24
9.3.7 Samples of Some Pages .....	24
<b>10.0 PHILOSOPHIES AND PRINCIPLES .....</b>	<b>24</b>
<b>10.1 Equity Education Statement.....</b>	<b>24</b>
<b>10.2 Principles of Adult Learning Statement .....</b>	<b>24</b>
<b>10.3 Harassment and Discrimination.....</b>	<b>24</b>
<b>10.4 Graduate Student Regulations.....</b>	<b>25</b>
<b>10.5 Leaves of Absence.....</b>	<b>25</b>
<b>10.6 Authorship and Plagiarism.....</b>	<b>25</b>
<b>10.7 Policy on Examination, Grading and Graduation .....</b>	<b>25</b>

<b>11.0 FINANCIAL RESOURCES .....</b>	<b>25</b>
<b>11.1 Entrance Scholarship .....</b>	<b>25</b>
<b>11.2 Graduate Assistantship .....</b>	<b>25</b>
<b>11.3 Full-time Scholarships .....</b>	<b>26</b>
<b>11.4 Conference Travel Fund .....</b>	<b>26</b>
<b>11.5 School of Social Work Internal Travel Fund .....</b>	<b>26</b>
<b>11.6 University-Related Employment for Full Time Graduate Students .....</b>	<b>26</b>
<b>12.0 OTHER RESOURCES .....</b>	<b>27</b>
<b>12.1 Use of Computers .....</b>	<b>27</b>
<b>12.2 Style Manuals .....</b>	<b>27</b>
<b>12.3 The Library System .....</b>	<b>27</b>
12.3.1 RACER Interlibrary Loan and Document Delivery Service.....	28
12.3.2 Windsor Area Health Librarian Association (WAHLA).....	28
12.3.3 INFOPASS .....	28
<b>12.4 CAW Student Centre .....</b>	<b>28</b>
<b>12.5 Graduate Student Society (GSS).....</b>	<b>28</b>
<b>12.6 Student Support Services .....</b>	<b>29</b>
<b>12.7 Wellness at UWindsor.....</b>	<b>29</b>
<b>12.8 More Off Campus Supports.....</b>	<b>29</b>
<b>School of Social Work .....</b>	<b>32</b>

## **APPENDICES**

<b>Appendix A: School of Social Work PhD Program Internal Forms.....</b>	<b>35</b>
Comprehensive Paper Assessment Form .....	36
Report Form Dissertation Proposal Defense .....	38
<b>Appendix B: Graduate Studies Forms.....</b>	<b>40</b>
Annual Report .....	41
Request for Consideration for Health, Bereavement, or Extenuating Circumstances ...	42
Leave of Absence Application .....	44
Time Limit Extension Form.....	46
Sole Supervisor – Master’s Thesis/Doctoral Dissertation Committee Form.....	47
Co-Supervisor – Master’s Thesis/Doctoral Dissertation Committee Form.....	49
PhD Dissertation Submission and Defense Timeline Tracker.....	51
External Examiner Request Form.....	52
Approval to Submit a Doctoral Dissertation for External Examination.....	53
Guidelines on Attendance at Major Paper, Thesis, and Dissertation Defenses.....	54

Guidelines for Conducting Oral Examinations for Doctoral Examining Committees.....	55
Report Form for Final Oral Defense – Doctoral Dissertation.....	57
Approval Page Template (Doctoral).....	59

## INTRODUCTION

This manual is intended to provide information and guidelines for the Ph.D. of Social Work Program offered by the School of Social Work, at the University of Windsor. Students should also refer to the current Graduate Calendar for rules and regulations governing Graduate Studies at the University of Windsor. The Graduate Calendar is available [online](#).

### 1.0 A BRIEF HISTORY OF SOCIAL WORK IN CANADA

It is difficult to date the beginnings of social work as a recognized occupational group in Canada; however, a National Conference of Charities and Correction held in Toronto in 1897 indicates the presence of a sufficiently large community of social workers in order to support a conference of this calibre. The call for social work training schools resulted in the foundation of a school by the New York Charity Organization in 1898.

In 1904, their program had developed into a yearlong program and eventually became affiliated with the university community as the Columbia School of Social Work. In Canada, the first professional training school of social work was founded at the University of Toronto in 1914. J.J. Kelso was instrumental in convincing the President of the University of Toronto that a Canadian training school was necessary. McGill added a training school of social work in 1918. Neither school initially required a bachelor's degree for entrance, nor did they grant degrees. Instead, a one-year diploma course was offered for those who had graduated from university sociology and psychology programs and a two year course was provided for non-social science or non-university graduates.



The pioneer graduates in Canada were generally females, poorly paid, and surrounded by volunteer workers and agency staff without formal social work qualifications. Only three schools of social work in Canada existed until well into the 1940's (one in Toronto, and two in Montreal). By 1947, there were eight schools of social work in Canada. After considerable debate among the Canadian academic community, schools of social work in Canada became recognized degree-granting schools. The first Master's degrees in

social work in Canada were conferred in 1947 and the first doctoral program began in 1951 at the University of Toronto.

The pioneer in the establishment of the first undergraduate social work program in Canada was the University of Windsor. This pioneering spirit continued with the University of Windsor's School of Social Work developing the first combined degree programs in Social Work and Women's Studies and Social Work and Diaspora Studies. The crucial need to incorporate social work at the undergraduate level grew rapidly in Canadian universities in the late 1960's to meet the growing demand for professional social workers. Universities began to understand the importance of the quality of the program and the quality of the faculty at the undergraduate and graduate level. Canadian community colleges began offering diploma courses in social service work in the early 1970's. The growth of schools and programs created a need for an association of social work educators and resulted in 1967 with the formation of The Canadian Association of Schools of Social Work (now the Canadian Association for Social Work Education),

The Canadian Association for Social Work Education (CASWE) accredits social work programs at the undergraduate and graduate levels. This was the second major social work association formed in Canada. The early social workers recognized the need for a national association of social work practitioners in 1924 and had successfully established such an association by December 31<sup>st</sup>, 1927. The first branch of the CASWE was formed in Montreal (1927) and Toronto (1928). Registration was undertaken in 1933. CASW decided that professional registration was a matter of provincial/territorial jurisdiction, a decision that resulted in the move toward provincial/territorial incorporation of the various divisions of CASWE, which was completed in 1967.

CASWE was involved in political lobbying activities beginning with the problems of the Great Depression. CASWE presented briefs to the Rowell-Sirois Commission in its study of public welfare in 1938, assisted in the recruitment of social workers into the Armed Forces during the WWII years, prepared briefs on Unemployment Insurance, Health Insurance and on the entry of displaced persons during the post-war period, collaborated on the Marsh Report on Reconstruction, and worked with the Swiss Association of Social Workers to aid in post-war reparation for European social workers.

The latter activity firmly established Canadian social work ties with the broader social work community. The professional ties to the global social work community continue with active involvement in the International Federation of Schools of Social Work, and international education initiatives. The first Code of Ethics for Canadian Social Workers was established in 1938 and has continually been revised and updated to reflect current issues and concerns. The most recent revision was completed in 2005. Please consult <http://www.casw-acts.ca/> for a complete copy of the current code of ethics. The Ontario College of Social Workers and Social Service Workers (OCSWSSW) also has a Code of Ethics and Standard for Practice which can be found at <http://www.ocswssw.org/>

## **2.0 THE UNIVERSITY OF WINDSOR**

On July 1, 1963, the new, non-denominational University of Windsor was established. Founded in 1857 as Assumption College, the transition from an historic Roman Catholic university to a non-denominational institution was unprecedented.



The transformation began in 1956, with the affiliation of Essex College, the first provincially-assisted public institution of higher education. The new institution included Assumption University as a federated member, which operated residences on campus for men and women and held in abeyance its own degree-granting powers, except in the graduate Faculty of Theology. All of the facilities and teaching faculty of Assumption University were absorbed into the University of Windsor, as were those of its federated, non-denominational Essex College, which ceased to exist as a separate corporation when it joined Assumption in a petition to incorporate the University of Windsor to assume responsibility and control for all academic operations. The President of Assumption University, Rev. E.C. Lebel became the first President and Vice-Chancellor of the new University, and Dr. F.A. DeMarco, the Principal of Essex College became the Vice-President.

Assumption College opened on February 10, 1857, largely through the efforts of Rev. Pierre Point (S.J.), pastor of Assumption Parish in Sandwich. This parish was established as a mission in 1748 and then a parish in 1767, the oldest in Canada west of Montreal. M. Theodule Girardot was the first instructor. The College was incorporated by an Act of Legislature of the Province of Canada which received Royal Assent August 16, 1858, during the Superiorship of Rev. Joseph Malbos, a Basilian who guided for one year. The College was directed successively by Jesuits, Benedictines, and secular clergy until the Basilians arrived in 1870.

During the early years, the curriculum consisted of classical and commercial courses which provided a complete high school and arts program primarily designed to prepare students for theological seminaries, although many alumni entered business and professional spheres. In 1919, Assumption affiliated with Western University, London, Ont., (now the University of Western Ontario), as an integral part of the latter's Faculty of Arts and Science with a broadened curriculum including general and four-year major courses in Arts and Sciences leading to Bachelor of Arts and Bachelor of Science degrees, graduate work in Philosophy leading to the Master of Arts degree, and pre-professional programs such as Pre-engineering, Pre-Medicine and Pre-law.



From 1934 to 1962, Holy Names College conducted by the Sisters of the Holy Names of Jesus and Mary, provided opportunity for higher education for women, and when it moved to the campus in 1950, it enabled Assumption to become co-educational. The Sisters

then disbanded the College, while continuing to teach at the University and Assumption took over its women's residence, which was renamed Electa Hall.

Currently the University of Windsor has over 120 undergraduate programs and almost 40 graduate programs. The School of Social Work has one of the largest Masters programs in Canada. The graduate programs continue to grow with the addition of the Ph.D. Program, the Masters of Social Work and Law and the Masters of Social Work for Working Professionals Off Campus programs. The faculty of the School of Social Work possess rich backgrounds including practice experience, research, and publications.

### **3.0 THE SCHOOL OF SOCIAL WORK**

#### **3.1 Mission Statement**

The Mission of the School of Social Work is to promote social justice through quality professional education, advocacy, community partnerships, and the development and dissemination of knowledge through enquiry. (Passed at School Council October 23, 2019)

#### **3.2 Social Justice Statement**

The School's commitment of social justice and its mandate in social work education finds its roots in the profession's historical commitment to serve the interests of oppressed and vulnerable populations and a set of fundamental values stated in the professions Code of Ethics.

This mandate is realized in the preparation of students with knowledge, research, and practice intervention skills to assume professional and leadership roles to eradicate systemic barriers which oppress citizens and disenfranchised populations. Principles of justice find their meaning here in a fundamental belief in the dignity of all persons, the importance of access of citizens to participate, and striving for a more equitable distribution of our society's resources in the interest of promoting quality of life for all citizens. (Passed at School Council October 23, 2019)

To that end, the School of Social Work aims to:

- Ensure graduates are equipped with the knowledge, skills, and dedication to make a critical contribution on a local, provincial, national, and global scale to enhance the well-being of all citizens.
- Advance research, practice and policy through student participation and engagement in the unique, diverse, and interdisciplinary and combined programs offered at the University and School of Social Work
- Collaborate with our diverse partners to address social inequities at the local, provincial, national, and global levels while recognizing the school's unique geographic location on an international border creates research and leadership opportunities within a broad North American context.



- Embrace a leadership role in social work education and research – where we educate the social work leaders of tomorrow to explore society’s increasingly complex global challenges.

### **3.3 Equity, Diversity, and Inclusion**

The Faculty of Arts, Humanities and Social Sciences (FAHSS) has formed the Committee on Equity, Diversity, and Inclusion. Membership on this committee has been drawn from across all departments in FAHSS and includes faculty, support staff and students. The Dean of FAHSS (chair of committee) anticipates that membership on this committee will change from year to year providing all faculty, staff, and students the opportunity to participate.

University of Windsor President, Dr. Robert Gordon, has formed the University of Windsor Anti-Black Racism Task Force to complement the Anti-Black Racism committee in the Faculty of Law. The focus will be:

- 1) Review of policies, program, pedagogy, research, and appropriate actions to address anti-black racism.
- 2) Developing a training and education framework to raise awareness for
  - a) students, staff, and faculty.
  - b) senior administrators and Board of Governors.
- 3) Developing partnerships with the Ontario Human Rights Commission.

