



College of Kinesiology Graduate Program

Policies and Procedures Manual for Students

10-Sep-2015

Please refer to the *Policies* tab on the College of Graduate Studies and Research website 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 (College of Graduate Studies section).

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1. General Philosophy of Graduate Program

General Expectations of Graduates It is an expectation that both M.Sc. and Ph.D. graduates will 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.

The following academic skills are considered fundamental 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 being expected from a Ph.D. graduate.

a) 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.

b) 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.)

c) Teaching

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

Service Component

Working with service groups that provide the student with an applied experience is considered desirable, but not a fundamental requirement of our graduates.

2. Entrance Requirements

The Graduate Degree programs (thesis) offered through the College of Kinesiology, University of Saskatchewan, will provide for individual specialization in a student's area of interest, but at the same time will ensure that students receive a cross-disciplinary education. The program requirements for fully qualified students consist of a minimum of 3 (Ph.D.) or 12 (M.Sc.) credit units of course work, a graduate seminar course, and the completion of a thesis. The study program is designed to be completed in 4 (Ph.D.) or 2 (M.Sc.) academic years.

3. Principles and Guidelines for Admissions

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 GPC.

Applications will generally not be considered by GPC unless the minimum entrance requirements are met (or will be met) upon admission. Entrance requirements for the M.Sc. and Ph.D. programs in Kinesiology can be found in the University of Saskatchewan Catalogue (<http://www.usask.ca/programs/colleges-schools/grad-studies/programs/kinesiology.php>).

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 (<http://www.usask.ca/programs/colleges-schools/grad-studies/index.php>)
 - 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 should be 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.

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 Studies and Research for processing. Should any member of the GPC raise a concern over the application, it will be held until the next scheduled GPC meeting.

CRITERIA	
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 CGSR will be based upon academic average.

5. Residency Requirement

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.

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 without completing the M.Sc. 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.

Leaves of Absence

Standard: Standard leave is defined as vacation, compassionate, medical, parenting or co-op program/industry leave. For Standard Leaves of Absence, please see the College of Graduate Studies and Research policies. 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 CGSR 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

Devolved Scholarship Funds

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.

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

1. 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 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 Studies and Research 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 the equivalent of four to six hours per week of lab instructing, teaching, marking assistance, research assistance etc. as assigned by the College. No additional remuneration is provided for this service. The 4 month summer period will be reserved strictly for their research work with no College work obligations expected from the students. The College feels that the academic work experience (4-6 hours /week) expected of the GS recipients will prove to be of benefit to the student.
- 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.

2. Equity Plan:

Using the College of Graduate Studies and Research 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.

It is important to note that over the last 10 years the College of Kinesiology has had a graduate student male to female ratio of 1:1. Today the ratio is 1:1.5 (1:2 in the Ph.D. program). This is one example of how the College has attracted one of the designated groups and illustrates the Colleges ability to offer an equitable environment. The challenge the College faces is to increase numbers in the three other designated groups. It is hoped that a concentrated effort to attract and financially reward students from the other designated groups will result in a more diverse graduate student population.

3. Awarding of Devolved Funds

The competition for the College's Devolved Scholarships will be held once per year. Tri-council and RPP awardees will first be recognized. The College's Graduate Program

Committee will then rank new candidates to the program (see p. 9 Ranking Students for Devolved Funding). New candidates to the graduate program who wish to be considered for a graduate scholarship must have their completed application in by May 1st. Final decisions on graduate scholarship awards will be made by May 31st. Supervisors and students currently enrolled in the program must have their requests in by March 1st.

4. 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: Provide matching funds for CIHR RPP doctoral scholarships

Priority 4: 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 5: 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 6: Provide a third year of Ph.D. funding when a supervisor's grant or funding covers the other two years (\$18,000)

Priority 7: 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 8: 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 9: 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 10: 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 11: 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 12: If there are any remaining devolved funds, decisions with regards to use of these funds relating to Ph.D. students (4th year and above) and M.Sc. students (3rd year and above) are at the discretion of the Graduate Program Committee.

*In order for students to be eligible for funding under priorities 4 and 5, the supervisor must show evidence, by March 1st, that they have applied for funding for the student.

**In order for funding to continue in the second year (Priority 11) and second and third year (priority 10), the supervisor must show evidence, by March 1st, that both the supervisor and student (if eligible) have applied for external funding.

5. 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 Studies and Research.

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.

a. 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.

b. 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.

c. 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.

d. 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 factors will also be considered, if distinction cannot be made using the criteria listed above:

- a. 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.

- b. Undergraduate Area

When students from disciplines other than Kinesiology are equal, the Kinesiology students should be ranked higher than the other individuals.

