DEPARTMENT OF KINESIOLOGY
GRADUATE STUDENT HANDBOOK

2018-2019 ACADEMIC SESSION

McMaster University

Hamilton, Ontario, Canada
Hello and welcome! You will soon be embarking on an exciting new phase of your life, a chapter that will challenge you but will also bring with it many invaluable opportunities. We are delighted that you have chosen graduate studies in McMaster Kinesiology as this significant next step in your professional and personal development. We are committed to providing a collegial, interactive, and enriching experience for you.

You are joining a team of faculty, staff and fellow graduate students who have worked hard to create the dynamic and thriving research and knowledge advancement community of which you are now an important member. Undeniably, the achievements of our graduate students have contributed greatly to elevating our Department to its current level of academic and intellectual excellence. We will always strive to help you continue this student-scholar tradition by providing you with the tools and resources necessary for you to achieve your academic goals and, in turn, to contribute to the development of others through example and mentorship.

As a new student, you are bound to have questions. I believe you will find here a positive, inclusive and welcoming collegiality that will make it easy for you to seek help, advice, and input. If we can be of any such assistance, please do not hesitate to contact our Graduate Administrator, at kingrad@mcmaster.ca. Also, please feel free to contact me directly (lyonsjl@mcmaster.ca) or drop by to visit in person. My door is always open.

**Welcome aboard!**

_Jim Lyons_
Associate Chair – Graduate Studies
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Disclaimer: This guide is meant to cover general questions and concerns regarding graduate studies in the Faculty of Science at McMaster University. It covers material that applies to all graduate students, but is not meant to be comprehensive. In the case that anything stated here conflicts with anything stated in the Graduate Studies Calendar (http://academiccalendars.romcmaster.ca/index.php?catoid=25) the calendar prevails. This guide is meant to be complimentary to departmental handbooks and it is strongly encouraged that you also familiarize yourself with your departmental handbook.

General Information

Before you arrive at McMaster, be sure to clear any conditions on your acceptance, and make arrangements for your housing and transportation needs.

Hamilton

The cost of living in Hamilton is not out of line with other parts of Canada. A typical 1-bedroom apartment can be found for anywhere from $800-$1100. You can find these through services like kijiji or the off-campus housing center posting board:

A Hamilton Street Railway (HSR) Bus pass is included in your tuition fee (you pay around $170.00 for it during registration) and so every graduate student gets a HSR bus pass, allowing for unlimited travel around the city for the 12 months during which the pass is valid.

When you arrive be sure to set up your email, select your courses and complete mandatory modules such as SGS 101-Academic Research Integrity and Ethics and SGS 201-Accessibility for Ontarians with Disabilities Act (AODA). These are mandatory short online courses that are recorded on your transcript with a Pass or Fail grade and must be completed by the end of your first month of studies. Information and descriptions of these can be found at: https://gsamcmaster.org/new-students/.

Familiarize yourself with the campus, services, and resources (particularly the library system). There are library tours and information sessions on how to use the reference and computer systems—get to know them! Meet other grad students, many departments do this through a combination of colloquia and informal get-togethers. All McMaster Science students are also automatically a part of the Scientists at Mac (SAM) Association, which runs social and professional events throughout the year.

Hamilton is a great city full of things to do in your “off-time.” To find out more about Hamilton and settling into your new home, check out: https://gs.mcmaster.ca/resources and check out the “New to Hamilton” section.

GSA - Graduate Student Association

All McMaster graduate students are part of the GSA (McMaster Graduate Students Association). We pay membership dues to this Association in our tuition fees, so make use of GSA services. Their website is https://gsa.mcmaster.org. On that website you will find links to information about GSA awards, GSA travel grants and GSA/SGS bursaries. Applications to these numerous awards are initiated by you the student, so it best to check their site often for application descriptions and deadlines.

The GSA is housed in the Refectory Rathskeller Building East Tower on the 2nd floor. If you’re having trouble finding it it is beside the Phoenix in the same building, but uses a different entrance.
Sports and Recreation

McMaster Athletics and Recreation

As a registered McMaster student part of your tuition fees are designated to Athletics & Recreation and you therefore have a Base Membership at the David Braley Athletic Centre. A Base Membership provides access to the athletic facilities at McMaster (excluding the Pulse Fitness Centre and Feather Family Climbing Wall). Base Membership privileges include access to open gym time, indoor track, squash courts, pool, outdoor track, saunas, and member rates for instructional programs and use of day lockers. You may also purchase a Fitness Membership. This includes all Base Membership privileges plus access to the Pulse Fitness Centre. The Pulse includes access to group fitness classes, cycling classes, free weights, circuit, weight machines, cardio equipment (including treadmills) and the Feather Family Climbing Wall. To learn more about cost and other services (including sports medicine) offered at the centre, visit their website at: https://rec.mcmaster.ca or reach them at: 905-525-9140 ×24464.