### **3.4 Partnerships**

The School of Social Work is uniquely situated to serve an extensive rural and urban geographic area which includes the Windsor/Essex region, Kent and Lambton counties, London, Peel region, and beyond. The School works in partnership with government, nongovernment, and community-based agencies. The School of Social Work has a history of collaboration and partnership with skilled practitioners in the community and offers a broad range of social work internship and research experiences. As a result of constructive relationships with agencies in the community, the School provides positive learning experiences for social work internships.

### **3.5 Current Faculty and Professional Staff**

For the 2022-23 academic year, the School of Social Work has twenty faculty members, three professional staff and four support staff. We also have access to a Social Work librarian. Additionally, there are many sessional instructors affiliated with our BSW and On Campus MSW programs and the MSW for Working Professionals Program. All faculty pursue active research agendas in a number of areas. For specific research interests of each faculty member, please refer to the School of Social Work faculty and staff [website](#).



## **4.0 Ph.D. PROGRAM GOVERNANCE STRUCTURE**

The Ph.D. in Social Work Program is governed by the policies and regulations set forth by the School of Social Work and the Faculty of Graduate Studies. Within the School of Social Work, the Ph.D. Program is governed by the Ph.D. Program Committee which reports to School Council and to the Faculty of Graduate Studies.

The Ph.D. Program Committee consists of a Coordinator, faculty member representatives, and a student representative. The Director of the School of Social Work is an ex-officio member. It is a Standing Committee of the School Council and thus provides regular reports to the School Council through the PhD Program Coordinator. The MSW Coordinator and the PhD Coordinator, on behalf of the School's Graduate programs rotate their attendance on a yearly basis to the Faculty of Graduate Studies monthly meetings to address any graduate level programming issues.

## **5.0 THE Ph.D. PROGRAM**

Please refer to the School of Social work [Ph.D. Program flyer](#) for a general overview and information about the program and faculty contacts along with their research interests.

### **5.1 Primary Objectives**

The objective of the Ph.D. Program in Social Work at the University of Windsor is to prepare students for careers in academia, policy development, or administration. There are three features of this program that make it unique:

- 1) The focus on, and intersection of, all three of the critical components of academic work and employment at an advanced level: research, education, and leadership in community and workplace settings;
- 2) The valuing of a range of epistemological and research approaches (including mixed, qualitative, and quantitative) and how they apply to all stages of the research, education, and leadership processes.

These components are discussed in more detail below:

#### ***1) Research, Education, and Leadership***

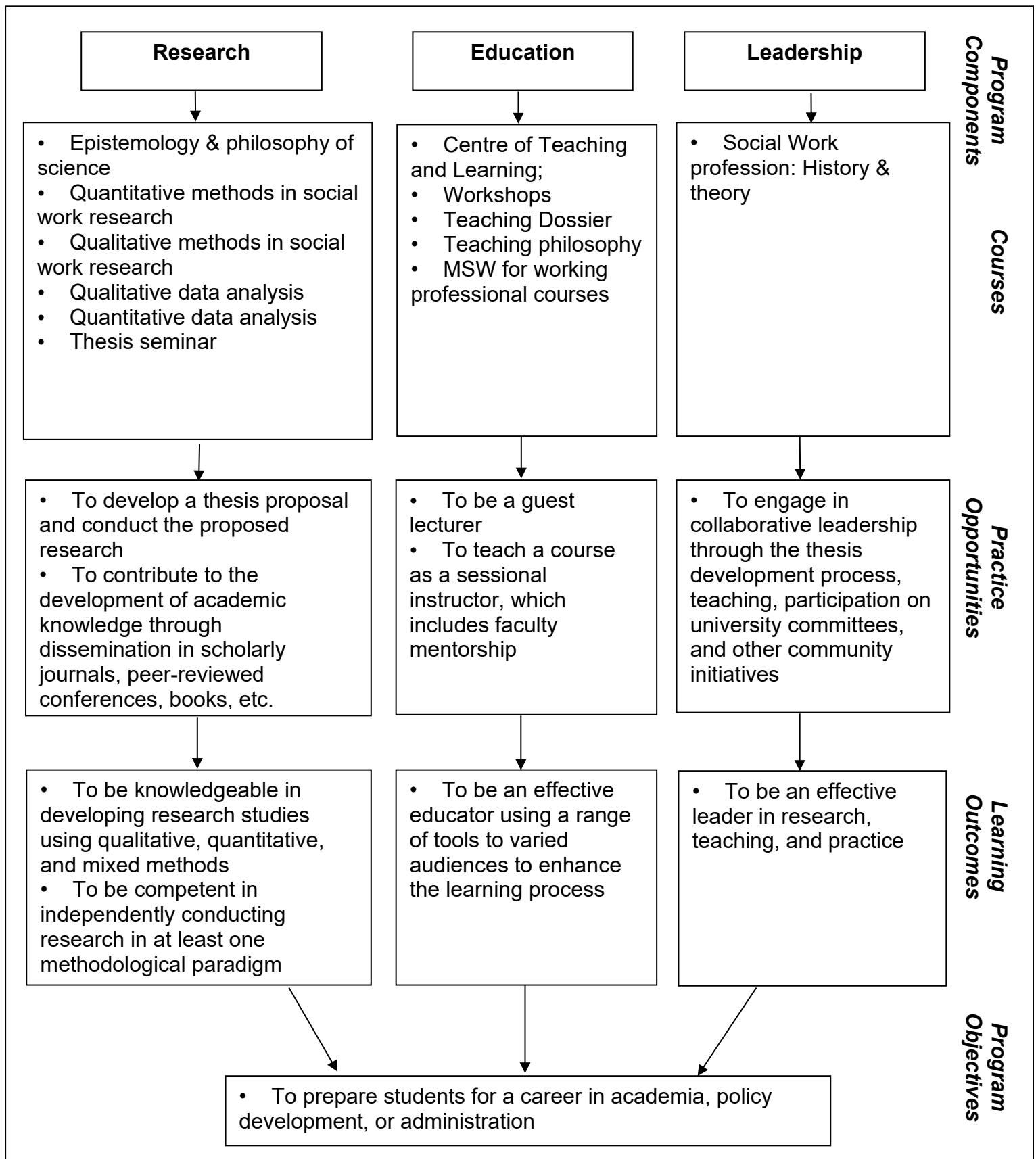
On the following page, is a program logic model (Figure 1) that outlines the academic courses, learning objectives, and long-term outcomes for each of the three components of the program: research, educational workshops, and leadership opportunities. The intent is that when students graduate, they not only are competent to conduct independent research (the focus of most doctoral programs), but they also have received training, mentoring, and teaching opportunities so they

are skilled educators. In addition, leadership is core to social work and spans all areas of practice. Students will be expected to exemplify their leadership skills in the intersection of research, education, and community service. Students will be encouraged to conduct scientifically based research aimed at developing in-depth knowledge of a particular subject, problem, process, or phenomenon, as well as being able to define the connection and contribution of that knowledge to the requirements of professional intervention with clients and/or program/policy development.

## *2) Epistemological Approaches*

Epistemology influences all three components of the Ph.D. Program: research, education, and leadership. It not only influences research methods but the entire research process from exploring existing knowledge to interpretation and dissemination. Consistent with a growing impetus in the research and practice communities toward collaborative models and inclusive methods, students will learn to teach using a range of pedagogical theories, and to conduct leadership and research in a manner that values and respects the use of mixed, qualitative, and quantitative philosophies.

**Figure 1. Program Logic Model**



## **6.0 PROGRAM REGULATIONS AND COURSES**

### **6.1 The Intellectual Development and the Educational Experience of the Student**

Several aspects of the School of Social Work foster the development of graduate students:

- Each student will have a Dissertation Supervisor (also referred to as “Principal Advisor”) who is a designated Graduate Faculty member within the Faculty of Graduate Studies. Students are to submit the Doctoral Dissertation Committee Form available [electronically](#), under the “Thesis and Dissertation Form” section. The Dissertation Supervisor also serves as the student’s program advisor and is generally responsible for the overall guidance of the student throughout the program.
- Students will also have two other School of Social Work Faculty members on their Doctoral Dissertation Committee as Program Reader 1 and Program Reader 2.
- Students have 1 additional faculty member as Outside Program Reader on their Doctoral Committee from a department outside Social Work from the University of Windsor, i.e., Sociology, Psychology, History, etc.
- A Ph.D. Program Coordinator serves as the program advisor until students select their Dissertation Supervisor. The Ph.D. Program Coordinator also provides informal and formal supports throughout the student’s academic experience.
- Students will be encouraged to submit abstracts and manuscripts for peer-reviewed publication and/or presentation at research-oriented professional conferences.
- Students will have opportunities to apply for internal or external scholarships, research grants, and travel grants.
- Students will have opportunities to work as graduate assistants for School of Social Work faculty or as research assistants for faculty within social work or departments in the larger university.
- Students may have opportunities to apply as Sessional Instructors to teach in the School of Social Work’s undergraduate and/or graduate programs. Students teaching courses in social work may be assigned a faculty mentor to support their teaching as well. Students teaching courses in Social Work will also have the opportunity to utilize the resources of the Centre for Teaching and Learning.
- Students will have opportunities to participate in University committees including the Ph.D. Committee and other committees in the School of Social Work or the University at large.
- Students will have opportunities to attend a range of learning opportunities outside the classroom, such as academic lecture series presented in the School of Social Work and throughout the University community, workshops and seminars on research ethics, and a range of additional professional development activities.



## 6.2 Program Regulations

### *Degree requirements*

The program is designed as a full-time doctoral program. All students are expected to complete a minimum of 7 three-credit courses, a comprehensive proposal and paper, and a dissertation proposal during their first two-year residency period.

### *Coursework and Policy on Grading*

Ph.D. courses in social work are designed to give a full breadth of advanced research and practice knowledge in addition to a focus on education and leadership. Coursework in the first year introduces students to concepts associated with the history of social work, epistemology (e.g., positivism/post-positivism, interpretive, critical theory), and qualitative and quantitative research methods. Students will be encouraged to focus their assignments on their substantive area of interest so that the coursework supports the development of the comprehensive proposal. Coursework in year 2 focuses on the development of advanced research skills in qualitative, quantitative, and history of social work. During the summer of the 1<sup>st</sup> year, and full term of the 2<sup>nd</sup> year, students finish the comprehensive exam paper. In the winter session of year 2, students take a dissertation seminar where they have further opportunity to conceptualize and prepare their dissertation proposal. All courses are required and cannot be substituted with other university courses.

### **Please see below Senate Policy on Grading and Calculations of Averages**

**The Faculty of Graduate Studies requires that students maintain, at minimum, a cumulative average of 70%. Courses in which a grade of 70% or higher is received will be accepted for graduate credit. In addition, upon the positive recommendation of the program concerned, the Faculty of Graduate Studies may grant credit for not more than two term courses in which a grade of 60-69% has been obtained. Students who receive more than three (3) grades in one-term courses (or equivalent) of less than 70% may be required to withdraw from their program. The regulations of individual programs may be more stringent and in those situations the student must comply with the policies of the program. If a student fails to obtain credit in a course, the course may be repeated once only, at the discretion of the program concerned and the Dean of Graduate Studies. No student may repeat, or replace with another course, more than two term courses in which credit was not obtained.**

## 7.0 COURSE DESCRIPTIONS

### **SWRK-9720 Epistemology & Philosophy of Science in Social Work**

This course examines the epistemological foundations of social work research. The nature of knowledge, the different ways we come to know, and the social process in the distribution of knowledge are discussed. Critical analysis of the historical context, philosophical assumptions, and current debates related to each paradigm—positivist/post-positivist, interpretive, critical and postmodernist—are explored. Students identify their own standpoint with respect to their dissertation research. The process by which social

work researchers can advance evidence for practice within social justice principles for each of the available paradigms is emphasized.

