



# College of Kinesiology Graduate Program

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## Policies and Procedures Manual

September 2017

Please refer to the *Policies* tab on the College of Graduate and Postdoctoral Studies website at <http://www.usask.ca/cgps/policy-and-procedure/index.php> for policies and regulations pertaining to graduate students. In addition, it is the student's responsibility to read the general information for graduate students found in the University Course and Program Catalogue (Graduate and Postdoctoral Studies section).

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## **1. General Philosophy of Graduate Program**

Both M.Sc. and Ph.D. graduates from the College of Kinesiology are expected to have a breadth and depth of knowledge in his/her area of research interest. This is considered important for today's job market where graduates will be expected to work across disciplines. At the Ph.D. level, a student must be able to demonstrate upon graduation that they are capable of sustaining a research program. Service work with groups that provide the student with an applied experience is considered desirable, but not a fundamental requirement of our graduates.

The following are fundamental academic skills and are an expectation of any graduate from our program. The levels of proficiency expected for these skills at the MSc and Ph.D. are different, with a higher level expected from a Ph.D. graduate.

### **1.1 Independence of Thought**

It is an expectation that the student is able to: evaluate scholarly work in his/her field (critical thinking); formulate his/her own research question (a must at the Ph.D. level); work independently (more so at the Ph.D. level); and demonstrate an understanding of research design.

### **1.2 Writing and Oral skills**

It is an expectation that the student is able to: make an oral presentation(s) on a research topic to a group of peers; write a thesis; and write a research grant (required at the Ph.D.)

### **1.3 Teaching**

It is expected that all Ph.D. graduates have experience in teaching.

## 2. Program Requirements

The graduate program offered through the College of Kinesiology, University of Saskatchewan focuses on a multi-disciplinary approach to the Study of Kinesiology (<http://kinesiology.usask.ca/research/welcome.php>). The MSc program requirements consist of a minimum of 12 credit units of course work, a graduate seminar course, and the completion of a thesis. The MSc program is designed to be completed in 2 academic years. The Ph.D. program requires a minimum of 3 credit units of course work, and the completion of a thesis. The Ph.D. program is designed to be completed in 4 academic years.

Number of Undergraduate courses allowed in a graduate program (this is CGPS policy):

Program	Thesis with minimum requirements of = 9 credit units	Thesis with minimum requirements of 10-15 credit units	Thesis with minimum requirements of >15 credit units	Project with minimum requirements of = 15 credit units	Project with minimum requirements of > 15 credit units
Maximum number of allowable undergraduate credits	0	3	6	3	6

### 2.1 M.Sc. Program

#### Required Courses

KIN 807.3 (Research Design)

KIN 808.3 (Data Analysis) Note: it is permissible, with your supervisor's and advisory committee's permission, to substitute another course in data analysis for KIN 808.3

KIN 990 (Seminar)

KIN 994 (Research Thesis)

GPS 960 (Introduction to Ethics and Integrity) – first year students

GPS 961 (Ethics and Integrity in Human Research) – first year students

GPS 962 (Ethics and Integrity in Animal Research) – first year students who will be conducting animal research

Students must select, either from the College of Kinesiology or another College, an additional 6 credit units of courses related to area of study. These 6 credit units of course work must be approved by both the supervisor and advisory committee.

### 2.2 Ph.D. Program

### Required Courses

KIN 990 (Seminar)

KIN 996 (Research Thesis)

GPS 960 (Introduction to Ethics and Integrity) - first year students

GPS 961 (Ethics and Integrity in Human Research) – first year students

GPS 962 (Ethics and Integrity in Animal Research) – first year students who will be conducting animal research

In addition to the required courses, Ph.D. students are expected to:

- i. Complete a minimum of 3 credit units of graduate course work.
- ii. Write a research grant; and have exposure to teaching during their time of residence in the program.
- iii. Pass a comprehensive exam (scheduled after the student has completed all requirements except the doctoral thesis). Only after successful completion of the Comprehensive examination is a student permitted to continue scholarly activity towards the Ph.D. degree.

NOTE: The above study programs are the minimum requirements for fully qualified students. Additional course work may be required. All programs of study must be approved by the College's Graduate Program Committee before being forwarded to the College of Graduate Studies.

For Special Topics courses (KIN 898), Form GSR 204 must be completed by a Faculty supervisor and be approved by the College of Kinesiology Graduate Program Committee prior to being forwarded to the College of Graduate Studies. A KIN 898.3 Special Topics course will only be approved by the Graduate Committee if the topics are independent of, although possibly related to, the student's thesis topic.

The 12 CU's of course work for the MSc program will be determined by the supervisor and the student. Any makeup courses for students coming from a non-Kinesiology background will be at the discretion of the student's advisor. The student must be advised of the need to take any additional courses prior to their arrival on campus. All study programs must be approved by the College's Graduate Program Committee before being forwarded to the College of Graduate Studies.

### **2.3 Ph.D. Direct-Entry Program**

Some academic units are able to make a recommendation to allow direct entry Ph.D.

admission to exceptionally strong students, who show great promise in terms of academic accomplishments and potential for research.

In Kinesiology, the Ph.D. Direct Entry option is intended for:

- Exceptionally strong undergraduate students with demonstrated research experience and contributions related to undergraduate research or summer studentships.
- Clinical health professionals without a thesis-based Master's degree such as those with MPT, OT, MD, DC, or MPH designations.

#### Admission Requirements for Ph.D. Direct Entry:

A four-year honours bachelor's degree, or equivalent, in an academic discipline relevant to the proposed field of study.

- A cumulative weighted average of at least 85% in the last two years of undergraduate study (that is, at least 60 credit units of course work).
- Demonstrated ability for independent thought, advanced study, and independent research.
- Evidence of research contributions (e.g. normally as published articles, abstracts, conference proceedings)
- Evidence of English Proficiency.

Students must maintain continuous registration in the 996 course. At least 9 credit units of course work at the graduate level must be successfully completed in the first year of the program.

- i. Within the first year of the program, successfully complete a Ph.D. Qualifying Examination that is at least as rigorous as the defense for a Master's thesis in the program area.
- ii. 990 Seminar course
- iii. 996 Thesis research course
- iv. GPS 960
- v. GPS 961 if research involves human subjects
- vi. GPS 962 if research involves animal subjects
- vii. KIN 807.3 (Research Design)
- viii. KIN 808.3 (Data Analysis) Note: it is permissible, with your supervisor's and advisory committee's permission, to substitute another course in data analysis for KIN 808.3
- ix. Students must select, either from the College of Kinesiology or another College, an additional 9 credit units of courses related to area of study. These 9 credit units of course work must be approved by both the supervisor and advisory committee.
- x. Write a research grant; and have exposure to teaching during their time of residence in the program.



- xi. Pass a comprehensive examination, after completing the required course work, and prior to focusing on the research and doctoral thesis.
- xii. Write and successfully defend a thesis based on original investigation.

#### **2.4 Transfer from M.Sc. To Ph.D. Program**

Exceptional graduate students can transfer from their M.Sc. program into a Ph.D. program. To be considered, the student must be deemed exceptional by the advisory committee and have applied for transfer during the first twelve month of their M.Sc. program. Once a candidate has been identified, the supervisor must inform the Graduate Program Committee that the M.Sc. committee has approved the transfer request and provide a Ph.D. committee for ratification. Form GSR 206 (available on the College of Graduate and Postdoctoral Studies website) is to be completed by the Supervisor and submitted to the Graduate Chair to initiate the transfer process. Once the transfer and Ph.D. committee has been approved a Ph.D. qualification exam must take place.

#### **2.5 Ph.D. Qualification Exam**

The purpose and intent of the qualifying exam is well described on the CGSR website at: <http://www.usask.ca/cgsr/policy-and-procedure/examinations.php#6>. Normally the exam is waived for Ph.D. students who have completed a Master's thesis.

In the College of Kinesiology, the Ph.D. Qualifying Exam is required in the following instances:

- i. The Master's degree is non-thesis or the quality and rigor of the thesis does not meet the standard of M.Sc. in Kinesiology (*quality and rigor determined by the advisory committee and the chair*)
- ii. M.Sc. students transferring to the Ph.D. program
- iii. Direct Entry Ph.D. students

The exam is intended to allow the advisory committee to determine if the student has gained the knowledge and research skills equivalent to a Master's thesis.

##### Guidelines and Content:

- a. The advisory committee should review CGPS and Kinesiology program requirements for the student before finalizing the timeline and content
- b. The qualifying exam should be completed within the first year of the program
- c. M.Sc. to Ph.D. transfer students must complete a qualifying exam before being admitted to the Ph.D. Program
- d. The student will have two attempts to pass the qualification exam. In the rare event of a second failure, the student will still have the opportunity to complete the M.Sc. program.