College of Kinesiology Scholarship

In addition to financial assistance provided by the CGSR 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.

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- April 30 and require *an average* of 12 hours a week 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 as Teaching Assistants have responsibility until grades are submitted for the classes being supported.

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 Graduate Faculty Advisor)

Note: Wherever possible and applicable (Right of First Refusal and budgetary restrictions) the College will endeavour to utilize Graduate students as sessional instructors for KINA courses.

7. 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 MSc students and for 4 years for Ph.D.s. The start time is measured from the commencement of the student's study program.

8. Photocopying, Poster Printing, and Supplies Policies

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.

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:

- Poster is to be e-mailed to the graduate administrator at kin.grad@usask.ca
- 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).
- 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.
- 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.
- 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)

Office Supplies

Normal office supplies are the responsibility of the individual student.

Thesis Preparation

Students are responsible for the costs incurred in preparing their thesis document. This includes the cost of producing the final thesis document. The cost of any supplies required in the collection of data for the student's thesis will be the responsibility of the student's advisor.

9. Building Access

Graduate students will be provided with keys for access to the Graduate Student study area. Students may also opt for a key to the building front doors (\$50 cash deposit required).

Access to laboratory areas must be arranged through the student's advisor.

10. 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 laser printing pages in the college's computer lab, room 373 P.A.C. Please see Darlene 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 Darlene's office or through 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.

NOTE: If work for your supervisor or another faculty member requires you to print in the computer lab, the faculty member will arrange through 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.

11. Student Study Program

The graduate program offered through the College of Kinesiology, University of Saskatchewan focuses on a multi-disciplinary approach to the Study of Kinesiology. Areas include: adaptives; biomechanics; exercise physiology; health aspects of physical activity; motor control; physical growth and development; sport and exercise psychology. 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 CGSR 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

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 C (Seminar)

KIN 994 C (Research Thesis)

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

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

GSR 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.

Ph.D. Program

Required Courses

KIN 990 C (Seminar)

KIN 996 C (Research Thesis)

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

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

GSR 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.

12. 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.

13. Thesis Proposal Presentation

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.

Ph.D. Program

For students beginning their programs September 2014 and after: The Kin 990 will be the student's thesis proposal for both the M.Sc. and Ph.D. programs.

For students beginning their programs prior to September 2014: The research presentation may be on their Ph.D. thesis proposal, or it may be on other Ph.D. related research projects on which they are working.

14. Open Thesis Defence Format (MSc and Ph.D.)

- a) Presentation by the candidate (20 minutes).
- b) Questions by audience other than the committee members (5 minutes).
- c) 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).
- d) Defence reconvenes – committee members ask their questions.
- e) Audience is asked to leave after the committee members have completed their questioning.

15. Sequence of Student Study Program

The following steps have been agreed by 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.

KIN 994 (MSc Thesis)

- I. Student meets with his/her supervisor to formulate a program of studies. Complete form GSR 208 (MSc) and have it approved by the student's advisory committee prior to submitting to the graduate committee for approval. The program of studies should be completed before the end of the student's first term (i.e. December).

- 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. If ethics approval is required for the thesis project, the appropriate forms must be completed and submitted to the University Ethics committee. Any poster advertisements associated with the study must also be approved by the University Ethics committee. Recruitment or training of subjects and/or collection of data must not commence until approval has been received from the University Ethics committee.

KIN 996 (Ph.D. Thesis)

Procedures are outlined in consultation with the advisory committee and outlined on form GSR 207 (Program of Studies).

16. Student Progress

Each graduate student is to prepare a regular progress report (see appendix I). This report is to be reviewed by the student's Faculty Advisor and the Graduate Chairperson. The reports will also be circulated to the student's Advisory Committee and a copy of each report should also be placed in the student's file. This report is to be completed by **May 1** and given to the graduate administrative assistant.

17. Maintaining Continuous Registration with CGSR

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 CGSR 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.

18. 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.

19. 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 Studies and Research 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.

Guidelines for Ph.D. Qualification Exam

- The student must complete a qualification exam prior to the start of the academic program.
- The qualification exam will be comprised of both a written and oral component.
- The student will have two attempts to pass the qualification exam. In the event of a second failure, the student will be refused a transfer from the M.Sc. to the Ph.D. program.
- The written component will be comprised of a 2-4 page document of the proposed Ph.D. research.
- The oral examination requires participation of all the proposed Ph.D. committee members (conference call is acceptable). The student will present an oral version of the written document.
- 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.

20. Ph.D. Comprehensive Examination Guidelines

The comprehensive exam will consist of a written and an oral part.

