



LAWRENCE BLOOMBERG
FACULTY OF NURSING
UNIVERSITY OF TORONTO

**Bloomberg
Nursing**

A photograph of a woman and a man in graduation gowns. The woman is standing behind the man, adjusting his stole. Both are smiling. The background shows a wooden door and a painting of a landscape.

Doctoral Programs Handbook 2026-2027

Table of Contents

Table of Contents.....	1
Welcome To Bloomberg Nursing.....	3
About the Doctoral Programs Handbook	3
Student Responsibility.....	4
Equity, Diversity, Inclusion & Indigenous Reconciliation.....	4
Student Disclosure Process.....	5
Leadership & Governance.....	5
Faculty and Staff.....	5
Faculty Governance.....	5
Key Program Contacts.....	6
Doctor of Philosophy - PhD.....	7
Program Overview	7
Program Objectives	7
Program Structure.....	8
Program Requirements.....	9
Collaborative Specializations.....	12
Doctor of Nursing - DN.....	13
Program Description.....	13
Program Objectives and Learning Outcomes	13
Program Structure.....	16
Program Requirements.....	17
Understanding University Policies	21
Academic Policies, Procedures & Regulations	22
Admissions	22
Sessional Dates.....	23
Registration	24
Course Enrolment.....	26
Supervision.....	27
Withdrawals.....	29
Leave of Absence	30

Personal Time Off Policy	31
Personal Information	32
Fees and Payment.....	33
Finances and Funding	34
Guidelines for Ethical & Professional Conduct for Nursing Students	37
Social Media Guidelines.....	37
Academic Integrity	39
Assignments	42
In-Course Exams/Tests	44
Final Oral Exam.....	46
Grading	49
Appeals	52
Course Evaluations.....	53
Campus Closures	54
Health & Wellness.....	54
Academic Support	56

Welcome To Bloomberg Nursing

At the Lawrence Bloomberg Faculty of Nursing, students will find cutting edge research exploring the relevant healthcare challenges of our time. As one of the world's premier nursing programs, we continue to build on over a century of nursing excellence as we prepare students at the undergraduate and graduate level, to be exceptional nursing leaders in a complex and globally connected health care landscape.

As we continue to advocate for equity-deserving communities and people who are under-served by our health care systems, people will find us at the forefront of research and education that makes a difference.

This is Nursing in Action.

We wish to acknowledge this land on which the University of Toronto operates. For thousands of years, it has been the traditional land of the Wendat Nation, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

About the Doctoral Programs Handbook

This Handbook serves as an academic information guide and statement of the most important rules and regulations for students seeking to apply and those who are enrolled in a doctoral program at Bloomberg Nursing. It is published annually online. It outlines the rules, regulations, and academic curriculum to inform students throughout their enrolment and pursuit of their goals. It is the responsibility of all doctoral students to carefully review this handbook.

The School of Graduate Studies ([SGS Calendar](#)) is the official Academic Calendar for all graduate programs at the University of Toronto. The Lawrence Bloomberg Faculty of Nursing is a graduate unit within SGS. General regulations found in the SGS calendar are deemed to be part of the policies and regulations of Bloomberg Nursing.

The academic information listed in this Handbook is applicable for the year(s) to which the Handbook applies. We reserve the right to change the content of courses, instructors and instructional assignments, enrolment limitations, prerequisites and corequisites, grading policies, academic policies, and timetables without prior notice. If the University or the Faculty must change the content of programs of study or withdraw them, all reasonable possible advance notice and alternative instruction will be given. The University will not,

however, be liable for any loss, damages, or other expenses that such changes might cause.

Student Responsibility

Students are responsible for keeping familiar with the curriculum requirements and related regulations in the [SGS Calendar](#) and the Handbook. Students can seek guidance from Course Instructors, the Doctoral Programs Director, or the Assistant Dean, Registrarial and Student Services when in doubt as to any deadline or requirement.

Equity, Diversity, Inclusion & Indigenous Reconciliation

The University of Toronto and Bloomberg Nursing are committed to equity, human rights and respect for diversity. All members of the U of T community should strive to create an atmosphere of mutual respect where all members of our community can express themselves, engage with each other, and respect one another's differences. All members of the U of T community can access resources through the [Division of People, Finance & Digital Services](#).

Students are reminded of the expectation that we all demonstrate respect for one another. As outlined in the [Code of Student Conduct](#), U of T does not condone discrimination or harassment against any persons or communities especially when based on grounds protected under the Ontario Human Rights Code. In accordance with the Ontario Human Rights Code, no person shall engage in a course of vexatious conduct that is directed at one or more specific individuals, and that is based on the race, ancestry, place of origin, colour, ethnic origin, citizenship, sex, sexual orientation, gender identity, gender expression, age marital status, family status or disability. This includes:

- Racial slurs or “jokes”
- Insults due to racial identity
- Online posts of cartoons or pictures, in a workplace or school that degrade persons of a particular racial group
- Name-calling due to race, colour, citizenship, place of origin, ancestry, ethnic background or creed
- Pseudonyms or handles that are inappropriate about ancestry, colour, citizenship, ethnicity, place of origin, sexual or gender identity, race, or religion.

Students are encouraged to support one another and the University's commitment to human rights and our values of diversity, inclusion, and respect in managing any inappropriate comments or disruptive behaviours. If students experience or witness inappropriate comments or behaviours, they are encouraged to contact the instructor or follow the Student Disclosure Process.

Student Disclosure Process

Students who have witnessed or experienced harassment, discrimination or harmful unprofessionalism can use the Faculty's disclosure protocol by either submitting an entry on the confidential [Event Disclosure Form \(EDF\)](#) or contacting the Faculty's designated intake officer Kristen Reichold, Director Office of the Dean (Kristen.Reichold@utoronto.ca).

Leadership & Governance

Faculty and Staff

The complete list of faculty and staff can be found on the [Bloomberg Nursing website under People](#).

Faculty Governance

Bloomberg Nursing is governed by a [Faculty Council](#) comprised of representatives from the faculty, administrative staff, and students. The Faculty Council is comprised of five (5) standing committees.

Roles of Standing Committees of Faculty Council

- **Committee on Standing** - implements the University Grading Practices Policy and oversees the general grading consistency of grading procedures; reviews final grades and averages for all courses; adjudicates petitions from students related to grades and academic standing.
- **Admissions Committee** - reviews and makes recommendations to Council on admissions policies; assess the qualifications of applicants seeking admission and approves admission of qualified applicants on behalf of Council; makes decisions about student petitions regarding entry or re-entry on behalf of Council.
- **Curriculum Committee** - reviews and reports recommendations to Faculty Council on changes to all existing curricula and proposals for changes to academic

programs, and reviews and approves course descriptions, learning outcomes and grading plans for all courses.

- **Awards Committee** - selects candidates for awards; reviews award/funding policies; advises on the development of new awards and the review of existing rewards records.
- **Appeals Committee** - The final decision-making authority within the Faculty on academic appeals by a student.

For more information about the specific nature of the composition of the Faculty Council please review its [constitution](#) and [bylaws](#).

Key Program Contacts

Name	Role	Contact For	Email Address
Robyn Stremler	Dean	General concerns regarding Bloomberg Nursing and University policy	dean.nursing@utoronto.ca
Kimberley Widger	Associate Dean, Academic	Petitions and appeals, student conduct, ethics, and academic policy	associatedeanacademic.nursing@utoronto.ca
Kristen Reichold	Director Dean's Office	Event disclosure protocol— concerns regarding harassment, discrimination, unprofessionalism; academic change; governance	Kristen.reichold@utoronto.ca
Samantha Mayo	Director, Doctoral Programs	Academic and program concerns	samantha.mayo@utoronto.ca
Yubai Liu	Assistant Dean and Registrar	Resolution of complex student issues, including financial aid, fees and awards, and management of student records	yubai.liu@utoronto.ca
Kate Galvin	Associate Director, Recruitment & Admissions	Admissions and program information	kate.young@utoronto.ca
Elizabeth Sutherland	Enrolment and Academic Records Officer	Course enrolment, grades, and progression through the program	elizabeth.sutherland@utoronto.ca
Carli Chan	Admissions & Recruitment Officer	Admissions support and recruitment activities	carli.chan@utoronto.ca
Olivia Hardtke	Admissions & Academic Administrator	Admissions, residencies, and exam support	olivia.hardtke@utoronto.ca
Aidan Gray	Assistant Director, Student Financial Services	Financial support, awards, emergency grants	a.gray@utoronto.ca
Elena Luk	Director, Clinical	Practicum placement concerns	elena.luk@utoronto.ca

	Education		
Martine Puts	GNSS Representative	Liaison between GNSS and faculty	martine.puts@utoronto.ca
Rebecca Biason	Senior Communications and Media Officer	Communications and media relations, social media, website issues	Communications.nursing@utoronto.ca
Leah Direnfeld	Health & Wellness Embedded Counselor	Counselling support and student wellness	416-978-8030 ext. 5 Please note, the embedded counselor should be contacted through this phone number, not directly.
Mohammad Alharoun	Accessibility Advisor-UTSG	Program, practicum accommodations, note-taking, learning strategy support	416-978-8060 accessibility.services@utoronto.ca

Doctor of Philosophy - PhD

Program Overview

The Bloomberg Nursing **Doctor of Philosophy (PhD) in Nursing Degree** is designed to prepare scientists with the required analytical and research skills to study nursing, health systems or other related problems.

Program Objectives

Degree Level Expectations	PhD Program Objectives
1. Depth and Breadth of Knowledge	PO #1 - Superior understanding of the theoretical foundations of nursing science. PO #2 - A broad appreciation of the relationship between nursing science and the scientific basis of other health disciplines.
2. Research and Scholarship	PO#3 - In-depth knowledge and specialization related to a selected aspect of nursing science.
3. Level of Application of Knowledge	PO#4 - The ability to design and conduct research studies of relevance and importance to nursing science.
4. Professional Capacity/ Autonomy	PO#4 - The ability to design and conduct research studies of relevance and importance to nursing science. PO#6 - Commitment to ethical scholarship and collaboration in furthering knowledge with a critical and objective perspective on research
5. Communication Skills	PO# 5 - The ability to contribute to the education of undergraduate and graduate nursing students.

Degree Level Expectations	PhD Program Objectives
6. Awareness of Limits of Knowledge	PO#6 - Commitment to ethical scholarship and collaboration in furthering knowledge with a critical and objective perspective on research

Program Structure

The PhD program is a full-time, in-person program that is structured around courses, the completion of a literature review paper, the successful defense of the thesis proposal and the production and defense of a final thesis. The program is designed for students to complete the degree in 4 years and all requirements for the degree must be completed within 6 calendar years from the date of the student's enrolment in the program. Students who enter the program after completing one year in the MN program (MN Transfer students) normally complete the degree in 5 years and all requirements for the degree must be completed within 7 calendar years from the date of the student's enrolment in the MN program

The PhD program is only offered full-time and in-person to ensure that students achieve timely completion rates and to provide a collegial cohort to successfully navigate the intricacies of the program.

Structure of the PhD Program

Program Structure				
	Year 1*	Year 2*	Year 3*	Year 4*
Courses*	NUR1081H Seminar NUR1079Y Methods course 1 substantive elective	NUR1082H Seminar 1 methods or substantive elective		
Literature review paper				
Proposal writing & defence				
Research Ethics Board approval				
Data collection & analysis				
Thesis writing				

Program Structure				
	Year 1*	Year 2*	Year 3*	Year 4*
Final Oral Exam				

*MN transfer students complete Year 1 in the MN program, in their Year 2 they will start the Year 1 components listed in the table and continue in step with their PhD cohort.

Program Requirements

The PhD in Nursing is offered as a full-time program. **Candidacy** is achieved by successful completion of required courses, the literature review paper, and the proposal defence as described below.