List of Campus Libraries

There are four libraries in the University Library system that are here to help you with your research, teaching & learning! The combined collections of the libraries total more than 2 million books, 20,000 print and electronic journal titles, and an additional 200,000 e-resources. You can access the online catalogue and database at: library.mcmaster.ca

H. G. Thode Library of Science and Engineering
McMaster University
1280 Main Street West
Hamilton, Ontario, Canada, L8S 4P5

Phone: (905) 525-9140 x22000
E-mail: library@mcmaster.ca

Thode houses the collections in all the various disciplines of science and engineering.

Health Sciences Library
1280 Main St. W., HSC 2B
Hamilton, Ontario, Canada, L8S 4K1

Phone: 905-525-9140 x22327
E-mail: hslib@mcmaster.ca

The HSL is located on the 2nd Floor, Purple Section, of the McMaster University Medical Centre.

Innis Library
Kenneth Taylor Hall - Room 108
McMaster University
1280 Main Street West
Hamilton, ON, Canada, L8S 4M4

Phone: (905) 525-9140 x22081
E-mail: library@mcmaster.ca

Innis supports the academic and research interests of the DeGroote School of Business.
Mills Memorial Library
McMaster University
1280 Main St. W.,
Hamilton, ON, Canada, L8S 4L6
Phone: (905) 525-9140 x 22077
E-mail: library@mcmaster.ca

Mills houses the Humanities and Social Sciences collections, with a wide range of print and digital resources.

Hours of operation for all four libraries can be found online at: https://library.mcmaster.ca/hours

**Mosaic & ID Cards**

Mosaic is an online system which powers many administrative functions of the University, and which you will have to be familiar with. Mosaic allows you to enroll in courses, apply for scholarships and bursaries, submit expense reports, receive tax receipts, and more. You log in to Mosaic using your MAC ID. You can find more information on enrolling in courses and using MOSAIC by going to http://start.mcmaster.ca/ and clicking on “Courses & Enrollment”. The resources there are geared to undergraduate students, but the process for registering in graduate courses is largely the same except for some cases where you might need to contact your graduate administrator to make a course available for you to register in. This often happens with reading courses. Information on completing other tasks in MOSAIC can be found here:

https://mcmaster.ca/mosaic/student-guide/student5.html#

ID cards are also commissioned through MOSAIC. You will have to upload a photo containing a clear view of your face and no other persons or obstructions such as hats. Contact your department regarding the pickup of your card at the start of the school year.

**Avenue to Learn**

You may use an e-learning website called “Avenue to Learn” as part of the courses you take or teach as a TA. A primer on using Avenue to Learn can be found here: http://avenue.mcmaster.ca/help/manuals/A_Quick_Guide_to_Avenue.pdf

**SWHAT**

The Student Walk Home Attendant Team (SWHAT) is a service provided by the MSU. An escort can be provided to you from 7pm-1am to accompany you on your walk home or to the bus. You can find out more information here: https://www.msumcmaster.ca/services-directory/3-student-walk-home-attendant-team-swhat

**Parking**

Information on Parking on campus can be found here: http://parking.mcmaster.ca

Graduate students can expect to get a parking spot on campus in the far lot at the rate of $50/month.
Emergency Services

The Student Wellness Center on Campus is equipped to serve your needs regarding non-emergency medical care and mental health services. They can be found in the basement of MUSC, and appointments can be made in advance by calling 905-525-9140 ext. 27700 or emailing wellness@mcmaster.ca. The closest emergency medical center is St. Joseph’s Healthcare Hamilton – 905-522-4941, 50 Charlton Avenue East, has Psychiatric Emergency Services available. On campus phone dialing ‘88’ will connect you to emergency services.

Payroll Information

Graduate students that are working as TAs (Teaching Assistants) or RAs (Research Assistants) get paid bi-weekly on Thursdays. Whereas scholarship payments are deposited at the beginning of the term in one lump sum and is to help you pay your tuition. The full amount of tuition for the term is to be paid off by the end of the month (September, January, May) before interest is accrued. More information about current tuition costs can be found at: http://www.mcmaster.ca/bms/student/pdf/fees_grad.pdf. Although TA/RA pay is treated as income and will be taxed, scholarship funding (both departmental and research) is not taxed. This form is available through the HR Service Centre and should be completed and submitted before or at the very beginning of the new term. All pay cheques are distributed using the direct deposit system. So, in order to get paid, you must complete a form for Direct Deposit and have a valid bank account. You should also fill out two Personal Tax Credit Returns (i.e., a TD1 and TD1ON). These forms can be accessed via: http://www.workingatmcmaster.ca/hris/employee/teachingassistants/