Principles

Based upon discussions from the November 2003 GPC meeting, the following points are agreed to as the cornerstones for the comprehensive examination. The comprehensive examination should:

1. Demonstrate a student's academic preparedness for an academic career in their chosen area of scholarly interest (e.g., exercise physiology, sports psychology)
2. Demonstrate a student's preparedness for research in their specific area of study
3. Demonstrate a working knowledge of kinesiology as a discipline
4. Demonstrate a knowledge of ethical considerations within human research
5. Demonstrate a working knowledge of the statistical and research methodological considerations in research
6. Demonstrate a working knowledge of the historical and philosophical considerations that drive modern kinesiology

Procedures

1. A Ph.D. student will normally take the comprehensive examination within the first 18 months of starting their doctoral studies.
2. The comprehensive examination will be comprised of both a written and oral component. Both aspects must be passed prior to the student being designated a Ph.D. candidate. Committee members are to be notified at least one month in advance as to the date of the comprehensive examination so that they have sufficient time to prepare their questions.
3. 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.
4. The written component of the comprehensive examination will be comprised of 6-8 questions. The committee, including the student, will meet to discuss and choose the topics outlined in Section 20 related to both the principles (see page 21) and content (page 24). In regard to the written component of the comprehensive exams, there are three compulsory question areas (undergraduate class, philosophy of

science/research ethics, and data analysis/research methods) with the remaining 3 to 5 questions (typically 3) from content areas (see content #3, page 24). Prior to the advisory committee meeting to plan this exam, it is expected that the supervisor and the student will have discussed the content areas to be covered. It also is expected that the supervisor and student will distribute the content areas to the committee prior to the meeting. These content areas will be discussed and finalized during the meeting. The Advisory Committee may change or add to the proposed content areas at the meeting.

Topic areas will be assigned to each committee member and members will submit to the chair question(s) in the topic areas previously agreed upon by the committee and student. The chair will ensure that the total number of questions does not exceed 8. The chair of the committee will be responsible for circulating the student's written answers to the committee members. The response to each question will be limited to 10 pages (double spaced, single sided, 12 pt). Answers will contain sufficient in text citations for examining members to confirm sources. No formal bibliographic section is required.

5. The Ph.D. student is to pick up written examination questions (or receive them electronically if pre-arranged with the Chair) from the committee chair and will have one week to submit answers (in paper or electronically as arranged with the Chair) to the written component questions.
6. During the writing period the student is to correspond only with the committee chair regarding examination matters. The format of the examination is to be considered open book; the student may use available reference material to answer the written component. The use of personal correspondence is not permitted.
7. Examining members will have five working days to evaluate written responses. At that time a rating of pass/conditional-pass/fail will be forwarded to the committee chair.
8. Evaluation of the written component entails:
 - a. Committee members will rate the student's written examination as:
 - b. Pass: the student's answers are acceptable in their current form. Here acceptable should correspond to 1) Excellent or 2) Exceptional in the University of Saskatchewan grading system. The member is satisfied with student's knowledge and is prepared to continue with the oral examination. For the graduate grading system see: <http://www.usask.ca/cgsr/policy-and-procedure/examinations.php>
 - c. Conditional Pass: the student's work is defensible, yet may be lacking in some regard. Here defensible should correspond to Good in the University of Saskatchewan grading system. Specifically, the member is willing to examine the student further and may request additional reading or written work to satisfy the written examination component.

- d. Fail: the student's work is deemed inadequate. The member is unwilling to continue with the examination as they feel the student is not sufficiently prepared for Ph.D. candidacy.
9. The student must receive either a pass or conditional-pass on the written component prior to proceeding with the oral exam. All members must have given a rating of pass or conditional-pass.
10. In the case of a pass/conditional-pass on the written component, an oral examination will be scheduled for approximately 14 days following submission of the written portion of the examination.
11. In the event of a Fail being received for the written component:
 - a. The oral component will not be undertaken.
 - b. The student has 1 year to take the examination a second time
12. 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:
 - a. 1 round of questions where each member has up to 20 minutes to evaluate the candidate
 - b. 1 round of questions with no time limit per examiner. If the examiner is satisfied they may pass
 - c. Following completion of round 2, the student will be asked to leave and the committee will meet to render a decision.
 - d. At any time during the examination the candidate may request a 15 minute break. The chair will ask the committee if a break is required at the completion of round 1.
13. Evaluation of the oral component entails:
 - a. Committee members will rate the student's oral examination as:
 - i. Pass: the student's answers are acceptable. Here acceptable should correspond to "Excellent" or "Exceptional" in the University of Saskatchewan grading system. The member is satisfied with student's knowledge and is prepared to have the student continue with Ph.D. Candidate status. For the graduate grading system see: <http://www.usask.ca/cgsr/policy-and-procedure/examinations.php>
 - ii. Conditional Pass: the student's oral defense is adequate, yet may be lacking in some regard. Here adequate should correspond to "Good" in the University of Saskatchewan grading system. The member is willing to pass the student on condition of additional reading to satisfy the oral examination component prior to Ph.D. Candidate status being awarded.
 - iii. Fail: the student's work is deemed inadequate. The member feels the student is not sufficiently prepared for Ph.D. candidacy.

