



# College of Kinesiology Graduate Program

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## Policies and Procedures Manual

January 2025

Please refer to the *Policies* tab on [College of Graduate and Postdoctoral Studies](#) 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 [here](#).

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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 9 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 Methods in Kinesiology) Note: it is permissible, with your supervisor's and advisory committee's permission, to substitute another course in research methods for KIN 807.3

KIN 808.3 (Univariate Statistics) 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)

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 3 credit units of graduate course work related to area of study. These 3 credit units of course work must be approved by both the supervisor and advisory committee.

Note: Exceptions may be considered by CGPS on a case-by-case basis when a rationale is provided the supervisor(s), and approved by the Graduate Chair. CGPS policies on Student Program of Studies can be found [here](#).

## 2.2 Ph.D. Program

### Required Courses

KIN 990 (Seminar)

KIN 996 (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 in the program.
- iii. Pass Doctoral Candidacy Assessment requirements for PhD students who entered the College of Kinesiology PhD program on or after May 1, 2024, are as follows. For students who started before May 1, 2024, they can choose to complete either the PhD Comprehensive Exam or Doctoral Candidacy Assessment. See College of Graduate Postdoctoral Studies Policies [here](#). The candidacy assessment will occur within 24 months of initial registration. For students who transfer from a master's to a doctoral program, the assessment will occur within 36 months of initial registration. However, the candidacy assessment is scheduled to occur after the student has completed all course requirements. After satisfying the candidacy assessment, the student is deemed a Doctoral Candidate (e.g., PhD Candidate). The student's official transcript will note the date when the candidacy assessment was satisfied.

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 of Kinesiology Graduate Program Committee before being forwarded to the College of Graduate and Postdoctoral of Studies.

For Special Topics courses (KIN 898), Form GSR 204 must be completed by Faculty supervisor and be approved by the College of Kinesiology Graduate Program Committee

prior to being forwarded to the College of Graduate and Postdoctoral of 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 9 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 advisory committee. 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 undergraduate degree, or equivalent, from a recognized college or university 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. 990 Seminar course
- ii. 996 Thesis research course
- iii. GPS 960

- iv. GPS 961 if research involves human subjects
- v. GPS 962 if research involves animal subjects
- vi. KIN 807.3 (Research Methods in Kinesiology) Note: it is permissible, with your supervisor's and advisory committee's permission, to substitute another course in research methods for KIN 807.3
- vii. KIN 808.3 (Univariate Statistics) Note: it is permissible, with your supervisor's and advisory committee's permission, to substitute another course in data analysis for KIN 808.3
- viii. 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.
- ix. Write a research grant; and have exposure to teaching during their time in the program.
- x. Satisfy doctoral candidacy assessment requirements, after completing the required course work, and prior to focusing on the research and doctoral thesis.
- xi. 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 College of Kinesiology 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(s) and submitted to the Graduate Chair to initiate the transfer process. For students who transfer from master's to doctoral program, the doctoral candidacy assessment will occur within 36 months of initial registration.

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 not satisfy the requirements of doctoral candidacy assessment, 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 [Admission requirements](#).

#### **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 Coordinator 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 Graduate Program Committee.

Applications will not be considered by Graduate Program Committee 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 type of funding competition (75<sup>th</sup> Anniversary Recruitment Scholarship or College General Matching Award), student research contributions, funding plan including supervisor matching and payment schedule, 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: <https://cgps.usask.ca/policy-and-procedure/Admissions/requirements.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
- iv. A fully qualified M.Sc. student assumes completion of a four year (or 120 CUs) 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.
- vi. Consider prior knowledge, input and feedback from faculty who have had contact or prior experience working with the student.

### 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 Coordinator, 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	
Application for Admission received	
Cover letter and CV received	
3 Letters of Recommendation received	
Transcripts Received and student has a minimum 80% average from the last 60 credit units	

For international students – English language test scores are received and student has met the minimum requirements	
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Occasionally, scholarship deadlines fall between regular Graduate Program Committee 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.

### **3.5 Associate Members**

Associate members who are eligible to supervise graduate students in Kinesiology follow the same guidelines for admissions. The Graduate Program Committee will only consider admissions for an associate member if they are permitted to supervise new graduate students by the Dean/Director of the primary and secondary unit, according to the Associate membership agreement, and where the associate member has some funding in place for the student. The Graduate Program Committee prioritizes admission recommendations of Kinesiology Faculty before those of Associate Members.