- e. The qualification exam will be comprised of both a written and oral component and must meet the rigor of a Master's thesis defense.
- f. The content for the written component must be agreed upon by the advisory committee. The content is decided case-by-case, based on the background and experience of the student. Normally, the minimum requirement for the written document will be a manuscript length review paper or research proposal in the student's area of research. At the discretion of the committee, a completed manuscript draft, submitted manuscript, peer-reviewed publication, pilot project from preliminary data, or other research contributions can be used to satisfy the written component. Rationale for the agreed upon content should be documented in committee meeting minutes.
- g. The oral component of the exam will include a presentation of the written document to the advisory committee, followed by a defense including at least two rounds of questions.
- h. The oral examination requires participation of all the proposed Ph.D. committee members including a cognate member (conference call is acceptable).
- i. The committee members will rate the examination as pass or fail. A unanimous vote is required.

The start date of the Ph.D. program will commence from the time of the course(s) required for the program. These can either be courses completed as part of the initial M.Sc. Program or new courses related to the Ph.D. program.

In the event of an unsuccessful examination the original M.Sc. committee will be reformed and the candidate will continue with their M.Sc. program.

### **3. Principles and Guidelines for Admissions**

Admission requirements for the M.Sc. and Ph.D. programs in Kinesiology are in the University of Saskatchewan Catalogue at:

<http://grad.usask.ca/programs/kinesiology.php#Admissionrequirements>.

#### **3.1 Principles**

The graduate admissions process in College of Kinesiology is guided by the following general principles:

- i. A commitment to maintaining the highest standard of graduate education.
- ii. A commitment to high quality graduate student supervision.
- iii. Recruitment and retention of high quality graduate students.
- iv. A commitment to Institutional and College planning priorities.

#### **3.2 Guidelines**

Once a graduate application is complete, the Graduate Program Administration Assistant will distribute to faculty for review, beginning with faculty identified in the

student's application letter and those who have had contact with the student, and ending with a general circulation to all graduate faculty members. If no supervisor has been identified the admission file will be re-circulated or considered for decline by the GPC.

Applications will not be considered by GPC unless the minimum admission requirements are met (or will be met) upon admission. Before applications can be considered by the GPC, the grad office requires a brief description from the proposed supervisor(s) regarding the funding plan, program of research fit, and information on correspondence with the student.

All applications will be evaluated by GPC using the following guidelines:

- i. The quality of the academic background of the candidate considers the entrance average, reputability of the prior institution/program, time to completion of prior degree, grades in specific relevant courses, etc.
- ii. The reference letters should indicate a positive recommendation.
- iii. Identify the classification of the applicant upon acceptance into the program. Please refer to the CGPS policies regarding admission status at: <http://www.usask.ca/cgps/policy-and-procedure/admission.php#4>.
  - a) Fully qualified – all requirements for entrance into the program have been satisfied
  - b) Conditionally qualified – pertaining to the completion of the prior degree (Undergraduate or Master's degree), transcripts, or language requirements
  - c) Probationary – the quality of applicant's prior degree qualifications are difficult to assess or marginal for admission (e.g., academic background not suitable for proposed field of study, a non-thesis Master's degree, low average) and a qualifying exam and/or other course requirements or academic standard must be met
- iv. A fully qualified M.Sc. student assumes completion of a four year (or 120 c.u.) undergraduate degree in Kinesiology or related area.
- v. A fully qualified Ph.D. student assumes successful defence of a Master's thesis in Kinesiology or related area or the successful completion of a Qualifying Exam.
- vi. Consider prior knowledge, input and feedback from faculty who have had contact or prior experience working with the student.
- vii. Probationary Ph.D. admissions are considered only in rare cases and requirements to acquire fully qualified status (i.e. coursework, qualifying exam) as decided by the GPC and the supervisor, should be clearly articulated in the letter of offer.

### **3.3 Minimal Credentials and Experience for Supervision**

The College of Kinesiology has approved the following minimum credentials and experience expected for faculty members participating in various roles in graduate student training.

	<b>UG degree</b>	<b>UG degree + Profession</b>	<b>Master degree</b>	<b>PhD</b>
<b>Member of Advisory Committee</b>	No additional experience required	No additional experience required	No additional experience required	No additional experience required
<b>Co-supervise Master student with experienced faculty</b>	Not eligible	Not eligible	No additional experience required	No additional experience required
<b>Supervise Master student</b>	Not eligible	Not eligible	Not eligible	No additional experience required
<b>Co-supervise PhD student with experienced faculty</b>	Not eligible	Not eligible	Not eligible	No additional experience required
<b>Supervise PhD student</b>	Not eligible	Not eligible	Not eligible	No additional experience normally required

### 3.4 Admission Expediting Procedure

When an expedited admission is undertaken, the checklist (below) will be completed by the Graduate Program Administrative Assistant, and forwarded (along with complete application) to the Graduate Chair. The Graduate Program Committee will be notified by email that an expedited admission is being processed and members will be given 5 business days to review the application if they wish to do so. If, after five full business days, no member of the GPC has raised a concern about the application, the admission recommendation will be sent to the College of Graduate and Postdoctoral Studies for processing. Should any member of the GPC raise a concern over the application, it will be held until the next scheduled GPC meeting.

<b>CRITERIA</b>	
Written confirmation from a faculty supervisor stating they are willing to take the student on	
Fully qualified	
Application fee paid	
Complete GSR 100 (Application for Admission) received	
Cover letter and CV received	
GSR 101 x 3 (Letters of Recommendation) received	
Transcripts Received and student has a minimum 80% average from the previous 60 credit units	
For international students – TOEFL received and student has obtained a passing score	

Occasionally, scholarship deadlines (i.e. Dean's Scholarship) fall between regular GPC meetings. On those occasions, the Graduate Chair will rank all admitted students by academic average and will nominate all of those with averages over 80% for consideration. Rankings requested by the CGPS will be based upon academic average.

#### **4. Residency Requirement**

##### **4.1 M.Sc.**

The residency requirement for the M.Sc. program in Kinesiology can be met by full-time residence at the University of Saskatchewan for one regular academic session (September to April; OR January to September). For full residence within this or equivalent periods, candidates must carry at least the minimum number of graduate credit units for their specific program of study, in addition to registration in KIN 990 and Kin 994.

##### **4.2 Ph.D.**

To meet the minimum residence requirement in Kinesiology, a candidate for the Ph.D. who holds a recognized Master degree in a suitable field or has successfully completed the Qualifying Exam must be registered as a full-time student for two regular academic sessions, or the equivalent, while actively engaged in academic work. The place of residency during the Ph.D. program is the University of Saskatchewan.

Students who transfer from a M.Sc. program to a Ph.D. program may be allowed to count course work completed during the period of registration in the M.Sc. program if the courses taken are deemed relevant and at a suitable level for the Ph.D. program. The minimum residence requirement for such transfer students is three regular academic sessions beyond the attainment of the bachelor's degree. Students must be registered as full-time students, or the equivalent, during this time. Students transferring from a M.Sc. program are required to complete a minimum of two regular academic sessions in residence as Ph.D. candidates regardless of the time in residence completed at the M.Sc. level.

#### **5. Leaves of Absence**

For Leaves of Absence, please refer to the CGPS policies at:

<http://www.usask.ca/cgps/policy-and-procedure/programs-supervision.php#6>.

Standard: Leaves of absence are available to students for compassionate, medical, parenting, and 'Co-op Program'/Industry reasons. Reasonable accommodation is normally made. Short-term leaves of less than one month should be managed within the home academic unit. Leaves of absence from CGPS are normally granted in four-month blocks

only, to coincide with the registration terms (Sept 1 to Dec 31; Jan. 1 to Apr 30; May 1 to Aug 31) Maternity, adoption and parenting leave may be granted for eight or twelve month blocks.

Non-Standard: Graduate student (MSc and Ph.D.) who are intending to take a non-standard leave of absence from their programs, must complete the Leave of Absence Information Form (Appendix 1). A non-standard leave falls outside of this definition of standard leave. When considering taking a non-standard leave of absence, note that leaves for the purpose of further learning or research opportunities are encouraged, but extended holidays are not.

## **6. Graduate Student Financial Support**

### **6.1 Devolved Scholarship Funds**

#### i. Top-up Funds for Tri-Council Awards

The College of Kinesiology will top up National scholarships by \$4000/year at the Ph.D. level, and by \$3,000/year at the M.Sc. level during each 12 month period they hold the Tri-Council Scholarship.