Health & Dental

As a graduate student, you have access to a health plan, and a dental plan. These plans are separately administered. The Medical Plan, run by the Graduate Student Association (GSA), covers all graduate students, while the Dental Plan, run by the Canadian Union of Public Employees (CUPE), covers all full-time teaching assistants (260 hours of work). For both medical and dental plans you can opt out if you can prove that you have equivalent coverage under another plan. However, you must opt out of each plan separately, because they are run by different organizations (see opting out procedures below).

Details can be found regarding CUPE information at: https://cupe3906.org (KTH B111) and for GSA information at: https://gsamcmaster.org.

Dental Plan

You are eligible for up to $1,000.00 every year (Jan. 1 - Dec. 31). You must have your dental certificate number (student number) to make a claim. We recommend you get an estimate for any extensive work. If you have dental coverage questions, please don’t hesitate to contact administrator@cupe3906.org. If you have more specific questions, please contact Equitable Life of Canada at 1-800-722-6615/ www.equitable.ca. Our policy number is 97528 (Division #1).

Opting Out

If you can prove that you already have equivalent coverage (by a parent or partner) you are permitted to opt out of the union's coverage. To do this, you must provide the union with a letter (and/or insurance ID card) from your existing insurance company stating the nature and extent of your existing coverage. THIS MUST BE DONE BY SEPTEMBER 30th. If you miss this window, you must pay for the union plan for the whole year. If you already have coverage, make sure that you bring a letter from your insurance company when classes start in September. The Union is not responsible for the Opt Out/Change of Status deadline. This is an administrative decision by the School of Graduate Studies. Information on
the Opt Out/Change of Status form will also be included in your Grad Package handed out on SGES’ ‘Grad Orientation Day’ in early September.

Additional Coverage

You can choose to pay for additional coverage for your partner and/or children under the union's dental plan. The cost of a family plan $514.28 (the single yearly plan costs $115.56) so it is usually prohibitive if you only want to cover a partner/spouse. However if you have kids, the extra payment might be worth it. You may want to try to estimate annual dental costs with and without the additional monthly premium to see if you'll come out ahead.

Using the Dental Plan:

Discuss with your dental office staff about payment options. Two possible are as follows:

Electronic Claim Submission

After you have received your treatment, the dentist submits your claim electronically and bills the insurance company directly. You will need to provide your dentist with you student number, the group policy number (97528-01) and the name of the insurance company (Equitable Life of Canada). Some dentists require that you pay at the time of your appointment even if they can submit the claim electronically. In this case, the insurance company will send you a cheque to reimburse you for your dental work.

Pre-Payment (Direct Payment)

In this system you pay for your treatment at the time of your appointment and then submit a dental claim form for reimbursement which is available for download:


The insurance company will than mail you a cheque to your home address.

Child Care Plan

A child care plan is also offered as part of the TA benefits by CUPE. You are eligible for $300.00 per year for child care. Go to the CUPE office with your original receipt and fill out a claim form.

UHIP Rebate

If you are an international student and a TA working 130 hours or more you are eligible for a $200.00 per year rebate. Go to the CUPE office with your UHIP card and fill out a claim form. NOTE: All forms are also available on the CUPE website under the “Benefits and Forms” link from the main page (http://cupe3906.org/).

Extended Medical Coverage

As a graduate student, you automatically get extended medical coverage under a plan sponsored by the Graduate Student Association (GSA). Currently, medical coverage is through the Sun Life Assurance Company of Canada (Sun Life). Coverage is automatic once you are registered and is included as part of the GSA membership fee and is deducted from your paycheque. This includes International students studying at McMaster and paying McMaster fees, as well as students on exchange. The GSA health plan is designed to fill in the gaps left by the provincial health care and/or private health coverage. It provides services and covers expenses not covered by your basic health-care plan (i.e., OHIP or
UHIP. It must be remembered that this insurance is a supplement to the Ontario Health Insurance Plan (OHIP) and is not a replacement for the provincial plan.

What’s covered?

The policy year is from September 1st to August 31st. The plan covers prescription drugs, travel, health coverage, chiropractor, physiotherapist, massage therapist, psychologist, medical equipment, vaccinations, and more... You need a referral by a medical doctor to be covered for visits to a psychologist, physiotherapist, chiropractor and massage therapist. For questions about your GSA plan please contact http://www.ihaveaplan.ca or call 1-866-358-4434.