## **4. Residency Requirement**

On-campus residency is a valuable part of a graduate program. The University of Saskatchewan encourages students to spend time on campus interacting with faculty, researchers and other students and participating in the academic life of the University. College of Graduate and Postdoctoral Studies (CGPS) has no minimum residency requirements. Accordingly, residency requirements are not mandatory for College of Kinesiology Graduate programs. However, each supervisor and student may address their residency needs as part of Student-Supervisor Agreement (S-S-A).

## **5. Leaves of Absence**

For Leaves of Absence, please refer to the [CGPS policies](#).

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, but extended holidays are not.

## 6. Graduate Student Financial Support

[College of Kinesiology Graduate Student Funding Policy](#) (Appendix 3) is designed to support College of Kinesiology to comply with the minimum funding guarantee in conjunction with allocations of CGPS 75<sup>th</sup> Anniversary Recruitment Scholarships and provide transparency in the distribution and adjudication of scholarships and awards. College of Kinesiology Graduate funding procedures are revised to comply with the new funding policy.

### 6.1 Sources of Funding

i. [Tri-Agency Funding Programs and related CGPS awards](#)

ii. **Recruitment Fund (CGPS 75<sup>th</sup> Anniversary Scholarship)**

At the discretion of GPC, 4-5 Recruitment Awards (minimum GPA 85% + research contributions, i.e., published or accepted papers and abstracts) can be offered on a given year at admission. For PhD students, supervisor(s) must commit matching (1/3 minimum) funds and provide a 4-year funding plan of available and applied funding (including student scholarships). Student scholarship (external) amount will be counted toward the 1/3 minimum matching from supervisor(s). Multi-year tracking is required by the Grad office to monitor funding from CGPS and determine the number of awards available.

- PhD \$20,000/year x 4 years (supervisor pays 1/3 minimum); 6 hours /week service (192 TA hours per College funded year)
- MSc \$16,000/year (supervisor pays \$6000/year minimum); 6 hours /week service (192 TA hours per College funded year)

Considerations:

- Entrance Award only
- Max two international awards per year
- May use CGPS Student Support Fund (SSF) budget to award additional CGPS 75th Recruitment Scholarship providing the student meet the criteria and the full value is awarded

iii. **General Fund Matching Award (CGPS Student Support Fund, SSF)**

At the discretion of GPC, up to 4 General Fund Matching Awards, can be offered on a given year at admission or any of the consecutive years for students in PhD and MSc programs. For incoming PhD students, supervisor(s) must commit matching (minimum 50%) funds and provide a funding plan for 4-years. For existing PhD students, supervisor(s) must commit matching (minimum 50%) funds and provide an annual funding plan (up to 4 years). Student scholarship (external) amount will be counted toward the 50% minimum matching from supervisor(s). Multi-year tracking is required by the Grad office to monitor funding from CGPS and determine the number of awards available.

- 1-2 PhD awards at \$20,000/year x 4 years (supervisor pays 50% minimum); 6 hours/week service (192 TA hours/year for College portion)
- 1-2 MSc awards at \$16,000/year (supervisor pays 50% minimum); 6 hours /week service (192 TA hours/year for College portion)

More Matching Awards can be offered depending on available funds.

iv. **[CGPS Indigenous Graduate Leadership Award](#)**

v. **[GTA Fund](#)**

- Number of awards depending on need and TA hours covered by recruitment and general awards.
- 384 TA hours/year at rates of pay consistent with current PSAC agreement
- Covers remainder of college TA hours needs (~4000 TA hours total)

vi. **[Grad Student Sessional Award - Teacher Scholar Doctoral Fellowship \(TSDF\)](#)**

## 6.2 Grad Funding Allocation – Principles and Guidelines

### Prioritizing the Allocation of Graduate Funding

Final decisions on graduate funding will normally be made by May 31<sup>st</sup>. Supervisors must submit a funding plan/request when recommending a student for admission. Supervisors with students currently enrolled in the program should submit requests for funding by May 1<sup>st</sup> along with the [Annual Progress Report](#).

The College of Kinesiology maintains the following principles and guidelines for the allocation of funding for graduate students:

#### Principles:

- Align with [CGPS Graduate Funding General Principles](#).
- A commitment to provide matching funds when a supervisor offers funding.
- A commitment to offering funding to incoming students at admission.
- Flexibility to match competing offers where reasonable.
- Commitment to PhD student (September 2023 onwards) funding minimum of \$20,000/year for 4 years.
- Exemptions to the minimum level of funding provided for students that are employed full-time and pursuing their studies part-time and/or decline the terms of the funding such as teaching or research assistantship duties. These exemptions must be approved by the Dean of CGPS.
- To prioritize funding for students in the first four years of the PhD program and the

first two years of the MSc program.