#### ii. Devolved Graduate Scholarship

\$20,000/year for 3 years for Ph.D. students

\$16,000/year for 2 years for M.Sc. students

While holding a Devolved Scholarship Award, the student is not eligible to receive other substantial scholarship support provided through the University. Such substantial support is defined as more than 50% of the value of the Devolved Scholarship Award. Maximum allowable annual revenue from scholarship sources is:

Ph.D.: Devolved Scholarship Award (\$20,000) + 50% (\$10,000) = \$30,000

M.Sc.: Devolved Scholarship Award (\$16,000) + 50% (\$8,000) = \$24,000

Matching funds for Dean's Scholarships paid from the devolved fund will be equivalent to the yearly amount awarded by the CGPS.

### **6.2 Conditions of Devolved Funds**

Failure to comply with any of the conditions below will result in devolved funding being cancelled:

- i. To be eligible, students must have a minimum admission average of 80%.
- ii. Devolved Scholarship Award holders must maintain registration as a Kinesiology Graduate student throughout the tenure of the award.
- iii. For students on maternity leave, who hold a Tri-Council award as well as a Devolved Top-up award, will have maternity leave provisions consistent with the Tri-Council Agency (NSERC, SSHRC, or CIHR) maternity leave award policy. For students who do not hold a Tri-Council Award, College of Graduate and Postdoctoral Studies Policies will be used.
- iv. Devolved Scholarship Award holders must maintain a 75% average during the course of their program.
- v. Devolved Scholarship Award holders are required to apply for funds from external sources, if eligible.
- vi. Any unauthorized absence of more than one week will result in the cancellation of funding.
- vii. The recipients of devolved funding may be required to provide up to 192 hours from September to April of lab instructing, teaching, and marking assistance, as assigned by the College. No additional remuneration is provided for this service. The 4 month summer period will normally be reserved for their research work with no College work obligations expected from the students.
- viii. The recipients of devolved funding must complete assigned TA duties.
- ix. The Graduate Scholarship recipients have no legal entitlement to vacations since they receive vacation pay in lieu of time off. However, the College suggests that it is reasonable to allow these recipients up to 2 weeks leave annually.

### **6.3 Equity Plan**

Using the College of Graduate and Postdoctoral Studies plan for implementing education equity as a guideline, the College of Kinesiology will strive to ensure that the allocation of new graduate awards will reflect the diversity of the student population at the University of Saskatchewan. Our goal is to promote the participation of each of the four designated groups: aboriginal persons, persons with disabilities, visible minorities and women, in our graduate programs. New awards will be based primarily on academic achievements. However, consideration will also be given to members of the designated groups who wish to pursue graduate work but for a variety of reasons e.g., (barriers to accessibility; first generation university students; a motivational climate for women; discriminatory curricula and pedagogy) may have been unable to attain an exemplary academic standing.

The College of Kinesiology is committed to a balanced graduate student male to female ratio. The College maintains a concentrated effort to attract and financially reward students from the other three designated groups to increase diversity in the graduate student population.

#### **6.4 Awarding of Devolved Funds**

The allocation of the College's Devolved Scholarships and other financial support is decided annually. Tri-council awards will first be recognized. The College's Graduate Program Committee will then rank new candidates to the program (see section 6.6 Ranking Students for Devolved Funding). New candidates to the graduate program who wish to be considered for a graduate scholarship should have their completed application in by May 1<sup>st</sup>. Final decisions on graduate scholarship awards will normally be made by May 31<sup>st</sup>. Supervisors and students currently enrolled in the program should submit requests for funding by March 31<sup>st</sup>.

#### **6.5 Prioritizing the Devolved Scholarship Funding**

Priority 1: Provide top-ups to Ph.D. students with Tri-Council Awards

Priority 2: Provide top-ups to M.Sc. students with Tri-Council Awards

Priority 3: In the event that a supervisor has not been successful at obtaining full funding for the third year of study for a Ph.D. student with a Dean's Scholarship, then devolved funds will be used for this support (up to \$22,000)\*

Priority 4: In the event that a supervisor has not been successful at obtaining full funding for the second year of study for a M.Sc. student with a Dean's Scholarship, then devolved funds will be used for this support (up to \$18,000)\*

Priority 5: Provide a third year of Ph.D. funding when a supervisor's grant or funding covers the other two years (\$18,000)

Priority 6: Provide a fourth year of Ph.D. funding (\$20,000) to any student who held a Tri-Council Award while a student in our Graduate program.

Priority 7: Provide up to three years of funding to a Ph.D. student representative of one, or more, of the four designated groups from the equity statement

Priority 8: Provide up to two years of funding to a M.Sc. student representative of one, or more, of the four designated groups from the equity statement

Priority 9: Provide up to three years of funding for a Ph.D. student with the condition that both the student and supervisor apply for external funding in each subsequent year of the program.\*\*

Priority 10: Provide up to two years of funding for a M.Sc. student with the condition that both the student and supervisor apply for external funding in each subsequent year of the program.\*\*



Priority 11: If there are any remaining devolved funds, decisions with regards to use of these funds relating to Ph.D. students (4<sup>th</sup> year and above) and M.Sc. students (3<sup>rd</sup> year and above) are at the discretion of the Graduate Program Committee.

\*In order for students to be eligible for funding under this priority, the supervisor must show evidence, by March 31<sup>st</sup>, that they have applied for funding for the student.

\*\*In order for this funding to be awarded the supervisor must show evidence, by March 31<sup>st</sup>, that both the supervisor and student (if eligible) have applied for external funding.

### **6.6 Ranking Students for Devolved Funding**

Scholarships are financial rewards for academic excellence. Grade Point Averages are calculated using criteria outlined by the College of Graduate and Postdoctoral Studies.

For a M.Sc. degree, the last 60 credit units from their undergraduate program are used, starting with the last courses taken, no matter which institution. For Ph.D. students who have completed a Master degree, the weighted average of the Master degree is used.

In the event that grades alone cannot be used to separate the potential scholarship recipients, the following three secondary factors will be used in the decision making Process.

- i. Grades in science based courses  
The foundation of the program is based primarily in the biological and social sciences. For most of the candidates these are perhaps, the most relevant indicators of the student's academic potential. If a student is applying in an area other than the functional, psychosocial and behavioral, physiological, motor learning/control or biomechanics areas, grades in course work related to these other academic interests will be considered in addition to the science-based courses.
- ii. References  
Individuals who submit references often use diverse standards. Therefore, it is difficult to make quantifiable comparisons. Nevertheless there are often references for more than one candidate from one individual. In other cases, some of the references are from individuals who can make useful comparisons to other students who have graduated from the College's own graduate program.
- iii. Other grades  
Other grades are often useful. For example, if students have completed make-up courses in our College, we have a sense of how well they are going to do at the graduate level. In some cases, it would allow direct comparisons between candidates.

- iv. Grades further back in the academic record  
If everything else is equal, then the grade in the first two years of study would be considered relevant.

A number of other additional factors can be considered, if distinction cannot be made using the criteria listed above:

- v. The probability of the student attending  
It is assumed that our highest ranked student will be the first one considered by the College for a University Scholarship. If that student chooses not to come to the U of S, then the scholarship reverts back to the general competition. If two students are ranked as equal using i) and ii) above, then the likelihood of the student actually coming to the University of Saskatchewan must be considered.
- vi. Undergraduate Area  
When students from disciplines other than Kinesiology are equal, the Kinesiology students should be ranked higher than the other individuals.

### **6.7 College of Kinesiology Scholarship**

In addition to financial assistance provided by the CGPS in the form of the devolved scholarship and the Graduate Teaching Fellowship (GTF), the College of Kinesiology offers (funds permitting) two additional Ph.D. scholarships at \$20,000 and two M.Sc. scholarships at \$16,000. An international and a domestic scholarship are available for each level and may be held for up to two years. These scholarships have the same conditions as devolved funding and are allocated using the ranking guidelines for devolved funding.

### **6.8 College of Kinesiology Graduate Teaching Assistantships**

The College of Kinesiology offers, from its own operating budget, three Teaching Assistantships per year valued at \$10,000 each. These service awards are from September 1 to April 30 and require up to a maximum of 384 hours over the eight months. Teaching Assistants provide assistance for the undergraduate program through support of labs, tutorials, proctoring, marking, etc. Lighter weeks of work are balanced by heavier weeks throughout the term(s) as Teaching Assistants have responsibility until grades are submitted for the classes being supported.

### **6.9 Other Financial Support**

M.Sc. and Ph.D. students who do not receive other support are eligible for remuneration for work done either as research assistants, laboratory instructors, for sessional instructing etc. either at the appropriate hourly wage or stipend (determined by the Associate Dean's Office) or as specified in a research grant (determined by the supervisor)

Note: Wherever possible and applicable (Right of First Refusal and budgetary

restrictions) the College will endeavour to utilize Graduate students as sessional instructors for KIN courses.