Courses

- Students must successfully complete a minimum of **3.0 full-course equivalents (FCEs)** that include:
 - PhD Seminars (1.0 FCE):
 - [NUR1081H](#). Students attend the seminar biweekly for the Fall and Winter of Year 1.
 - [NUR1082H](#). Students attend the seminar weekly for the Fall of Year 2.
 - Research methods course [NUR1079Y](#) *Research Methods for Knowledge Discovery* (1.0 FCE) for the fall and winter of Year 1
 - one course (0.5 FCE) related to the substantive area of study and thesis plans
 - one course (0.5 FCE) may be either a method or substantive area course as determined by the student and the supervisory committee.
- Students must attain a minimum average standing at the B+ level for required courses.
- Students are normally expected to complete all required courses (3.0 FCEs) by the end of Year 2. If all required courses are not successfully completed (with a minimum average standing at the B+ level) by the end of Year 3, Bloomberg Nursing will normally make a recommendation to SGS for termination of registration.

Literature Review Paper

- The literature review paper topic and type should be discussed and approved by the student and supervisor (with documentation by the supervisor on the PhD Student Milestones Tracking Sheet) by **March 1 of Year 1**.

- The literature review paper must be submitted by **September 30 of Year 2**. The submitted literature review paper will be formally reviewed and evaluated by the supervisor and at least one additional thesis committee member. Written and verbal feedback about the submitted literature review paper will be provided to the student at a supervisory committee meeting. For the literature review paper to be considered a pass, both faculty members' assessments of the literature review paper must be at the **successful completion** or **pass level**. If both assessments are considered pass, the student will receive a **satisfactory** rating at their supervisory committee meeting. If one or both paper reviews are rated **failure** or **not pass**, then the student receives an **unsatisfactory** rating at the supervisory committee meeting.
- If the student does not successfully complete the literature review paper when first submitted, the student will have one additional opportunity to revise and rewrite the literature review paper, based on the feedback received at the supervisory committee meeting. The student must resubmit the revised literature review paper by **December 1 of Year 2**. This revised literature review paper must be formally evaluated by the supervisor and one other thesis committee member (normally the same committee member who completed the assessment of the original literature review paper). The student will receive feedback about the revised literature review paper at a supervisory committee meeting. For the literature review to be considered a pass, both faculty members' assessments of the literature review must be at the **pass** level. If both assessments are considered pass, the student will receive a **satisfactory** rating at their supervisory committee meeting. If one or both paper reviews are rated **failure** or **not pass**, then the student receives an **unsatisfactory** rating at the supervisory committee meeting.
- If the student does not successfully complete the literature review paper on the second attempt, Bloomberg Nursing will normally recommend to SGS that the student's registration in the PhD program be terminated.

Thesis Proposal

Successful defence of the thesis proposal is the final step in achieving candidacy and is normally completed by the end of Year 2. Before the PhD thesis proposal exam can be held, all other candidacy requirements must be completed (i.e., course work and successful completion of literature review) and a full committee with a minimum of 2 members in addition to the supervisor must be in place.

[The PhD Thesis Proposal Guidelines document](#) specifies the required elements for the written proposal. The proposal normally goes through multiple rounds of feedback with the student and supervisor as well as with the larger committee before the student is deemed

by the committee as ready to proceed to the oral proposal defence. An internal examiner is selected by the supervisory committee in consultation with the student. The examiner may be a member of the SGS faculty appointed to the Candidate's graduate unit, or a member of the SGS faculty appointed to other graduate units of the University. The examiner must not have been closely involved in supervision of thesis development. The written proposal should be submitted to the supervisory committee and examiner at least 4 weeks in advance of the oral defence date. Student services will assist with arranging the oral exam including securing a chair. The exam may be held in person, hybrid, or fully online. Assessment of the thesis proposal consists of both the written proposal and the oral defence of the proposal. The oral exam consists of a 15-minute presentation of the proposal by the student, followed by multiple rounds of questions starting with the internal examiner. The oral exam is normally completed within 2 hours. Further information on procedures for conducting the exam can be found in the document [Record of the PhD/DN Proposal Examination](#).

Students are normally expected to defend their thesis proposal by the end of Year 2 of their program. Students must successfully defend their thesis proposal no later than the end of Year 3. Students who do not successfully defend the proposal after the first attempt may have one additional opportunity to successfully present and defend the written proposal, and prior to the end of Year 3 of the program.

If the student does not successfully defend the thesis proposal by the end of Year 3 including a second attempt, if required, Bloomberg Nursing will normally recommend to SGS that the student's registration in the PhD program be terminated.

Students who have successfully defended their thesis proposal may refer themselves as "PhD candidates", rather than "PhD students" and the achievement of candidacy is noted on the academic transcript.

Research Ethics Board Approval

While preparing their thesis proposal, students should identify the steps required for ethics review. These steps will be dependent on where the research will be conducted and how data will be collected. Normally, the ethics review board at the institution where the research will be conducted will review and approve the proposal first, then the proposal will be submitted to the University of Toronto for administrative review. In some cases, only the University of Toronto Research Ethics Board will review and approve the proposal. Students should work with their supervisor and reach out to the relevant research ethics boards for information and guidance on the process and access to any relevant documents (e.g., templates for consent forms).

Students may prepare all documents relevant to the ethics review process prior to the oral defence, however, the actual submission for ethics review must not occur until successful defence of the thesis proposal. Students are encouraged to use the 4-week window before their oral defence to prepare all documents for ethics review, so they are ready to submit them soon after the successful defence. Once all approvals are in place, the student may proceed with their study.

Thesis

Student may complete either a traditional dissertation or a dissertation based on three separate papers – Thesis by Publication. Guidance on preparation of the thesis by publication is available on the [Forms, Requests & Resources](#) page on the Bloomberg Nursing website.

Similar to preparation of the thesis proposal, the thesis normally goes through multiple rounds of feedback with the student and supervisor as well as with the larger committee before the student is deemed by the committee as ready to proceed to the final oral defence.

Final Oral Exam

The final oral exam is normally conducted at the end of year 4 in accordance with the SGS [Guidelines for the Doctoral Final Oral Examination](#). For more information about the preparation and processes around the conduct of the Final Oral Exam, please see the Final Oral Exam section under ‘Academic Policies, Procedures & Regulations’ in this handbook.

Length of Program

Normally, degree requirements are completed in four academic years of full-time study (five years for MN transfer students). All requirements for the degree must be completed within six calendar years for students in full-time study (seven years for MN transfer students), from the date of the student’s enrolment in the program.

Collaborative Specializations

Collaborative specializations emerge from cooperation between two or more graduate units, thereby providing students with a broader base from which to explore interdisciplinary areas of study and research. The University of Toronto offers more than [40 graduate collaborative specializations](#), providing students enrolled in participating degree programs an additional multidisciplinary experience as they complete their home degree program.

Students must be admitted to, and enrol in, one of the collaborating graduate units and must fulfill all the requirements for the degree in the home unit and any additional requirements of the collaborative specialization. Each is designed to allow a focus in the area of specialty. Upon successful completion of the program, the student receives a transcript notation.

A Collaborative Specialization normally requires students to:

- complete a core academic activity (such as a core course)
- participate in activities and seminars offered by the collaborative specialization
- incorporate the disciplinary focus of the CS into any final research requirements of the home degree programs.

PhD students at Bloomberg Nursing may elect to participate in the following collaborative specializations:

- [Addiction Studies](#)
- [Aging, Palliative and Supportive Care Across the Life Course](#)
- [Bioethics](#)
- [Global Health](#)
- [Women's Health](#)

Students who are interested in other collaborative specializations not listed above can contact the Bloomberg Nursing Admissions Team for further information:

connect.nursing@utoronto.ca.

Doctor of Nursing - DN

Program Description

The Doctor of Nursing (DN) is a professional doctoral program designed to prepare nurses with the required skills to apply knowledge in diverse settings and (a) lead in dynamic, fast-paced, technologically advanced and sophisticated health-care environments and (b) teach in nursing education. Students will engage in advanced education related to leadership and knowledge application in healthcare or nursing education.

Program Objectives and Learning Outcomes

DLE	DN Program Objectives	DN Program Learning Outcomes
1. Depth and Breadth of Knowledge	PO #1 - Advanced understanding of the theoretical foundations of implementation science, Knowledge Translation and Exchange (KTE) strategies and change theory. PO #2 - In-depth knowledge on how implementation science and change theory is relevant to nursing leadership in healthcare and education. PO#3 A broad appreciation of the relationship between implementation science in nursing, KTE and the scientific basis of other health disciplines.	PLO #1 - Demonstrate an in-depth understanding of Implementation Science frameworks, KTE strategies and change theories. PLO#2 – Identify barriers and facilitators of implementing KTE strategies at individual and organizational levels. PLO#3 - Demonstrate advanced knowledge of nursing leadership to transform healthcare and education as appropriate. PLO #4 - Articulate the system barriers to equity of access to safe and effective care for patients and families with diverse backgrounds within healthcare organizations. PLO #5 - Demonstrate knowledge of how challenges related to diversity, cultural safety and social determinants of health are integrated in healthcare and education. PLO#6 Demonstrate knowledge of how to manage human, financial and material resources in healthcare or education.
2. Research and Scholarship	PO #4 The ability to systematically review and synthesize research, and effectively engage in translating evidence to healthcare or education. PO# 5 Critical thinking skills to promote change and sustain innovative leadership or scholarship in healthcare or education. PO#6 Leadership skills to improve healthcare or education outcomes through strategic thinking, critical appraisal and implementation of varied forms of evidence.	PLO# 7 Critically appraise and synthesize results of research relevant to leadership issues in healthcare or nursing education. PLO#8 Plan, design and carry out a research project that addresses an innovation to transform nursing leadership in healthcare or education. PLO#9 Produce original and quality scholarly outputs to satisfy peer review and to merit publication or presentation targeted at professional and lay audiences.

DLE	DN Program Objectives	DN Program Learning Outcomes
	PO#7 Expertise to create, maintain and evaluate diverse healthcare or education settings. PO #8 Proficiency in advancing leadership and scholarship across healthcare and education. PO#9 Advanced skills to provide exemplary nursing healthcare practice or education evaluation and KTE.	
3. Level of Application of Knowledge	PO#10 Application of research evidence that is relevant and useful to nursing leadership in healthcare and education using implementation science, KTE strategies and change theories/ frameworks.	PLO#10 Conceptualize, design and evaluate a KTE plan to implement/ disseminate research evidence. PLO# 11 Apply Implementation Science theories and frameworks when implementing/disseminating research evidence in complex healthcare and educational situations. PLO#12 Understand relevant change theory applicable to leadership in healthcare or nursing education. PLO#13 Define and develop evidence-informed analytical and tactical strategies for advancing nursing leadership in healthcare and education. PLO#14 Determine effective strategies for addressing leadership issues across healthcare or education organizations and/or systems while engaging relevant stakeholders.
4. Professional Capacity/ Autonomy	PO# 11 A commitment to ethical scholarship and collaboration in furthering knowledge with a critical and objective perspective on research application.	PLO#15 Model a strong commitment to professional ethics when developing solutions to complex healthcare (e.g. equal access to care) or education (e.g. diversity) issues. PLO#16 Explain the impact of KTE on organizational structure, and how context (work environment) influences KTE strategies in healthcare or education.

DLE	DN Program Objectives	DN Program Learning Outcomes
		PLO#17 Understand the importance of consultation and meaningful engagement with relevant stakeholders in healthcare or education contexts.
5. Communication Skills	PO# 12 Clear and effective oral and written communication across varied and complex healthcare and education.	PLO#18 Communicate effectively both verbally and in writing to enable implementation of new knowledge within healthcare or education.
6. Awareness of Limits of Knowledge	PO#13 Displaying an appreciation of the strengths and limitations of their work and its contributions to the greater body of knowledge, being open to multiple interpretations of their work and its impact at various levels of application.	PLO#19 Articulate the strengths and limitations of KTE frameworks and models for implementing and disseminating research in complex healthcare and education settings. PLO#20 Determine limitations of knowledge, multiple interpretations and impact at various levels.