**Guidelines:**

- 1) Recruitment Awards can be offered as early as the November GPC meeting and at any subsequent GPC meeting, where students meeting the eligibility criteria are recommended for admission and the supervisor has funding in place. Nominated students who do not receive an initial recruitment award offer are automatically considered at subsequent meetings.
- 2) College will provide top-ups to PhD and MSc Tri-Council Awards. Remaining funds will be used to support matching for CGPS Dean's Scholarships and awards from the General Fund.
- 3) The General Fund will normally be used to offer single-year awards for M.Sc. students, but two-year matching awards can be offered at the discretion of GPC (e.g. where a supervisor's grant can fund the first year, but expires before the second year).
- 4) Any remaining funds from the General Fund will be allocated to the GTA Fund.
- 5) MSc students recommended for admission without an external award, and without funding from the supervisor will normally be considered for GTA funding, unless there are remaining funds in the General Fund. Students considered for GTA funding will be ranked separately according to the guidelines below.
- 6) Students will be ranked according to the following criteria:
  - a. Academic Performance - Students will be placed into bins based on GPA. Students in a bin have the same rank.
    - i. Bin 1: GPA is 85% or higher
    - ii. Bin 2: GPA is above 80% but below 85%
    - iii. Bin 3: GPA is below 80%
  - b. Research Contributions
    - i. Peer-reviewed publications
    - ii. Peer-reviewed conference abstracts or presentations
    - iii. Other conference abstracts or presentations
  - c. Equity, Diversity, Inclusion
    - i. Equity, diversity and inclusion will be considered each year based on the college's graduate student population and according to the university's guidelines (<https://wellness.usask.ca/safety/equity-diversity.php>). Students who qualify under equity, diversity and inclusion will be given a higher rank when GPA rank and contributions are similar.
- 7) Where students are at the same rank and eligibility for funding the following will be considered for tie-breaking procedures:

- Higher rank with higher GPA and more research contributions
- 8) Supervisor may provide a stipend that exceeds the minimum.
  - 9) When a student's external (e.g., Tri-Agency Scholarship, Dean's Doctoral Scholarship) funding overlaps with funding from College of Kinesiology, the College portion of funding will be automatically revoked (excluding the top-up for Tri-Agency Scholarship).

### 6.3 Other Financial Support

Graduate students are eligible for additional remuneration based on the provisions of the [PSAC Collective Agreement](#).

### 6.4 Students of Associate Members

Funding for students of Kinesiology Faculty take priority over Associate Members. Allocation of scholarships, TA support or matching funds to students of Associate Members are considered only if funds permit, and after funding has been allocated to students of Kinesiology Faculty according to the principles and guidelines above.

### 6.5 Conditions of Funding

Students receiving funding from Dean's Scholarships, 75<sup>th</sup> Anniversary Recruitment Scholarships or College Funds must apply for external funding (e.g. Tri-Agency) where eligible. Students on CGPS Dean's Scholarships or 75<sup>th</sup> Anniversary Recruitment Awards must maintain an average of at least 80% to retain the awards, according to CGPS. To be eligible to receive funding, students must be registered full time and maintain satisfactory progress and academic performance [good standing](#) in the program according to CGPS policies [Student Supervisor Agreement](#). Decisions to discontinue funding based on poor academic performance and progress in research will be made in consultation with the advisory committee and the graduate program chair and align with the institution of a requirement to discontinue recommendation.

### 6.6 FAQ (frequently asked questions) with answers

- 1) **Q: What is the 75<sup>th</sup> Anniversary Recruitment Scholarship? When is a graduate student eligible for a 75<sup>th</sup> Anniversary Recruitment Scholarship designation?**

**A:** The objective of the CGPS 75<sup>th</sup> Anniversary Recruitment Scholarship is to attract high quality PhD and MSc students, who have demonstrated academic excellence, into the program. In the College of Kinesiology, the 75<sup>th</sup> Anniversary Recruitment Scholarship is referred to as the **Recruitment Award**.

**This Scholarship can be only offered at the time of admission.** The students will not be considered any time after they are in the program.

A student can be designated as a Recruitment Award recipient at admission but, depending on other sources of funding, they may not necessarily need funding from that Scholarship until later in their program. The designation, however, must be given at admission and cannot be given later in their program.