### **SWRK-9730 History & Theory in Social Work**

This course provides an in-depth examination of the development of the Social Work profession over the last one hundred years. An exploration of the impact of changing political, social, economic, moral, and historical contexts on the practice, theoretical and scholarly orientations of the profession will be highlighted. Key debates regarding the mission of the profession, the relationship between practice and scholarship, and tensions between disciplinary (and inter-disciplinary) approaches to social work knowledge development will be discussed. This seminar will also provide an examination of the major issues facing the profession today.

### **SWRK-9740 Qualitative Methods in Social Work Research**

This course provides an overview of qualitative research design and application. It is intended to facilitate students' understanding in both designing, and in implementing their doctoral dissertation research or a sample of research involving qualitative methods. A number of designs are discussed as well as debates related to the position of the researcher, interviewing, ethics, and diversity. The contribution of qualitative research to current models/issues of evidence-based social work practices, knowledge, truth, and representation is also discussed.

### **SWRK-9741 Qualitative Data Analysis**

This course examines various approaches to qualitative data analysis and their grounding in various theoretical foundations. Students learn and practice multi-level approaches to data analysis, using software applications as data organization tools. Building on the qualitative methods course, students articulate the reasons for choosing certain approaches to analysis, referring to their consistency with various methodologies. The course applies the standards for rigour in qualitative analysis as a tool for evaluating various approaches.

### **SWRK-9743 Quantitative Methods in Social Work Research**

This course introduces students to quantitative research methods, including research designs, sampling methods, standardized measures, questionnaire design, meta-analysis, and ethical consideration in conducting research. The course also covers the operationalization of social science concepts and scale construction, validity and reliability, and measurement error. Students will gain knowledge about the current trends in evidence-based practice.

### **SWRK-9744 Quantitative Data Analysis**

This course provides an examination of the principles of quantitative data analysis with a focus on conducting and interpreting common bi-variate and multivariate statistical procedures used in social science research. Parametric and non-parametric approaches are examined. Students gain competency in the assumptions underlying statistical tests,

the criterion for test selection, and the utilization of computer software analysis for analyzing small and large datasets.

### **SWRK-9795 Dissertation Seminar**

This course guides students through the process of developing a dissertation proposal. It covers each step of the research development process, from examining current knowledge to a description of how the data analysis will be conducted. It encourages students to consider the most appropriate methodology for their purposes (i.e., mixed, qualitative, and quantitative approaches). Students will also be supported through the process of obtaining approval for their project from the University of Windsor Research Ethics Board.

### **SWRK-9980 Dissertation Research**

Students work with a supervisor and committee to develop and implement an original research investigation. The results will be embodied in a professionally organized and written dissertation conforming to the requirements outlined in the School of Social Work Ph.D. Manual and by the Faculty of Graduate Studies. The dissertation is expected to be of the highest quality and suitable for publication (graded pass/fail).

## **8.0 PROGRAM REQUIREMENTS, COURSE SEQUENCING AND DISSERTATION PROGRESSION**

Table 1 outlines the program requirements, sequencing of courses, the comprehensive exam paper, and the development of the dissertation proposal during the first two years of the program, leading to the beginning of the candidacy period in year three, which continues until the time of the dissertation defense. All Ph.D. courses are new courses tailored toward the program objectives. Students are expected to follow the course sequence full-time unless granted special permission.

Full time students must maintain continuous registration (either be registered or be on an approved leave of absence). If students are not enrolled without a prior approval from the School of Social Work and Graduate Studies (i.e., leave of absence), they will be required to reapply to the Ph.D. program.

**REMINDER** – While on a leave of absence, a student will not have access to any university resources, including office spaces, computer access, library facilities, and continuation of laboratory experiments, computer research applications, and especially guidance by faculty members.



**Table 1.** Program Requirements, Course Sequencing and Recommended Timelines for Dissertation Progression.

Term	Course(s)	Dissertation progression
Fall Year 1	<ul style="list-style-type: none"> <li>▪ SWRK-9720 Epistemology &amp; Philosophy of Science in Social Work</li> <li>▪ SWRK-9740 Qualitative Methods in Social Work Research</li> <li>▪ SWRK-9743 Quantitative Methods in Social Work Research</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify substantive area of interest.</li> <li>▪ Students explore potential grant applications related to their substantive area of interest.</li> <li>▪ Meets with faculty members to select as their Comprehensive Paper Supervisor.</li> </ul>
Winter Year 1	<ul style="list-style-type: none"> <li>▪ SWRK-9730 History &amp; Theory in Social Work</li> <li>▪ SWRK-9741 Qualitative Data Analysis</li> <li>▪ SWRK-9744 Quantitative Data Analysis</li> </ul>	<ul style="list-style-type: none"> <li>▪ Students select a faculty member as their Comprehensive Paper Supervisor early in the term (expected though not required to be Dissertation Supervisor)</li> <li>▪ Annual Report (September 8 to May 31) to Faculty of Graduate Studies due May 31. A template of the Annual Report is available <a href="#">online</a>, found under “Enrollment, Registration or other general use form” section.</li> </ul>
Summer Year I	<ul style="list-style-type: none"> <li>▪ SWRK-9980 Dissertation Research</li> <li>▪ Comprehensive Paper Proposal</li> </ul>	<ul style="list-style-type: none"> <li>▪ Students consult with the supervisor to identify a second faculty reader (also referred to as Program Reader 1 in the Faculty of Graduate Studies on the Doctoral Dissertation Committee Form)</li> <li>▪ Students complete their comprehensive paper proposal and obtain an approval from their supervisor by approximately September 1<sup>st</sup> of the 2<sup>nd</sup> year.</li> </ul>
Fall Year 2	<ul style="list-style-type: none"> <li>▪ SWRK-9980 Dissertation Research</li> <li>▪ Comprehensive Paper</li> </ul>	<ul style="list-style-type: none"> <li>▪ After the approval of the comprehensive paper proposal, students write Comprehensive Paper independently <u>up to 3 months</u> to complete and pass by January 1<sup>st</sup> of the 2<sup>nd</sup> year.</li> <li>▪ Continued discussions with Dissertation Supervisor on substantive research area and potential dissertation proposal.</li> </ul>

Winter Year 2	<ul style="list-style-type: none"> <li>▪ SWRK-9795 Dissertation Seminar</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continued discussions with Dissertation Supervisor on substantive research area and dissertation proposal.</li> <li>▪ Students in consultation with Supervisor, work on completing selection of dissertation committee.</li> <li>▪ Annual Report (September 8 to May 31) to Faculty of Graduate Studies due May 31. A template of the Annual Report is available <a href="#">online</a>.</li> </ul>
Summer Year 2+	<ul style="list-style-type: none"> <li>▪ Dissertation Proposal</li> <li>▪ SWRK-9980 Dissertation Research</li> </ul>	<ul style="list-style-type: none"> <li>▪ Students submit a completed Doctoral Committee Form to Faculty of Graduate Studies for approval. This form is available <a href="#">online</a>.</li> <li>▪ Students continue to work on dissertation proposal and defends dissertation proposal (if not yet completed)</li> <li>▪ Research Ethics Board forms completed (see 8.3.9)</li> <li>▪ Student achieves candidacy status after dissertation proposal accepted</li> <li>▪ Annual Report (September 8 to May 31) to Faculty of Graduate Studies due May 31. A template of the Annual Report is available <a href="#">online</a>.</li> </ul>





## **8.1 Faculty Advising**

### **Role of Faculty Advisor**

Upon entering the School of Social Work, the Ph.D. Program Coordinator serves as the student adviser until a comprehensive paper supervisor is identified (typically, the Winter term of year 1). The comprehensive paper supervisor is expected to become the Dissertation Supervisor. However, this is not required, and students are able to change their supervisor during the program. Changes to the student's supervision need to be approved by the Ph.D. Program Coordinator and students will be discouraged from making more than two changes during their program. Supervisors will assist the student in developing a program of study according to the program requirements, review the comprehensive proposal and paper, assist in completing the Annual Progress Reports and supervise the student. The student should contact his or her selected supervisor as needed throughout the course of the program. Following each meeting the student is expected to write a brief report of the topics covered in the meeting and then send a copy to the supervisor. The student must complete an Annual Report and discuss with their supervisor prior to submission on the due date, May 31. These reports can assist in writing the Annual Report. To select a comprehensive paper supervisor, please view a brief description of research interests of faculty or detailed information of the specific research interests of each faculty member on our [website](#).

## **8.2 Comprehensive Paper Proposal & Comprehensive Paper: Overview**

Students must pass a comprehensive paper assessment as part of the Ph.D. program and prior to enrolling in the SWRK-9795 Dissertation Seminar. The Comprehensive paper is to be completed by January 1st in year 2 of their program unless, due to extenuating circumstances, and an extension is granted by the supervisor. The comprehensive paper is directed by a Faculty Advisor and a program reader from the School of Social Work. The comprehensive paper is based on a proposal that is expected to be approved by the student's Faculty Supervisor by September 1st in year 2 of their program. Meeting this proposal deadline allows sufficient time for completing the comprehensive paper before starting SWRK-9795 Dissertation Seminar.

According to course sequencing, students will have completed courses in epistemology, history and theory, and research design preparing them toward the next stage of their studies and the comprehensive proposal. In preparation, students will thus be working toward their comprehensive proposal during their course work and through the careful selection of topics toward their course assignments. Upon selection of their faculty supervisor, the student begins a more focused discussion of their comprehensive paper proposal.

The comprehensive paper assesses the student's capacity to master an area of study related to their general field of research interest. As such, the comprehensive paper is focused on a rigorous theoretical and empirical literature review and critical analysis that demonstrates mastery of the student's chosen subject and provides important research questions as a potential basis for their dissertation proposal.

### 8.2.1 The Comprehensive Paper Proposal

The comprehensive paper is based on a proposal that must be approved by the comprehensive paper supervisor. The proposal should normally have a received approval by the supervisor by September 1<sup>st</sup> of the second year of their program.

The comprehensive proposal should not exceed 10 pages, excluding references. It should be written according to the latest edition of the American Psychological Association Publication manual. While the student's supervisor has final say on the exact format of the proposal, the paper is expected to generally include the following:

Outline:

Introduction – Provide a clear overview of the topic/problem/issue to be addressed with an accompanying rationale.

Analysis of the Theoretical Literature – Provide a critical review of the main theoretical frameworks in the substantive area and why some areas will be included or excluded in your comprehensive paper.

Analyses of the Research Literature – Provide a critical review of the main research studies related to the chosen topic. Include why such areas of research were included and why some areas will be excluded.

Guiding questions – Summarize the gaps in the reviewed literature and identify several questions derived from the literature that will guide the final comprehensive paper.

Discussion and Conclusion – Summarize the theoretical model that will guide the study with an accompanying rationale. That is, why is this particular model(s) or perspectives appropriate to address the study under consideration? Also provide a brief summary of the potential implications of your proposal to issues of professional social work.

### 8.2.2 The Comprehensive Paper: Critical Review of the Theoretical and Empirical Literature in the Student's Substantive Research Area

Following final acceptance of the comprehensive paper proposal by the student's supervisor, the students work independently on their comprehensive paper **up to 3 months**. As an independent process (i.e., students are not allowed to consult with their comprehensive paper supervisor, program readers, or any member of the faculty while writing their comprehensive paper), the student conducts a critical review of the theoretical and empirical literature demonstrating mastery of knowledge in their respective substantive area.

The paper is expected to range anywhere from 30-75 double spaced pages, excluding references. It should be written according to the latest edition of the American Psychological Association Publication manual. The title page must include the following statement:

“This comprehensive paper is an independent writing assignment submitted in partial fulfillment of the requirements to be met prior to formal approval of a proposal for a dissertation in social work.”

While the student’s supervisor has a final say on the exact format of the comprehensive paper, the paper is expected to include the following:

- An identification of a substantive area of interest;
- An identification of the perspective or framework through which the student approaches the topic;
- An analysis and critique of the literature addressing the etiology, scope, relevance, and severity of the issue;
- A description and critical analysis of the theoretical frameworks through which this issue has been addressed in the literature;
- An analysis and critique of the interventions, and when relevant the intervention research, that has been conducted in relation to the substantive area; and
- An analysis and critique of research studies conducted in this area with a focus on the implications of the research and the effectiveness of the methods used to inform practice and/or policy.

