



College of Kinesiology Graduate Program

Policies and Procedures Manual

September 2023

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](#).

Table of Contents

1. General Philosophy of Graduate Program	5
1.1 Independence of Thought	5
1.2 Writing and Oral skills	5
1.3 Teaching	5
2. Program Requirements.....	6
2.1 M.Sc. Program.....	6
2.2 Ph.D. Program	7
2.3 Ph.D. Direct-Entry Program	8
2.4 Transfer from M.Sc. To Ph.D. Program	9
2.5 Ph.D. Qualification Exam	9
3. Principles and Guidelines for Admissions.....	10
3.1 Principles.....	10
3.2 Guidelines.....	11
3.3 Minimal Credentials and Experience for Supervision	11
3.4 Admission Expediting Procedure.....	12
3.5 Associate Members	13
4. Residency Requirement	13
4.1 M.Sc.	13
4.2 Ph.D.	13
5. Leaves of Absence.....	14
6. Graduate Student Financial Support	14
6.1 Sources of Funding.....	14
6.2 Grad Funding Allocation - Principles and Guidelines	16
6.3 Other Financial Support	17
6.4 Student of Associate Members	17
6.5 Conditions of Funding	18

6.6 FAQ (frequently asked questions) with answers	18
7. KIN 990 Seminars	22
8. Thesis Proposal Presentation	22
8.1 M.Sc. Program.....	22
8.2 Ph.D. Program	23
9. Sequence of Student Study Program.....	23
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)	23
9.2 KIN 996 (Ph.D. Thesis)	24
10. Student Progress.....	24
11. Time in Program/Extensions.....	24
12. Ph.D. Comprehensive Examination.....	24
13. Thesis Structure.....	25
14. Thesis Defense Format [M.Sc. and Ph.D.]	25
15. Continuous Registration with CGPS	25
16. Policy Regarding Three (3) Degrees at U of S.....	25
17. Graduate Student Teaching Experience	25
18. Program Changes	26
19. Student-Supervisor Relationships.....	26
20. Graduate Student Travel Funds	26
21. Graduate Student Office Space.....	27
22. Photocopying, Poster Printing, and Office Supplies Policies.....	27
22.1 Photocopying Services.....	27
22.2 Poster Printing.....	27

22.3 Office Supplies 27

23. Building Access 27

24. Computer and Printing Access..... 27

APPENDIX 1 – FORMS 29

Graduate Student Leave of Absence 30

Annual Progress Report..... 31

Standardized Advisory Committee Meeting Agenda..... 37

APPENDIX 2 – PH.D. Comprehensive Exam Guidelines 39

APPENDIX 3 – College of Kinesiology Graduate Student Funding Policy 53

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)

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

2.2 Ph.D. Program

Required Courses

KIN 990 (Seminar)

KIN 996 (Research Thesis)

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 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 advisor. The student must be advised of the need to take any additional courses prior to their arrival on campus. All study programs must be approved by the College's Graduate Program Committee before being forwarded to the College of Graduate Studies.

2.3 Ph.D. Direct-Entry Program

Some academic units are able to make a recommendation to allow direct entry Ph.D. admission to exceptionally strong students, who show great promise in terms of academic accomplishments and potential for research.

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

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

Admission Requirements for Ph.D. Direct Entry:

A four-year 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. Within the first year of the program, successfully complete a Ph.D. Qualifying Examination that is at least as rigorous as the defense for a Master's thesis in the program area.
- ii. 990 Seminar course
- iii. 996 Thesis research course
- iv. GPS 960
- v. GPS 961 if research involves human subjects
- vi. GPS 962 if research involves animal subjects
- vii. KIN 807.3 (Research Methods in Kinesiology)
- viii. 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
- ix. 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.

- x. Write a research grant; and have exposure to teaching during their time of residence in the program.
- xi. Pass a comprehensive examination, after completing the required course work, and prior to focusing on the research and doctoral thesis.
- xii. Write and successfully defend a thesis based on original investigation.

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

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

2.5 Ph.D. Qualification Exam

The purpose and intent of the qualifying exam is well described on the CGSR website at [here](#). Normally the exam is waived for Ph.D. students who have completed a Master's thesis.

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

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

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

Guidelines and Content:

- a. The advisory committee should review CGPS and Kinesiology program requirements for the student before finalizing the timeline and content.
- b. The qualifying exam should be completed within the first year of the program.

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

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

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

3. Principles and Guidelines for Admissions

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

Applications will not be considered by GPC unless the minimum admission requirements are met (or will be met) upon admission. Before applications can be considered by the GPC, the grad office requires a brief description from the proposed supervisor(s) regarding the type of funding competition (75th 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 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.

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.

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

CRITERIA	
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	

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

3.5 Associate Members

Associate members who are eligible to supervise graduate students in Kinesiology follow the same guidelines for admissions. The GPC 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 GPC prioritizes admission recommendations of Kinesiology Faculty before those of Associate Members.