**2) Q: How many 75<sup>th</sup> Anniversary Recruitment Scholarship designations does the College of Kinesiology have?**

**A:** There are currently 13 of 75<sup>th</sup> Anniversary Recruitment Scholarship designations for the three academic years from September 2023 to August 2026. The maximum number of designations available each year will be 5, 4 and 4 respectively.

The number of available 75<sup>th</sup> Anniversary Recruitment Scholarship designations are decided by CGPS based on a formula that includes the College's success in obtaining Tri-Agency funding.

**3) Q: What are the criteria for PhD students to be considered for the Recruitment Award?**

**A:** The PhD student must have a minimum GPA of 85%. In addition, the student's research contributions, i.e., published or accepted papers/abstracts will be considered. A 4-year funding plan must also be submitted to GPC at the time of admission. The 4-year plan must include **one third** of the minimum funding of \$80,000 from supervisor(s). Student scholarship (external) amount will be counted toward the minimum matching from supervisor(s).

**4) Q: What are the criteria for MSc students to be considered for the Recruitment Award?**

**A:** The incoming MSc student must have a minimum GPA of 85%. In addition, the student's research contributions, i.e., published or accepted papers/abstracts will be considered. The Recruitment Award can be offered as \$10,000 in year 1 and \$10,000 in year 2 for the same MSc student. Although there is no minimum funding level for MSc students (mandated by CGPS), College requires supervisor(s) to contribute minimum of \$6000/year at the time of admission.

**5) Q: Why is a minimum GPA of 85% set by the College for the Recruitment Award?**

**A:** External funding success, particularly Tri-Agency success, is critical for both the student and our program. Past history indicates that a GPA of 85%+ is needed for a student to be competitive for Tri-Agency scholarships.

**6) Q: When can supervisors access the Recruitment Award funding?**



**A:** Only at the time of admission. The Recruitment Award is available early in the admission cycle as it is meant to be a recruitment tool.

**7) Q: Does a student need to maintain a specific GPA each year to retain the Recruitment Award designation?**

**A:** Yes, to retain a Recruitment Award designation, the student must maintain [good standing](#), and be enrolled full-time in the graduate program.

**8) Q: What is the Student Support Fund (SSF)?**

**A:** Student Support Fund (SSF) is funding provided to the College by CGPS which essentially replaces the old “devolved funding” system. The SSF funding is referred to as the College **General Fund Matching Award**. The SSF funding can be used for TA, SA, RA or stipend support.

**9) Q: Does supervisor(s) need to have funding in place to recruit a student?**

**A:** There is no funding required to recruit MSc students; however our Recruitment and General Fund Matching Awards do require matching funding (as has been done in the past years).

For PhD students, a funding plan is required and this will be reviewed by GPC at the time of admission. Depending on the type of funding applied for from the College (i.e. Recruitment Award or General Fund Matching Award), the minimum amount of matching funding required from the supervisor(s) over the 4 years will vary. Student scholarship (external) amount will be counted toward the minimum matching from supervisor(s).

**10) Q: What if supervisor doesn't have funding available when a prospective PhD student comes with a GPA of 85%+, and some research contributions?**

**A:** The student can be designated as receiving one of the Recruitment Awards as part of the required 4-year funding plan (e.g. for the initial year). The 4-year plan must still be in place with a supervisor(s) commitment of **one third** of the total \$80,000 funding. Student scholarship (external) amount will be counted toward the minimum matching commitment from supervisor(s).

**11) Q: Is a prospective PhD student with a GPA below 85% eligible for a Recruitment Award? What if supervisor(s) would like to recruit this student?**

**A:** Students with an admission GPA below 85% are not eligible for a Recruitment Awards.

A prospective PhD student with GPA below 85% can be considered in the General Fund Matching Award pool. GPC requires supervisor(s) to submit a 4-year funding plan. For PhD

students receiving General Fund Matching Award require a minimum supervisor(s) commitment of **one half** of the \$80,000 total. Student scholarship (external) amount will be counted toward the minimum matching from supervisor(s).

**12) Q: Is a prospective MSc student with a GPA below 85% eligible for a Recruitment Award? What if supervisor(s) would like to recruit this student?**

**A:** Student with an admission GPA below 85% are not eligible for a Recruitment Award.

A prospective MSc student with GPA below 85% can still be considered in the General Fund Matching Awards pool. GPC requires supervisor(s) to submit a 2-year funding plan. For MSc students receiving General Fund Matching Awards require a minimum supervisor(s) commitment of \$8,000/year for two years.