## **7. KIN 990 Seminars**

All students are required to register in KIN 990 in every term until credit is received. Credit is received when minimum attendance has been completed; and when the proposal to faculty is complete.

KIN 990 Seminars are scheduled throughout the Fall (term 1) and Winter (term 2) Terms. The minimum attendance requirement is 80% of classes in any term 1 and any term 2. If the minimum attendance requirement has been met but the proposal is not complete, then continuing attendance at seminars is expected until the proposal has been completed.

In regards to the 80% attendance criteria, an exception will be made for the previous attendance at repeated seminars which are targeted to first year graduate students (for example: ethics, giving presentations, etc.).

If there is a conflict (graduate course or TA responsibilities), it is acceptable for students to complete the minimum attendance requirement in any term 1 and 2. For example, a student may attend term 1 sessions in year one and term 2 sessions in year two, or vice versa.

## **8. Thesis Proposal Presentation**

### **8.1 MSc Program**

Each graduate student must present a written proposal to his/her committee explaining their rationale and proposed methodology and analyses of the study before he/she makes a presentation to Faculty. The advisory committee will determine the necessary length and depth of this document. The presentation of a M.Sc. thesis proposal to Faculty and Graduate Students must take place before the M.Sc. student recruits subjects and/or begins data collection for the formal thesis project (feasibility and pilot testing may proceed). If a student is using secondary data analysis, it is the committee's responsibility to see that the student has prepared this written proposal before he/she makes the presentation to Faculty and Graduate Students and, certainly, before he/she proceeds to analyze the data.

When a student is ready to make his/her presentation (i.e. when the advisory committee has told her/him that the project proposal is ready), the supervisor, or the student under their supervisor's direction, should contact graduate program administration (room 300.8), who will schedule a presentation time in consultation with the committee, the Graduate Chair, in coordination with the KIN 990 instructor.

The ethics "Certificate of Approval" (when applicable) must be placed in the student's file by his/her supervisor.

## **8.2 Ph.D. Program**

The Kin 990 will be the student's thesis proposal for the Ph.D. program.

## **9. Sequence of Student Study Program**

The CGPS provides general policies and procedure guidelines for progress for students in all graduate programs (<http://www.usask.ca/cgps/policy-and-procedure/index.php>). The following steps have been agreed to by Kinesiology faculty to follow in KIN 994 (MSc Thesis) and KIN 996 (Ph.D. Thesis) before subject recruitment or collection of data can begin by the student. The college has developed a standardized agenda for the first committee meeting for M.Sc. and Ph.D. students (please refer to Appendix 1).

### **9.1 KIN 994 (MSc Thesis)**

- i. Student meets with his/her supervisor to formulate a program of studies. The program of study is approved by the student's advisory committee, and is documented in the minutes of the first Advisory committee meeting. Minutes must be submitted to the Graduate administrative assistant for entry into Degree Works. The program of studies must be submitted before the end of the student's first year.
- ii. Student meets with his/her supervisor to plan thesis project.
- iii. Student meets with his/her committee to discuss his/her proposed thesis project and get the committee's approval before presenting proposal to faculty and other graduate students (KIN 990 requirement).
- iv. Once the advisory committee approves the proposal, the supervisor, or the student at their supervisor's direction, will contact graduate program administration (room 300.8), who will schedule the time and date of the thesis proposal presentation. Graduate Program Administration will make sure that the room and any AV equipment are booked.
- v. Student makes presentation to faculty and graduate students (KIN 990 requirement completed). Supervisor keeps notes during the presentation regarding suggestions and ideas raised by the audience. The resolution of the raised questions is the role of the student and his/her advisory committee.
- vi. If ethics approval is required for the thesis project, the appropriate forms must be completed and submitted to the University Research Ethics Board. Any poster

advertisements associated with the study must also be approved by the University Ethics Board. Recruitment or training of subjects and/or collection of data must not commence until approval has been received from the University Ethics Board.

## **9.2 KIN 996 (Ph.D. Thesis)**

Procedures are outlined in consultation with the advisory committee and in the student's program of study, which is completed at the first advisory committee meeting (please see Appendix 1 for the standardized agenda). Normally, coursework for the Ph.D. program is completed in the first year of study and the comprehensive exam is completed by 18 months. The student's KIN 990 research proposal presentation is normally completed after the comprehensive exam. The advisory committee must approve the research proposal prior to presenting in KIN 990.

## **10. Student Progress**

An Advisory committee meeting should be held annually and student progress will be discussed at each meeting. Graduate students are to prepare a regular progress report (see Appendix 1) in collaboration with their supervisor. Each student must submit the progress report to the graduate administrative assistant by **May 31**. The Graduate Program Committee then reviews the reports. Progress reports must be circulated to the student's Advisory Committee and a copy of the report will be placed in the student's file.

## **11. Ph.D. Comprehensive Examination**

The Guidelines for the College of Kinesiology PhD Comprehensive Exam Process can be found in Appendix 2.

## **12. Thesis Structure**

The structure recognizes that the College is multi-disciplinary and that there is no single thesis style and format that is appropriate for all areas. Also, there may be different structures appropriate for theses which include a series of studies (e.g. at the Ph.D. level), than for single studies (e.g. as for most M.Sc. theses). The College of Kinesiology supports the use of the manuscript-style thesis where applicable. **It is the responsibility of the student's advisory committee to recommend an appropriate format.**

The guidelines for thesis preparation and format are outlined by the College of Graduate and Postdoctoral Studies at:

<https://students.usask.ca/graduate/thesis-preparation.php#Beforebeginning>

**13. Thesis Defense Format (MSc and Ph.D.)**

- i. Presentation by the candidate (20 minutes).
- ii. Questions by audience other than the committee members (5 minutes).
- iii. Break – audience is asked to leave (except the committee) and told that the defence will reconvene in 5 minutes, and they may return if they so wish. If they return, they will be asked to stay for the entire questioning period. During this 5 minutes, the Chair will provide an overview of the process and the evaluation procedure to the committee (5 minutes).
- iv. Defense reconvenes – committee members ask their questions.
- v. Audience is asked to leave after the committee has completed their questioning.

**14. Continuous Registration with CGPS**

Graduate students must be registered in each of the three graduate terms (Fall, Winter, Spring and Summer) to maintain continuous registration. After failure to register for three (3) consecutive terms, the CGPS may impose a requirement to discontinue (RTD) for a student from his or her program. A student who has been RTD from his/her program and then later wishes to resume their graduate program must make a formal application through their supervisor and to Kinesiology's Graduate Program Committee.

**15. Policy Regarding Three (3) Degrees at U of S**

The graduate committee (Kinesiology) recommends that a student should be encouraged, but not required, to take a term at another University.

**16. Graduate Student Teaching Experience**

Ph.D. students graduating from the program are expected to have demonstrated teaching experience. This teaching experience can be satisfied by either (i) teaching a 3 credit unit lecture course, or (ii) teaching a series of lectures (minimum of 6 hours). For students who teach a series of lectures (6 hrs) to satisfy the teaching requirement, informal evaluation will be provided to the student on his/her teaching performance by the instructor of the course. Students who teach a 3 credit unit course will receive feedback and evaluation through the normal college processes for teaching evaluation (i.e., SEEQ). Students who come into the program with previous teaching experience at the University level may be exempt from this requirement. Students who are successful in being awarded a 3 credit unit course to teach will be paid according to University of Saskatchewan policies. Graduate students are strongly encouraged to seek more formalized development of their teaching

skills through peer teaching evaluation and/or developing a teaching portfolio. Students are encouraged to contact the Gwenna Moss Centre for Teaching Effectiveness to access support for teaching development.

### **17. Program Changes**

There are administrative forms and regulations to follow with respect to course changes, program changes, and registering for KIN 898 (Special Topics) courses. Students are to consult with their Advisor.

### **18. Student-Supervisor Relationships**

Useful information on student-supervisor relationships is available on the CGPS website at: <https://students.usask.ca/graduate/graduate-students.php#Manageyourprogram>

A new student-supervisor agreement template form was approved by the CGPS. All units are strongly encouraged, but not required, by the CGPS to use the form. In the College of Kinesiology, the form is not mandatory. The form can be found at:

<https://students.usask.ca/graduate/supervisors.php#Whattodiscuss>

Program concerns or other issues should be directed to the Student's Advisor and/or the Graduate Chair. Student concerns about his/her advisor should be directed to the Graduate Chair or the Dean.

### **19. Graduate Student Travel Funds**

Information on Graduate student travel funds can be found on the College website at: <http://kinesiology.usask.ca/students/graduate-students/funding.php>.