What if you already have health coverage?

If you are covered by another extended plan (i.e. parent or spouse’s employee benefit plan), you can combine both plans to maximize your overall coverage and reduce or eliminate out-of-pocket costs. By doing so, you may be able to claim deductibles or co-payments that you would otherwise have had to pay.

Opting Out

Alternatively, students with other coverage may choose to opt out during the Change-of-Coverage Period. After your opt out is completed, and shortly after the end of the Change-of-Coverage Period, a cheque for the amount of the Plan will be mailed to you by Student care.

All opt outs must be completed within the Change-of-Coverage period. For students starting in September this is between September 5 and 29th, for students starting in January this period is between January 4 and 31st.

You can opt out online at: http://www.studentcare.ca. Choose GSA McMaster, click on "Change of Coverage" and then on "Opt Out Online" and follow the on-screen instructions. If this is your first time opting out of the GSA Health Plan, you must provide proof of other equivalent health coverage. Note: OHIP or UHIP are not considered equivalent coverage. You may submit your proof of coverage by uploading the necessary proof of coverage documents. Student care does not accept any opt-out requests by mail, fax, email, or telephone. Information on the Opt Out/Change of Status form will also be included in your Grad Package handed out on SGES’ ‘Grad Orientation Day’ in early September.

Can I enroll my spouse or dependents?

Yes, students have the option of enrolling their spouse and/or dependents each year by completing an enrolment form and paying an additional fee, over and above their fee as a member of the GSA. Common law and same sex couples are eligible. Visit www.studentcare.ca to complete an enrolment form. Enrolments can only be processed within the Change-of-Coverage Period.

Additional Coverage

As with the Dental Plan, additional coverage for your partner and/or children is available. The cost is an additional approximate $186.00 per year for a spouse or one child, or $372 for a spouse and an unlimited number of children.

Using the Extended Medical Plan

To make a claim under the medical plan you generally first pay for all expenses out of pocket and you are then reimbursed. If you are planning to travel out of province, ensure that you have the special Travel Emergency Assistance ID card with you. It has a toll-free number for emergency assistance. To make a claim, download the claim form online
or get a form from the slot outside the door of the GSA office (see page 24), fill it out and send it in. You can file for each claim, or save them up and send a bunch in together. Keep a copy of all receipts, documents and forms. All claims must be received by Sun Life within 90 days after the end of the policy year. However, if you use any of your travel coverage benefits, you must call the Travel Insurer immediately and submit your claim within 30 days. Also make sure that you read the back of the claim form for the special conditions before you fill it out.

Other Benefits

As an employee of the University you have a number of other benefits as part of the contract negotiated through CUPE. These include maternity leave, sick leave, and access to a grievance procedure. For more information about these additional rights, benefits and services, visit the CUPE office in KTH B111, x24003.

Important Dates and Deadlines

Important McMaster Sessional Dates and Deadlines can be found at https://registrar.mcmaster.ca/dates/2018-19fw/. These dates and deadlines include information about term schedules and reading weeks.

Additionally, it is important to consult with your departments for various departmental deadlines related to graduate specific requirements such as supervisory committees, comprehensive exams, and more.

Information for International Student

As an international student, when you arrive at MAC at the time of your first registration, you are required to provide a photocopy of your student authorization to the School of Graduate Studies and Human Resources. This should be repeated each time your authorization is renewed as well. And you don’t want to forget to do this, because failure to do so will result in the withholding of your payment!

International students can also visit the Office of International Affair (Alumni Memorial Hall 203, x24700, https://oia.mcmaster.ca) and International Student Services (ISS) (GH 110, x24254, https://iss.mcmaster.ca on campus to inquire about further assistance and support services at McMaster and in Hamilton.

Social Insurance Number

It is essential that all graduate students have a Social Insurance Number (SIN). Canadians will already have one, but for new graduate students you will have to apply for one at Human Resources Development Canada. Since all graduate students are required to TA during their time at MAC, a SIN number is mandatory in order to work in Ontario for income tax purposes. It is advised to do this as soon as possible. You will need to take your passport, visa, and acceptance letter (which will include your Teaching Assistantship requirements) to Human Resources Development Canada.

There are two Service Canada offices in Hamilton. http://www.servicecanada.gc.ca/

Hours of operation and contact information for both locations can also be found online.