The comprehensive paper will conclude with the identification of one or two gaps in knowledge or the identification of an aspect of knowledge that needs to be expanded upon or challenged through further research. In positioning their comprehensive paper as the basis for their dissertation, students will also include the identification of epistemological paradigm(s) and/or research methodologies to address their future research questions. The student’s conclusions are expected to provide significant direction for their future dissertation proposal.

### **8.2.3. Assessment of the Comprehensive Paper**

Following final submission of the comprehensive paper, the student’s supervisor and the program reader review the paper and normally render a decision within approximately two weeks. The reviewers will provide a response indicating one of the following:

1. Approval. The comprehensive paper supervisor and the program reader provide comments to assist with the future dissertation proposal. The paper is submitted to the Ph.D. Program Coordinator noting that the student has passed the comprehensive paper in partial fulfillment of the requirements for the Ph.D. degree.
2. Revise and Resubmit. The comprehensive paper supervisor and the program reader provide comments to guide the revision process. The student will have one month from receiving the decision to complete the revisions. If the paper is approved following resubmission, then the steps outlined in *approval* are followed. If the paper is not approved at this stage, then the student is considered to have failed the comprehensive paper and is not permitted to continue in the program. Students who do not have their comprehensive

paper approved are permitted to file a grievance with the Faculty of Graduate Studies.

3. No decision. In the case the comprehensive paper supervisor and the program reader cannot agree on an outcome, the paper is forwarded to the Ph.D. Program Coordinator for review. In cases where the Ph.D. Program Coordinator is the supervisor, the paper will be forwarded to the Director of the School of Social Work for review. The Ph.D. Program Coordinator or Director of the School of Social Work will then render a final decision.

### **8.3 Dissertation Procedures**

(See Faculty of Graduate Studies [website](#) for more information regarding all forms referenced below and information on dissertation formatting and checklists)

#### **8.3.1 Faculty Supervision**

Each student will be supervised by a faculty member within the department. To supervise a Ph.D. student, the faculty supervisor must have tenure or otherwise must be approved through the Faculty of Graduate Studies with Graduate Faculty designation. As part of their Doctoral Committee, the student will also have at least two other School of Social Work faculty members (as Program Reader 1 and Program Reader 2) and an additional member from another University of Windsor academic department (as Outside Program Reader).

#### **8.3.2 General Dissertation Process**

Following approval of the comprehensive paper students begin working on their dissertation. The dissertation process involves:

- the completion of a dissertation proposal
- admission to Candidacy (passing the dissertation proposal defense)
- Research Ethics Board approval (REB)
- the completion of their dissertation, and
- a successful dissertation defense

Both the dissertation proposal and final defense require a meeting where the student presents their work and defends what they have done by responding to questions from the Doctoral Committee.

#### **8.3.3 Doctoral Committee**

In consultation with the student's Dissertation Supervisor, a Doctoral Committee is established. The Doctoral Committee requires a minimum of four Faculty members. The four faculty members are:

- a Dissertation Supervisor (with tenure) or a Dissertation Supervisor (without tenure) and a Co-Supervisor (with tenure) from the School of Social Work

- two faculty from the School of Social Work as Program Reader 1 and Program Reader 2, and
- one additional faculty member as Outside Program Reader on their Doctoral Committee from a department outside the School of Social Work from the University of Windsor, i.e., Sociology, Psychology, History, etc.
- one external examiner from a university other than the University of Windsor who is appointed following final submission of the dissertation to the doctoral committee.

The Dissertation Supervisor, Co-Supervisor, Program Reader 1, and Program Reader 2 must have Graduate Faculty designation Status. Information and the application form about Graduate Faculty Designation are available [online](#). Following the final submission of the dissertation to the Doctoral Committee, an external examiner (see 8.3.10 for details) from a university other than the University of Windsor is appointed to provide an independent review of the work.

In some circumstances a doctoral student may request a committee member external to the department or university, in addition to, or instead of, the typical committee complement. In both scenarios, the student should first seek and obtain informal approval from the Dissertation Supervisor and the Ph.D. Program Coordinator. Next, if external to the university, the potential member must become an Adjunct Professor at the University of Windsor. In Social Work, this requires that the potential member apply for Adjunct Professor Status through the Director's office. The application will be reviewed by the School of Social Work's appointments committee that then makes a recommendation to School Council. If School Council supports the motion, it then must be signed by the Dean of Faculty of Arts, Humanities, Social Sciences (FAHSS). If there are not already three members on the committee with [Graduate Faculty Designation](#), then this member must also submit an application to Faculty of Graduate Studies to obtain Graduate Faculty Designation. If the committee already has three members who have Graduate Faculty Designation, then this step is not required. For the dissertation proposal to go forward to defense, the student must have a 'legal committee' including four members.

The Graduate Secretary reserves a conference room and contacts IT to be available during the defense.

Information for Guidelines on Attendance at Major Paper, Thesis and Dissertation Defenses and minimum requirements for membership on final committees is available [online](#).

### **8.3.4 Dissertation Proposal Process: Overview**

The dissertation proposal should begin during the second term of second year and in the Dissertation Seminar Course. Students continue to meet with their Dissertation Supervisor during the Winter term of the second year to formulate their thesis study



question and method(s) selection. A draft of the proposal should be submitted to the Dissertation Supervisor for feedback and revisions. The dissertation proposal process entails a review and approval of the document by the full Doctoral Committee and an oral defense. Students will also have an opportunity to work on, gain insights into the process, and receive focused feedback on their proposal during this stage of their dissertation progression.

For students to pass the dissertation proposal they need a majority vote of the Doctoral Committee, one of whom must be the Dissertation Supervisor. Following the oral defense of the proposal, students will receive one of the following decisions:

Pass without revisions: The student may then move on to the data collection phase of the dissertation including the REB process. The student is put forward to the Faculty of Graduate Studies for Candidacy status.

Revise and resubmit: The student is required to make substantive revisions and resubmit the document to the Doctoral Committee for review. At the Doctoral Committee's discretion, the student may also be required to provide an oral defense of the proposal. If the proposal is accepted by the Doctoral Committee then the student moves on to REB and data collection phase of the dissertation. The student is put forward to the Faculty of Graduate Studies for Candidacy status. If the proposal does not receive a passing mark on its second submission, the student is not permitted to continue in the program.

Fail: The dissertation proposal does not receive a passing mark from the Doctoral Committee and is deemed to need extensive revisions believed to be beyond the reach of the student. The student is then not permitted to continue in the program.

The Doctoral Committee must therefore approve the dissertation proposal and prior to the students' application to the Research Ethics Board (REB). Data collection must *not* proceed until both dissertation proposal approval and ethics approval(s) have been granted. The student must then independently conduct the research, write the dissertation, and plan for the dissemination of the results.

With consultation and approval of their supervisor, students may complete a traditional or manuscript format dissertation. See descriptions from Faculty of Graduate Studies website

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.
2. Manuscript format

The manuscript format comprises the text of one or more papers/manuscripts that have been, or will be, submitted for publication. These texts must follow the guidelines for format given elsewhere in this document 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. **8.3.5 Dissertation Proposal Outline**

The dissertation proposal should not exceed 20 pages, excluding references and work plan. The proposal should include:

- 1) *Title*: The Dissertation title should clearly outline the topic being studied.
- 2) *The Problem*: This section should include specifications of the study question(s), justification for the selection based on previous research and how the study is related to the advancement of the social work knowledge.
- 3) *Theoretical Framework and Background Information*: This section should include the major theoretical premises which underlie the problem and a critical review of the theoretical and research literatures.
- 4) *Design and Methods*: Questions and hypotheses are formulated with all variables and anticipated relationships are outlined. The selected design is described including reasons for selecting the design, and the design's merits and limitations. The sampling procedures are outlined including justification for selecting the population or database from which the sample will be drawn. The sample size also should be outlined and justified. The methods in which data will be collected should be specified, including interview schedules, procedures for analysis, coding methods, recording material, instruments and any other techniques utilized.
- 5) *Data Analysis*: This section includes the methods used for analysis for the study design. If a pilot test is needed, the results of the pilot study are reported, including the identification of potential problems.
- 6) *References*: Include items that are included in the text.
- 7) *Work Plan*: An addendum should be included outlining a detailed work plan with estimated timelines needed to complete each phase of the proposed research.

### **8.3.6 Dissertation Proposal Defense and Recommendations**

Once the Doctoral Committee decides the proposal is ready for further review, the student and Dissertation Supervisor arrange for a full Doctoral Committee defense. The student must submit copies of the Dissertation Proposal to each member of the Committee at least two weeks prior to the meeting.

At the defense, the student presents a brief summary of their dissertation proposal to the Doctoral Committee and responds to questions raised during the meeting. The Doctoral Committee will then make recommendations as to corrections, modifications, or substantial revisions on the dissertation proposal Recommendation Form. The Dissertation supervisor then writes a Summary Report of the Doctoral Committee's review. A copy of this report is attached to the Dissertation Proposal Recommendation

form and copies are sent to the student, each Doctoral Committee member, and the Ph.D. Program Coordinator. The student then makes corrections to the proposal as recommended by the Doctoral Committee and submits a copy to the Dissertation Supervisor and each Doctoral Committee member.

If the dissertation proposal is not approved and major revisions have been recommended, the student revises the proposal accordingly. The Doctoral Committee then reconvenes and goes through the same process described above.

Once the final approval has been obtained, the student is able to proceed with the obtaining Research Ethics Board (REB) approval and, following their approval, may begin data collection.

### **8.3.7 Candidacy**

Admission to the PhD program does not imply admission to candidacy for a degree. Admission to candidacy is normally to be regarded as recognition that a student has given adequate evidence of superior capability and achievement in graduate study. A student may not be admitted to candidacy for the degree of Doctor of Philosophy before passing a comprehensive paper in the field of specialization.

### **8.3.8 Preparation of the Dissertation**

Following approval of the dissertation proposal, the student applies for Research Ethics Board (REB) approval (if required) and, if successful, begins the data collection process. Students should be aware that approval of dissertation proposal does not guarantee approval by REB. The REB process is independent of the dissertation process. Following successful approval from REB, students begin the data collection phase. The time frame for completing the dissertation at this stage varies depending on a number of factors including the amount of time a student can devote to the study, resources, unanticipated problems/issues that may arise, etc. Typically, students should expect that 12-24 months will be required to complete the dissertation following the passage of the dissertation proposal.

### **8.3.9 Research Ethics Board**

(See Research Ethics Board (REB) [website](#))

All dissertation topics involving research with human subjects must go through the REB. It is required that graduate students submit their ethics application after they have presented their proposal to their committee. Students should allow the necessary time for REB clearance in their plan of study.

Detailed information for research guidelines and resources is available [online](#).

### **8.3.10 External Examiner**

A proposed external examiner will be recommended by your Doctoral Committee, subject to the approval of the Ph.D. Program Coordinator and the Dean of Faculty of Graduate Studies. The external examiner must not be involved in the preparation of the dissertation before it is submitted to him or her for final evaluation. The "External Examiner Request Form" should be completed and sent to the Faculty of Graduate Studies, along with information on the external examiner to include a list of recent publications and a brief description of his/her qualifications and University affiliation. This form should be sent to the Faculty of Graduate Studies office at least seven weeks before your defense in order to allow time to formally invite the external examiner, to transmit the dissertation (by courier) and to receive a report on the dissertation. Once a satisfactory report from the external examiner is received, the defense may be publicly posted. At least a week's notice is required before the defense. The External Examiner Request Form is available online at: <http://www.uwindsor.ca/graduate-studies/360/student-forms>

## **9.0 GUIDELINES FOR MAJOR PAPERS, THESES AND DISSERTATIONS**

Detailed guidelines for major papers, theses and dissertations are available [online](#).

### **9.1 Theses/Dissertations**

Detailed information is available [online](#).

### **9.2 Depositing the Document**

Detailed information about depositing of a major paper, thesis, or dissertation as available [online](#).

#### **9.2.1 Withholding of a Thesis or Dissertation**

Detailed information is available [online](#).

### **9.3 Format Specification**

Detailed information about format specification is available [online](#).

#### **9.3.1 Senate Policy On Authorship**

Detailed information is available [online](#).

#### **9.3.2 Copyright Regulations**

Detailed information is available [online](#).

### **9.3.3 Protecting Your Own Work**

Detailed information is available [online](#).