**13) Q: What does a draft funding plan for a PhD student look like? Will the student funding plans be reviewed? Can funding plans be modified?**

**A:** Please see a sample draft funding plan below.

Year 1	Be dedicated for a Recruitment Award of \$20,000 (for one of the 4 years). To apply for Tri-Agency or other external scholarship, and supervisor(s) to apply for grants.
Year 2	Not successful for all applied funding opportunities and re-apply. Funding from the General Fund of \$20,000
Year 3	A successful scholarship or supervisor's grant to cover \$20,000
Year 4	A successful scholarship or supervisor's grant to cover the portion of funding (minimum of \$6,666), and the remaining funding to be covered by the General Fund Matching Award

Student funding plans will be reviewed by GPC in May each year to inform funding decisions. Supervisor(s) are requested to submit updated funding plan for GPC.

**14) Q: How much does a faculty need to contribute to a prospective PhD student's funding?**

**A:** If the student has been designated to receive a Recruitment Award, a commitment of up to **one third** of the minimum funding of \$80,000 over 4 years is required by supervisor(s). When the student receives funding from the General Fund, a commitment up to **one half** of the minimum funding of \$80,000 over 4 years is required by supervisor(s).

**15) Q: What if I have identified a high-quality student later in the recruitment cycle (e.g. March or April)?**

**A:** The student can be considered for a Recruitment Award if a designation for that year is still available. Otherwise, this student will be only considered in the General Fund Matching Award pool.

**16) Q: What happens if a student receives external funding while receiving a Recruitment Award or General Fund Matching Award funding?**

**A:** The external funding amount will be counted towards the supervisor(s) funding commitment made for the 4 year of PhD program to meet the minimum funding requirement.

**17) Q: Does the new funding practice affect the College portion of Tri-Agency top ups?**

**A:** No. A top up of \$4,000 for a PhD Tri-Agency recipient and a top of \$3,000 for the MSc Tri-Agency recipient is still the practice.

**18) Q: Do our graduate students still get TA funding?**

**A:** Yes. College offers GTA awards. GTA can be offered for MSc students who don't have funding support from their supervisor(s). College TA funding can also be offered on a casual basis for PhD students who are interested in accepting a TA assignment.

## **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 M.Sc. 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 Coordinator (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 Ph.D. student's proposal presentation as the part of Doctoral candidacy assessment for his/her program.

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

The CGPS provides general policies and procedure guidelines for progress for students in all graduate programs ([here](#)). 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 (M.Sc. 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 doctoral candidacy assessment is completed within 24 months of initial registration, or within 36 months of initial registration for students who transfer from a master's to a doctoral program. The student's KIN 990 research proposal presentation is part of doctoral candidacy assessment. 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 Program Coordinator by **May 1**. The Graduate Chair or Graduate Program Committee then reviews the reports. Progress reports will be available to the student's Advisory Committee and a copy of the report will be placed in the student's file.

## **11. Time in Program/Extensions**

Program time limits are four years for master's program, and six years for doctoral program. Time in program extensions may be granted to students who, for a variety of reasons, are

unable to finish their program within the time limits. See [CGPS Policies here](#).

## **12. Doctoral Candidacy Assessment**

The Guidelines for the College of Kinesiology Doctoral Candidacy Assessment can be found in Appendix 2.

## **13. 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:

## **14. Thesis Defense Format (MSc and Ph.D.): [Defending - The Grad HUB - College of Graduate and Postdoctoral Studies | University of Saskatchewan \(usask.ca\)](#)**

- 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.

## **15. 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.

## **16. 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.

## **17. 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 hours) 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.

### **18. 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.

### **19. Student-Supervisor Relationships**

Useful information on student-supervisor relationships is available on the CGPS website at: [Grad Administration Tools - College of Graduate and Postdoctoral Studies - | University of Saskatchewan \(usask.ca\)](http://www.usask.ca/graduate/postdoctoral/studies/cgps/)

A new student-supervisor agreement template form was approved by the CGPS and can be found at: <https://students.usask.ca/documents/graduate/student-supervisor-agreement.pdf>

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.

### **20. 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 \$1,000 for M.Sc. students and \$1,500 for Ph.D. students during their time in the program.

Conditions: Applicant must be first author on abstract. Presentation must be made while the applicant is registered in the College of Kinesiology or six month after his/her defence date. Must provide evidence of presentation's acceptance before expenditure is approved. Must complete Authority to Travel form and 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 Program Coordinator 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.