Central and Mountain office
1550 Upper James Street (corner of Rymal Rd)
Floor 1
Hamilton, ON
L9B 1K3

East Hamilton office
225 Barton Street East (at Nash Rd)
Hamilton, ON
L8H 7T4
Health Insurance

As an international student, you have to buy health care insurance, as medical care is extremely expensive if you are not covered otherwise. At McMaster (as in other Canadian universities) the plan is compulsory, and you will not be allowed to register until you have paid for the plan. When you arrive, immediately register for the University Health Insurance Plan (UHIP) at the International Student’s Office (Gilmour Hall, Room 110). The plan provides doctor’s services, hospital ward accommodation, all maternity claims, even if pregnancy began before you arrived in Ontario or Canada, and coverage for medical care outside of Ontario and Canada. This year, UHIP costs $612.00 for one person, $1,224.00 for two people, and $1,836.00 for a family. Please visit uhip.ca for more detailed information.

Working On-Campus/Off-Campus

Currently, visa students are allowed to work on/off-campus. It is however, advised that you talk to your employer to arrange more specific working hours to suit your needs. Please visit the Citizenship and Immigration Canada (CIC) website at: http://www.cic.gc.ca for more information about your work eligibility.

Getting the Help You Need

Make full use of the International Students Office (mentioned above). They are very helpful, especially in matters concerning health care, tax problems, visas and the like. In early September the office organizes a week of activities to help you get to know Hamilton and features of the McMaster Campus. Take them up on this, and it is really fun and useful.

If you can, arrive about a month before classes start. This gives you a chance to set up a place to live in and get to know Hamilton before your hectic life as a student begins. The School’s buddy system involves matching a more experienced grad student with each new grad student. Your buddy will help you settle in and get to know the School and people. They may help with finding a place to live, pick you up from the airport and point out campus facilities and points of interest in the city. They are a key resource for you. If you are not used to cold climates, be prepared to bring warm clothing, dress appropriately (i.e. you need a good winter coat and warm waterproof boots!) and acclimatize gradually. As mentioned previously, the Graduate Studies website also provides useful links to help you get settled in Hamilton: https://gs.mcmaster.ca/resources

Tips on Learning English

This section aims at providing international students whose mother tongues are not English with advice and tips that may help overcome the language barrier that you may face upon arriving at McMaster. A key to getting the most of your graduate study period is to deal with language barriers at the outset. However, getting past these barriers is not an easy matter. Bear in mind that you may need to put a great deal of effort into improving your language skills. Below are some tips, which might be helpful in improving your language skills:

Right from the beginning, try to make friends and interact with a variety of Canadians. Using English in both social and academic settings will improve your language skills substantially. If you do not get a chance to mix with people other than those from your own culture, you will likely limit your opportunities to practice speaking English. Don’t be afraid to speak out because you may be unsure of how to express yourself. Although at first your spoken English might be somewhat hard to understand, people are friendly and are willing to help you with your communication issues.

You should also consider taking part in official language programs offered by the University. Several programs that are offered include: The Speakeasy Program, Classes in English, The Writing Clinic, and Evening English Classes. The
Speakeasy Program provides international students with an individual "conversation partner," normally a Canadian student. Through regular informal meetings, once or twice a week, you have the opportunity to increase your fluency in conversational English with a helpful guide. As for classes in English, you can start attending classes any time throughout the year. Check time schedules by contacting the number below. The Writing Clinic offers individual help in improving pieces of writing such as essays and reports. All of these services are free. For more information contact the Center for Student Development (GH 110), x24254, https://studentsuccess.mcmaster.ca. Graduate Studies also offers a free, non-credit English as a Second Language (ESL) program called MEEC. More information can be found at: https://gs.mcmaster.ca/about-meec-non-credit-modules

**Student Success Centre**

Career services are available through the student success center for Alumni. Once you have finished your graduate work you can access their help for a variety of tasks including resume building, job shadowing, networking and more. If you completed an undergraduate program at McMaster University you may access their services at any time, as you qualify as an alumnus for the purposes of the center. They are located on the 2nd floor of Gilmour Hall, and can be reached at 905-525-9140 ext.24254

**Student Accessibility Services**

McMaster’s Student Accessibility Services (SAS) provides a range of services to support students’ academic activities, including providing support to students who require academic accommodations. To receive accommodations, you will need to have support from a medical professional, and complete an intake package and appointment with SAS. However, diagnoses need not be disclosed to receive accommodation. Both temporary and long term accommodations are available through SAS. Accommodations are governed by the university’s “Academic Accommodation of Students with Disabilities” Policy. More information can be found at SAS’ website: https://sas.mcmaster.ca/

**Ombuds Office**

The McMaster Ombuds Office acts as a source of general information and referral regarding academic concerns including assisting in the resolution of individual complaints such as appeals or petitions, examinations, academic dishonesty or research misconduct, withdrawals or reinstatements, course rules or management, and issues with a supervisor or instructor. The Ombuds can explain University policies and procedures and how they affect you, objectively review your situation, help to develop options, and assist you in pursuing a resolution. However, the Ombuds is not a decision-maker, but after determining the facts of a situation, they may make a recommendation to remedy the situation. More information on the Ombuds Office can be found at: https://www.mcmaster.ca/ombuds/