### **9.3.4 Using Previously Copyrighted Material**

Detailed information is available [online](#).

### **9.3.5 Co-authorship**

Detailed information is available [online](#).

### **9.3.6 Physical Format**

Detailed information is available [online](#).

### **9.3.7 Samples of Some Pages**

Some samples are available [online](#).

## **10.0 PHILOSOPHIES AND PRINCIPLES**

### **10.1 Equity Education Statement**

The School of Social Work welcomes and encourages applications from members of Canada's designated diversity groups (Aboriginal People, Visible Minorities and Persons with Disabilities). The School of Social Work at the University of Windsor is committed to Educational Equity as reflected in their admissions procedures for the Ph.D. Program. A proportion of admission spaces may be designated for candidates who voluntarily self-declare, request consideration on the basis of educational equity and are within the designated affirmative action categories safeguarding human rights in Canada.

### **10.2 Principles of Adult Learning Statement**

The School of Social Work is committed to the principles of Adult Learning theory. The student is a colleague in the learning process, whose existing knowledge, work, and life experience must be acknowledged, valued, and used in the learning process (self-directed). Faculty act as resources and guides in this learning process. However, this understanding and approach to the acquisition of new skills and knowledge does not transcend the essentially hierarchical nature of the University and the Faculty/Student relationship in which the Faculty is responsible for evaluating the quality of the student's work.

### **10.3 Harassment and Discrimination**

The University of Windsor has a zero-tolerance policy that prohibits harassment and discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, handicap, age, marital status, family status,



receipt of public assistance, or record of offences. Behaviour constituting a violation of the University policy, and/or the Ontario Human Rights Code is considered to be a serious offence (see University of Windsor Human Rights Office website).

Complaints, concerns, or questions should be directed to the Office of Human Rights, Equity and Accessibility, 310 Sunset Avenue or call 253-4232, ext. 3400.

## **10.4 Graduate Student Regulations**

Ph.D. students are subject to the rules and regulations contained in the Graduate Calendar of the University of Windsor as established by the Faculty of Graduate Studies. All students should review the most current Graduate Calendar [online](#). A list of the faculty regulations for the Degree of Doctor of Philosophy is available [online](#).

Specifically, we draw Ph.D. student's attention to the following:

Graduate Registration Regulations: detailed information about continuous graduate registration regulations is available [online](#).

## **10.5 Leaves of Absence**

Detailed information and the application form about Leaves of Absence is available [online](#).

## **10.6 Authorship and Plagiarism**

The complete Graduate Studies Policy on Authorship and Plagiarism is available [online](#).

## **10.7 Policy on Examination, Grading and Graduation**

Detailed information about examination and grading procedures is available [online](#). Graduation information is available [online](#).

## **11.0 FINANCIAL RESOURCES**

### **11.1 Entrance Scholarship**

At the time of admission both Canadian and International full-time applicants to research-based programs with an admission average of at least 80% (or equivalent) will be considered for entrance scholarships upon the recommendation of their program. Detail information is available [online](#).

### **11.2 Graduate Assistantship**

Students admitted to the Ph.D. Program are eligible to apply for a graduate assistantship (GA). The positions are governed by a Collective Agreement. (See Faculty of Graduate Studies [website](#) for the collective agreement and the current hourly rates of pay).

### **11.3 Full-time Scholarships**

- Full-time students are eligible for and strongly encouraged to apply for Social Sciences and Humanities Research Council of Canada (SSHRC) Doctoral Awards (Both Doctoral Fellowships valued at \$20,000 per year and Canada Graduate Scholarships valued at \$35,000 per year for 3 years are available). More information may be obtained from Graduate Studies' [website](#), or from the Social Sciences and Humanities Research Council of Canada (SSHRC) [website](#).
- Full-time students are eligible to apply for Ontario Graduate Scholarships (OGS) valued at \$15,000 across 3 consecutive terms or \$10,000 across 2 consecutive terms (maximum 4 academic years). Students applying to the Ph.D. Program should check the application dates as soon as possible. Further information and application forms are available online from the Government of Ontario [website](#).

### **11.4 Conference Travel Fund**

- Funds are available to full-time graduate students who have made presentations of their research at an academic conference. The amount of each reimbursement will not exceed \$500.00 CDN for travel within North America, and \$750.00 CDN for travel outside of North America. Further details and the application for this fund can be found [online](#).

### **11.5 School of Social Work Internal Travel Fund**

- Full-time students are eligible for and strongly encouraged to apply for the school of social work internal doctoral scholarship funds for conference attendance. This scholarship is open to all PhD students in years 1 to 4, who have abstracts of their research accepted at conferences. Although the intent is to offer this scholarship to successful applicants one-time only throughout enrollment in the PhD Program, all applications will be considered.

### **11.6 University-Related Employment for Full Time Graduate Students**

Full time graduate students should be in a position to devote their full time and energy to a coherent program of graduate study and research and should make full time progress toward completion of the requirements of that program. Even though university-related employment may provide a significant portion of the financial support that enables a graduate student to pursue graduate study, too much time spent on employment activities diverts time and energy from the program of study and research, and delays completion.

The common benchmark for the maximum acceptable time spent on university-related (or other) employment for full time graduate students is an average of ten hours per week. Versions of the ten-hour rule have been adopted by the federal granting councils and the Ontario Graduate Scholarships, as well as by the Ontario Council on Graduate Studies.

It is not possible or desirable for the university to monitor and enforce the employment activities of its graduate students outside the university. However, it is both possible and desirable for the university to ensure that it does not itself create a structural situation that

jeopardizes the ability of the graduate student to make full time progress toward the completion of graduate program requirements. Accordingly the Ontario Council on Graduate Studies has long upheld the ten hour rule; i.e., that every university member is committed that full time graduate students should not be permitted to work more than an average of ten hours per week on campus, and should be encouraged to limit their time spent on employment either inside or outside the university to an average of no more than ten hours per week.

## **12.0 OTHER RESOURCES**

A complete listing of resources is available from the Graduate Calendar [online](#) at and Faculty of Graduate Studies [website](#).

### **12.1 Use of Computers**

Graduate students are provided with an account on the university main frame. This provides access to electronic mail facilities, internet, statistical software packages (i.e., SPSS), scientific graphics, computer language compilers etc.

Students are encouraged to learn how to access **Full-text electronic journal articles**.

Students have access to the computer lab housed in Room 242 at 167 Ferry Street by submitting an Access/Door Control Card Request form which is included in the orientation package.

### **12.2 Style Manuals**

The School of Social Work uses the Publication Manual of the American Psychological Association Sixth Edition. Students are required to follow these guidelines for all papers. While citation style guides are available from the Leddy Library website at <https://leddy.uwindsor.ca/get-help/guides/citation-style-guides>, graduate students will need to access the more complex points found in the APA manual for graduate papers.

### **12.3 The Library System**

The Leddy Library is the main library for the University of Windsor serving as the primary library for all disciplines except law. The Library's collections consist of approximately 1,800,000 monograph, government documents, microform, and non-print items, 530,000 journal volumes and more than 2,500 electronic journals. The Library subscribes to 151 social work journals and has current subscriptions to 78% of the core social work journals indexed and abstracted in Social Work abstracts. The students also have access to the University of Windsor's Law Library.

A librarian member of the Leddy Library is assigned to work with the faculty and students in the Social Work program in a liaison and collection management capacity.

Our social work librarian is Ms. Sharon Munro. Ext. 3850

### **12.3.1 RACER Interlibrary Loan and Document Delivery Service**

This service allows access to and borrowing from library holdings across Ontario.

### **12.3.2 Windsor Area Health Librarian Association (WAHLA)**

This is a network of hospital and health-related organizations in the tri-county region which cooperate with each other and share health literature. It can provide a list of journal titles available in the region and is available to Social Work students.

### **12.3.3 INFOPASS**

The University of Windsor belongs to INFOPASS. This is a reciprocal borrowing program sponsored by the Southwestern Michigan League of Libraries organization, which allows University of Windsor students to borrow books from the collections of 18 college and university libraries in Michigan.

### **12.4 CAW Student Centre**

The CAW Student Centre is a focal point of campus activity. It provides general campus information. The CAW Student Centre has a variety of meeting rooms that can be reserved by both campus and community groups. The CAW Student Centre offers the following:

- < Student Identification Cards
- < Locker rentals
- < Off campus housing list
- < Marketplace Food Services
- < Student's Administrative Council
- < Womyn's Centre
- < Organization of Part-time University Students (OPUS)
- < Student Media Services
- < The Lance (student newspaper)
- < CJAM (student radio)
- < Games Room
- < Medical and Health Services
- < Pharmacy
- < SAC Used Book Store

### **12.5 Graduate Student Society (GSS)**

The [Graduate Student Society \(GSS\)](#) is the official representative organization of all graduate students at the University of Windsor, including part-time and full-time students.

Elected representatives of the GSS actively represent and advocate for graduate students' interests at different levels of the University institution and committees. Moreover, GSS offers programs, services, events, and access to important resources to enhance the student experience.

The members of GSS are the ultimate authority, through electing representatives to sit on the Board of Directors (Council), one seat per faculty department. The Board appoints an Executive Office, sometimes by deferring appointment to election by the members.

## 12.6 Student Support Services

- You can find additional support for the following at <https://www.uwindsor.ca/156/lots-student-support-services>
- Academic Support
- Career development, Experiential Learning, Volunteering
- Enrolment Services
- Health & Wellness
- Living Support
- Orientation & Transition
- Social/Cultural Support
- Other Services

## 12.7 Wellness at UWindsor

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. Access wellness via these Resources, Online Services, Self Help Tools, Events, Volunteer Opportunities and more at <http://www.uwindsor.ca/studentexperience/wellness>



## 12.8 More Off Campus Supports

### Hiatus House

Provides confidential intervention to families experiencing domestic violence. Offers and emergency shelter for abused women and their children, 24/7 telephone and in-person crisis intervention, transitional support, group therapy for abused women, and intervention for abusive partners.

Crisis and Shelter Services available 24/7 – 250 Louis Avenue, Windsor, ON

General Phone Line: 519-252-1143

24/7 Crisis Line: 519-252-7781

TTD: 519-252-2768, <https://hiatushouse.com/>

### Sexual Assault Crisis Centre

Free, confidential crisis intervention and professional counselling for individuals who have experienced sexual violence.

1770 Langlois Ave, Windsor, ON  
General Phone Line: 519-253-3100  
In-person support: Walk-in for Intake/Assessment every Tuesday 12:00 pm – 7:00pm  
24/7 Crisis Line: 519-253-9667  
<https://saccwindsor.net>

### **Community Crisis Centre**

24/7 Crisis Line: 519-973-4435  
Free, confidential crisis intervention provided by professional crisis workers.