## **21. 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.

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

### **22.1 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.

### **22.2 Poster Printing**

The College of Kinesiology supports graduate students with \$50 per student per year to offset the cost of poster printing for the purposes of presenting at conferences.

### **22.3 Office Supplies**

Normal office supplies are the responsibility of the individual student.

## **23. 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.

## **24. Computer and Printing Access**

Student e-mail, printing, library services, academic and other information is available through PAWS. More information for printing on PAWS is available at [USask Library here](#).



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 to August

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) Grant writing requirement
  - c) Teaching
  - d) Research interest area
  - e) Timeline
  - f) Doctoral Candidacy Assessment

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 – College of Kinesiology Doctoral Candidacy Assessment Guidelines**

## College of Kinesiology Doctoral Candidacy Assessment

The Doctoral Candidacy Assessment requirements for PhD students who entered the College of Kinesiology PhD program on or after May 1, 2024, are as follows. For students who started before May 1, 2024, they can choose to complete either the Comprehensive Exam or the Candidacy Assessment. See College of Graduate Postdoctoral Studies Policies [here](#).

### Purpose

To pass the candidacy exam, a student must be able to demonstrate to their committee that they have:

- an adequate grasp of the current state of knowledge in the intended field of research;
- the potential ability to conduct advanced original research independently using relevant methodologies;
- the ability to communicate in ways appropriate to their field of research and practice (and, if applicable, other knowledge or skill requirements for the discipline).

### Timing

The student, advisory committee, and academic unit share the responsibility to schedule the oral candidacy assessment within 24 months of initial registration, or within 36 months of initial registration for students who transfer from a master's to a doctoral program.

At least 60 days before the planned oral candidacy assessment, the student and supervisor need to secure committee approval of the written PhD proposal and inform the graduate office in writing of the approval, confirm the completion of course requirements in the program of studies, and provide the name of the chair for the oral candidacy assessment (who can be an advisory committee member). At the same time, the advisory committee must inform the student in writing of the academic unit's procedures, as well as provide preparatory guidance and assessment details specific to the oral candidacy assessment.

The graduate office will help schedule the oral presentation in the KIN990 seminar and the oral candidacy assessment meeting, either on the same day or on separate days, in that order. Unless the student and CGPS are informed otherwise in advance, the assessment committee for oral candidacy assessment will consist of all members of the student's advisory committee.

If an extension is needed, the supervisor and student must contact the graduate office to initiate a request for a policy extension beyond the 24-month period (or 36 months for transfer students). CGPS considers requests for extensions on a case-by-case basis.

### Format

The Doctoral Candidacy Assessment will require the PhD student to:

1. **Prepare and seek advisory committee approval for a written PhD proposal.**
2. **Deliver a proposal presentation in an open-format KIN 990 Seminar.**
3. **Pass an oral assessment of the proposal by the advisory committee.** The oral assessment can be open or closed based on the preference of the committee and the student.

Student will prepare the **written PhD proposal**, adhering to a committee-approved format, with general guidance that includes the following:

- An introduction providing a rationale to a proposed thesis topic.
- A literature review that discusses relevant works, clinical/research problem and justifies the

necessary future research in the area of the proposed topic.

- Research objectives (and hypotheses if tested).
- A description and justification of the selected research design and methodologies to address the research objectives and test the hypothesis (if applicable). This should include the identification of relevant datasets that could be used in the proposed research, or a plan to create or curate such datasets, along with potential measures and outcomes.
- A discussion of how the proposed research fits within the existing literature with an emphasis on demonstrating the novelty of the proposed research.

The advisory committee must **approve the written PhD proposal** before the student can proceed to the oral presentation and oral candidacy assessment. It is up to the student and advisory committee to develop a process and timeline to secure approval at least 60 days before the planned oral candidacy assessment.

The **oral presentation** will be part of the KIN 990 Seminar. The student will give a presentation between 15-20 minutes of their proposed research.

#### Oral Candidacy Assessment

The advisory committee, in consultation with the student, will decide the format (in-person, virtual, or hybrid) and duration (1.5 to 3 hours) of the oral candidacy assessment meeting. During the meeting, the committee will conduct two rounds of questioning to evaluate the student's comprehensive understanding and depth of knowledge in the proposed research area. Refer to the "Rubric: General Template for Scoring Oral Candidacy Assessments".