Program Structure

The DN program is a full-time, cohort-based graduate program with 8 consecutive terms consisting of required and elective courses, seminars, internships, residencies and a thesis. The mode of delivery combines on-campus experiences with online coursework. The hybrid delivery model, with a blend of online synchronous and asynchronous courses, onsite intensive residencies, and internships is tailored for students who have considerable professional experience and work commitments.

	Year 1			Year 2			Year 3	
	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6	Term 7	Term 8
Courses	NUR1301	NUR1302	NUR1303		Elective			
Seminar	NUR1311	NUR1312		NUR1313			NUR1314	
Internship		NUR1398						
				NUR1399				
Residency		#1			#2			#3
Literature Review Paper								

	Year 1			Year 2			Year 3	
Proposal writing & defence								
REB approval								
Data Collection & Analysis								
Thesis Writing								
Final Oral Exam								

Program Requirements

The DN is offered as a full-time program. Students must successfully complete a total of **5.0 full-course equivalents** (4.0 FCEs for coursework and 1.0 FCE for the internships). **Candidacy** is achieved by successful completion of the literature review paper, internships, proposal defense, attendance at Year 1 and 2 residencies, and all required courses except NUR1314, as described below. Achievement of candidacy is noted on the academic transcript, and students may refer themselves as “DN candidates”, rather than “DN students” once candidacy is achieved. Students will complete NUR1314 and attend the final residency prior to proceeding to the Final Oral Exam.

Coursework

All courses are only open to DN students. FCEs for coursework as follows:

- 1.5 required FCEs:
 - [NUR1301H](#) *Leadership: Health Services and Education*
 - [NUR1302H](#) *Implementation Science: Health Services and Education*
 - [NUR1303H](#) *Health Policy in Nursing Practice and Education*
- 0.5 elective FCE relevant to the student's focus, chosen from:
 - [NUR1331H](#) *Analysis and Application of Individual and Population Health Data*
 - [NUR1332H](#) *Informatics and Technologies for Practice Advancement*
 - [NUR1333H](#) *Equity and Ethics in Healthcare Leadership*
 - [NUR1334H](#) *Quality Improvement, Safety, and Evaluation Science*
 - [NUR1335H](#) *The Scholarship of Teaching and Learning in Healthcare Practice and Education*
- 2.0 FCEs in seminar courses:

- [NUR1311H](#) *DN Seminar 1*
- [NUR1312H](#) *DN Seminar 2*
- [NUR1313H](#) *DN Seminar 3*
- [NUR1314H](#) *DN Seminar 4.*

Internships

Students must complete two internships focusing on healthcare or educational leadership:

- [NUR1398H](#) *DN Internship 1* (0.5FCE) normally completed in the Winter or Summer session of Year 1
- [NUR1399H](#) *DN Internship 2* (0.5FCE) normally completed in the Fall session of Year 2

Refer to the [Forms, Requests & Resources](#) page on the Bloomberg Nursing website for details on the internship requirements and evaluation methods.

Residencies

Students must complete three residencies consisting of intensive on-campus sessions lasting 3-5 days each. Students will present their works in progress at each of the residencies.

Literature Review Paper

Guidelines for the literature review paper are available on the [Forms, Requests & Resources](#) page on the Bloomberg Nursing website.

A preliminary outline of the literature review paper (e.g., key topics / section headings) should be discussed and approved by the student and supervisor (with documentation by the supervisor on the DN Student Milestones Tracking Sheet) by **November 30 of Year 1**.

- The literature review paper must be submitted by **April 30 of Year 1**. The submitted literature review paper will be formally reviewed and evaluated by the supervisor and at least one additional thesis committee member. Written and verbal feedback about the submitted literature review paper will be provided to the student at a supervisory committee meeting. For the literature review paper to be considered a pass, both faculty members' assessments of the literature review paper must be at the **successful completion** or **pass level**. If both assessments are considered pass, the student will receive a **satisfactory** rating at their supervisory committee meeting. If one or both paper reviews are rated **failure** or **not pass**, then the student receives an **unsatisfactory** rating at the supervisory committee meeting.

- If the student does not successfully complete the literature review paper first submitted, the student will have one additional opportunity to revise and rewrite the literature review paper, based on the feedback received at the supervisory committee meeting. The student must resubmit the revised literature review paper by **June 30 of Year 1**. This revised literature review paper must be formally evaluated by the supervisor and one other thesis committee member (normally the same committee member who completed the assessment of the original literature review paper). The student will receive feedback about the revised literature review paper at a supervisory committee meeting. For the literature review to be considered a pass, both faculty members' assessments of the literature review must be at the **pass** level. If both assessments are considered pass, the student will receive a **satisfactory** rating at their supervisory committee meeting. If one or both paper reviews are rated **failure** or **not pass**, then the student receives an **unsatisfactory** rating at the supervisory committee meeting.
- If the student does not successfully complete the literature review paper on the second attempt, the Faculty of Nursing will normally recommend to SGS that the student's registration in the DN program be terminated.

Thesis Proposal

The purpose of the DN thesis proposal is to focus and define the student's thesis plans. The proposal should provide a clear, concise description of the proposed project activities. The [DN Thesis Proposal Guidelines](#) document specifies the required elements for the written proposal. The proposal normally goes through multiple rounds of feedback with the student and supervisor as well as with the larger committee before the student is deemed by the committee as ready to proceed to the oral proposal defence. An internal examiner is selected by the supervisory committee in consultation with the student. The examiner may be a member of the SGS faculty appointed to the Candidate's graduate unit, or a member of the SGS faculty appointed to other graduate units of the University. The examiner must not have been closely involved in supervision of thesis development. The written proposal should be submitted to the supervisory committee and examiner at least 4 weeks in advance of the oral defence date. Student services will assist with arranging the oral exam including securing a chair. The exam may be held in person, hybrid, or fully online. Assessment of the thesis proposal consists of both the written proposal and the oral defence of the proposal. The oral exam consists of a 15- minute presentation of the proposal by the student, followed by multiple rounds of questions starting with the internal examiner. The oral exam is normally completed within 2 hours. Further information on procedures for conducting the exam can be found in the document [Record of the PhD/DN Proposal Examination](#).

Students are normally expected to defend their thesis proposal by **January 30 in Year 2** of their program. Students must successfully defend their thesis proposal no later than **April 30 in Year 2**. Students who do not successfully defend the proposal after the first attempt may have one additional opportunity to successfully present and defend the written proposal, and this must be accomplished before **April 30 in Year 2** of the program.

If the student does not successfully defend the thesis proposal April 30 in Year 2 (including a second attempt, if required), the Bloomberg Nursing will normally recommend to SGS that the student's registration in the DN program be terminated.

Research Ethics Board Approvals

While preparing their thesis proposal, students should identify the steps required for approval to conduct their project. These steps will depend on the type of project planned and where the project will be conducted. The approval process may involve review by a research ethics committee or a quality improvement review process (if available) at the site where the project will be completed. The proposal will also be submitted to the University of Toronto for administrative review. In some cases, only the University of Toronto Research Ethics Board will review and approve the proposal. Students should work with their supervisor and reach out to the relevant approval bodies for information and guidance on the process and access to any relevant documents (e.g., templates for consent forms if needed).

Students may prepare all documents relevant to the review process prior to the oral defence, however, the actual submission for ethics review must not occur until successful defence of the thesis proposal. Students are encouraged to use the 4-week window before their oral defence to prepare all documents for review, so they are ready to submit them soon after the successful defence. Once all required approvals are in place, the student may proceed with their project.

Thesis

The thesis in the DN program will be written using a traditional dissertation format as a coherent document that provides a complete and systematic account of the thesis project. It is a single report, divided into chapters. Please see the [Thesis Guidelines for DN](#) Students for additional information on the format and content of the DN thesis. Similar to preparation of the thesis proposal, the thesis normally goes through multiple rounds of feedback with the student and supervisor as well as with the larger committee before the student is deemed by the committee as ready to proceed to the final oral defence.

Final Oral Exam

The final oral exam is normally conducted at the end of Year 3 in accordance with the SGS [Guidelines for the Doctoral Final Oral Examination](#). For more information about the preparation and processes around the conduct of the Final Oral Exam, please see the Final Oral Exam section under 'Academic Policies, Procedures & Regulations' in this handbook.

Length of Program

Normally, degree requirements are completed in three academic years of full-time study. All requirements for the degree must be completed within six calendar years (full-time study) from the date of the student's enrolment in the program.

Understanding University Policies

As members of the University of Toronto community, students assume certain responsibilities and are guaranteed certain rights and freedoms.

The University has several policies that are approved by the Governing Council and which apply to all students. Each student must become familiar with the policies. The University and Faculty will assume that they have done so. University policies that are of particular importance to students are:

- [Code of Behaviour on Academic Matters](#)
- [Code of Student Conduct](#)
- [Policy on Official Correspondence with Students](#)
- [Policy on the Student Evaluation of Teaching in Courses](#)
- [Provostial Guidelines on the Student Evaluation of Teaching in Courses](#)
- [Standards of Professional Practice Behaviour for all Health Professional Students](#)
- [Student Academic Records: Guidelines Concerning Access to Official Student Academic Records](#)
- [University Assessment and Grading Practices Policy](#)

In applying to the University, the student assumes certain responsibilities to the University and the Faculty and, if admitted and registered, shall be subject to all rules, regulations and policies cited in the calendar, as amended from time to time.

All University policies can be found at:

<http://www.governingcouncil.utoronto.ca/policies.htm>

Academic Policies, Procedures & Regulations

Admissions

PhD Minimum Admission Requirements

Candidates are accepted under the general regulations of the SGS. Meeting minimal requirements does not ensure admission.

- Applicants must have a master's degree or its equivalent in nursing or related field with at least a B+ standing from a recognized university.
- Candidates must submit a signed commitment from an identified PhD supervisor; official university transcripts; curriculum vitae; relevant publications; a statement indicating their reasons for PhD study, research interests, and future plans; and two letters of reference. One reference should come from the professor who supervised the candidate's Master's thesis (if applicable) or who is most familiar with their research and the other should be from another professor who is familiar with their academic background or research potential.
- English Facility Requirements - Please refer to the School of Graduate Studies' Website: <https://www.sgs.utoronto.ca/admissions/admission-requirements/english-language-proficiency-testing/>

MN/PhD Transfer

Exceptional students who are excellent candidates for the PhD program may apply to transfer from the MN to the PhD program. Students must currently be enrolled in the MN program at the Lawrence Bloomberg Faculty of Nursing, University of Toronto to qualify.

Candidates applying to transfer from the MN program must have:

1. Agreement of an identified supervisor
2. Completed the following courses in the MN program:
 - **MN-Clinical:** Four courses; two completed with a minimum grade of B+ and the following two required courses, both with a minimum grade of A:
 - NUR1176H History of Ideas in Nursing: Clinical
 - NUR1174H Research Design, Appraisal and Utilization: Clinical
 - **MN-HSLA:** Four courses; two completed with a minimum grade of B+ and the following two required courses, both with a minimum grade of A:
 - NUR1156H History of Ideas in Nursing: HSLA
 - NUR1127H Integrated Approaches to Appraisal and Utilization

- **MN-NP:** Four courses; two completed with a minimum grade of B+ and the following two required courses, both with a minimum grade of A:
 - NUR1094H Research Design, Appraisal and Utilization: Nurse Practitioner
 - NUR1095H Introduction to Qualitative Research: Methodologies, Appraisal and Knowledge Translation: Nurse Practitioner

DN Admission Requirements

Applicants are admitted under the General Regulations of SGS. Applicants must also satisfy the Graduate Department of Nursing Science's additional admission requirements.