### **24/7 Walk-in Crisis Service**

Windsor Regional Hospital (Ouellette Campus)  
Emergency Department  
1030 Ouellette Ave. Windsor, ON

### **Good2Talk (Provincial Telephone Service)**

1-866-925-5454  
Free, anonymous, confidential 24/7 helpline for Ontario post-secondary students.  
[www.good2talk.ca](http://www.good2talk.ca)

### **Keep.meSAFE Student Support Program**

UWindsor International & Exchange Students can talk with licensed counsellors via call, text, or computer in over 30 different languages for advice about everyday issues while studying abroad. Free, confidential, 24/7 support.  
Download the App: My SSP  
1-844-451-9700, [www.keepmesafe.org](http://www.keepmesafe.org)

### **Transitional Stability Centre**

Free, confidential walk-in services provided by professional mental health support workers.  
744 Ouellette Ave., Windsor, ON  
Open 7 days a week 8am-8pm  
519-257-5224

### **Be Safe App**

Free, confidential app which can be used to locate local resources, store important phone numbers, and create a personal safety plan.  
Download the App: Be Safe  
[www.besafeapp.ca](http://www.besafeapp.ca)

### **Canadian Mental Health Association**

Offers a wide range of free services and programs to support individuals experiencing mental health challenges.  
1400 Windsor Avenue  
Monday-Friday: 8:30 am – 4:30 pm  
519-255-7440  
<https://windsoressex.cmha.ca/programs-services/info-referral@cmha-weeb.on>



**APPENDIX A**  
**School of Social Work**  
**PhD Program Internal Forms**

**All forms require either handwritten signatures/initials, or typed initials/signature with appended email message confirming information conveyed in the form, before request will be approved.**

Comprehensive Paper Assessment Form .....	36
Report Form Dissertation Proposal Defense .....	38



University  
of Windsor

**School of Social Work**  
**PhD Program**

**COMPREHENSIVE PAPER**  
**ASSESSMENT FORM**

Name of Student: \_\_\_\_\_ Student ID: \_\_\_\_\_

Title of Comprehensive Paper: \_\_\_\_\_

\_\_\_\_\_

Name of Assessors: Supervisor: \_\_\_\_\_

Program Reader: \_\_\_\_\_

In writing the assessment of the Comprehensive Paper, the assessors are asked to comment on the following criteria. The write-up of the assessment can be in email or in word format and it is expected to render a decision within two weeks after receiving the paper. Assessment reports by two readers need to be attached to this form. **This form must be submitted by the Supervisor to the PhD Coordinator. If this form is submitted via email, typing names would be sufficient for the signature section.**

- An identification of a substantive area of interest;
- An identification of the perspective or framework through which the student approaches the topic;
- An analysis and critique of the literature addressing the etiology, scope, relevance, and severity of the issue;
- A description and critical analysis of the theoretical frameworks through which this issue has been addressed in the literature;
- An analysis and critique of research studies conducted in this area with a focus on the implications of the research and the effectiveness of the methods used to inform practice and/or policy (If it is relevant, provide an analysis and critique of the intervention research, that has been conducted in relation to the substantive area).

---

---

***Indicate below one recommendation***

Approval without revision ☐

Approval with minor revision ☐

Revise and Resubmit ☐ (Resubmission due by: \_\_\_\_\_)

No Decision ☐

In the case the comprehensive paper supervisor and the program reader cannot agree on an outcome, the paper is forwarded to the Ph.D. Program Coordinator for review. In cases where the Ph.D. Program Coordinator is the supervisor, the paper will be forwarded to the Director of the School of Social Work for review. The Ph.D. Program Coordinator or Director of the School of Social Work will then render a final decision.

Date: \_\_\_\_\_ Program Reader Signature: \_\_\_\_\_

***Indicate the Assessment of Resubmitted Paper below:***

**Not Approved** ☐

Date: \_\_\_\_\_ Program Reader Signature: \_\_\_\_\_

School of Social Work  
PhD Program  
**REPORT FORM**  
**DISSERTATION PROPOSAL DEFENSE**

---

Student's Name: \_\_\_\_\_ I.D.# \_\_\_\_\_

Program: \_\_\_\_\_

Degree sought: ☒ Ph.D.

**TITLE:** *Please type or print exact title.*

---

Date of Proposal Defense: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

**Please indicate the voting outcome for the dissertation proposal (see reverse):**

☐ Pass with no  
changes

☐ Pass with minor  
changes\*

☐ Pass with major changes

☐ Fail

\*Changes to go to Supervisor only.

GRADE: \_\_\_\_\_

**N.B. Student must be registered for the term in which the work is completed.**

APPROVED:

\_\_\_\_\_  
Dr., Dissertation Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr., Program Reader,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr., Program Reader,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr., Outside Program Reader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. C. Kvarfordt, Program Chair,

\_\_\_\_\_  
Date

## VOTING OUTCOMES

For students to pass the dissertation proposal they need a majority vote of the Doctoral Committee, one of whom must be the Dissertation Supervisor. Following the oral defense of the proposal, students will receive one of the following decisions:

**Pass without revisions:** The student may then move on to the data collection phase of the dissertation including the REB process. The student is put forward to the Faculty of Graduate Studies for Candidacy status.

**Revise and resubmit:** The student is required to make substantive revisions and resubmit the document to the Doctoral Committee for review. At the Doctoral Committee's discretion, the student may also be required to provide an oral defense of the proposal. If the proposal is accepted by the Doctoral Committee, then the student moves on to REB and data collection phase of the dissertation. The student is put forward to the Faculty of Graduate Studies for Candidacy status. If the proposal does not receive a passing mark on its second submission, the student is not permitted to continue in the program.

**Fail:** The dissertation proposal does not receive a passing mark from the Doctoral Committee and is deemed to need extensive revisions believed to be beyond the reach of the student. The student is then not permitted to continue in the program.

The Doctoral Committee must therefore approve the dissertation proposal and prior to the students' application to the Research Ethics Board (REB). Data collection may not proceed until both dissertation approval and ethics approval(s) have been granted. The student must then independently conduct the research, write the dissertation, and plan for the dissemination of the results.

## APPENDIX B

### School of Social Work

### Graduate Studies Forms

Students must check the Graduate Studies Website to obtain the most updated forms: **All forms require either handwritten signatures/initials, or typed initials/signature with appended email message confirming information conveyed in the form, before request will be approved.**

Note all forms can be found on the Faculty of Graduate Studies website at [www.uwindsor.ca/graduate-studies/360/student-forms](http://www.uwindsor.ca/graduate-studies/360/student-forms)

### Example Forms

<b>Appendix B: Graduate Studies Forms.....</b>	<b>40</b>
Annual Report .....	41
Request for Consideration for Health, Bereavement, or Extenuating Circumstances ...	42
Leave of Absence Application .....	44
Time Limit Extension Form.....	46
Sole Supervisor – Master’s Thesis/Doctoral Dissertation Committee Form.....	47
Co-Supervisor - Master’s Thesis/Doctoral Dissertation Committee Form.....	49
PhD Dissertation Submission and Defense Timeline Tracker.....	51
External Examiner Request Form.....	52
Approval to Submit a Doctoral Dissertation for External Examination.....	53
Guidelines on Attendance at Major Paper, Thesis, and Dissertation Defenses.....	54
Guidelines for Conducting Oral Examinations for Doctoral Examining Committees.....	55
Report Form for Final Oral Defense - Doctoral Dissertation.....	57
Approval Page Template (Doctoral).....	59





Faculty of Graduate Studies and Office of Quality Assurance

T 519 253 3000 (2109)

gradst@uwindsor.ca

www.uwindsor.ca/graduate-studies

**Annual Report: Due May 31**  
**(To be completed by all graduate students)**

**Part I (to be completed by the student)**

Family name	First name	Initials	Student Number

Program: ☐ Masters

☐ Doctoral

*This section is to be completed by students in the major paper, thesis, or dissertation stream*

Title of project:

Provide a summary of the progress made in your project in the past year:

Outline your plans for the coming year:

*This section is to be completed by students in the coursework stream only*

Plan for completion of coursework:

*This section is to be completed by all students*

Scholarships, Research stipends, GA, Publications, Conference presentations, Exhibitions for the last year:

When do you anticipate you will complete your graduate program?

**Part II (to be completed by advisor, or graduate coordinator for students enrolled in a coursework Master's)**

Please comment on the student's report above, indicating whether or not you are satisfied with the progress made:

Signature of Advisor (if applicable)

Date:

Signature of Student

Date:

Signature of Graduate Coordinator

Date:

Complete and attach a letter of rationale and any supporting documentation, and submit these to the Faculty of Graduate Studies - [gradst@uwindsor.ca](mailto:gradst@uwindsor.ca)

## NOTICE – COLLECTION OF PERSONAL INFORMATION

38

**POLICY AND PROCEDURES - PLEASE READ CAREFULLY**  
**(GRADUATE STUDIES)**

Excerpt from Bylaw 55, revised and renumbered from Bylaw 51, 08 Nov 2019, 13 Dec 2019).

**1.11 Considerations for Health, Bereavement, or Extenuating Circumstances**

**Informal Request STEP 1: MUST BE PURSUED PRIOR TO STEP 2 (FORMAL APPEAL)**

**1.11.1** A student who wishes to receive consideration on matters affecting or shown to affect academic performance based on medical or compassionate grounds, such as, bereavement, or serious mental or physical health circumstances, or unanticipated extenuating circumstances beyond the control of the student (e.g., jury duty, caring for an ill family member, labour disputes, etc.), should communicate with the Instructor as soon as possible, prior to, during, and subsequent to the examination period, or at the time when a student's performance is evaluated for the purpose of assigning a grade, taking into account the severity of the illness, bereavement, or other extenuating circumstance. The instructor may choose to handle the matter informally. Whether or not informal resolution is obtained, a formal request is also possible in accordance with paragraph 1.11.2.

**Formal Request STEP 2: USE ONLY WHEN STEP 1 HAS NOT RESOLVED THE REQUEST**

**1.11.2** A student who wishes to receive consideration on matters affecting or shown to affect academic performance based on medical or compassionate grounds, such as, bereavement, or serious mental or physical health circumstances, or unanticipated extenuating circumstances beyond the control of the student (e.g., jury duty, caring for an ill family member, labour disputes, etc.), should communicate with the Head of the AAU offering the course and the Faculty of Graduate Studies as soon as possible, prior to, during, and subsequent to the examination period, or at the time when a student's performance is evaluated for the purpose of assigning a grade, taking into account the severity of the illness, bereavement, or other extenuating circumstance. A letter of rationale, requesting alternate evaluation or accommodation, and supporting documents (e.g., a completed medical note from a regulated health care professional (see Policy on Medical Notes from Regulated Health Care Professionals), the call to jury duty) must be submitted to the Faculty of Graduate Studies forthwith and will be forwarded to the Head of the AAU offering the course. The Head of the AAU offering the course shall consult with the instructor and make a recommendation to the Dean of Graduate Studies. If the Dean of Graduate Studies approves the recommendation, the Head of the AAU offering the course shall make appropriate arrangements for the alternate evaluation or accommodation. The Dean of Graduate Studies shall inform the student and the Office of the Registrar of the approved alternate evaluation or accommodation.

**1.11.2.1 Stays on decisions**

Following receipt of the letter of rationale and supporting documents, and until the Dean of Graduate Studies has communicated a decision to the Office of the Registrar, a stay on all decisions affecting a student's standing in a program or eligibility to proceed with a course of study, shall be in effect until a final decision has been reached. The Dean of Graduate Studies shall communicate the decision to the Office of the Registrar within four weeks of receipt of the letter of rationale and supporting documents.

**1.11.3** In the cases outlined in 1.11.1-1.11.2 above, the Instructor may grant an "aegrotat" grade on the basis of term work or assign an "incomplete" grade indicating what further work is required and the deadline by which such work must be completed. The instructor's response will be forwarded by the Head of the AAU offering the course to the Dean of Graduate Studies for final approval. The Dean of Graduate Studies shall inform the Office of the Registrar using the procedure followed for submitting final grades.



## Academic Leave of Absence Application Form

Faculty of Graduate Studies

Last Name	Initial	Given Name	Department/School/Faculty
Local Address			Student Number
City	Province	Postal Code	Type of Leave of Absence Requested: Choose One
			Term in which leave is to begin:
			Fall 20____ Winter 20____ Summer 20____
Telephone		E-mail Address	Number of leave terms requested: Choose One:

See instructions at bottom of page. This form must be completed by the student and submitted **before the end of the second week of the term**. \*\*\*Fee for leave of absence is \$50.00 per term which will be charged to your account upon approval\*\*\*

Provide a rationale, and upload any required documentation.

During your leave of absence from your program you will not have access to any university resources, including office space, computer access, library facilities, continuation of laboratory experiments, computer research applications and especially guidance by faculty members.

It is the student's responsibility to familiarize themselves with implications of being on a leave of absence. Students should contact their department for questions or concerns before submitting the leave of absence.

☐ I have read the description of types of leaves outlined on page two of this form and understand their implications as they relate to program time limit, scholarship and financial aid, and GA funding.

**Instructions:** This form needs to be submitted as a **Service Request** in UWinsite Student. Login to your student account - select **Research Tracking** - then **Service Requests** - create **New Service Request** - select **Program Activities** - select **Leave of Absence** - Choose your program - **Add attachment** - Upload this form and any attachments - Add any relevant comments to text box - **Click Submit**

### Regulations for Leave of Absence from Academic Studies

In accordance with the circumstances listed below, a student may apply to the Associate Dean of Graduate Studies for, and may be granted, a leave of absence.

For the following types of leaves, program time limit and funding eligibility will be extended by the duration of the leave:

**Maternity Leave:** Graduate students may request a maternity leave for no more than three consecutive terms without prejudice to their academic standing.