Committee will use the following criteria for the candidacy assessment:

- whether the student has demonstrated sufficient understanding of the current knowledge of the research frontier in their area of research needed to justify proposed research in the area;
- whether the student has demonstrated rationale for the proposed research questions in the area for their proposed doctoral work;
- whether the student has the ability to satisfactorily defend and justify the proposed methodology for addressing proposed research questions, objectives, or testing the research hypotheses;
- whether the student has shown that the proposed research and anticipated findings would appropriately contribute toward to the field

Any specifications to the assessment need to be discussed and shared in writing with the student 60 days prior to the planned oral assessment.

#### Outcome

The outcome of this oral candidacy assessment meeting is that the doctoral candidacy assessment is either satisfactory or unsatisfactory. A student that successfully completes the candidacy assessment is deemed a Doctoral Candidate (e.g., PhD Candidate). The student's official transcript will note the date when the candidacy assessment was satisfied. After this point, their focus will be on completing the doctoral research and dissertation. It is important to note that the PhD proposal is considered non-binding, and the proposed research can be revised based on feedback.

A student who does not satisfy the requirements of their oral candidacy assessment is permitted a second attempt at the recommendation of the academic unit and with the permission of the Dean of CGPS or designate. The second oral candidacy assessment should be scheduled from one to three months from the date of the first assessment; exceptions will be considered by the Dean of CGPS or designate. A second unsatisfactory outcome will automatically result in a requirement to discontinue from that doctoral program.

An unsatisfactory candidacy assessment or the denial of a second attempt at the candidacy assessment, may be appealed to the Graduate Academic Affairs Committee of CGPS on substantive grounds in accordance with Part IV of the University Council's *Procedures for Student Appeals in Academic Matters*, or on grounds other than substantive academic judgment limited to those outlined in Part V.B.1.

Rubric templates – written PhD proposal and oral candidacy assessment

The rubric template includes general evaluation criteria for the oral candidacy assessment of the PhD proposal and the breadth and depth of the candidate’s knowledge in the proposed research area. As a general guideline, a student receiving an overall average score above 2 (including all committee members’ scores) can be considered to have passed the candidacy assessment. Any specifications or exceptions to the rubric need to be discussed and shared in writing with the student 60 days prior to the planned oral candidacy assessment.

**Rubric: General Template for Scoring Oral Candidacy Assessments**

	<b>Very Good to Exceptional = 3</b>	<b>Adequate = 2</b>	<b>Poor/Failure = 1</b>	<b>Score</b>
<b>Knowledge in the intended area of research</b>	Demonstrates comprehensive understanding of key concepts, theories, and current research in the area.	Shows adequate understanding of major concepts and theories, with some engagement with current research.	Displays limited understanding of key concepts and theories.	
<b>Rationale for Proposed Research Questions</b>	Demonstrates a clear and logical rationale for the proposed research questions, showing strong alignment with gaps or needs in the current research.	Demonstrates a reasonable rationale for the proposed research questions, but with some areas that lack clarity or full alignment with current research gaps.	Provides an unclear or weak rationale for the proposed research questions, with poor alignment to current research gaps.	
<b>Defense and Justification of Proposed Methodology</b>	Defends and justifies the proposed methodology, demonstrating a strong understanding of its appropriateness and potential challenges.	Adequately defends and justifies the proposed methodology, but with some areas lacking depth or consideration of potential challenges.	Provides a weak or incomplete defense and justification of the proposed methodology, with significant gaps in understanding or consideration of potential challenges.	
<b>Novelty and Contribution to the Field</b>	Clearly demonstrates that the proposed research and anticipated findings are novel and will make a significant contribution to the field.	Demonstrates that the proposed research and anticipated findings are somewhat novel and will make a reasonable contribution to the field.	Fails to demonstrate that the proposed research and anticipated findings are novel or will make a significant contribution to the field.	
<b>Oral Communication</b>	Communicates existing and proposed research effectively, with clarity and logic.	Communicates existing and proposed research adequately in oral form, with some areas lacking clarity or logic.	Communicates existing and proposed research poorly in oral form, with significant issues in clarity or logic.	
<b>Oral assessment score:</b>				



## **APPENDIX 3 – College of Kinesiology Graduate Student Funding Policy**

## Graduate Student Funding Policy College of Kinesiology

*This policy is designed to support College of Kinesiology to comply with the minimum funding guarantee in conjunction with allocations of 75<sup>th</sup> Anniversary Recruitment Scholarships and provide transparency in the distribution and adjudication of scholarships and awards.*

- *The primary responsibility for these functions lies with the Associate Dean, Research and Graduate Studies (ADRGS) of the College of Kinesiology, or Graduate Program Committee (GPC).*
- *The policy is readily available to students and supervisors – incorporation into graduate student guidelines or handbooks.*
- *A key principle with respect to recruitment scholarships/funding packages and admissions is to ensure that the awarding of recruitment scholarships and funding packages are done through a robust process with more than a single person making decisions and are fully coordinated with the admission process.*
- *The funding policy should incentivize students to apply for additional scholarship support.*

**Policy Effective: Immediately**

**Approved By: College of Kinesiology Faculty Council**

**Office of Accountability: College of Kinesiology Associate Dean, Research and Graduate Studies office**

**Purpose:** The overarching objective of financial assistance is to support graduate students in completing their graduate programs in an efficient and timely manner and to attract students to programs.