- Applicants must have a master's degree in nursing or a closely related field, such as education, public health, health science, health policy, or business administration, with a minimum B+ standing from a recognized university.
- Applicants must hold current registration as a Registered Nurse and must have a minimum of two years of relevant health-care leadership experience or advanced nursing education teaching experience.
- Applicants must provide three reference letters: two work-related and one academic.
- Applicants must submit a letter of intent outlining their reasons for applying to the program and a proposed thesis project.
- Applicants whose primary language is not English and who have graduated from a university where the primary language of instruction and examination is not English must demonstrate proficiency in English. An interview may be required. For more information about English language requirements, please refer to:
<https://www.sgs.utoronto.ca/admissions/admission-requirements/english-language-proficiency-testing/>

International Student Applications

Positions in our Doctoral programs are available to international student applicants on a competitive basis with all other applicants. Information about applying as an international student can be obtained from <https://www.sgs.utoronto.ca/future-students/international/>

Sessional Dates

Please see the [Sessional Dates on the Bloomberg Nursing](#) website.

For School of Graduate Studies dates, please see: [SGS Sessional Dates](#)

Registration

In most academic programs at the University, registration is a two-step process: enrolling in courses and then paying/deferring fees. Rather than enrolling in their own courses, students at Bloomberg Nursing will automatically be enrolled in all required courses by the Registrar's Office. Students must pay tuition and fees, or defer them, to finalize registration for their program.

Simultaneous Program Registration

Simultaneous registration in a doctoral program and another program is not permitted. This includes additional programs or courses within the University of Toronto or another institution.

Using ACORN

Students can check their fee invoice through U of T's Accessible Campus Online Resource Network (ACORN). The "minimum payment to register" amount will be listed. Students who defer fee payment or whose payment is deferred pending receipt of OSAP or other awards, acknowledge that they continue to be responsible for payment of all charges, including any service charges that may be assessed. For details, please visit [Understanding your Fees](#)

Academic Records, Transcripts & Forms

Final course results are added to each student's record at the end of each session. GPAs are calculated at the end of each session. Within established deadlines, students can use ACORN to obtain final grades.

The transcript of a student's record reports: courses in progress; the standing in all courses attempted along with course average; information about the student's academic status including record of suspension and refusal of further registration; and completion of degree requirements.

Students using ACORN can view their entire academic record, [order transcripts](#), print tax forms, print invoices and view their financial account balances and detailed charge and payment information. A step-by-step guide on how to use ACORN is available online.

Students requiring written proof of registration or completion can go to the [School of Graduate Studies Student Forms & Letter Requests website](#) to request a Confirmation of Enrolment letter or a Completion of Requirements letter.

Mailing Address

It is each student's responsibility to ensure that both their mailing and permanent addresses are up-to-date on ACORN.

UTORid and T-Card

Newly admitted students are provided with a JOINid to gain access to a limited number of UofT resources to support registration and fee payment. However, it must be converted to a UTORid before classes begin in order to access all UofT services including email, WiFi and the learning management system called Quercus.

The T-Card is a wallet-sized card bearing the student's photograph that serves as evidence of registration in the Faculty, and as a library card. It is used for identification purposes within the University, such as for Faculty examinations, student activities, and Athletic Association privileges. The loss of the card must be reported promptly to the Assistant Dean, Registrarial and Student Services, and the card must be surrendered if a student withdraws from the University or transfers to another College or Faculty. There is a fee for the replacement of lost cards.

Steps for converting the JOINid to a UTORid and getting a TCard are outlined here: <https://tcard.utoronto.ca/get-your-utorid-tcard/> Students will be able to pick up their TCard at the [TCard Office](#).

E-Mail Address

As a student at the University of Toronto, setting up a UTemail account is mandatory. The @mail.utoronto.ca is the only email account faculty and staff will use to communicate with students starting each September. After students have activated their UTORid they should go to <https://mail.utoronto.ca> to set up the email account. Once the @mail.utoronto.ca email address is confirmed, student must update the information in their ACORN account: www.acorn.utoronto.ca

Termination of Registration

If a student fails to meet the required academic standards of their Doctoral program, the Program Director will be informed, and failures will be reviewed by the Committee on Standing. See the [Termination of Registration: Info for Students](#) SGS webpage for more information.

Course Enrolment

Bloomberg Nursing will enroll doctoral students in their required courses. Enrolment in fall and winter courses usually occurs at the end of August. Enrolment in summer courses usually occurs in early April. Students will enroll themselves in any elective courses offered through Bloomberg Nursing on ACORN. Students enrolled in courses agree by virtue of that enrolment to abide by all of the academic and non-academic policies, rules and regulations of the University and of their academic division, as set out in the SGS Calendar and this handbook, and confirm responsibility for payment of associated fees, and agree to ensure that the accuracy of personal information such as the current mailing address, telephone number, and utoronto.ca email address is maintained.

Courses Outside Bloomberg Nursing

Students in the PhD program typically take elective courses offered through UofT faculties other than Bloomberg Nursing. These include courses that are taken as part of a collaborative specialization program. Students can identify potential elective courses using key-word searches on ACORN. Students should consult with their supervisor when choosing elective courses and need to complete the following steps to enroll in a course outside of Bloomberg Nursing:

- 1) Students identify a course, ensure their supervisor approves, reach out to the course instructor to check whether they are willing to accept students from outside the department and then check that any pre-requisite requirements have been met.
- 2) Students complete the [Course Add/Drop form](#) from SGS website and have the course instructor sign off.
- 3) The course add form is then submitted to Enrolment & Academic Records Officer (doctoral.nursing@utoronto.ca) at Student Services with the supervisor copied. The request will be sent on to the Doctoral Programs Director, who may reach out to the student with questions about the fit of the course with overall plans for thesis work. If the request is approved, the Doctoral Programs Director will sign off and return the form to Student Services and the student.
- 4) The form is then forwarded to the host department for the course. The host department will advise on their process for enrolment. Please note that they will give preference to their own students first, so it is a good idea to have a back-up plan in case the student is not able to enrol. If the host department is able to open up a space, Student Services will approve the enrolment on ACORN.
- 5) Students should check ACORN for confirmation of enrolment and approval.

Enrolment Limitations

The University makes every reasonable effort to plan and control enrolment to ensure that all our students are qualified to complete the programs to which they are admitted, and to strike a practicable balance between enrolment and available instructional resources. Sometimes such a balance cannot be struck, and the number of qualified students exceeds the instructional resources that we can reasonably make available while at the same time maintaining the quality of instruction. In such cases, we must reserve the right to limit enrolment in the programs, courses, or sections listed in the calendar, and to withdraw courses or sections for which enrolment or resources are insufficient. The University will not be liable for any loss, damages, or other expenses that such limitations or withdrawals might cause.

Attendance in Courses

For the PhD program, in-person attendance at all Bloomberg Nursing courses and seminars is mandatory. Particularly for international students who are just starting the program and are waiting on student visas, there is some leeway on the date of arrival into Canada. However, students need to physically attend class by the third week of classes to remain enrolled in the program. If a student cannot meet this requirement, they should discuss the possibility of deferring admission or withdrawing from the program with the Doctoral Programs Director and Student Services.

Copyright in Instructional Settings

If a student wishes to record, photograph, or otherwise reproduce lecture presentations, course notes or other similar materials provided by the instructor, they must obtain the written consent of the instructor beforehand. Otherwise, all such reproduction is an infringement of copyright and is absolutely prohibited. In the case of private use by students with disabilities, the instructor's consent will not be unreasonably withheld.

No materials from any course (e.g., syllabus, assignment rubrics, PowerPoints or case studies) can be uploaded to other internet sites (e.g., Course Hero) without written permission from the instructor as this is considered academic misconduct.

Supervision

The [SGS Supervision Guidelines](#) help graduate students at the University of Toronto understand best practices in graduate supervision and how to make the most out of the supervisory relationship. While the guidelines were written primarily for students in research-stream programs, they will equally apply to many students in professional

programs because most of the principles underlying best practices in supervision apply to all activities that involve students working with faculty members on scholarly projects.

Supervisor

All Doctoral students at Bloomberg Nursing, enter the program under the supervision of a member of the faculty. The Supervisor takes primary responsibility for assisting the student learn the craft of research or scholarship and proceed successfully to the degree. The student-supervisor relationship is a key contributor to a successful and satisfying graduate experience. Students normally meet with their supervisor every two weeks throughout their program to support timely progression in meeting milestones. Supervisors normally review student's written work (e.g., drafts of the literature review, thesis proposal and thesis) and provide feedback, sometimes over multiple iterations, before it is shared with the supervisory committee. The student should submit drafts to their supervisor (and supervisory committee as deemed appropriate by supervisor), allowing sufficient time for review and provision of feedback. Students should generally provide drafts at least two weeks before feedback is needed. Students can reference the [SGS Graduate Supervision Guidelines](#) for helpful information on best practices in graduate supervision.

Supervisory Committee

The supervisory committee should consist of the supervisor and at least two other members with appropriate academic interests. At least one of the additional members must be an Assistant/Associate/Full Professor Faculty member at Bloomberg Nursing and at least one additional member must be PhD prepared in nursing. The supervisory committee's role is to provide support to support both the student and supervisor by broadening and deepening the range of expertise and experience available, and by offering advice about, and assessment of, student's work. When deemed appropriate by the supervisor, the student should submit drafts of their work to the supervisory committee allowing sufficient time for review and provision of feedback. Students should generally provide drafts at least two weeks before feedback is needed. Graduate students who establish their supervisory committees early in their programs and who meet with their committees regularly, tend to complete their degree programs successfully, and sooner than students who wait to establish their committees.

Supervisory Committee Meetings

A doctoral student is expected to meet with the supervisory committee **a minimum of twice a year**, and more frequent meetings are strongly encouraged. Supervisory Committee meetings are vital for supporting and monitoring [doctoral progress](#) in a doctoral program. A student who, through their own neglect, fails to meet with the supervisory committee in a given year may be considered to have received an unsatisfactory progress report from the committee. A student who encounters difficulties arranging a meeting of their committee

should consult the Doctoral Programs Director in advance of the relevant deadline for doing so.

At the end of each meeting, students are evaluated as making satisfactory or unsatisfactory progress since the previous meeting. **Receiving two consecutive ratings of unsatisfactory or failure to hold the meeting in a timely manner normally leads to the recommendation of termination from the program.** The [Record of PhD Supervisory Committee Meeting](#) or [Record of DN Supervisory Committee Meeting](#) must be kept by the supervisor and the student. A copy must also be submitted to the Enrolment and Academic Records Officer.

Further information on [maintaining good academic standing and supervision](#) is found in the General Regulations section of the SGS Calendar and on the SGS [policies and guidelines](#) page.

Supervision Support

The University has both informal and formal processes and pathways for resolving problems. SGS encourages and supports the efforts of students to address their concerns as early as possible.

Students can always go to the Doctoral Programs Director for advice and support. In addition, the [Conflict Resolution in Graduate Studies: A Guide to Help and Support](#) has helpful information about how to access support and the [Centre for Graduate Mentorship and Supervision](#) is available to discuss concerns, ask for advice, or to help facilitate next steps.

Withdrawals

Students may withdraw from the program for numerous reasons including personal circumstances or academic difficulties.

Students who wish to withdraw from the program at any point must follow the process outlined below:

1. Meet with supervisor to discuss withdrawal
2. Meet with the Doctoral Programs Director to discuss the reason for withdrawal.
3. Once approved by the Doctoral Programs Director, complete the [Program Withdrawal](#) form
4. Send the completed form to the Enrolment & Academic Records Officer.

Please note: merely ceasing to attend lectures, not handing in assignments, or informing the instructor, although it is courteous to do so, does not constitute official withdrawal.