**Chaplaincy Centre**

There is a Chaplaincy Center housed at McMaster University. It is not run by McMaster employees, but is available to all members of the McMaster community and provides an opportunity to receive spiritual guidance and support, as well as talk in a confidential environment. They also run weekly programming activities and assist religious student organizations. More information can be found here: https://www.mcmaster.ca/chaplain/index.html

**Important Policies and Procedures**

As a graduate student, there are important policies and procedures you should familiarize yourself with. These can be found at: https://www.science.mcmaster.ca/graduate-studies/grad-helpful-links.htm
**Professional Development**

McMaster is supportive of a wide range of career outcomes for graduate alumni. During your time here, you may wish to pursue a number of personal development options and maintain a classic resume alongside your academic CV. The School of Graduate studies offers a number of opportunities and workshops related to career searching, and other skills such as teaching & learning, and community engagement. More information on these opportunities can be found at: [https://gs.mcmaster.ca/skills-opportunities/skills-training](https://gs.mcmaster.ca/skills-opportunities/skills-training) and [https://gs.mcmaster.ca/skills-opportunities/opportunities](https://gs.mcmaster.ca/skills-opportunities/opportunities)
DEPARTMENT OF KINESIOLOGY

GENERAL INFORMATION

The following information details policies and procedures that are specific to the Department of Kinesiology. It is, however, the responsibility of individual graduate students and department faculty members to be familiar with, and to comply with, McMaster University and SGS Policy and Procedures, as well as those regulations and guidelines specific to Kinesiology as outlined in this graduate handbook.

The general policies and procedures for the Master’s and Ph.D. Programs at McMaster University are set by the School of Graduate Studies. The University’s Policy and Procedures relevant to Graduate Programs can be found in the School of Graduate Studies Calendar which is revised each summer and posted to the digital commons at the beginning of the fall term. The calendar can be found at: http://www.mcmaster.ca/graduate. This handbook represents a guide to help you navigate through the SGS rules and regulations and also to provide you with information on graduate education policies and procedures specific to McMaster Kinesiology where procedures may be in place that are in addition to those set out by SGS.

ADMINISTRATIVE PROCEDURES

Students may be required to complete a number of School of Graduate Studies forms, such as Petitions for Special Consideration, Change in Graduate Student Status etc. as they progress through their studies. These forms generally require the signature of either the Department Chair or Associate Chair – Graduate Program. Should you need to complete such a form, please bring the form to Carol Robinson, the Graduate Administrator, IWC Room 219C, who will obtain the signatures of either the Department Chair or Associate Chair-Graduate Program. The forms will then be sent to the School of Graduate Studies for you. Please do not take or send any forms directly to the School of Graduate Studies.

In September of your incoming year, you should meet informally with your supervisor to discuss course work to be taken while in the program as well as possible thesis topics. Students will be notified of their TA assignments and will have to determine if course schedules will be in conflict with any of the assigned TA duties. If a conflict arises, contact Dr. Audrey Hicks, (Associate Chair, Undergraduate Studies, IWC 204) immediately to discuss possible changes.

ACADEMIC INTEGRITY, APPEAL PROCEDURES AND ACADEMIC DISHONESTY EXPLANATIONS

All graduate students should be aware of McMaster’s policy regarding Academic Integrity, Codes of Conduct and Appeal procedures. Please refer to the Additional University Regulations Affecting Graduate Students Section 6 of the School of Graduate Studies Calendar.

Explanations of what Academic Dishonesty is can be found in the Academic Integrity Policy, Appendix 3 – February 10, 2016 Senate Secretariat website http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf
The following sections pertain to regulations that are applied to both Master's and Doctoral studies in the Department of Kinesiology

**Composition of Supervisory Committee**

Within the first six months of a student's time in the master's or doctoral program, a supervisory committee must be constituted for each candidate. The committee will consist of

Three to four members, of which at least two members are considered to be ‘internal’ to the department (Faculty members in Kinesiology as well as Associate Members are considered ‘internal’). Please contact Carol Robinson for the appropriate paperwork for ALL non-internal committee member requests. Members may be appointed from outside the Department of Kinesiology (but employed at McMaster University) with the written approval of the Associate Chair of Graduate Studies. A supervisory committee member may be appointed from outside of the University upon approval of the Dean of Graduate Studies. A CV of the non-internal member, and the Recommendation of External Member for Appointment to an MSc or Ph.D. Supervisory Committee form (Appendix A) will be required in both cases. The composition of supervisory committees for those students supervised by Associate members to the Department must be approved by the Associate Chair, Graduate Program, before the committee is convened.