14. The student must receive either a pass or conditional-pass on the oral component. All members must have given a rating of pass or conditional-pass.
15. In the event of a Fail being received for the oral component, the committee may require:
 - a. A new examination, including both oral and written components be completed
 - b. Solely a new oral examination be completed
16. Prior to the attaining Ph.D. candidate standing, all conditions (for conditional passes in both the oral and written) must be removed by the corresponding committee member. The precise mechanism of satisfaction is left to the discretion of the committee member, in consultation with the student's supervisor and committee chair. For example, a member may request additional reading and stipulate that they would be satisfied by the supervisor's verification of completion.

Content

1. The examining committee will generate at least two questions, with at least one pertaining to each of the following:
 - a. Research Design and Data Analysis
 - b. Research Ethics/ Philosophy of Science
2. **For students beginning their programs prior to September 2011:** The examining committee will generate a minimum of 1 question arising from the course material of a currently offered undergraduate course related to the student's scholarly area. At the advisory committee's discretion, the standardized question found in Appendix II will be used. The topic areas should be identified by the examining committee and known to the student prior to submission of the reading list.
For students beginning their programs after September 2011: The standardized undergraduate class question found in Appendix II will be used as the undergraduate course content question. The topic areas should be identified by the examining committee and known to the student prior to submission of the reading list.
3. The examining committee will generate a minimum of 3 questions pertaining to the students chosen areas of expertise. These questions should demonstrate an expanse of working knowledge that is beyond that required to successfully conduct research in the chosen area of interest.
4. Examining committee members will provide seminal works (min. 1) pertaining to each of the areas of questioning. These works should be considered a starting point for the student when studying, not as the sole targets of examination. The provided works may be books, book chapters, technical/government reports or serial publications as seen fit by the examining member.
5. Committee members will provide examination questions for the written component to the committee chair no less than one week prior to the initiation of the written

component. The chair, as the dean's designate, will examine questions prior to distribution to ensure the examination principles have been satisfied.

6. All examination correspondence will be directed to the committee chair. In particular, any questions the student may have will be posed to the chair, not the examining committee member. The chair will confer with the appropriate member(s) and provide any clarification necessary to the student.

Appeals

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

A graduate student who has a concern or question about the evaluation of her or his work or performance should consult with the chairperson of her or his advisory committee (or the department or college graduate advisor where no committee exists), the head of the department or the Dean of a non-departmentalized college or the Dean of Graduate Studies and Research before invoking formal procedures. If, after these consultations, the student is unsatisfied, he or she may petition the Ph.D. Committee (Ph.D. students) or the Academic Committee (all other students) of the College of Graduate Studies and Research for a formal ruling on the matter. If the concern relates to a written examination, essay or research paper, the student may request, or the Committee may institute a re-read procedure similar to that described for undergraduate students. If the concern involves any other form of assessment, the Committee shall consider and rule on it.

The ruling by the Ph.D. or Academic Committee of the College of Graduate Studies and Research on a matter of substantive academic judgment will be final. This includes decisions on the acceptability of the thesis and the results of oral examinations.

21. 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.

22. Steps to follow in KIN 994 (MSc Thesis) and KIN 996 (Ph.D. Thesis) before collection of data can begin

Note: The following steps must be completed in the order indicated.

1. Meet with your supervisor to formulate your program of studies. Complete form GSR 207 (Ph.D.) or GSR 208 (MSc) and have it approved by student's advisory committee prior to submitting it to graduate committee for approval. The program of studies should be completed before the end of the student's first term (i.e. December).
2. Meet with your supervisor to plan your thesis project.
3. Meet with your committee to discuss your proposed thesis project and get the committee's approval to present your proposal to faculty and other graduate students (KIN 990 requirement).
4. It is up to you and your supervisor to arrange the time and date of your thesis proposal presentation. Make sure that the room and any AV equipment is booked.
5. Make presentation to faculty and graduate students (KIN 990 requirement completed). Your supervisor will keep 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.
6. If ethics approval is required for the thesis project, the appropriate forms must be completed and submitted to the University Ethics committee. Any poster advertisements associated with the study must also be approved by the University Ethics committee. Training of subjects or collection of data must not commence until approval has been received from the University Ethics committee.