Students who withdraw from their program, may re-apply in the future by completing a new application. Some coursework completed prior to withdrawal may be counted as credit toward the new degree program.

Depending upon when a student withdraws, they may receive a fees rebate. The refund of tuition fee is based on the refund schedule published by the [University Registrar's Office](#) each year. Students may be required to refund all or a portion of their funding and/or awards to the University. Contact the Assistant Director of Student Financial Services and the Graduate Awards Office at SGS with any funding or awards-related questions.

Leave of Absence

There are two types of leaves for graduate students in thesis-based programs at the University of Toronto:

Medical or Other/Personal Leave - Students may apply for a leave of absence if a student is facing serious health or personal problems (including mental health-related distress). Students who apply for a medical leave will need to provide medical documentation. No additional documentation is required to apply for a leave on personal grounds.

Parental Leave - Students can take parental leave at the time of their own or their partner's pregnancy, or following the birth or adoption of children, and/or to provide full-time care during the child's first year. Parental leave must be completed within 12 months of the date of birth or custody. Where both parents are graduate students taking leave, the combined total number of sessions may not exceed four. Students considering taking a parental leave may be eligible for funding and should review information about the [SGS Parental Grant program](#).

Please consult the SGS webpage: [Understanding Leaves of Absence](#) for more detailed information about the types of leaves and important considerations and impacts of taking a leave.

Process for Requesting a Leave from a Doctoral Program

Students who wish to take a leave of absence from the program must follow the process outlined below:

1. Discuss the leave with the supervisor.
2. Meet with the Doctoral Programs Director to discuss the reason for the leave.
3. Once approved by the Doctoral Programs Director, complete the [Leave of Absence \(LOA\) form](#).
4. Send the completed LOA form to the Enrolment & Academic Records Officer, Student Services.

5. Await email instructions from Student Services if the LOA is approved and follow through.

Once on leave, students will not be registered, nor will they be required to pay fees for this period. Accordingly, students may not make demands upon the resources of the University. Students may however choose to opt into continued access of campus services by paying the non-academic incidental fees.

Personal Time Off Policy

The SGS [Personal Time Off Policy](#) enables graduate students to take personal time off each academic year. Under this policy, a graduate student can take up to 15 days off annually during an academic year (September to August) in addition to statutory holidays and days designated as University closures or holidays to support their wellbeing and mental and physical health. Personal time off does not result in any changes to registered student status or funding status; students remain registered and continue to receive any funding to which they are entitled as well as pay all fees during the academic session.

Please note, sick leaves or absences for health reasons do not fall under the category of personal time off. Students who need extended time off for personal or medical reasons should consider the option of requesting a [leave of absence](#).

For PhD students, the timing of personal time off can be flexible, as long as it does not interfere with coursework or grant/scholarship application deadlines. For students in a research-stream program, time off is highly individualized and should be determined in close consultation with their supervisor as far in advance of the time off as possible.

For students in the DN program, the timing of personal time off will be determined by the program's curriculum, considering both coursework and internship schedules. Normally coursework is not scheduled in July and August, and so those times will be best for taking personal time off.

Please note that the Personal Time Off policy applies only to the student role and does not apply to any employment a student may have with the university. If a student holds any kind of employment relationship with the University, e.g., Teaching Assistant, Research Assistant, the student should speak with their employment supervisor and consult the applicable collective agreement(s), if any, on all matters and questions pertaining to their employment, including for obtaining approval of any time off work.

Personal Information

Personal information is a vital part of the student's official University record and is used to issue statements of results, transcripts, graduation information, diplomas and other official documents. The University is also required by law to collect certain information for the Federal and Provincial Governments; this is reported only in aggregate form and is considered confidential by the University.

Any change in the following must therefore be reported immediately to the Registrar:

1. legal name;
2. citizenship status in Canada.

Personal I.D. (Student Number)

Each student at the University is assigned a unique identification number. The number is confidential. The University, through the Policy on Access to Student Academic Records, strictly controls access to Person I.D. numbers. The University assumes and expects that students will protect the confidentiality of their Person I.D.s.

Freedom of Information and Protection of Privacy Act (FIPPA)

The University of Toronto respects the privacy of student.

Personal information that students provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971.

It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government.

In addition, the Ministry of Colleges and Universities (MCU) has asked that we notify students of the following: The University of Toronto is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the MCU under s. 15 of the Ministry of, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The Ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training. Further information on how MCU uses this personal information is available on the Ministry's website. At all times it will be protected in accordance with the Freedom of Information and

Protection of Privacy Act. Please contact or refer to the [University Privacy Office](#) with questions related to privacy.

A Statement on Privacy

A part of a students' professional education and development as nurse leaders, educators and researchers will involve participation in various professional organizations, honor societies (such as Sigma Theta Tau) or other groups that are not directly connected with Bloomberg Nursing or the University of Toronto. The Bloomberg Nursing faculty members or instructors may contact students during their studies to indicate that they are eligible to join such organizations, societies or groups. At no time will members of Bloomberg Nursing or the University of Toronto forward student names or contact information to external organizations or groups without permission. If students do not wish to receive such invitations from Bloomberg Faculty, please advise the Faculty Registrar in writing.

Fees and Payment

Tuition Fees

Tuition fees are made up of three components: program fees, university incidental fees, and nursing specific ancillary fees. Incidental Fees support services and programs that contribute to the student experience and wellbeing including University operated student services (e.g., Career Center, Hart House) and fees for the Graduate Nursing Student Society (GNSS). Ancillary fees are program-related fees specific to Bloomberg Nursing (e.g., Nursing-Clinical Placement, Nursing-Simulation Lab). All fees are mandatory, whether one makes use of the university resources or not. Please see the [Vice-Provost, Students](#) website for more information on incidental and ancillary fees. The detailed breakdown of the tuition fees is posted on the Bloomberg Nursing website under [Tuition & Fees](#).

Student fee invoices are available on ACORN. We suggest that students make their tuition payment by **September 1, 2026** in order for the payment to be received in advance of the registration deadline. If not paid in full, any outstanding account balance is subject to a monthly service charge of 1.5% per month compounded (19.56% per annum). Outstanding charges on a student account from prior sessions are subject to a service charge as of the 15th of every month until paid in full. Service charges start on October 15. Students with outstanding accounts may not receive official transcripts and may not re-register at the University until these accounts are paid.

For information on how to pay fees and payment deadlines, please visit [University Registrar's Office: Fees & Payments](#).

Fees for International Students

In accordance with the recommendation of the Government of Ontario, certain categories of students who are neither Canadian citizens nor permanent residents of Canada are charged higher academic fees. Refer to the tuition fee categories on the [University Registrar's Office: Tuition Fees & Schedules](#) and Bloomberg Nursing website under [Tuition & Fees](#) for more details.

Some students who are not Canadian citizens or Permanent Residents may be eligible to pay domestic fees. To check eligibility, please visit the [International Fee Exemption](#) webpage.

Sanctions on Account of Outstanding Obligations

The following are recognized University obligations:

- tuition fees
- academic and other incidental fees
- residence fees and charges
- library fines
- loans made by Colleges, the Faculty or the University
- Health Service accounts
- unreturned or damaged instruments, materials and equipment
- orders for the restitution, rectification or the payment of damages, fines, bonds for good behaviour, and requirement of public service work imposed under the authority of the Code of Student Conduct.

The following academic sanctions are imposed on students with outstanding University obligations:

1. Official transcripts of record will not be issued;
2. Registration will be refused to continuing or returning students.

Payments made by continuing or returning students will first be applied to outstanding University debts and then to current fees.

Finances and Funding

It is the policy of the University of Toronto that no student admitted to a program at the University of Toronto should be unable to enter or complete the program due to lack of financial means.

PhD Student Funding

Bloomberg Nursing provides competitive base funding packages for full-time PhD students from years 1-4 of their program of study. More information about the base funding package and PhD funding can be found on the [PhD Funding & Fees](#) webpages on the Bloomberg Nursing website.

DN Student Funding

The DN Program is self-funded. Awards and scholarships are available to support students in financing their graduate degree.

The School of Graduate Studies offers between 15 to 20 awards annually through its University-Wide Awards (UWA) competition. Awards vary in terms of the specific eligibility criteria (merit, financial need, student citizenship, area of research, etc.). More information is available here: <https://www.sgs.utoronto.ca/awards/university-wide-awards/>

The University Registrar's Office (URO) offers an In-Course Award competition with multiple awards for graduate students across all Faculties. More information is available here: <https://www.registrar.utoronto.ca/financial-aid-awards/awards-scholarships/in-course-awards/>

Ontario Student Assistance Program

This government student loan program is the primary source of financial assistance for full-time students. The OSAP application form is available online at <http://osap.gov.on.ca>.

Students are encouraged to apply by the end of June to ensure that their funding is released in a timely manner. Students are able to apply to OSAP no later than 40 days prior to the end of their study period; however, students who apply after the suggested application deadline of late June will not receive any exceptions for late tuition payments.

For information on eligibility, appeals, document requirements and the status of the application, please contact the University Registrar's Office at osap.staff@utoronto.ca.

International students are eligible to be considered for grant assistance. However, because Canada Immigration requires all international students to show that they have adequate resources before admitting them to Canada, a grant will normally be awarded only if there is evidence that the student's circumstances have changed since their arrival. In no instance will the amount be sufficient to cover a student's total university costs. Please see [Centre for International Experience](#) on information for international students.

Bloomberg Nursing Student Crisis Fund

The Bloomberg Nursing Student Crisis Fund was established in 2018 to assist currently enrolled students who encounter an unanticipated serious financial crisis beyond their control. The Student Crisis Fund is designed to provide temporary, short-term, financial assistance to students who are managing demanding academic requirements while struggling with unexpected financial challenges.

Provided in the form of a one-time bursary, crisis funding is not intended to provide long-term or ongoing relief for recurring expenses. It is expected that prior to requesting crisis funds, students first consider other sources of funding available to them.

All students including funded/non-funded PhD students, DN students, and international students are eligible. Students are encouraged to reach out to the Assistant Director, Student Financial Services to complete an online request form together; he can be reached at a.gray@utoronto.ca. The funding amount varies based on need and is decided on a case-by-case basis.

SGS Financial Assistance and Advising

The School of Graduate Studies offers several grants and bursaries for registered graduate students and can work with a students' home unit to provide financial aid solutions.

- [SGS Financial Assistance: Grants and Bursaries](#) — Travel and conference grants, parental leave support, emergency grants, gym bursaries, completion funding, short-term loans and grant assistance.
- [Student Aid](#) — OSAP, University of Toronto Financial Aid (UTAPS), other provincial loans, and U.S. loans.
- [Accessibility Awards & Resources](#) — Programs and awards for students who are registered with [Accessibility Services](#).

[Financial Aid and Award Advisors](#) are available to assist students with managing educational expenses, budgeting and can provide advice on navigating the various financial aid and funding opportunities for graduate students.

Teaching Assistant Positions

Teaching Assistant (TA) positions are included as part of the funding package for PhD students, however, there may be opportunities to apply for additional positions to provide additional income. DN students may also apply for TA positions. **Students must reside in the province of Ontario to be eligible for TA positions.** Students holding TA positions can have a range of responsibilities, depending on their TA assignment. Responsibilities may include grading, supporting simulation lab activities, and leading in-person tutorials. Some TA positions offer the opportunity to serve as guest lecturers and

clinical instructors (in a hospital or community setting). Information about TA positions and applying for positions can be found on the [Bloomberg Nursing](#) website.

Guidelines for Ethical & Professional Conduct for Nursing Students

The nursing profession espouses a commitment to promoting well-being by providing competent and compassionate care. Nursing students should be committed to maintaining the ethical standards of conduct of the profession. The Bloomberg Nursing [Guidelines for Ethical & Professional Conduct for Nursing Students](#) are designed to help students meet the Faculty's expectations regarding ethical and professional conduct.