The Dean's Graduate Travel Fund provides support for graduate students to present research papers linked to their thesis research.

Value: Up to \$500

Number of Grants: M.Sc. students are limited to two grants during their degree. Doctoral students are limited to three grants during their degree.

Conditions: Applicant must be first author on abstract. Presentation must be made while the applicant is registered in the College. Must provide evidence of presentation's acceptance before expenditure is approved. Must complete travel expense form to collect funding. No other sources of College funds are being used (with the exception of research grants and contracts).

Application forms are to be submitted to the Graduate Administrative Assistant and must include:

- i. An outline of the proposed budget, which should include: accommodation expenses, meals (University of Saskatchewan rates), registration fees, travel (airfare or ground mileage - University of Saskatchewan rates), other sources of funding held or applied for (e.g., supervisor's research funds, awards);
- ii. Confirmation of presentation acceptance by Conference; and
- iii. Statement of support from supervisor.

## **20. Graduate Student Office Space**

Each Graduate student will be allocated a study desk in the Graduate Student study area. This study space is guaranteed for a two-year period for M.Sc. students and for a four-year period for Ph.D. students. The start time is determined from the commencement of the student's study program.

## **21. Photocopying, Poster Printing, and Office Supplies Policies**

### **21.1 Photocopying Services**

The College of Kinesiology does not provide money for photocopying or copy cards. Graduate students with research positions are to obtain their advisor's *photocopier research account number* for work done on behalf of a research grant.

### **21.2 Poster Printing**

The College of Kinesiology provides a service for poster printing on a high quality laser printer. Policies for poster printing are the following:

- i. Poster is to be e-mailed to the graduate administrator at [kin.grad@usask.ca](mailto:kin.grad@usask.ca)
- ii. Poster files must be received three full business days before the poster is required. (If you have a tighter timeline please inquire if this can be accommodated).
- iii. Poster files should be finalized and reviewed before they are sent. They are not proof-read or checked for image placement before printing. Please add the dimensions of the poster in the e-mail as this can easily be checked/confirmed. If you wish to look at the poster on the print preview screen before it is printed, please include this in your request.
- iv. When you send in your poster file, include the payment information (U of S account number, cash, cheque, or debit). The cost of printing a standard poster is \$50.
- v. Please use a standard size poster (One side of the poster to be 16", 24", 36", or 42"). These sizes except for 42" can be printed as borderless. (Please note that slight cropping occurs with borderless printing so don't place objects against outside borders of the poster)



### **21.3 Office Supplies**

Normal office supplies are the responsibility of the individual student.

### **22. Building Access**

Graduate students will be provided with keys for access to the Graduate Student study area. Access to laboratory areas must be arranged through the supervisor.

### **23. Computer Access**

Student e-mail, library services, academic and other information is available through PAWS. More information on PAWS is available at <http://www.usask.ca/paws/channels/faqs/>

The College's computer laboratory and laser printer are available for student use. Please check with the technicians in the computer lab if you have questions about software or any of the equipment.

Graduate students will be provided with a yearly allowance of \$100 for printing pages in the college's computer lab, room PAC 373. Please see the financial office in room 300.7 to request that the \$100 printing credit be applied to your computer account (nsid).

If needed, additional pages may be purchased through the Dean's office (Darlene) or through the Business Manager (Don Steponchev) in room 300.2.

Unused credit during a fiscal year ending April 30 will be carried over to the following year's entitlement only while enrolled in the program.

NOTE: If work for your supervisor or another faculty member requires you to print in the computer lab, the faculty member will arrange through the Dean's office (Darlene) to have additional pages added to your printing account so that you do not have to use your personal allowance.

Graduate students should be aware that the computer lab may be unavailable from time-to-time for classes. Students are reminded to check the schedule posted outside the computer lab so that they do not interfere with these classes.

**APPENDIX 1 – FORMS**

### Graduate Student Leave of Absence

This form is to be completed by graduate students taking a non-standard leave of absence from their programs. Standard leave meaning vacation, compassionate, medical, parenting or co-op program/industry leave. A non-standard leave falls outside of this definition of standard leave. When considering taking a non-standard leave of absence, note that leaves for the purpose of further learning or research opportunities are encouraged, but extended holidays are not.

The completed form is to be signed by your supervisor and then submitted to the Graduate Program Administrative Office (Room 300.8). The form will then be forwarded to the Graduate Chair for review. Please submit prior to your anticipated departure date.

Reason for Absence:

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If you are going abroad, please indicate where you will be spending your leave of absence:

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Are you going to be visiting foreign Universities or Research Institutes while abroad? (provide names of institutes, dates, length of stay, contact information, and other pertinent information)

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When not on vacation, compassionate, medical, parenting or co-op program/industry leave, graduate students are expected to dedicate a substantial amount of time to their programs. How do you intend to meet this requirement when on your proposed absence?

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How will you be funded while on leave?

*NOTE: be sure to check the residency requirement of any awards or scholarships that you are receiving, in some instances a leave could result in cancellation of funding.*

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SUPERVISORS SIGNATURE:

GRADUATE CHAIR'S SIGNATURE:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Standard Leaves of Absence contact CGPS. Leaves of absence are available to students for compassionate, medical, parenting, and 'Co-op Program'/Industry reasons. Reasonable accommodation is normally made. Short-term leaves of less than one month should be managed within the home academic unit. Leaves of absence from CGPS are normally granted in four-month blocks only, to coincide with the registration terms (Sept 1 to Dec 31; Jan. 1 to Apr 30; May 1 to Aug 31) Maternity, adoption and parenting leave may be granted for eight or twelve month blocks.

One copy to student, one copy to supervisor, one copy to file

## College of Kinesiology Graduate Program

### Annual Progress Report

All students must have an advisory Committee meeting at least once during each 12 month period. Departments should set their own deadlines. Minutes can also be included in this report.

**Student Name:** \_\_\_\_\_ **Student No.:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Department/Program/Degree:** \_\_\_\_\_

**Year in Program:** \_\_\_\_\_ **Program Start Date:** \_\_\_\_\_

**Advisory Committee Members:** \_\_\_\_\_

**Cognate Member Name/Department (Ph.D. Candidates Only):** \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_

**Thesis Title/Project Topic/Area Research:** \_\_\_\_\_

\*\*\*\*PLEASE NOTE THAT THE RATING SCALE BELOW IS OPTIONAL\*\*\*\*

#### 1. COMPREHENSIVE EXAM (for Ph.D. Candidates Only)

**Performance:** NA | Exceptional | Very Good to Excellent | Satisfactory to Good | Poor | Failure

**Comments:**

Date, or anticipated date, of comprehensive exam: \_\_\_\_\_

**2. CONTACT WITH SUPERVISOR:**

**Performance:** NA | Exceptional | Very Good to Excellent | Satisfactory to Good | Poor | Failure

**Comments:**

**3. ENGLISH – ORAL AND WRITTEN** (applicable if English is second language)

**Performance:** NA | Exceptional | Very Good to Excellent | Satisfactory to Good | Poor | Failure

**Comments:**

**4. GENERAL COMMITTEE COMMENTS**

**Performance:** NA | Exceptional | Very Good to Excellent | Satisfactory to Good | Poor | Failure

**Comments:**

**5. PRESENTATION OF WORK** (Colloquium completed, other presentations, posters, etc.)

**Performance:** NA | Exceptional | Very Good to Excellent | Satisfactory to Good | Poor | Failure

**Comments:**

Please list any accepted journal articles, submitted journal articles, refereed published abstracts in journals, journal articles or abstracts in preparation, presentations, or scientific poster presentations.

**6. PROGRESS IN COURSE WORK, STUDENT'S GPA \_\_\_\_\_**

**Performance:** NA | Exceptional | Very Good to Excellent | Satisfactory to Good | Poor | Failure

**Comments:**

Please indicate any courses you have taken with accompanying grades for the period of study, September 2007 to April 2008)

Course	Grade

**For M.Sc. students, please address graduate course grades below 60%, undergrad course grades below 70%.**

**For Ph.D. students, please address grades below 70%. See Policies and Procedures 5.2.5 for details.**

**7. PROGRESS IN ETHICS APPROVAL**

**Performance:** NA | Exceptional | Very Good to Excellent | Satisfactory to Good | Poor | Failure

**Comments:**

If ethics approval has been received, please attach a copy of the certificate of approval

**8. PROGRESS IN PROPOSAL**

**Performance:** NA | Exceptional | Very Good to Excellent | Satisfactory to Good | Poor | Failure

**Comments:**

Date, or anticipated date, of project proposal presentation: \_\_\_\_\_

**9A. PROGRESS IN THESIS RESEARCH**

**Performance:** NA | Exceptional | Very Good to Excellent | Satisfactory to Good | Poor | Failure

**Comments:**

Please indicate the date or anticipated date of the completion for each of the following

Data Collection	
Data Analysis	

**9B. PROGRESS IN OTHER RESEARCH:**

**10. PROGRESS IN THESIS/PROJECT**

**Performance:** NA | Exceptional | Very Good to Excellent | Satisfactory to Good | Poor | Failure

**Comments:**

Please indicate the date or anticipated date of the completion for each of the following

First Draft of Written Thesis/Dissertation Submitted	
Written Thesis/Dissertation Submitted	
Written Thesis/Dissertation Completed	
Oral Defence	
Year of Graduation	

**11. FUNDING APPLICATIONS**

All Ph.D. Candidates are required, by the College of Kinesiology, to apply for external funding. Please indicate progress in this area including names of agencies applied to and the competition dates.