23. 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.

24. Student Concerns

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.

25. Dean's Graduate Student Travel Fund

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 (see [Appendix 1](#)) are to be submitted to the Graduate Administrative Assistant of the college 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.

26. 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 MSc theses). **It is the responsibility of the student's advisory committee to recommend an appropriate format.**

A useful guide is available from the College of Graduate Studies and Research http://www.usask.ca/cgsr/for_students/thesis.php

APPENDIX 1 – FORMS

GRADUATE STUDENT - SUPERVISOR CHECKLIST

Student

Name :	Email :
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Supervisor(s)

Name :	Email :
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Student's Advisory Committee Members

<ul style="list-style-type: none">•••

Student Funding

Source: Amount: Duration : Conditions: Expectations with regard to applying for external funding:

Program Overview

Description and timeline
1. Comprehensive Exam:
2. Coursework:
3. KIN 990 Proposal:
4. Defence:
Thesis Style (circle one) standard manuscript style
Manuscript Style-
Possible authors
Proposed authorship order

1. Research Responsibilities

Grant Work:

Independent Work:

Scholarly Expectations:

Publications and who takes the lead

Presentations ,who takes the lead, and funding

Seminar, workshop and journal club expectations

Booking research equipment (responsibility and instructions for obtaining):

Intellectual property considerations:

2. Working Relationship

Meeting Timetable:

1. Supervisor
2. Committee
3. Other meetings
4. Sabbaticals and Leaves
5. Turnaround Time

Hours student is expected to be at the College:

I agree, to the best of my ability, to act in accordance with the above agreement.

Student:

.....

Date:

Supervisor(s):

.....

Date:

Graduate Student Leave of Absence Information

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: _____

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

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)

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?

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.

SUPERVISORS SIGNATURE:

GRADUATE CHAIR'S SIGNATURE:

Signature

Date

Signature

Date

For Standard Leaves of Absence contact CGSR. 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 CGSR 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



Dean's Graduate Student Travel Fund

Support is provided for graduate students to attend and present their research at a scientific meeting, funds permitting. Graduate students must be first author on the presentation at the scientific meeting to be eligible for support. Funding is provided to a maximum of \$500.00 CAD. M.Sc. students can receive support for one scientific meeting during their program. Ph.D. students can be supported for up to two scientific meetings during their program.

Application Procedures:

Student Name: _____

Name of Conference: _____

Dates of Conference: ____/____/____ to ____/____/____
Year Month Day Year Month Day

Confirmation of Acceptance of Abstract or Oral Presentation (Please Attach)

Estimated Cost: _____

(please provide receipts for reimbursement within 10 days of end of conference)

Statement of Support from Your Supervisor (please attach)

Submit Application to: Graduate Program Administrative Office Room 300.8

For Office Use Only:

Application Approved: ____ Declined: ____

Student Notified: _____ Receipts Received: _____ Reimbursement Processed: _____

College of Kinesiology, University of Saskatchewan
87 Campus Drive, Saskatoon SK S7N 5B2 Telephone: (306) 966-1060 Facsimile: (306) 966-6464



**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; Co-supervisor (if applicable): _____

Student Signature: _____

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

Graduate Director Signature: _____

APPENDIX 2 – PH.D. COMPREHENSIVE EXAM STANDARDIZED QUESTION

Comprehensive Question - Undergraduate class material

You have recently been hired as a newly minted Assistant Professor. As part of your workload responsibilities, you will be required to teach an introductory course in your academic area of specialization.

Topic areas (*minimum of 5, maximum of 8*) that you will be required to cover are listed below:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

In considering what to deliver in each topic area, you remember it is always wise to be cognizant of the “NK” continuum, which ranges from “Need to Know” to “Nice to Know”. You also remember that the best presenters typically present the “Need to Know” information.

Keeping in mind that the course you are about to teach is an undergraduate introductory level offering, identify the FIVE key points that the students Need to Know at this point in their education about each of the topic areas.

For each of the five points in each of the topic areas, please be clear as to why you have selected it as a Need to Know point. Please think broadly and include any conceptual, theoretical, empirical or practical rationales that you think appropriate.

As you also know, it is just as important to be able to defend what is not included as well as what is included in any lecture. With this in mind, identify ONE point that did not make each of your top five lists (i.e., it would fall within your Nice to Know points) for each of the topic areas listed above. Please provide a rationale for why it was not included as a Need to Know point for that topic area.