These guidelines complement the [University of Toronto's Code of Behaviour on Academic Matters](#), the [University of Toronto's Code of Student Conduct](#), and the [Standards of Professional Practice Behaviour for all Health Professional Students](#).

Social Media Guidelines

Social media continues to be a powerful and engaging tool to connect with members of the public on a variety of important issues and topics and is a great resource for sharing and promoting research, events, or highlighting an individual's career growth.

When using social media, students, staff, and faculty should remember to protect their personal and professional reputation by effectively managing their social media presence.

Students, staff, and faculty members of Bloomberg Nursing are encouraged to adhere to the following [guidelines](#). Additional resources pertaining to the nursing profession for faculty or students can also be found below.

General Recommendations

Be honest, be thoughtful, and be respectful about the purpose of the community where posts are made. Do not post confidential or proprietary information about Bloomberg Nursing, its students, its alumni, employees, vendors or business partners. Use good ethical judgment and follow university policies. When using a personal social media account, it is recommended that students, staff, and faculty are clear that their opinions are their own and not that of the University of Toronto or Bloomberg Nursing.

Be Respectful

Always be professional and respectful on social accounts. Language should be civil and not contain discriminatory or derogatory remarks. Do not engage in extensive or negative debates. Please review the [University of Toronto Guideline on Workplace Harassment and](#)

[Civil Conduct](#). Nursing students should also review the [RNAO Social Media Guidelines for Nurses](#).

Copyright and Confidentiality

Students, staff, and faculty should not share personal information, including email addresses, phone numbers, or anything else they would not want a wider public audience to see. Videos, reels, or TikToks of Bloomberg Nursing classroom content including simulation lab experiences is prohibited. Do not audio record, film, or photograph peers, faculty, students or staff, without their express consent.

Before posting, students, staff, and faculty should make sure they are not breaking copyright law or sharing confidential information. This can include sharing embargoed materials, content and publications, or using copyrighted images. Support others by giving credit where it is due, tag other departments or organizations if their articles or stories are shared.

Do not share images of patients or stories of patients that would be in breach of the nursing student code of conduct. Do not share identifying information or images of hospitals or institutions without the organization's consent.

Please review hospital or community organization's guidelines regarding social media. Students may speak with their Clinical Instructor if they are unsure.

Using Social Media in the Classroom

The use of class or program specific hashtags to encourage discussions on social media is permitted, keep in mind that all such discussions are in a public forum and it is recognized that not all students will be comfortable sharing information in this format. Students may consult with their course instructor for an alternate platform to engage in a closed forum discussion.

Accuracy

Ensure that the content being posted is accurate, properly sourced, and free of typos and spelling errors. It is better to verify the post first instead of having to retract or correct it later. If an error is made, it should be corrected quickly and visibly.

Be social, timely and active

The best way to grow a social media following is to post regularly and share content that is current and of interest to the audience. Like and share colleagues' posts to build a sense of community and become a valued social media community member.

In addition to these guidelines, placement agencies, clinical partners, or employers may also have information on social media best practices. It is the responsibility of students, staff, and faculty to review and adhere to these practices to protect themselves and their reputation.

Be alert to potential threats

If students, staff or faculty have concerns about personal safety, reach out to the [Community Safety Office](#) or if there is an imminent threat, contact local police services (**911**) or the RCMP.

Report bad behaviour

Abusive behaviour online can be reported to the hosting platform. If the behaviour doesn't meet the reporting standard but is disagreeable, block the account. Links to how to report abusive behaviour by platform are listed below:

- [X \(Formerly Twitter\)](#)
- [Facebook](#)
- [Instagram](#)
- [LinkedIn](#)
- [TikTok](#)

Additional Resources for Social Media Use

- [Teaching with Social Media - Centre for Teaching Support & Innovation, U of T](#)
- [Social Media and E-Safety - Community Safety Office, U of T](#)
- [Social Media Platforms for Academics: A Breakdown of the Networks - The Academic Designer](#)
- [How to Protect Your Personal Information on Social](#)
- [Always Up-to-Date Guide to Social Media Image Sizes](#)
- [Where to find public domain images and how to attribute creative commons images](#)

Academic Integrity

Academic Integrity is a fundamental component of teaching and research at the University of Toronto. The university has policies and procedures to ensure that academic work is produced with integrity and honesty. Cases of cheating, plagiarism, and other forms of misconduct are taken seriously and dealt with formally. It is important for all students to familiarize themselves with both the [Code of Behaviour on Academic Matters](#) and the [Code of Student Conduct](#).

Code of Behavior on Academic Matters

The preamble of the Code of Behaviour states:

The concern of the [Code of Behavior on Academic Matters](#) is with the responsibilities of all parties to the integrity of the teaching and learning relationship. Honesty and fairness must inform this relationship, whose basis remains one of mutual respect for the aims of

education and for those ethical principles which must characterize the pursuit and transmission of knowledge in the University.

What distinguishes the University from other centres of research is the central place which the relationship between teaching and learning holds. It is by virtue of this relationship that the University fulfills an essential part of its traditional mandate from society, and, indeed, from history: to be an expression of, and by so doing to encourage, a habit of mind which is discriminating at the same time as it remains curious, which is at once equitable and audacious, valuing openness, honesty and courtesy before any private interests.

This mandate is more than a mere pious hope. It represents a condition necessary for free enquiry, which is the University's life blood. Its fulfillment depends upon the well-being of that relationship whose parties define one another's roles as teacher and student, based upon differences in expertise, knowledge and experience, though bonded by respect, by a common passion for truth and by mutual responsibility to those principles and ideals that continue to characterize the University.

This Code is concerned, then, with the responsibilities of faculty members and students, not as they belong to administrative or professional or social groups, but as they co-operate in all phases of the teaching and learning relationship.

Such co-operation is threatened when teacher or student forsakes respect for the other--and for others involved in learning--in favour of self-interest, when truth becomes a hostage of expediency. On behalf of teacher and student and in fulfillment of its own principles and ideals, the University has a responsibility to ensure that academic achievement is not obscured or undermined by cheating or misrepresentation, that the evaluative process meets the highest standards of fairness and honesty, and that malevolent or even mischievous disruption is not allowed to threaten the educational process.

These are areas in which teacher and student necessarily share a common interest as well as common responsibilities.

Sanctions

Sanctions and offences under the Code - The University imposes sanctions on those who are found to have committed an academic offence. A sanction is the penalty that can be imposed by the Chair, Dean of SGS, or the University Tribunal.

Determining the appropriate sanction for an academic offence depends on many factors, including but not limited to:

- The context and seriousness of the offence
- The number of times a student has committed an academic offence

- The point at which the student admits to an offence and thereby demonstrate insight and remorse.

Plagiarism

When completing written assignments, it is important that students are aware that the Faculty and the University regard incidents of plagiarism as very serious academic offences and penalties can be severe. Turnitin is the University's plagiarism detection tool. It is used to obtain a textual similarity analysis of an Online, Text Entry or File Upload assignment submission via the learning management system called Quercus.

Use of Generative AI

The use of generative artificial intelligence (AI) tools and apps is strictly prohibited in all course assignments (e.g., papers, reflections, presentations) and take-home exams unless explicitly stated otherwise by the course instructor. Generative AI includes but is not limited to:

- ChatGPT
- Gemini
- Microsoft Copilot and
- other AI writing and coding assistants.

Use of generative AI in a course may be considered use of an unauthorized aid, which is an academic offence. This policy is designed to promote student learning and intellectual development and to help students achieve the course learning outcomes.

For considerations about the use of generative AI in researching and writing the thesis please consult the [SGS Guidance on the Appropriate Use of Generative Artificial Intelligence in Graduate Theses](#). As noted by SGS, “*Graduate students and faculty supervisors are expected to strive for the highest standards of academic quality and research integrity in all scholarly activities, and therefore the use of generative AI tools in the process of graduate thesis research and writing must always take place with full transparency. This includes transparency between students and their supervisors, who must agree in advance how any generative AI tools will be used; as well as transparency between graduate students and the audiences of their work, who must be provided a clear and complete description and citation of any use of generative AI tools in creating the scholarly work.*

Students who plan to use generative AI tools in researching or writing their graduate thesis must always seek and document in writing unambiguous approval for the planned uses in advance from their supervisor(s) and supervisory committee. Unauthorized use of generative AI tools for scholarly work at the University of Toronto may be considered an offence under the [Code of Behaviour on Academic Matters](#), and research misconduct as

defined in the [Policy on Ethical Conduct in Research](#) and the [Framework to Address Allegations of Research Misconduct](#). Furthermore, careful attention must be paid in the thesis to appropriate citation and describing any use of generative AI tools that took place in the research or writing process, in line with disciplinary norms. This includes, for example, using generative AI tools in searching, designing, outlining, drafting, writing, or editing the thesis, or in producing audio or visual content for the thesis, and may include other uses of generative AI. Even when engaging in authorized generative AI use, faculty and graduate students must be aware of the risks in using such tools, some of which are discussed below.”

Students should also be aware of any restrictions on generative AI use in policies guiding preparation of REB documentation at UofT and hospitals and grant proposals for funding agencies when considering use of generative AI in any aspect of researching or writing their thesis.

Risky Situations & Smart Solutions

The University of Toronto has resources to help students avoid academic misconduct. The [Academic Integrity at U of T](#) website contains information about policies, procedures, and resources related to Academic Integrity. The [Risky Situations](#) page provides examples of situations that can raise a serious risk of academic misconduct and violation of the University’s [Code of Behaviour on Academic Matters](#). The [Smart Strategies](#) page provides students and instructors with information, tips, and resources to help them promote and maintain academic integrity at the University of Toronto. **Students are strongly encouraged to review all these resources.**

Assignments

The ability to communicate in a scholarly manner, both verbally and in written form, is an expectation of all doctoral students and will be a consideration in the grading of assignments. All submitted papers and assignments remain the intellectual property of the individual student.

Preparation and Submission of Course Assignments

The required style manual for the formatting of essays and assignments at the Bloomberg Faculty of Nursing is *Publications Manual of the American Psychological Association (7th ed.)*. Washington: American Psychological Association, 2020.

Assignments that do not meet the required maximum page or word limits will be subject to grading restrictions. Material beyond the assigned maximum page or word limit will not be read or graded unless otherwise indicated by the course instructor. Students are advised

that altering fonts, margins, and spacing to fit an assignment within the required page minimum and maximum will lose grades accordingly. For example, the instructor may reformat the font, margins and spacing of a submitted paper to fit with the assignment guidelines, then mark only the portion of the paper within the page limit.

Students are not permitted to submit a detailed, formal outline or draft of the assignment for evaluation or instructor feedback before the due date.

Students are advised to use cloud-based software such as Microsoft OneDrive to ensure that assignments are backed up on a regular basis. Students should also ensure that they save a copy of their assignments before submitting them.

Course instructors for each course are responsible for collecting and returning all written assignments either online via Quercus or in-person. Students are responsible for ensuring that the course instructor receives the submitted paper.

Please note that once an assignment has been formally submitted by a student for evaluation it cannot be withdrawn, edited or altered, and resubmitted. Submitted assignments will be evaluated as is.

Writing Advice

Students at Bloomberg Nursing can access general graduate level writing and other academic communication workshops through the [Graduate Centre for Academic Communication](#) and writing supports for specific coursework through the [Health Sciences Writing Centre](#).

Due Dates

The course instructor for each course will determine the due date for assignments and consider individual requests for an extension of the due date.

- Negotiation to submit an assignment after the due date because of extenuating circumstances must be discussed with the course instructor. The student must make this request in writing prior to the due date. A medical certificate may be required in the case of illness. If a student is requesting, and the course instructor is considering granting an extension that is greater than 7 calendar days), the course instructor must consult with the Doctoral Program Director.
- For **PhD and DN courses**, late penalties are at the discretion of the course instructor. Instructors must specify what constitutes late and the % penalty per day (weekends included) in the course syllabus. Late penalties applied to assignments will be calculated in final grades, even if this results in the course failure.