4. Residency Requirement

4.1 M.Sc.

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

4.2 Ph.D.

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

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

5. Leaves of Absence

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

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 75th 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 75th 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 31st. 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 1st 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, 75th Anniversary Recruitment Scholarships or College Funds must apply for external funding (e.g. Tri-Agency) where eligible. Students on CGPS Dean's Scholarships or 75th 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 75th Anniversary Recruitment Scholarship? When is a graduate student eligible for a 75th Anniversary Recruitment Scholarship designation?

A: The objective of the CGPS 75th 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 75th 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 75th Anniversary Recruitment Scholarship designations does the College of Kinesiology have?

A: There are currently 13 of 75th 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 75th 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). Otherwise, a commitment up to **one half** of the minimum funding of \$80,000 over 4 years is required.

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 the student's thesis proposal for the Ph.D. program.

9. Sequence of Student Study Program

The CGPS provides general policies and procedure guidelines for progress for students in all graduate programs ([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 comprehensive exam is completed by 18 months. The student's KIN 990 research proposal presentation is normally completed after the comprehensive exam. The advisory committee must approve the research proposal prior to presenting in KIN 990.

10. Student Progress

An Advisory committee meeting should be held annually and student progress will be discussed at each meeting. Graduate students are to prepare a regular progress report (see Appendix 1) in collaboration with their supervisor. Each student must submit the progress report to the Graduate 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. Ph.D. Comprehensive Examination

The Guidelines for the College of Kinesiology PhD Comprehensive Exam Process 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 \(usask.ca\)](https://www.usask.ca/graduate-postdoctoral-studies/defending-the-grad-hub)

- 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 \(usask.ca\)](https://www.usask.ca/graduate/postdoctoral/studies/grad-administration-tools/)

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 <https://library.usask.ca/use-the-library/printing-and-computers/printing.php>

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:

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 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****

<p>1. COMPREHENSIVE EXAM (for Ph.D. Candidates Only)</p> <p>Performance: NA Exceptional Very Good to Excellent Satisfactory to Good Poor Failure</p> <p>Comments:</p> <p>Date, or anticipated date, of comprehensive exam: _____</p>
--

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) Qualifying exam
 - c) Grant writing requirement
 - d) Teaching
 - e) Research interest area
 - f) Time line
 - g) Comprehensive exam

M.Sc. Advisory Committee Meeting

Student Name

Date, Time

Room

Agenda

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

APPENDIX 2 – PH.D. Comprehensive Exam Guidelines

PhD Comprehensive Examination Guidelines

1. Purpose

The purpose of the Comprehensive Exam is described in detail in the policies of CGPS [Examinations - Policies and Procedures Manual of CGPS](#).

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

2. Principles

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

3. Learning Outcomes

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

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

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

4. Product

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

Written paper

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

Oral presentation and defense

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

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

5. Process

5.1 *Timing*

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

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

paper to be due 4 weeks prior to the comprehensive exam meeting date. Students should expect to submit the title and 250-word summary of the oral presentation to the committee one week prior to the exam meeting. Other than the written paper, presentation title and summary, students are not required to provide any additional documentation to the committee in advance of the comprehensive exam meeting.

5.2 Comprehensive Exam Meetings

1. Preliminary Comprehensive Exam Meeting

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

Pre-Meeting

Prior to scheduling the preliminary comprehensive exam meeting, the supervisor and student must have discussed with the committee the readiness of the PhD student to begin the comprehensive exam process (i.e. coursework, progress in research, mentorship, related research experience). The supervisor will circulate the comprehensive exam process guidelines and preliminary paper topics and readings to the committee a minimum of one week prior to the meeting.

Meeting agenda (approximately 1.5 hrs)

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

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

Post-Meeting

Normally, within two weeks following the preliminary meeting, the graduate administrative assistant will circulate a formalized timeline for the exam process including deadline dates to receive the readings list. Each advisory committee member will circulate readings to the chair based on the agreed upon content. The readings list is circulated via email to the committee and student. The supervisor and student will circulate an outline of the paper content to be approved by the committee.

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

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

5.3 Roles and Responsibilities

The Supervisor is responsible to:

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

The PhD student is responsible to:

- work with the supervisor and advisory committee on the above
- become aware of the comprehensive exam process/procedures as outlined in the KIN graduate program policy manual
- complete the work within the expressed time limits and using the permitted resources

- adhere to academic integrity principles and protocols
- discuss and agree upon other roles and responsibilities (i.e. TA, RA work, etc.) ongoing during the comprehensive exam process
- maintain regular communication with the supervisor during exam period
- seek direction and guidance from the committee on the paper and/or presentation, taking full responsibility to ensure the products put forward for evaluation adhere to academic integrity standards

The Committee Chair (Graduate Chair or Designate)

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

Advisory Committee members are responsible to:

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

5.4 Guidelines for Development of Written Paper Topic and Reading Lists

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

Written Paper

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

Papers intended to address **Breadth** may:

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

Papers intended to address **Depth** may:

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

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

Readings List

The supervisor and student will develop an initial set of readings to bring to the committee at the preliminary comprehensive exam meeting. The final readings list is decided by the advisory committee and student and approved by the chair.