1. The minimum stipend for PhD students is [\$20,000/year] for [4] years for full-time students.  
*(As of May 2023, the minimum doctoral stipend for students who maintain [good standing](#) and who are enrolled full time in a PhD program is \$20,000 annually, guaranteed for 4 years.)*
2. There is no set minimum funding for Master's students. Master's students are eligible for up to 2 years of funding through the College of Kinesiology internal funding.
3. All the following **do** count toward meeting the PhD student's minimum guaranteed funding amount:
  - Stipend from supervisor's research grant.
  - Scholarships provided through the department/school/college or CGPS.
  - SA/RA/TA payments falling within the [PSAC](#) collective employment agreement *assigned through the College of Kinesiology/supervisor(s)*.
  - External and/or internal scholarships such as the various Tri-Agency programs and the CGPS funded scholarships Dean's Scholarship, IGLA, TSDF.
4. Income from the following sources is **do not** counted toward the students guaranteed funding amount:
  - **Income earned through unrelated paid employment external to the university.**
  - **Student Loans (domestic or international).**
  - **Funds provided by Indigenous communities to their members.**
  - *Income earned as sessional instructor [unless part of TSDF].*
5. Funding in place for the upcoming year [September to August] will be communicated to the student [and supervisor] in writing by **May 31** from [supervisor and/or ADRGS] and include employment obligations. *This timing may be adjusted students who have started their programs in January or May.* The combination of funds may change during the year should the student receive a new scholarship or take on additional academic employment.
6. Decisions regarding 75<sup>th</sup> Anniversary Recruitment Scholarships (suggested options – may have a separate document on awarding of internal scholarships).
  - Awarded based on the application for admission to the program by College of Kinesiology Graduate Program Committee (GPC).

- Consideration for equity, diversity, and inclusion (EDI) groups.
- Available for incoming admissions as early as the November Graduate Program Committee (GPC) meeting. It is also available to international students who apply by February 28 and domestic students who apply by March 31 for admission to the Fall term.
- Restricted to PhD Students only.

**Options:**

- Combination of funding from CGPS, College of KIN and Supervisor(s) to ensure Ph.D. students receiving the minimum stipend of \$20,000/year for 4 years.
  - Where students hold scholarships the amounts will be counted toward the minimum stipend of \$80,000 for 4 years.
  - Funding is not guaranteed during program extensions after 4 years for PhD.
7. Students are required to apply for external scholarship each year within timeframe in program.
  8. All students are responsible for [paying tuition and fees](#) on a per term basis.
  9. Funding will continue during thesis revisions until submission [if it falls within the time frame guaranteed to the student].
  10. To be eligible to receive financial support, a student must be registered full time and active in program, maintain satisfactory progress in the program, and meet the program requirements, and expectations laid out between the student and supervisor in the [Student-Supervisor Agreement](#). Decisions to discontinue funding based on poor academic performance and progress in research will be made in consultation with the supervisory committee and the graduate program chair and align with institution of a required to discontinue recommendation.
  11. Exceptions to the minimum funding guarantees:
    - a. Students funded students through foreign agencies or institution.
      - i. Students who are fully funded by an external agency (such as the scholarship agency of a foreign government) must provide documentation to the Graduate Chair.
      - ii. Where the amount is equal to or greater than the minimum doctoral funding amount at the time of admission may be admitted without additional funding.
      - iii. If there are fluctuations in currency that impact the net pay to the student, then every effort will be made to secure additional funding. However, it is not guaranteed.
    - b. Students who choose to decline funding terms due to full-time outside employment or other commitments that preclude meeting the terms of the funding guarantee *subject to approval by the Dean CGPS for students that fall under the guaranteed minimum funding policy for PhD students*. The procedures for declining the funding are forthcoming.
      - i. Students who decline the guaranteed funding prior to or during their program remain eligible for scholarships and awards where they meet the criteria.