All recipients of devolved funds and Dean’s Scholarships are required to apply for external funding Please indicate progress in this area including names of agencies applied to and the competition dates.



**12. TEACHING ACTIVITIES**

Is this student willing to be considered for fast-tracking? Please note that fast tracking is intended for exceptional students and an affirmative response on this form is not a guarantee that fast-tracking will occur.

\_\_\_\_\_

**Committee Minutes:** *[please email minutes to dept. graduate secretary]*

Signature of Supervisor(s): \_\_\_\_\_

Student Signature: \_\_\_\_\_

***(Make copy for student and give hard copy to dept. graduate secretary)***

Graduate Chair Signature: \_\_\_\_\_

\_\_\_\_\_

## Standardized Advisory Committee Meeting Agenda

Ph.D. Advisory Committee Meeting

Student Name

Date, Time

Room

Agenda

1. Welcome & Introduction
2. Candidate's background
3. Current funding
4. Program overview
  - a) Course work
  - b) Qualifying exam
  - c) Grant writing requirement
  - d) Teaching
  - e) Research interest area
  - f) Time line
  - g) Comprehensive exam

M.Sc. Advisory Committee Meeting

Student Name

Date, Time

Room

Agenda

1. Welcome & Introduction
2. Approved Advisory Committee members
3. Program overview
  - a) Approval of course work (Program of Studies)
  - b) Student update on research, scholarly, and service activities
  - c) Research interest area
  - d) Timeline
  - e) Funding

## **APPENDIX 2 – PH.D. Comprehensive Exam Guidelines**

## PhD Comprehensive Examination Guidelines

### 1. Purpose

The purpose of the Comprehensive Exam is described in detail in the policies of CGPS <http://www.usask.ca/cgps/policy-and-procedure/examinations.php#6>.

- a. *The purpose of the Comprehensive Examination is to determine whether the student has a mature and substantive grasp of the field as a whole. Normally this examination is scheduled after the student has completed all course requirements and before beginning the doctoral research and thesis. The exam is on topics cognate to the candidate's field of research. A student passing the Comprehensive Examination is deemed a Ph.D. candidate.*

### 2. Principles

In the College of Kinesiology, the comprehensive exam consists of a written and oral component. Students who pass the PhD comprehensive exam will have: demonstrated competency in an overall set of learning outcomes, produced a paper, delivered an oral presentation, and engaged in an oral defense specific to their area of research, and undertaken the work and examination within a consistently applied process. The following details are to guide advisory committees in mentoring students through the comprehensive exam process while allowing them to apply flexibility as they represent different content areas. The process and guidelines were developed with the intent to recognize that PhD students will have varying backgrounds, levels of experience and skills related to the research area. The intent of the exam process is not to develop a student's introductory knowledge or basic skills in an area (these should be developed before starting the process). Further, the intent is not to allow students to streamline towards meeting other requirements for the PhD program such as the written dissertation proposal or the proposal presentation as part of KIN 990.

### 3. Learning Outcomes

In order to complete the comprehensive exam and achieve Ph.D. candidacy, the student must have met the following learning outcomes to the satisfaction of the advisory committee:

- i. convey breadth of knowledge in the area of research;
- ii. convey depth of knowledge in the area of research;
- iii. analyze and critique existing knowledge as it applies to the area of research;
- iv. exhibit potential to conduct independent research, demonstrating specifically the ability to:
  - a. define and address a problem by synthesizing material and using creative thinking,
  - b. design a study,
  - c. describe an appropriate method for analysis and define the approach;
- v. translate, explain, and discuss knowledge and research.

The advisory committee will assess the student's ability and progress to date and will determine how each learning outcome will be met through the exam process and products as outlined below. Students can achieve the learning outcomes in slightly different ways through the process, but all outcomes must be evaluated, and satisfied to complete the comprehensive exam.

#### **4. Product**

The comprehensive exam consists of a written paper submitted in advance of the exam meeting, and an oral presentation and defense at the exam meeting.

##### *Written paper*

Normally, the written paper will be focused on either breadth or depth (i.e. to satisfy learning outcomes i or ii), as determined by the advisory committee to be appropriate to the student's background and preparedness in the area of research. The paper will use a format consistent with peer-reviewed journals in the area of research. Examples of papers are available to the student from the grad office.

##### *Oral presentation and defense*

At the discretion of the advisory committee there is flexibility on the specific content of the oral presentation as long as all learning outcomes are met at the conclusion of the exam. For example, the oral presentation could be focused on design of a novel research study emerging from the written paper (i.e. to satisfy learning outcome iv.) or it could involve comparing theories in a given research area (i.e. to satisfy learning outcome iii). The presentation will take place at the start of the exam meeting. An oral defense of written paper and the presentation will occur immediately following the presentation.

To pass the comprehensive exam both written and oral components must be evaluated as 'pass' or 'conditional pass' by the committee. The written component of the exam must be evaluated as pass or conditional pass before proceeding to the oral component. More detail on evaluation procedures is provided below in section 7.

#### **5. Process**

##### **5.1 *Timing***

A Ph.D. student will normally complete the comprehensive exam within the first 18 months of starting doctoral studies. Normally, this will require the student and supervisor to initiate the process 10-12 months into the program. Extenuating circumstances that may delay the timing for a particular student (e.g. health, parental, other ...) should be discussed with the advisory committee.

Students should expect the written paper topic and reading list to be confirmed at least 4 months prior to the comprehensive exam meeting date, and the written paper to be due 3 weeks prior to the comprehensive exam meeting date.

Students should expect to submit the title and 250-word summary of the oral presentation to the committee one week prior to the exam meeting. Other than the written paper, presentation title and summary, students are not required to provide any additional documentation to the committee in advance of the comprehensive exam meeting.

## **5.2 Comprehensive Exam Meetings**

### **1. Preliminary Comprehensive Exam Meeting**

Purpose is to provide an overview of the comprehensive exam process, determine the written topic, readings list, timeframes and how the learning outcomes will be satisfied.

#### *Pre-Meeting*

Prior to scheduling the preliminary comprehensive exam meeting, the supervisor and student must have discussed with the committee the readiness of the PhD student to begin the comprehensive exam process (i.e. coursework, progress in research, mentorship, related research experience).

#### *Meeting agenda (approximately 1.5 hrs)*

The meeting will adhere to a standardized agenda to be circulated by the graduate office in advance. Minutes are recorded for the student's file. Proposed topics for the written paper, a summary of the PhD student's progress towards the comprehensive exam, and a draft of the completed table in Appendix A, is circulated to the advisory committee by the supervisor prior to the meeting. The focus of the preliminary meeting is to:

- i. identify how each learning outcome is met by the process and products (refer to table in Appendix A)
- ii. discuss the scoring template to be used for evaluation of the written paper (refer to template in Appendix B)
- iii. finalize the written paper topic
- iv. determine the scope/content of the reading list
- v. determine the topic and content of the oral presentation (e.g. proposed novel study or comparing existing theories)
- vi. set a preliminary timeline and deadline dates for the circulation of the reading list, the formal comprehensive exam date, and due date for written paper to the advisory committee.
- vii. discuss the evaluation rubric (Appendix C) to be used for the final evaluation of the exam

#### *Post-Meeting*

Normally, within two weeks following the preliminary meeting, the graduate administrative assistant will circulate a formalized timeline for the exam process

including deadline dates to receive the readings list. Each advisory committee member will circulate readings to the chair based on the agreed upon content. The readings list is circulated via email to the committee and student.

2. Formal Comprehensive Exam Meeting (2-3 hrs)

The purpose of this meeting is to complete the oral component of the comprehensive exam. The meeting consists of a 20-minute oral presentation on a proposed novel research study (or another topic as approved by the committee) followed by an oral defense similar to a thesis defense format (described in 7.2). Content from the reading list, the written paper and the presentation will form the basis for questioning. More details on procedures of this meeting are in section 7.