**Paternity Leave:** In recognition of a father's role, a graduate student may request paternity leave for no more than one term without prejudice to their academic standing.

**Parental Leave:** Parental leave is intended to recognize that there may be a need for a pause in studies in order to provide full-time care in the first stages of parenting a child. Either or both parents may request one term of leave without prejudice to their academic standing. The request for leave must be completed within twelve months of the date of birth or custody.

**Medical Leave:** Graduate students may apply for a leave of absence on medical grounds for up to three terms without prejudice to their academic standing. Students are required to provide documentation to support a medical leave of absence.

For the following type of leave, program time limit and funding eligibility may be extended by the duration of the leave:

**Personal Leave:** Graduate students may apply for a leave of absence on grounds of personal circumstances for up to three terms. Time limit/funding eligibility will be determined on a case-by-case basis.

For the following type of leave, program time limit and funding eligibility will not be extended by the duration of the leave:

**Financial Leave:** In the case of financial necessity, a student shall be granted a leave of no more than one term out of three upon application (not available to part-time students.) Time limit/funding eligibility will not be extended by the duration of the leave.

A term is defined as a four-month period coinciding with the academic calendar (January to April; May to August; and September to December).

Apart from the combination of maternity or paternity and parental leave, sequentially combining two leave of absence classifications is allowable only in special and extenuating circumstances.





## Time Limit Extension Form

Faculty of Graduate Studies

Last Name, First Name, Initials	Student ID#
Program	UWindsor Email

Students whose program limit has expired must request an extension to their time limit.

PhD students must complete all requirements for the degree within six consecutive years.

Master's students must complete all requirements for the degree within three consecutive years, except for certain Master's programs available on a part-time basis. In these latter programs, the time limit will depend on the nature of the program, but will not normally exceed five consecutive years.

### **Rationale and Program recommendation**

Please provide a detailed plan for completion including outstanding program requirements and a timeline.

**The plan must be approved and submitted by the last day for registration in the first term beyond your time limit.**

Advisor Signature (if applicable)	Date

**Instructions:** This form needs to be submitted as a **Service Request** in UWinsite Student. Login to your student account - select **Research Tracking** - then **Service Requests** - create **New Service Request** - select **Research Activities** - select **Time Limit Extension** - Choose your program - **Add attachment** -Upload this form and any attachments - Add any relevant comments to text box – **Click Submit**





Faculty of Graduate Studies

**Sole Supervisor - Master's Thesis / Doctoral Dissertation Committee - page 1 of 2**

**Note: Committees must be recommended within the first term of study.**

Instructions for completion: **download** this form - digitally **complete** all required components - print this form -  
- **submit** to the necessary committee members for their **initial** on page 1 - complete and sign **page 2** -  
scan both pages of this form - upload the completed form to UWinsite Student as a **service request** (see below)

	<input type="radio"/> <b>Master's</b>	<input type="radio"/> <b>New</b>
	<input type="radio"/> <b>Doctoral</b>	<input type="radio"/> <b>Revised</b>
Student:	<input type="text"/>	UWin I.D. # <input type="text"/>
Program:	<input type="text"/>	
		<b>Initial</b>
Supervisor:	<input type="text"/>	<input type="text"/>
Program Reader:1:	<input type="text"/>	<input type="text"/>
Program Reader 2: (doctoral comm. only)	<input type="text"/>	<input type="text"/>
Outside Program Reader:	<input type="text"/>	<input type="text"/>
Outside Reader Program:	<input type="text"/>	
Special and/or additional member(s), if any:	<input type="text"/>	<input type="text"/>

Note: External Examiners are approved on a separate form and must be recommended at least 8 weeks before the anticipated defense date

For revised committees, former members should indicate their assent to the changes:

Name:	<input type="text"/>	Initial:	<input type="text"/>
-------	----------------------	----------	----------------------

Title / Topic:

Research Ethics: Does research involve human subjects? ☐ Yes ☐ No

If Yes, Research Ethics Board (Office of Research Services) approval for this research is? ☐ Pending ☐ Denied

Instructions: This form needs to be submitted as a **Service Request** in UWinsite Student. Login to your student account - select **Research Tracking** - then **Service Requests** - create **New Service Request** - select **Research Activities** - select **Master's / Doctoral Committee** - Choose your program - **Add attachment** -Upload this form and any attachments - Add any relevant comments to text box - **Click Submit**

**page 2 of 2 - TO BE COMPLETED BY THE STUDENT ONLY:**  
Complete, sign at the bottom and append to page 1 before uploading form to UWinsite Student.

### Non-Exclusive License to the University of Windsor



In consideration of being a graduate student at the University of Windsor and in the interests of the facilitation of research and contributing to scholarship at the University of Windsor and elsewhere, I, \_\_\_\_\_ hereby grant a non-exclusive, royalty free and perpetual license to the University of Windsor on the following terms:

- a) the University of Windsor is permitted to archive, reproduce and distribute my thesis or dissertation, in whole or in part, and/or my abstract, in whole or in part (referred to collectively as the "Work") anywhere in the world, for non-commercial purposes, in all forms of media;
- b) the University of Windsor is permitted to authorize, sub-lease, sub-contract or procure any of the acts mentioned in paragraph (a);
- c) the University of Windsor is authorized to submit the Work to the National Library of Canada, under the authority of their "Thesis Non-Exclusive License";
- d) the Universal Copyright Notice (©) shall appear on all copies made under the authority of this license;
- e) the University of Windsor may collect charges covering the University of Windsor's actual costs in reproducing or otherwise making the Work available;

I am aware of and agree to accept the conditions and regulations of the Faculty of Graduate Studies as outlined in the Graduate Calendar, including the "Policy on Authorship and Plagiarism".

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Last Name

\_\_\_\_\_  
Student First Name

\_\_\_\_\_  
Student ID

Department/Program Name: \_\_\_\_\_



**Co-Supervisor- Master's Thesis / Doctoral Dissertation Committee Form - page 1 of 2**

**Note: Committees must be recommended within the first term of study.**

Instructions for completion: **download** this form - digitally **complete** all required components - **print** this form - **submit** to the necessary committee members for their **initial** on page 1 - complete and sign page 2 - scan both pages of this form - upload the completed form to UWinsite Student as a **service request** (see below).

☐ Master's  
☐ Doctoral

☐ New  
☐ Revised

Student Name:  UWin I.D. #

Program Name:

Co-Supervisor:

**Initial:**

Co-Supervisor:

Program Reader 1:

Program Reader 2:

(doctoral comm. only)

Outside Program Reader:

Outside Reader Program:

Special and/or additional member(s), if any:

Note: External Examiners are approved on a separate form and must be recommended at least 6 weeks before the anticipated defense date

**For revised committees, former members should indicate their assent to the changes:**

Name:

Initial:

**Title / Topic:**

**Research Ethics:** Does research involve human subjects?

☐ Yes

☐ No

If Yes, Research Ethics Board (Office of Research Services) approval for this research is?

☐ Pending

☐ Denied

Instructions: This form needs to be submitted as a **Service Request** in UWinsite Student. Login to your student account - select **Research Tracking** - then **Service Requests** - create **New Service Request** - select **Research Activities** - select **Master's / Doctoral Committee** - Choose your program - **Add attachment** -Upload this form and any attachments - Add any relevant comments to text box – **Click Submit**

**page 2 of 2 - TO BE COMPLETED BY THE STUDENT ONLY:**  
Complete, sign at the bottom and append to page 1 before uploading form to UWinsite Student.

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In consideration of being a graduate student at the University of Windsor and in the interests of the facilitation of research and contributing to scholarship at the University of Windsor and elsewhere, I, \_\_\_\_\_ hereby grant a non-exclusive, royalty free and perpetual license to the University of Windsor on the following terms:

- a) the University of Windsor is permitted to archive, reproduce and distribute my thesis or dissertation, in whole or in part, and/or my abstract, in whole or in part (referred to collectively as the “Work”) anywhere in the world, for non-commercial purposes, in all forms of media;
- b) the University of Windsor is permitted to authorize, sub-lease, sub-contract or procure any of the acts mentioned in paragraph (a);
- c) the University of Windsor is authorized to submit the Work to the National Library of Canada, under the authority of their “Thesis Non-Exclusive License”;
- d) the Universal Copyright Notice (©) shall appear on all copies made under the authority of this license;
- e) the University of Windsor may collect charges covering the University of Windsor’s actual costs in reproducing or otherwise making the Work available;

I am aware of and agree to accept the conditions and regulations of the Faculty of Graduate Studies as outlined in the Graduate Calendar, including the “Policy on Authorship and Plagiarism”.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Last Name

\_\_\_\_\_  
Student First Name

\_\_\_\_\_  
Student ID

Department/Program Name: \_\_\_\_\_



### PhD Dissertation Submission and Defense Timeline Tracker

Dates	Office Responsible	
	Graduate Studies (FGS)	Department
<b>Within first term of study (at doctoral level)</b>  Date: <input type="text"/> <input type="checkbox"/>		Submit Master's Thesis/Doctoral Dissertation Committee Form to FGS
<b>At least six weeks before proposed/confirmed defense</b>  Date: <input type="text"/> <input type="checkbox"/>		Submit External Examiner Request Form to FGS. Note: Attach a brief résumé of the proposed examiner's qualifications to serve in this capacity (including a list of recent relevant publications), as well as an e-mail and mailing address
	Send invitation to external examiner after approval by the Dean	After external has accepted the invitation, contact external examiner to set tentative defense date. Reserve room for defense and make other necessary arrangements (e.g., Skype or teleconference)
<b>Approximately five weeks before proposed/confirmed defense</b>  Date: <input type="text"/> <input type="checkbox"/>		Student submits a copy of dissertation to the doctoral committee
<b>At least four weeks before confirmed defense date</b>  Date: <input type="text"/> <input type="checkbox"/>		Submit to FGS (gradst@uwindsor.ca): a) Approval to Submit a Doctoral Dissertation for External Examination Form. b) Electronic (PDF) copy of dissertation c) Confirmed date and time of defense.
	Send dissertation to external examiner along with instructions and deadline for submission of report.	
	Once report is received from external examiner, send external examiner's report to the departments' graduate secretary and advisor.	
		Finalize defense date if report is satisfactory.
		FGS selects chair of defense and notifies dept./advisor Chair must hold graduate faculty status and be from outside the student's home department
<b>At least eight days before defense</b>  Date: <input type="text"/> <input type="checkbox"/>	Send to chair (by e-mail): a) Signature pages b) Copy of defense notice c) Copy of external examiner's report d) Instructions sheet	Send defense notice to FGS
<b>Defense Takes Place</b>		
Date: <input type="text"/> <input type="checkbox"/>		Complete Grade Report Form and sign at defense.
		Within 2 days of the defense send Grade Report Form to FGS





**Faculty of Graduate Studies**

**External Examiner Request Form**

Please submit this form at **least six weeks** before the proposed date of defense, in order to allow adequate time for the Dean of Graduate Studies to contact the examiner, as well as for mailing and reviewing the dissertation, appointing a chair and receiving the examiner's report. The proposed external examiner may be approached by the advisor beforehand to find out whether the proposed external examiner is available, and willing to serve.

**At least four weeks before** the confirmed date of defense, please submit the Approval to Submit a Dissertation form, a copy of the dissertation and the confirmed date and time of the defense. Failure to do so may result in the cancellation of the defense.

The external examiner must be at the rank of **full professor or associate**. They must have active and/or recent publications. A special case must be made to request an assistant professor or someone from industry. A letter of support from the graduate coordinator would be required as well.