Normally, the reading list fits within these parameters:

- useful in addressing all the learning outcomes

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

6. Academic Conduct

Honesty and integrity are expected of every student in examinations and other academic work. Every student must perform his or her own work unless specifically instructed otherwise. Students are encouraged to review the Guidelines for Academic conduct at the University of Saskatchewan [Guidelines for Academic Conduct here](#). During the 4-month time frame for producing the paper, the student is expected not to consult with other students with regards to the content of the written paper or the oral presentation. The student can seek guidance from the advisory committee on the content of paper, but drafts should not be circulated to the advisory committee, other faculty, or students for feedback or revisions during the writing phase. A copy of the final written paper will be kept on file in the graduate office.

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

7. Evaluation

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

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

7.1 Evaluation of the Written Component:

- a. Using Table 2 (Appendix B), committee members will rate the student's written paper as:
 - i. **Pass**: the student's paper is acceptable in the current form and can proceed to the oral defense.
 - ii. **Conditional Pass**: the student's paper is defensible, yet may be lacking in some regard. While the committee feels the paper is in a sufficient form

to allow advancement to the oral exam, there are concerns that the student needs to address in the oral exam. Written justification of this decision as agreed on by the advisory committee must be provided to both the student and the chair.

- iii. **Fail:** the student's paper is deemed inadequate. The committee is unwilling to continue with the examination as they feel the student is not sufficiently prepared for Ph.D. candidacy. Written justification of this decision as agreed on by the advisory committee must be provided to both the student and the chair.
- b. The committee should be allotted 14 days to evaluate the written paper. Fourteen days prior to the scheduled oral date, the chair will communicate to the student a simple 'yes' or 'no' as to whether the oral examination will proceed on the scheduled date (no grade will be forwarded at this time to the student).
- c. In order to proceed with the oral comprehensive exam meeting, the student must have received an overall score of 'conditional pass' or 'pass' on the written paper from each advisory committee member. The student will circulate the title and 250-word summary of their presentation 7 days before the oral exam.
- d. In the event of a fail being received for the written component:
 - i. The oral component will not be undertaken.
 - ii. The student has 1 year to re-take the comprehensive exam and complete the written and oral components.
- e. In the event of a conditional pass for the written component, the oral exam will proceed but the student will receive direction from the advisory committee on the nature of deficiencies to prepare for the oral exam and any revisions that may be required after the oral exam. This process will be guided by the chair to ensure fairness related to the learning outcomes.

7.2 Oral Examination Procedures:

The oral examination requires participation of all committee members (conference call is acceptable). The student can have access to the written paper and presentation during the exam, but no other materials are permitted. The examination will normally last 2-3 hours and will proceed as follows:

- i. A 20-minute presentation on a proposed study or another approved topic.
- ii. 1 round of questions where each member has up to 20 (15) minutes to evaluate the candidate.
- iii. 2 rounds of questions with approximately 10 minutes per examiner. If the examiner is satisfied they may pass.
- iv. Following completion of round 2, the student will be asked to leave and

the committee will meet to render a decision using the final evaluation rubric (Appendix C).

- v. At any time during the examination the student may request a 15-minute break. The chair will ask the committee and student if a break is required at the completion of round 1.

7.3 Overall Evaluation of the Comprehensive Exam:

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

committee. For example, if additional readings are assigned, the committee may be satisfied by the supervisor's verification of completion. Minutes will be kept and forwarded to the graduate chair for review and inclusion in the student's file.

8. Appeals

Appeals of comprehensive examination committee decisions will defer to the University of Saskatchewan procedures on Student Appeals in Academic Matters: [Appeals in Academic Matters - Governance Office here](#).

APPENDIX A

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

Table 1. Identification of Learning Outcomes for the Comprehensive Exam

Learning Outcomes <i>The student who has passed the PhD comprehensive exam should be able to:</i>	Exam Components		
	Written Paper	Oral Presentation	Oral Defense
1. Convey breadth of knowledge in the area of research			
2. Convey depth of knowledge in the area of research			
3. Analyze and critique existing knowledge as it applies to the area of research			
4. Exhibit potential to conduct independent research, demonstrating specifically the ability to:			
a) define and address a problem by synthesizing material and using creative thinking			
b) design a study			
c) describe an appropriate method for analysis and define the approach			
5. translate, explain, and discuss knowledge and research			

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

APPENDIX B

This scoring template (similar to those used for journal article reviews) is used to evaluate the paper. The student must receive a minimum overall score of conditional pass to proceed to the oral exam.

Table 2. Comprehensive Exam – Written Paper Scoring Template

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

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

[academic-courses-policy.pdf \(usask.ca\)](https://www.usask.ca/academic-courses-policy.pdf)

APPENDIX C

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

Table 3. Comprehensive Exams - Final Evaluation Rubric

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

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

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 75th 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 75th 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.