### ***5.3 Roles and Responsibilities***

The Supervisor is responsible to:

- monitor and alert the PhD student to timelines associated with the comprehensive exam process
- be knowledgeable of the comprehensive exam process as outlined in the KIN graduate policy manual
- review progress with respect to the comprehensive exam learning outcomes with the PhD student
- identify the PhD student's strengths and areas for improvement
- discuss relevant readings and one or two possible paper topics with the PhD student for presentation to the committee
- discuss other roles and responsibilities of the PhD student ongoing during comprehensive exam period
- develop a proposed time frame and tentative oral examination date for the committee
- respond to questions of clarification from the PhD student, including advising on permitted feedback and adherence to academic integrity standards
- update GPC Chair and grad office when the committee is ready to meet
- evaluate the written paper and oral examination, with respect to the specific content area or learning outcome(s)

The PhD student is responsible to:

- work with the supervisor and advisory committee on the above
- become aware of the comprehensive exam process/procedures as outlined in the KIN graduate program policy manual
- complete the work within the expressed time limits and using the permitted resources
- adhere to academic integrity principles and protocols
- discuss and agree upon other roles and responsibilities (i.e. TA, RA work, etc.) ongoing during the comprehensive exam process
- maintain regular communication with the supervisor during exam period



- seek direction and guidance from the committee on the paper and/or presentation, taking full responsibility to ensure the products put forward for evaluation adhere to academic integrity standards

The Committee Chair (Graduate Chair or Designate)

- receives request from the supervisor and discusses readiness to begin comprehensive exam process
- works closely with the Graduate Administrative Assistant to communicate and track the expected student timelines for the comprehensive exam process
- ensures a committee chair is in place for the comprehensive exam meetings
- reviews comprehensive exam for consistent application of principles and process
- ensures the appropriate scheduling of meetings, distribution of materials (e.g. agendas, readings list, and minutes)
- follows the standard agendas for meetings, adapting as necessary
- ensures communication with the committee membership and student during the comprehensive exam process
- communicates relevant decisions and direction to the supervisor, the student, and advisory committee
- compile and communicate scoring and grades for exam components submitting by the committee
- ensure due process is followed in the case of differences of opinion with respect to evaluation

Advisory Committee members are responsible to:

- familiarize themselves with the comprehensive exam process outlined in the KIN graduate policy manual
- receive and consider the proposed paper topic, and initial reading list and timelines for the exam from the supervisor and student
- determine and finalize the written paper topic, reading lists, and timelines for the comprehensive exam
- meet deadlines related to circulating readings lists and evaluation of products
- respond to questions of clarification from the PhD Student
- engage with the student as needed relative to the student's understanding of the reading list and paper topic
- evaluate the written paper and oral examination, with respect to the specific content area and learning outcomes

***5.4 Guidelines for Development of Written Paper Topic and Reading Lists***

The process and products for the comprehensive exam will align with the overall learning outcomes, with focus given to where the student requires the most development, as decided by the advisory committee in conjunction with the student. Prior to the preliminary comprehensive exam meeting, the supervisor and student will use the table in Appendix A to identify the progress made prior to the exam. The written paper will serve to satisfy learning outcome i or ii. At the preliminary comprehensive

exam meeting, the advisory committee will agree upon the specific topic and general content of the paper.

### Written Paper

The advisory committee and student will follow the general guidelines below for determining whether the paper will address breadth or depth, in the context of the current state of knowledge in the field/discipline/research area. Examples of breadth and depth are below and may vary between areas of study.

Papers intended to address **Breadth** may:

- Include overarching concerns, umbrella concepts, broader notions
- Examine different mechanisms, populations, or conditions
- Address historical contexts or existing knowledge
- Provide a survey of a topic area
- Use primary examples
- Appeal to a more general, and therefore more wide audience of readers

Papers intended to address **Depth** may:

- Focus on specific concepts or single aspects of a concept
- Posit new models
- Examine single mechanisms, populations, or conditions from many perspectives
- Provide a systematic review
- Appeal to a more specialized and therefore more narrow audience of readers

The connection to Kinesiology should be clear (i.e. relationship with or effects of exercise, physical activity, movement ...). While it is not a requirement that the paper is publishable, the quality for the paper should reflect the scope and address a similar purpose to published papers in the field.

### Readings List

The supervisor and student will develop an initial set of readings to bring to the committee at the preliminary comprehensive exam meeting. The final readings list is decided by the advisory committee and student and approved by the chair. Normally, the reading list fits within these parameters:

- useful in addressing all the learning outcomes
- useful in developing the written paper
- conforms to minimum expectation for readings sufficient for the exam while allowing the student the prerogative to pursue additional literature
- manageable within the time frame (at least 4 months) with flexibility across areas and based on student need. In some research areas the list could be in the range of 500 pages (e.g. 10 readings of 50 pages each).
- May include readings from each committee member and be inclusive of their expertise

## **6. Academic Conduct**

Honesty and integrity are expected of every student in examinations and other academic work. Every student must perform his or her own work unless specifically instructed otherwise. Students are encouraged to review the Guidelines for Academic conduct at the University of Saskatchewan.

[http://www.usask.ca/university\\_secretary/council/reports\\_forms/reports/guide\\_conduct.php](http://www.usask.ca/university_secretary/council/reports_forms/reports/guide_conduct.php)

During the 4-month time frame for producing the paper, the student is expected not to consult with other students with regards to the content of the written paper or the oral presentation. The student can seek guidance from the advisory committee on the content of paper, but drafts should not be circulated to the advisory committee, other faculty, or students for feedback or revisions during the writing phase. A copy of the final written paper will be kept on file in the graduate office.

Students can seek help for English writing through the University writing center from non-Kinesiology experts. Students are also encouraged to seek assistance/advice from advisory committee where appropriate for extenuating circumstances (e.g. health, parental, other...) that may impact their ability to complete the exam.

## **7. Evaluation**

The committee shall use a scoring template and rubric to evaluate the components of the comprehensive exam. A scoring template similar to those used by journal editorial boards will be used to evaluate the written paper (Appendix B). The scoring template is given to the student at the same time as the reading list and approved paper topic.

The Final Evaluation Rubric (Appendix C) will be used to grade the student's overall performance with respect to the learning outcomes of the comprehensive exam. The student learns about this rubric at the preliminary meeting. The committee uses this rubric during deliberations after the oral defense.

### ***7.1 Evaluation of the Written Component:***

- a. Using Table 2 (Appendix B), committee members will rate the student's written paper as:
  - i. **Pass**: the student's paper is acceptable in the current form and can proceed to the oral defense.
  - ii. **Conditional Pass**: the student's paper is defensible, yet may be lacking in some regard. While the committee feels the paper is in a sufficient form to allow advancement to the oral exam, there are concerns that the student needs to address in the oral exam. Written justification of this decision as agreed on by the advisory committee must be provided to both the student and the chair.
  - iii. **Fail**: the student's paper is deemed inadequate. The committee is unwilling to continue with the examination as they feel the student is not sufficiently prepared for Ph.D. candidacy. Written justification of this decision as agreed

on by the advisory committee must be provided to both the student and the chair.

- b. The committee should be allotted 7 days to evaluate the written paper. The chair will normally communicate the written paper score to the student 14 days prior to the oral exam date.
- c. In order to proceed with the oral comprehensive exam meeting, the student must have received an overall score of 'conditional pass' or 'pass' on the written paper from each advisory committee member. The student will circulate the title and 250-word summary of their presentation 7 days before the oral exam.
- d. In the event of a fail being received for the written component:
  - i. The oral component will not be undertaken.
  - ii. The student has 1 year to re-take the comprehensive exam and complete the written and oral components.
- e. In the event of a conditional pass for the written component, the oral exam will proceed but the student will receive direction from the advisory committee on the nature of deficiencies to prepare for the oral exam and any revisions that may be required after the oral exam. This process will be guided by the chair to ensure fairness related to the learning outcomes.

### **7.2 Oral Examination Procedures:**

The oral examination requires participation of all committee members (conference call is acceptable). The examination will normally last 2-3 hours and will proceed as follows:

- i. A 20-minute presentation on a proposed study or another approved topic.
- ii. 1 round of questions where each member has up to 20 minutes to evaluate the candidate
- iii. 1 round of questions with approximately 10 minutes per examiner. If the examiner is satisfied they may pass
- iv. Following completion of round 2, the student will be asked to leave and the committee will meet to render a decision using the final evaluation rubric (Appendix C).
- v. At any time during the examination the student may request a 15-minute break. The chair will ask the committee and student if a break is required at the completion of round 1.