**Please attach a brief résumé of the proposed examiner's qualifications to serve in this capacity, including a list of recent relevant publications, and an email and mailing address.**

The Faculty of Graduate Studies will pay an honorarium of \$100 for reading the dissertation and participating in the defense

Student: \_\_\_\_\_ Program: \_\_\_\_\_  
Advisor: \_\_\_\_\_ Tentative Defense Date: \_\_\_\_\_  
Dissertation Title: \_\_\_\_\_  
Proposed External Examiner: \_\_\_\_\_  
University affiliation: \_\_\_\_\_  
Department / Rank: \_\_\_\_\_  
Advisor's Signature: \_\_\_\_\_

**External Examiner's Arm's Length Relationship**

The following are criteria for an arm's length relationship between the advisor, student and proposed examiner

- a) not a close friend
- b) not a research collaborator within the past 5 years
- c) not a potential post-doctoral supervisor of the student
- d) not a faculty member, student or post-doctoral fellow of the University within the past 5 years
- e) not a co-worker of the student or supervisor within the past 5 years

**Instructions:** This form needs to be submitted as a Service Request in UWinsite Student. Login to your student account - select **Research Tracking** - then **Service Requests** - create **New Service Request** - select **Research Activities** - select **External Examiner Request** - Choose your program - **Add attachment** -Upload this form and any attachments (**including the CV**) - Add any relevant comments to text box – Click **Submit**.

FACULTY OF GRADUATE STUDIES



University  
of Windsor

**APPROVAL TO SUBMIT A DOCTORAL DISSERTATION FOR EXTERNAL EXAMINATION**

*(This form must be submitted to the Graduate Studies Office before the dissertation is sent to the External Examiner)*

Dissertation Title:

Student Name:

Program:

**CONFIRMED** date and time of defense:

By my signature below I indicate that ***I have read and provided feedback on the dissertation***, and in my judgement this dissertation meets recognized scholarly standards for the doctoral degree and is therefore ready for transmission to the External Examiner. (If not, please provide reasons below)

Committee Members:

**Advisor:**

Signature

Print Name

Date:

**Co-Advisor (if applicable):**

Signature

Print Name

Date:

**Department Reader:**

Signature

Print Name

Date:

**Department Reader:**

Signature

Print Name

Date:

**Outside Department Reader:**

Signature

Print Name and Department

Date:

Note: Approval by a majority of the doctoral committee is required before the dissertation is sent to the External Examiner. Please provide any reasons for withholding approval.





### **Guidelines on Attendance at Major Paper, Thesis and Dissertation Defenses**

Minimum requirements for membership on final committees are as follows:

	Master's Major Paper	Master's Thesis	Doctoral Dissertation
Defense Chair		1	1
Advisor(s)	1 (Chair)	1	1
Program Reader	1	1	2
Outside Program Reader		1	1
External Examiner			1

Given that the defense of the major paper/thesis/dissertation is the culmination of the student's research work and it is important that it be presented and examined properly for quality control purposes, the Chair of the Defense should use the following conditions to determine if the defense may proceed:

- The defense should take place on the University of Windsor campus.
- The student and Defense Chair must be physically present.
- A minimum of two committee members must be physically present.
- At most one committee member may be absent (not physically or virtually present), and the absent member cannot be the External Examiner.
- At most two committee members may be virtually present.

Note that according to the calendar, the External Examiner must be present in order for her/his vote to veto positive unanimity by the rest of the committee. The chair is non-voting.



Faculty of Graduate Studies

### **Guidelines for Conducting Oral Examinations for Doctoral Examining Committees**

**Optional:** Immediately prior to the defense (10-20 minutes before) the Chair of Defense may request to meet privately with the committee (a separate room near the defense is recommended) to solicit general comments, overall appraisals, and questions the committee might wish to discuss with the candidate. At this time, the Chair may choose to read the External examiner's review of the dissertation.

#### **Defense protocol:**

1. *Chair of Defense introduces the committee members and candidate.*

As a courtesy to the candidate and to avoid interruptions guests should be reminded that they may only leave the defense during the short intermission between the public's and committee's question periods and when asked to withdraw in order to allow the committee to deliberate.

2. *Candidate then presents a short (15-25 minute) summary of their dissertation.*

3. *After the presentation, the Chair begins the questioning in the following order: general audience, External examiner, the outside departmental reader, the internal departmental readers, and the student's advisor. \* This order can be changed if felt necessary.*

Although there is no pre-determined ending time, the defense is scheduled for approximately two to three hours, so questioning should be apportioned among those present with an opportunity for follow-up questions after a round of questioning has taken place.

**The Chair does not ask evaluative questions of the candidate during the examination.**

4. *Following the period of questioning, the candidate and all guests are asked to withdraw.*

5. *The committee then discusses the defense and dissertation, and then:*

(i) *Committee votes on the outcome of the defense.* The Chair of Defense does not vote but indicates the voting outcome on the report form (**form provided by the department**) and the candidate is assigned a grade of Satisfactory or Unsatisfactory. The advisor signs the Report Form where indicated. The Chair of the defense signs and dates the Report Form.

See the Faculty of Graduate Studies Report Form for a description of the four possible voting outcomes: (i) Pass with no changes, (ii) Pass with Minor changes, (iii) Pass with Major changes, and (iv) Fail. If (iii) is decided upon see the above form for a description of the options and instructions.

(ii) *Committee members may then sign the Approval page for inclusion in the dissertation if they are satisfied that any necessary changes will be made under the advisor's supervision. **The Advisor signs the Approval sheet only after all necessary changes have been made*** (see next page for detailed voting outcomes and procedures).

(iii) *Chair asks the committee whether the candidate should be considered as a potential Governor General's Gold Medalist. If so, this is indicated on the Report Form.*

6. *The candidate and guests return, and the Chair informs the candidate of the outcome.*

*Faculty of Graduate Studies*

**Voting Outcomes and Signatures in Dissertation:\***

As stated in the grad calendar: “The minimum basis for acceptance of a Ph.D. dissertation shall be **positive unanimity less one vote providing the dissenting vote is not by an external examiner** who is present at the defense, and the chair of the defense determines that the examination by the external examiner has been fair to the candidate. Unless an examining committee is unanimously negative, a candidate may resubmit the dissertation once, after a minimum period of three months and before a maximum period of twelve months. The second decision shall be final.”

**The Chair of the Defense does not sign the Approval page.**

The following defines the four possible voting outcomes:

1. **Pass** with no changes.
2. **Pass with minor changes** (e.g., typographical errors, clarification of textual material, qualification of conclusions). In this case the advisor shall determine when the changes have been completed.
3. **Pass with major changes** (e.g., new analyses, substantive textual changes). In this case the committee shall decide how satisfactory completion is to be determined (e.g., full committee approval, a second opportunity to defend, or simply approval by the advisor).

**If the Committee recommends a Pass with major changes, a recommendation from the committee, by the Chair of the Defense, should be forwarded to the Dean of Graduate Studies outlining how satisfactory completion is to be determined.**

**The Report Form should be retained by the advisor until all changes have been satisfactorily completed, after which time it may be forwarded to the Dean of Graduate Studies.**

**4. Fail.**

If more than one negative vote is cast, the student shall be deemed to have failed. If the Committee recommends a failing grade, this Report Form should be completed and forwarded to the Dean of Graduate Studies indicating the voting pattern of the Committee members, e.g., satisfactory, unsatisfactory, abstention.

A meeting will be convened by the program chair with the student’s advisor, the graduate coordinator and the Dean of Graduate Studies. At this meeting, the student’s options shall be determined and presented in writing to the student by the program chair. These options shall be deemed to be final and subject only to appeal.

Unless an examining committee is unanimously negative, a candidate may resubmit the thesis or dissertation once, after a minimum period of three months and before a maximum period of twelve months. The second decision shall be final.

\* If the research advisor is the sole dissenting vote, please consult with the Faculty of Graduate Studies for direction.



University  
of Windsor

Graduate Studies  
uwindsor.ca/graduate

TEL: (519) 253-3000 ext. 2109  
E-MAIL: gradst@uwindsor.ca

### REPORT FORM FOR

- ☒ Doctoral Dissertation -9980      ☐ Major Paper 8960      ☐ Creative Writing Project -8940  
☐ Master's Thesis -8970      ☐ MHK Sport Management Internship/ Political Science MA Internship -8950

Student Information	
Student's Name: _____	
Program: _____	UWindsor ID: _____
Degree Sought:	
<input checked="" type="radio"/> Ph.D.	<input type="radio"/> M.B.A.
<input type="radio"/> M.H.K.	<input type="radio"/> M.S.W.
<input type="radio"/> M.F.A.	<input type="radio"/> M.A.Sc.
<input type="radio"/> M.Sc.	<input type="radio"/> M.Sc.N.
<input type="radio"/> M.A.	<input type="radio"/> LLM
<input type="radio"/> M.Ed.	
TITLE: Please type or print exact title since this version will appear on the student's permanent record: _____ _____	

Please indicate the voting outcome for the thesis or dissertation (see reverse):

- ☐ Pass with no changes      ☐ Pass with minor changes      ☐ Pass with major changes (see reverse)      ☐ Fail

GRADE: \_\_\_\_\_

Advisor's name - please PRINT: \_\_\_\_\_

Dissertation to be graded: Satisfactory or Unsatisfactory.

Advisor's signature: \_\_\_\_\_

Thesis, Major Paper, Creative Writing Project or Sport Management Internship to be graded either: a percentage grade, or Satisfactory or Unsatisfactory, according to the procedures adopted by each program.

Engineering Credit Weight	_____
Engineering Course Equivalent	_____

Potential Governor General's Gold Medalist	<input type="radio"/>
(Competitive candidates only, please.)	

Term: Fall ☒      Winter ☐      Summer ☐      20 \_\_\_\_

APPROVED BY:	Chair of Defense: _____	_____	_____
	Name of Chair of Defense - please PRINT	Defense Chair Signature	Date Signed
	Program Chair: _____	_____	_____
	Name of Program Chair - please PRINT	Program Chair Signature	Date Signed

For Graduate Studies Use	
APPROVED:	
_____ Dean of Graduate Studies	_____ Date
<input type="checkbox"/> Registered	<input type="checkbox"/> Dissertation/Thesis/Major Paper Deposited



## VOTING OUTCOMES

The following defines the four possible voting outcomes:

1. **Pass** with no changes.
2. **Pass with minor changes** (e.g., typographical errors, clarification of textual material, qualification of conclusions). In this case the advisor shall determine when the changes have been completed.
3. **Pass with major changes** (e.g., new analyses, substantive textual changes). In this case the committee shall decide how satisfactory completion is to be determined (e.g., full committee approval, a second opportunity to defend, or simply approval by the advisor).

**If the Committee recommends a Pass with major changes, a recommendation from the committee, by the Chair of the Defense, should be forwarded to the Dean of Graduate Studies outlining how satisfactory completion is to be determined.**

**The Report Form should be retained by the advisor until all changes have been satisfactorily completed, after which time it may be forwarded to the Dean of Graduate Studies.**

### 4. Fail.

If more than one negative vote is cast, the student shall be deemed to have failed. If the Committee recommends a failing grade, this Report Form should be completed and forwarded to the Dean of Graduate Studies indicating the voting pattern of the Committee members, e.g., satisfactory, unsatisfactory, abstention.

A meeting will be convened by the program chair with the student's advisor, the graduate coordinator and the Dean of Graduate Studies. At this meeting, the student's options shall be determined and presented in writing to the student by the program chair. These options shall be deemed to be final and subject only to appeal.

Unless an examining committee is unanimously negative, a candidate may resubmit the thesis or dissertation once, after a minimum period of three months and before a maximum period of twelve months. The second decision shall be final.

**Approval Page Template** (doctoral)

- The Approval page must not be numbered, although it is counted in the numbering system. The text should be centred except for the defense date at the bottom which should be right-aligned.
- Note that the chair of defense is not listed and does NOT sign the approval page.
- The names of the committee members must be listed in the following format: no title “Dr.,” an initial for the first name, e.g., “J. Doe” instead of “Dr. Jane Doe.” Only the External Examiner and the Advisor(s) must be indicated, as shown below.
- The official full departmental name must be listed for each committee member – check with your graduate program secretary if unsure of the official name as some units are not called “department” (e.g., School of Computer Science; “Faculty of Human Kinetics,”
- Fill in the highlighted information below:

[Insert Dissertation Title]

By

[Insert Author Name]

APPROVED BY:

---

[Insert Name of External Examiner], External Examiner  
[Insert Institution Name]

---

[Inset Name of Outside Department Reader]  
[Insert Full Department Name]

---

[Insert Name of first Department Reader]  
[Insert Institution Name]

---

[Insert Name of second Department Reader]  
[Insert Institution Name]

---

[Insert Advisor’s Name], Advisor  
[Insert Full Department Name]

[Insert Defense Date Here]