- An oral presentation, for which no alternate date has been negotiated, which is not presented on the assigned date, will receive a grade of 0.
- Students registered with Accessibility Services may have accommodations to support their ability to complete course assignments. Students should provide their Letter of Accommodation to the course instructor early in the semester to ensure any accommodations can be met.
- Religious observances will be accommodated according to [Policy on Scheduling of Classes and Examinations and Other Accommodations for Religious Observances](#).

Course Work Extensions Beyond the End Date of the Course

Students are expected to complete coursework by the deadline(s) of both the SGS and Bloomberg Nursing and are advised to plan their projects and assignments accordingly.

The authority to grant an extension for the completion of work in a course beyond the original SGS deadline for that course (end of course as stated in the [SGS Calendar](#)) rests with the graduate unit in which the course was offered, not the instructor of the course. Students should still discuss extensions with the course instructor, but the student must also submit a formal request for a course extension using the SGS form: [Extension to Complete Coursework](#). The completed form should be submitted to the Doctoral Programs Director for approval.

A student on extension who is unable to complete the required course work in the extension period specified by the graduate unit may apply to the Doctoral Programs Director for a continuation of the extension however, the student must make such a request before the expiry date of the extension period in place. Additional information about timelines, guidelines and processes for [Coursework Extensions](#) can be found on the SGS website.

In-Course Exams/Tests

Exams/tests for individual courses are held throughout the school year. All students are expected to be available until the end of scheduled examination periods. Students who make personal commitments during the examination periods do so at their own risk; no special consideration will be given and no special arrangements made in the event of conflicts in such circumstances

Exam/Test Accommodations

Students registered with Accessibility Services may have accommodations to support their ability to write an exam/test. Students must provide a minimum of 14 calendar days' notice in order to write an exam/test at the centre. Students should provide their Letter of

Accommodation to the course instructor at least a week before the test/exam date. Students must register directly with [Accommodated Testing Services](#) (ATS) to schedule their exam/test.

Deferred Exams/Tests

Religious observances that conflict with scheduled exam dates will be accommodated according to [Policy on Scheduling of Classes and Examinations and Other Accommodations for Religious Observances](#). Students should reach out to the Doctoral Program Director within the first week of the semester if there is a conflict related to Religious Observances. Examinations may be deferred in rare situations related to unexpected extenuating personal circumstances. Students must send a written request to the Doctoral Program Director a minimum of 7 calendar days prior to the exam to request a deferred exam. If a makeup sitting for an exam deadline extension is granted, an alternate date will be set as close to the date of the original exam date as possible. Students will be required to complete and abide by the [Declaration of Confidentiality for Students Sitting Tests/Examinations at Other Than the Regular Specified Time](#).

Missed Exams/Tests

Exams/test should be missed only in the case of extraordinary circumstances. Students are expected to contact the course instructor prior to the exam/test if extraordinary circumstances arise that would prevent taking the exam/test as scheduled.

For all missed exams/tests, students must provide appropriate documentation to the course instructor immediately upon return. <https://www.registrar.utoronto.ca/records-academics/verification-of-illness-or-injury/>

Exams/tests are rescheduled as close to the date of the original exam/test as possible. Normally only one make-up exam date is set which could be during reading or break weeks, and students are expected to be available. Prior to writing the exam students will sign a [Declaration of Confidentiality](#) indicating that they have not discussed the exam with others.

Review of Tests and Written Assignments

Individual **in-course test** reviewing sessions with the instructor will not be offered for students with a grade of 73% or higher on the test. Following in-course tests, course instructors will review the results of the exam to identify overall patterns of student performance and areas of difficulty. Concepts that present challenges for students will be

reinforced or further addressed during class or tutorial time, particularly where it may impact future learning and/or assessments.

Students with questions about feedback provided on a **written assignment** may request a meeting with the course instructor.

Final Oral Exam

General Information

The final requirement for the doctoral degree is the successful defence of a doctoral thesis. General information about the Doctoral Final Oral Exam (FOE) can be found in the [SGS Calendar](#).

SGS FOE Guidelines

Please also refer to the [Final Oral Examinations Guidelines](#), which outline the responsibilities of the graduate unit, SGS, the Examination Committee, and the Chair of the Committee in the planning and conduct of a FOE.

Student Checklist for the FOE

The [SGS Student Checklist for the Final Oral Exam](#) provides a simplified version of the full SGS FOE Guidelines, which should be followed in their entirety. Students can follow the timelines in the checklist to help ensure an optimal experience and timely completion of the doctoral degree program.

Once the doctoral thesis has been approved by the supervisory committee students should follow their graduate unit's procedures and deadlines.

Bloomberg Nursing FOE Guidelines

Assessment of the doctoral thesis consists of both the written thesis and the oral defence of the thesis. For Bloomberg Nursing students, the oral exam consists of a 20- minute presentation of the thesis by the student, followed by multiple rounds of questions starting with the external examiner. The oral exam is normally completed within 2 hours. The exam may be held in person, hybrid, or fully online.

The following are the specific responsibilities for the supervisor, candidate and Student Services:

Supervisor's responsibility

- Check that the doctoral candidate has completed all the requirements, except the FOE before initiating the exam process.
- Nominate an external examiner to the Doctoral Programs Director by submitting a

CV of the prospective external examiner. (See below for further info)

- Nominate an “internal examiner” to the Doctoral Programs Director (See below for further info)
- Determine the exam date and FOE membership and provide the following to the Enrolment & Academic Records Officer at least 6 weeks prior to the exam date:
 - CV of the external examiner and whether their participation would be in person or via teleconference
 - A list of FOE committee members, including their email addresses (indicate if anyone is a non-voting member)
 - Time and date of the examination
 - Format of the examination (in-person, hybrid, or online)
- Inform the Enrolment & Academic Records Officer of the result of the exam so that a congratulatory email may be sent out the faculty and all doctoral students.
- Once all the corrections/modifications are made by the candidate, inform SGS Doctoral Examination Office sgs.doctoral@utoronto.ca

Candidate's Responsibility

- Provide a thesis title and abstract to the Enrolment & Academic Records Officer as soon as the exam date is set by the supervisor (supervisor may also do this at the time of requesting an exam).
- Circulate an electronic copy of the thesis to their own supervisory committee, the FOE internal examiner, and the Enrolment & Academic Records Officer at least 6 weeks prior to the exam date. The Enrolment & Academic Records Officer will distribute the thesis to the External Examiner.
- The candidate cannot communicate with the External Examiner directly until the exam is underway.
- Should the External Examiner request a printed, bound version of the thesis, the candidate will provide it to the Enrolment & Academic Records Officer at his/her own cost. The Enrolment & Academic Records Officer will mail the hardcopy version of the thesis to the External Examiner at the Faculty's expense.
- Prepare a 20-minute presentation of the thesis that will be delivered at the oral examination.

Post Exam Instruction: Candidates will receive a post exam instruction from SGS, either through Bloomberg Nursing or directly from SGS. Candidates no longer need to visit SGS for paperwork.

Responsibility of Student Services

- Check and ensure that all FOE members (except External Examiner) have

appropriate SGS appointment.

- Seek approval of the FOE membership, including external examiner, from SGS and inform the supervisor and the Doctoral Programs Director when the approval is obtained.
- Book a room (normally at HSB) and Zoom link and arrange for AV equipment and teleconference, if required.
- Send an email to FOE members confirming the date and location of the exam.
- Request a chair for the exam from SGS.
- Request an FOE through ACORN/ROSI.
- Send an appointment letter to the external examiner and provide instruction on preparing the thesis appraisal.
- Distribute the thesis appraisal at least 2 weeks prior to the exam to the FOE members.
- Arrange for the payment of honorarium to the external examiner
- Distribute the examination material (abstract, appraisal, ballots, instructions, etc.) to the chair.
- Send a copy of the exam program to FOE members at least 2 days prior to the exam as a reminder.
- Ensure that the exam room is ready for the exam and clean after the exam.
- After a successful defense, send out a congratulatory email to all PhD or DN students and all faculty.
- Inform the Dean's office of the successful exam.

Quick reference:

External examiner

- Must be external to the university or its affiliates
- Must be at arm's length from the supervisor and candidate
- Must not be the same person requested by the supervisor in the past two years
- Serves as a voting member of the exam

Internal examiner

- Must not have been closely involved in the supervision of the thesis
- May be members of the SGS faculty appointed to the Candidate's graduate unit, or members of the SGS faculty appointed to other graduate units of the University

Examination committee

- Consists of 4-6 voting members. The quorum is 4.
- At least one member, but not more than three members, of the candidate's supervising committee.
- At least two examiners who have not been closely involved in the supervision of the thesis (i.e., external and internal examiners).

Grading

University Assessment and Grading Practices Policy

The University of Toronto enacted the [University Assessment and Grading Practices Policy](#) to ensure:

- that assessment and grading practices across the University are consistent and reflect appropriate academic standards.
- That student performance is evaluated in a manner that is fair, accurate, consistent, and objective and in compliance with these academic standards.
- That the academic standing of every student can be accurately assessed even when conducted in different divisions of the University and evaluated according to different grading scales.

Students should consult the [SGS Calendar](#) for information on grade scales and grading procedures.

Truncated Refined Letter Grade Scale	Numerical Scale of Marks
A+	90-100%
A	85-89%
A-	80-84%
B+	77-79%
B	73-76%
B-	70-72%
FZ = Fail	0-69%

A final grade of 'FZ' or 'INC' does not count toward degree credit. A student who obtains a permanent incomplete or a failing grade must repeat the course or substitute another course in its place. If the failed course is a required course, the student must successfully repeat the course, normally in the next term in which the course is offered after receiving written notification of the FZ grade. **A second failure of this or any other course will constitute grounds for recommendation to SGS by the Committee on Standing that the student's [registration and candidacy be terminated](#).** In this and all matters related to program standing, students have recourse to the Academic Appeals Process.

Bloomberg Nursing Grading Regulations

The Bloomberg Nursing Faculty Council Committee on Standing is responsible for implementing the [University Assessment and Grading Practices Policy](#) and for

formulating, implementing, and administering the Faculty regulations relating to this policy. The regulations are approved by Faculty Council and are as follows:

- The breakdown of marks and grading practices for each course will be made available in written form to all students enrolled in the class on the first day of each course.
- Grades for each required course are based on more than one assignment. No one essay, test, examination, etc. will have a value of more than 80% of the final grade. Exemptions to this regulation may be granted by Faculty Council on the basis of criteria developed by the Committee on Standing.
- All final course grades will be reviewed by the Committee on Standing. No grades are final or shall be released to students as official until the review procedure is completed by the Committee on Standing.
- Group evaluation, where used, will not constitute more than 25% of the final grade.
- Rounding up of grades received on assignments does not occur until calculation of the final course grade. Grades earned and rounded as such stand. Neither grades on individual assignments nor the final course grade are changed to ensure a student passes a course, to move a course grade to the next grade level, or to boost a student's overall GPA. Supplemental or additional assignments to boost course grades and GPA are not available in the program. Similarly, there is no opportunity to re-take tests or exams to improve grades. Additionally, students may not retake a course that they have already received credit for, such as to increase their grade.

Academic Progress in Coursework

Students who fail an assessment (e.g., exam/test, paper) or receive a grade less than or equal to 72% will be invited to meet with the course instructor for a high-level discussion.

These meetings will:

- Focus on overall performance trends and areas for improvement.
- Provide guidance on study strategies and available academic supports.
- Avoid detailed question-by-question review to maintain exam integrity.

If a student receives a failing grade in a course, the Doctoral Programs Director will contact the student to discuss their progress in the program.