### **7.3 Overall Evaluation of the Comprehensive Exam:**

- a. Immediately after the oral exam is complete, and using the Final Evaluation Rubric (Appendix C), committee members will rate the student's examination as:
  - i. **Pass:** the student's written performance, presentation and oral defense are acceptable. All learning outcomes have been achieved. The committee is

- satisfied with student's knowledge and is prepared to have the student continue with Ph.D. Candidate status.
- iv. **Conditional Pass:** the student's written performance, presentation or oral defense is adequate, yet may be lacking in some regard. The committee is willing to pass the student on condition of additional work, reading or revisions to satisfy the learning outcomes. Written justification of this decision as agreed on by the advisory committee must be provided to both the student and the chair.
  - v. **Fail:** the student's work is deemed inadequate. The member feels the student is not sufficiently prepared for Ph.D. candidacy. Written justification of this decision as agreed on by the advisory committee must be provided to both the student and the chair.
- b. The student must attain an overall score of pass or conditional pass on the final evaluation rubric to complete the exam. The advisory committee members must come to consensus on an overall rating for the comprehensive exam.
  - c. According to CGPS policy, the Ph.D. student will have two attempts to pass the comprehensive examination. In the event of a second failure, the student will be asked to withdraw from the Ph.D. program.
  - d. In the event of a fail being received for any of the learning outcomes of the exam, the committee may require:
    - ii. A new examination, including both oral and written components be completed
    - iii. Solely a new oral examination be completed
    - iv. Other alternatives such as additional assigned readings/work to address the deficient area
  - e. Prior to attaining Ph.D. candidate standing, all additional work, reading or revisions (for both the oral and written) must be satisfied by the student. The precise mechanism for satisfaction is left to the discretion of the advisory committee. For example, if additional readings are assigned, the committee may be satisfied by the supervisor's verification of completion. Minutes will be kept and forwarded to the graduate chair for review and inclusion in the student's file.

## 8. Appeals

Appeals of comprehensive examination committee decisions will defer to the University of Saskatchewan procedures on Student Appeals in Academic Matters:

<http://www.usask.ca/cgps/policy-and-procedure/appeals.php>

**APPENDIX A**

This table will be used by the supervisor and student prior to the preliminary comprehensive exam meeting to identify progress to date (i.e. areas of strength and areas for development). At the preliminary meeting, the committee and student will decide how each outcome will be met by the exam components, and agree on the paper topic, reading lists, and oral presentation (proposal or other).

Table 1. Identification of Learning Outcomes for the Comprehensive Exam

Learning Outcomes <i>The student who has passed the PhD comprehensive exam should be able to:</i>	Exam Components		
	Written Paper	Oral Presentation	Oral Defense
1. Convey breadth of knowledge in the area of research			
2. Convey depth of knowledge in the area of research			
3. Analyze and critique existing knowledge as it applies to the area of research			
5. translate, explain, and discuss knowledge and research			

*\*Note: The committee will use this table to identify the exam components that will assess each learning outcome. Learning outcomes can be satisfied by multiple exam components. The committee will consider the student’s progress to date and identify learning outcomes that may need more or less emphasis. All outcomes must be met by the end of the comprehensive exam.*

**APPENDIX B**

This scoring template (similar to those used for journal article reviews) is used to evaluate the paper. The student must receive a minimum overall score of conditional pass to proceed to the oral exam. Written feedback for the student should accompany a grade of conditional pass or fail by a committee member.

Table 2. Comprehensive Exam – Written Paper Scoring Template

<b>WRITTEN PAPER EVALUATION</b>	<i>Pass</i>		<i>Conditional Pass</i>	<i>Fail</i>
This is a scoring system to indicate the level of performance by the student for the written paper relative to the level of Ph.D. Candidacy*.	<b>4</b> <b>Exceptional</b> 90-100%	<b>3</b> <b>Very Good to Excellent</b> 80-89%	<b>2</b> <b>Satisfactory to Good</b> 70-79%	<b>1</b> <b>Poor/Failure</b> 69% or below
<b>Potential Impact of Paper (contribution, significance)</b>	Exceptional paper with publishing potential after few or very minor revisions; high impact	Very good paper with publishing potential after minor revisions; significant impact	Satisfactory to good paper but unlikely to meet publication standards; moderate impact	Weaker paper, not suitable for publication; low impact
<b>Originality</b>	Entirely novel ideas, synergies and arguments	Substantially novel ideas, synergies and arguments	Moderately novel ideas, synergies and arguments	Lacking in novel ideas, synergies and arguments
<b>Clarity of Writing</b>				
a. content organization and synthesis	Exceptional organization, easy to understand, convincing arguments	Very good organization, mostly easy to understand, clear arguments	Satisfactory to good organization, somewhat easy to understand, some clear arguments	Difficulty explaining ideas, confusing arguments
b. typographical, referencing	Very few errors; near flawless referencing	Few errors; very good referencing	Some errors; satisfactory referencing	Several errors; inadequate referencing or plagiarism
<b>Quality of Figures and Tables (if applicable)</b>	Meets standard for publication after few or very minor revisions	Meets standard for publication after minor revisions	Satisfactory to good but unlikely to meet publication standards	Not suitable for publication due to incomplete or missing important information, unclear
<b>Overall Paper Score:</b>				

\*Committee members should consider an overall score of 2 as having met the minimum requirement to proceed to the oral exam. Committee members are encouraged to consult the University's graduate grading system rubric at:

<http://www.usask.ca/cgps/policy-and-procedure/examinations.php>

## APPENDIX C

This final evaluation rubric is used after the oral exam to revisit the learning outcomes and determine that they have been met. A minimum overall score of conditional pass is required to complete the exam. The committee must come to consensus. If the committee agrees that a given learning outcome has not been passed, they will discern whether the exam needs to be retaken or if additional work/reading is needed to satisfy the deficient area.

Table 3. Comprehensive Exams - Final Evaluation Rubric

<b>COMPREHENSIVE EXAM – FINAL EVALUATION</b>	<i>Pass</i>		<i>Conditional Pass</i>	<i>Fail</i>
This is a scoring rubric to indicate the level of performance by the student in the learning outcomes for the comprehensive exam.	<b>4 Exceptional 90-100%</b>	<b>3 Very Good to Excellent 80-89%</b>	<b>2 Satisfactory to Good 70-79%</b>	<b>1 Poor/Failure 69% or below</b>
<b>i.</b> Convey <u>breadth</u> of knowledge in area of research	Comprehensive, incisive grasp of broad subject matter	Comprehensive grasp of broad subject matter	Substantial knowledge of broad subject matter with some gaps	A weak or basic grasp of broad subject matter
<b>ii.</b> Convey <u>depth</u> of knowledge in area of research	Comprehensive, incisive grasp of in-depth subject matter	Comprehensive grasp of in-depth subject matter	Substantial knowledge of in-depth subject matter with some gaps	A weak or basic grasp of in-depth subject matter
<b>iii.</b> Analyze and critique existing knowledge as it applies to the area of research	Exceptional capacity to analyze and critique	Very good capacity to analyze and critique	A satisfactory to good capacity to analyze and critique	Limited ability to analyze and critique
<b>iv.</b> Exhibit potential to conduct independent research, demonstrating specifically the ability to...				
<b>a.</b> define and address a problem by synthesizing material and using creative thinking	Complete definition and logic with respect to problem with evidence of advanced synthesis and creativity	Complete definition and logic with respect to problem with evidence of strong synthesis and creativity	Mostly complete definition and logic with respect to problem with some evidence of synthesis and creativity	Incomplete definition and logic with respect to problem, lacking evidence of synthesis and creativity
<b>b.</b> design a study	Complete and well planned design, with innovative features	Complete and well planned design	Mostly complete and mostly well planned design	Incomplete design, poorly planned
<b>c.</b> describe an appropriate method for analysis and define the approach	Advanced understanding of analyses and definition of approach	Strong understanding of analyses and definition of approach	Satisfactory to good understanding of analyses and definition of approach	Basic or weak understanding of analyses and definition of approach
<b>v.</b> Translate, explain and discuss knowledge and research	Advanced integration of ideas and ability to present and express thoughts fluently	Strong integration of ideas, and ability to present and express thoughts fluently	Satisfactory to good integration of ideas, ability to present and express thoughts fluently	Weak integration of ideas, ability to present and express thoughts fluently
<b>Overall Exam Score:</b>				

\*Committee members will refer back to the identification of learning outcomes (Table 1) at the preliminary meeting before completing the final evaluation. An overall score of 2 shall be considered as meeting the minimum requirements for Ph.D. Candidacy. Committee members are encouraged to consult the University's graduate grading system rubric at: <http://www.usask.ca/caps/policy-and-procedure/examinations.php>