The duties of the supervisory committee include:

- Planning, in consultation with the student, all courses, comprehensive examination topics, & research/thesis topic
- Timing & scheduling of the written and oral comprehensive examinations if applicable
- Approval of the thesis proposal and provision of guidance throughout the research process
- Serving as members of thesis examination committee if appointed

**Supervisory Committee Meeting Requirements – once/year**

Each student's supervisory committee is required to meet formally at least once per academic year (usually between September and August) and to report the outcome of the meeting to the Associate Chair, Graduate Studies in the appropriate format. The student's report should not be overly detailed and should, ideally, fit into the allocated space on the form. At least one supervisory committee meeting is required for every 12 months in program for every graduate student, full time or part time. An annual supervisory committee meeting for MSc (Appendix B) and Ph.D. (Appendix C) report is to ensure that the student has received adequate supervision and has made appropriate progress. In the second year of the MSc program, the report must also be submitted even though it is expected that the student will defend within that year.

Paperwork must be submitted to the Grad Administrator to ensure accurate records. The M.Sc. fillable report form(s) for supervisory meetings is found on the FORMS page of the department website. For Ph.D. students, the report form is now done online. In order for you to receive the form, Carol Robinson, our Graduate Administrative Program Assistant will need to initiate the process. This is not something that can be done an hour ahead of your meeting, so please make sure you contact her well in advance of your meeting date/time. For both the M.Sc. and Ph.D. Programs, failure to hold AT LEAST one supervisory committee meeting per grad student every academic year, will result in the supervisor bearing the responsibility for the typical SGS annual portion of funding for that student.
Graduate Seminars and Department Travel Funds

Purpose: To assist graduate students with travel to conferences and present their research. These funds are intended specifically to aid in defraying conference related expenses including travel, accommodation and registration.

Value: The dollar amount of these travel funds will vary from year to year depending on available funds within the Department budget. The exact amount for a given year will be determined at the Graduate Management level.

Students who are first-author presenters (oral or poster) are eligible for up to the maximum amount. All other graduate student conference attendees are entitled to receive up to 25% of the maximum amount per academic year to cover some of the above conference-related expenses. If a student submits expenses both as a first-author and as a second or non-author attendee, the maximum allocation will be whatever is determined by Graduate Management per academic year. For a single conference, students may submit expenses as either the first-author presenter or attendee only, but not both.

Regulations: Students are expected to attend all Grad Seminars during the years of their studies whether they are registered on a full or part-time basis. Students must attend a minimum 6 of the 8 graduate seminars per academic year in order to be eligible to apply for the travel funds. If a student fails to maintain this 75% seminar attendance threshold, they will forfeit their eligibility to apply for these funds for that academic year.

The travel funds can be paid out starting September 1 of the academic year. As the Departmental Seminar series will not have started by then, students will be on an “honour system” as regards Seminar attendance. Should the student default on attending the required number of seminars, monies paid out will be requested back from the student or from the student’s supervisor’s account(s).

The only viable exemptions to this policy (i.e., reasons why students may justifiably miss a seminar without it counting against their attendance record) involve legitimate academic activities whose scheduling is outside of the student’s control (e.g., conference attendance, attending a scheduled class in a course in which they are enrolled, the performance of TA duties such as running instructor scheduled labs or tutorials, etc.). Exemptions will not be considered for commitments where the scheduling is under the control of the student (e.g., scheduling participants, office hours, etc.). Absences for reasons of illness, religious observance or personal matters, must be reported to the department office as soon as possible. Accommodations on these grounds will be granted as is consistent with University policy.

Please refer to Appendix D for frequently asked questions regarding the Kinesiology graduate travel award.

Health and Safety Training, SGS 101 and SGS 201

Please note that it is necessary for all graduate students to register, and successfully complete, the following courses:

SGS 101 - Academic & Research Integrity and Ethics training;

SGS-201 - Accessibility for Ontarians with Disability Act (AODA). This is a government mandated training session that is required before payroll will be authorized.