Procedure for the Re-Assessment of an Assignment

A graduate student can initiate this process when the student disputes a grade received on an in-course assignment (e.g., midterm paper, in-course test, quizzes, discussion posts, presentations); final assignments and final examinations are not included in this policy.

This procedure has been developed to ensure that a standard procedure is followed for the reassessment of assignments for graduate students. It draws from the [University of Toronto Governing Council University Assessment and Grading Practices Policy](#) for rereading an examination (Item 2.3.2) and aligns with the [SGS procedural guidelines](#) for the external rereading of an examination.

If a student fails a course and disputes the grade, the student should initiate an academic appeal through the Graduate Department Academic Appeals Committee-GDAAC. Steps for this process are outlined below and in the [SGS calendar](#) (general regulations #10).

The review of in-course assignments begins with an informal review and culminates in a formal reassessment if needed as follows:

Informal Review

- Students may discuss with the course instructor the feedback and grade on a piece of term work regardless of its value including: in-course tests, essays, written group projects.
- A request to meet with the course instructor/professor is to be made within 7 calendar days of a student receiving the grade for the piece of work.
- Meetings with the course instructor will provide the student with an opportunity to clarify feedback on their piece of term work and to discuss strategies to assist the student to be successful in the course.

Formal Re-Assessment

- If a student is not satisfied with the outcome of the preliminary step toward resolution referenced above, a formal request for re-assessment of an in-course piece of work may be made. A request for a formal re-assessment is made to the Doctoral Programs Director after the student has discussed the piece of work with the course instructor.
- A request for a formal re-assessment of a piece of work can be made provided that the piece of work is worth 20% or more of the final grade in the course.
- The entire piece of work will be subject to re-assessment; students cannot request that only certain sections or components of an assignment be reread.
- To initiate a formal request for a re-assessment (i.e., re-grading) of a piece of work, students are to submit the request in a word document by email to the Doctoral Programs Director within 10 calendar days of the completion of the informal review process.
- When requesting the re-assessment, students must provide details of the informal review process undertaken and clearly detail the specific components of the assignment grade they are challenging. In the case where the assignment has a

grading rubric, students must submit the rubric and identify the criteria on the rubric they believe was graded incorrectly along with an explanation of why the criteria should be evaluated higher. Without such documentation, or with insufficient rationale for re-evaluation, the Director may decline the request for review of the assignment/test. Please note that students should provide a rationale for a 10% or greater improvement in their grade in order for the re-assessment procedure to be justified.

- The Director will send an anonymized and clean (no grading comments) copy of the assignment to a faculty member familiar with the content being evaluated in the assignment.
- The student and the instructor involved in the original evaluation will remain anonymous with respect to the rereading process, as much as possible, and the administration of the rereading procedure should be independent of the student and instructor.
- The average of the course instructor's assigned grade and the grade assigned by the faculty reviewer will stand as the student's final grade on the assignment, which may be higher, lower, or the same.

Appeals

Departmental Appeals

Graduate students may appeal substantive or procedural academic matters, including grades, evaluation of comprehensive examinations and other program requirements; decisions about the student's continuation in any program; or concerning any other decision with respect to the application of academic regulations and requirements to a student. Students may not appeal admissions decisions, fees, and voluntary withdrawal from a graduate program. With the exception of appeals related to [Termination of Registration](#) and Final Oral Examination failure, appeals are initiated within Bloomberg Nursing first.

Appeals Process

Informal Resolution

Students must first attempt to resolve the matter with the instructor or other person whose ruling is in question. Should the matter not be resolved with the instructor, and should the student wish to pursue the matter, students must discuss the matter with the Associate Dean, Academic and/or Dean. If the dispute cannot be resolved through informal discussion, students may make a formal appeal in writing to the [Graduate Department Academic Appeals Committee \(GDAAC\)](#).

Filing an Appeal

Registered graduate students (or graduate students who were registered at the time the ruling or action was taken) may petition GDAAC by submitting a [Notice of Appeal](#) to the GDAAC Secretary, Kristen Reichold (Kristen.Reichold@utoronto.ca) **within eight weeks (56 calendar days) after the date of the decision being appealed**. In addition to the Notice of Appeal, the email to the GDAAC Secretary should include any supporting documentation to support the petition (e.g., email correspondence, U of T verification of illness form, a letter from the accessibility services) and a written submission statement. The submission statement should summarize:

- the decision being petitioned;
- background (relevant facts and allegations);
- nature and grounds of the petition;
- remedy or resolution sought.

Please consult the [SGS website](#) for detailed information about Academic Appeals and the GDAAC process.

SGS Graduate Academic Appeals Board

If a student wishes to pursue the matter further, they may file a Notice of Appeal from the Chair's decision of the Department appeal to the SGS Graduate Academic Appeals Board. The student must file the Notice within eight weeks (56 calendar days) of the date of the decision of the Chair of the Department.

Course Evaluations

Administration of Course Evaluations

Student evaluation of courses is an essential component of our educational programs at the Bloomberg Nursing. Student feedback enables us to continue to improve our teaching effectiveness to enhance student learning. At Bloomberg Nursing, all undergraduate and graduate courses are evaluated as required by the [University of Toronto Provostial Guidelines on the Student Evaluation of Teaching in Courses](#) using University of Toronto's centralized course evaluation framework and online delivery system.

Procedures for Course Evaluation

Towards the end of this course, students will receive an email inviting them to complete an online evaluation of this course. The email will provide students with the specific information and links needed to access and complete course evaluations. Student ratings and comments will be anonymous but will be aggregated for summary across evaluations. Summarized course evaluations will be made available within the faculty and university community.

Campus Closures

The University of Toronto campuses may close for adverse weather or other emergencies. Students are automatically enrolled in [UTAlert](#) to receive email messages about emergencies or significant disruptions to campus operations. Students may wish to also register for text or app notifications via the [UTAlert app](#). Students should monitor the [Campus Status](#) page particularly when adverse weather is forecast. [Decisions to close a campus for adverse weather](#) are typically made by 6:30am with notifications through UTAlert and via social media (UofT and Bloomberg Nursing). **For in-person courses**, students are expected to attend classes in-person if their campus is open. Students will be notified of any changes to course delivery via announcements in Quercus.

Health & Wellness

All University of Toronto students have free access to programs and services designed to support their mental and physical wellbeing. Below we further highlight specific resources that students may find helpful.

Start here: <https://studentlife.utoronto.ca/departments/health-wellness/>

Student Mental Health Resources

The [Student Mental Health website](#) will help students identify the different resources available at U of T and in the community. Additionally, students can identify and access mental health supports through the resources listed below:

<https://studentlife.utoronto.ca/task/find-easy-access-to-mental-health-support/>

[9-8-8: Suicide Crisis Helpline](#)

Support available in English and French for anyone across Canada who is thinking of suicide or who is worried about someone else. Call or text **9-8-8**

[U of T Telus Health Student Support](#)

Culturally competent mental health and counselling services **in 146 languages** for all U of T students. Call **1-844-451-9700**. Outside of North America, call **001-416-380-6578**.

[Good2Talk Student Helpline](#)

Professional counseling, information and referrals helpline for mental health, addictions and students' well-being. Call **1-866-925-5454**.

[Navi – U of T Resource Finder](#)

Navi, short for navigator, is an anonymous chat-based virtual assistant. Navi can provide information on many topics, including mental health resources, admissions, financial aid, getting involved, careers, convocation and more.

Same-Day Counselling

Students have access to [same-day mental health supports](#) through Bloomberg Nursing's Health & Wellness Embedded Counsellor. Students can talk to them about issues that may be affecting their life, including stress, anxiety, relationships, family issues, how to manage a situation, make a decision, and more. In-person and virtual appointments are available Monday to Friday during the academic year. Call **416-978-8030 ext. 5**, to book an appointment.

Students who self-identify as Black, Indigenous and/or a Person of Colour (BIPOC), can make a same-day counselling appointment with a wellness counsellor who self-identifies as BIPOC and has expertise in supporting students from these communities. Students can request a wellness counsellor for BIPOC students by calling **416-978-8030 ext. 5**

Medical Services

The Student Life Health & Wellness Centre provides a wide range of medical services for U of T students that are generally covered by their Canadian provincial health plan or university health insurance plan (UHIP). These services include routine health care services, such as sexual and reproductive health care, allergy care, nutrition consultation, and support with many other health concerns.

<https://studentlife.utoronto.ca/task/explore-medical-services/>

Family Care Office

Students have access to the [Family Care Office](#) which provides education and various supports to student parents including emergency childcare passes, toy rentals, and the location of breastfeeding and family-friendly study spaces on campus.

Sexual Violence Prevention and Support

The [Sexual Violence Prevention & Support Centre](#) provides a trauma-informed, supportive space where students who have been affected by sexual violence or sexual harassment

access support, services and accommodations. In-person appointments can be made at the student's home campus.

Community Safety Office

The [Community Safety Office](#) is a University of Toronto Equity Office and Tri-Campus service that offers short-term support and assistance to students, staff, and faculty members of the U of T community who have experienced personal safety concerns including:

- Stalking and Harassment
- Bullying and Intimidation
- Threats
- Intimate Partner Violence
- Family Violence
- Workplace Conflict and Volatile Behaviour

Students can make an appointment by emailing community.safety@utoronto.ca or calling 416-978-1485.

Campus Safety

The [U of T Campus Safety App](#) is available for free download at Google Play and the Apple Store. The app features emergency contacts, crisis alerts, location services features, in-app tip reporting, and much more! Information is provided through the links below.

<https://www.campusafety.utoronto.ca/programs>

Academic Support

Accessibility Services

Inclusivity and accessibility of the PhD and DN programs are priority aims of the Faculty. Students who may require academic and/or clinical accommodations should contact the Accessibility Services Office, as soon as possible. The [UTSG Accessibility Services](#) staff are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. Contacts: 416-978-8060;

accessibility.services@utoronto.ca

Please note that as part of the accommodations process, Accessibility Services normally requires documentation from your healthcare provider. Students are encouraged to have the [Certificate of Disability](#) completed as soon as possible, especially in the event of an acute injury or illness.

Academic Success

[Academic Success](https://www.studentlife.utoronto.ca/topic-academic-success/) provides resources to help students understand their learning, improve academic skills, provide tips for tests, exams, essays and presentations, and help with managing exam stress. <https://www.studentlife.utoronto.ca/topic-academic-success/>

Centre for Learning Strategy Support

The [Centre for Learning Strategy Support](#) provides resources to help students understand their learning, improve academic skills, provide tips for tests, exams, essays and presentations, online learning, and help with managing exam stress.

The Graduate Centre for Academic Communication

The [Graduate Centre for Academic Communication](#) provides graduate students with advanced training in academic writing and speaking via the School of Graduate Studies.

Writing Support for Students

The [Health Sciences Writing Centre](#) provides one-on-one sessions for graduate nursing students. Both in-person and online support is available. Writing Centre instructors teach academic writing and provide students with feedback on written assignments. They do not offer proofreading or editing services.

We strongly recommend a visit to the [U of T Writing Centre Website](#). This website has a wealth of information regarding academic writing including information about writing when English is not a first language, writing courses and workshops, and information about using other Writing Centres at the U of T. The “Writing Advice” tab contains a host of online writing support resources. Sample topics include: preparing an outline, revising an essay, developing coherent paragraphs, style and editing, grammar and punctuation, etc.

Libraries

The [University of Toronto Libraries](#) have a wealth of tools and services to support research and learning for all students both online and at multiple locations across campuses. The [Gerstein Science Information Centre](#), located at UTSG, is the largest academic science and health science library in Canada. They provide innovative services, inspiring spaces, and comprehensive access to scientific and health science information to support learning, study, and research. Links to nursing specific library resources and the liaison librarian are available within each course in Quercus.