A minimum of six Health & Safety modules listed below:

Asbestos Awareness, Ergonomics, Fire Safety, WHMIS 2015, Slips/Trips/Falls and Dealing with Violence in the Workplace
These modules must be completed by incoming students before their first payroll will be released. They must also be shown to be completed on your official transcripts before you will be permitted to graduate. At the beginning of each academic term, SGS offers online workshops on Ethics in Human Research (aka SGS 101) and The Accessibility of Ontario’s with Disabilities Act (aka SGS 201). SGS 101 is designed to introduce graduate students to the ethical issues surrounding research involving human participants, and to ensure awareness of provincial accessibility legislation, respectively. SGS 201 provides students with awareness concerning this who are differently-abled. These workshops are mandatory and must be completed within the first 2 terms of the student’s entry to the program. Failure to do so can result in expulsion from the program or a decline of the clear to graduate status at the end of a student’s program. To register for these courses on MOSAIC please go to subject code “SGS”.

Course Registration
By early September, students should have registered for the courses to be taken during the year. This process is completed through MOSAIC. Course registrations for the full year may be submitted in September; however, should you wish to make changes to your course selection, you will have to do so before the date indicated in the School of Graduate Studies Graduate Calendar or see Appendix E (Final Dates to Delete Courses). Wait until January to make your second semester course selections if you are undecided. NEW for MOSAIC - in any term in which you are NOT taking a course, enroll in SGS 700 in order to remain registered as an active graduate student. Instructions on how to enroll in courses can be found at: https://gs.mcmaster.ca/academic-services/how-enroll

Graduate Course Offerings for Both the MSc and Ph.D. Kinesiology Programs
Please note that these courses have been specifically designed for Kinesiology graduate students. Not every course is offered in every year. Successful completion of a graduate course requires a minimum grade of B minus (7 on the McMaster grading scale). Failure to achieve this minimum in any course will result in the student being requested to withdraw from the program. A listing of our graduate Course offerings can be found on our website at: https://www.science.mcmaster.ca/kinesiology/graduate-studies/graduate-courses.html

ADDITIONAL PROGRAM REQUIREMENTS SPECIFIC TO MSc STUDIES
MSc Studies in Kinesiology consists of both course work and a research thesis, and typically requires 2 years of full time study (Appendix F). Requirements are successful completion of:

- KIN 701, Statistical Methods in Kinesiology
- two other single-term elective courses, one of which must be KIN course; a maximum of one independent study course (KIN 702 or KIN 723) can be used as one of these electives.
- any other courses your supervisory and advising committee believes you need to succeed in the program (this may include an undergrad course to fill a knowledge void)

*Students may be exempted from KIN 701 if they have taken an equivalent course, provided they have permission of their supervisor,SGS and the 701 course instructor. This requires a Special Permission form, available from the SGS website.

*Any MSc student undertaking KIN 702 should enrol in the term in which the study will be COMPLETED. Supervisor and student must submit an outline for their particular study with the administrative office.
MSc Thesis Defence procedures

MSc Thesis Proposal

The student presents the proposal to the supervisory committee for discussion. This takes the form of both an oral presentation and a written proposal which includes a brief literature review, the rationale for the study, a clear statement of hypothesis or purpose, and the proposed design. After deliberation and discussion, the proposal is accepted as presented or modified - this may require more than one meeting - and a copy placed in the student’s department file. Acceptance of the proposal must be documented and a written summary of this meeting retained by the student and his/her committee members, and included in the student’s academic file. The required MSc supervisory committee form is available on the department FORMS page and must be signed by all members of the committee and included in the student’s file.

Once the student begins collecting data, it is recommended that the student meet again with the supervisory committee early in the collection period but this could also be managed through a series of informal discussions.

Final Steps to Thesis Completion

After completion of data collection and analysis, the student meets formally with the supervisory committee to discuss results and receive approval to write and defend the thesis. Although there is no formal “Permission to Write” meeting, the reporting of the approval requires the completion of the same MSc supervisory committee form, available from the department FORMS page, and must be signed by all members of the committee and included in the student’s file. This committee meeting form must indicate that the committee is satisfied with the data collection/analyses procedures and that the committee now recommends approval for the writing of the thesis document and the planning of the thesis defense. To assist with the formatting of your thesis please visit the Guide for the Preparation of Masters and Doctoral Theses at: https://gs.mcmaster.ca/sites/default/files/resources/guide_for_the_preparation_of_masters_and_doctoral_theses-december_2016.pdf

Thesis Defense

Once the examining committee is struck and the oral examination scheduled be sure to confirm these details the Graduate Administrator. Master’s defenses are public lectures and are advertised as such via the department mailing lists and bulletin boards. Examiners should have the final copy of the thesis in their possession for a minimum of two (2) weeks prior to the examination.

Composition of examining committee

For an MSc degree, a minimum complement of four examiners including the supervisor who will also serve as oral defence Chair and non-voting member, are required to comprise an MSc defence examination committee. Of these members, at least one must be external to the student’s supervisory committee. Note that in this sense, “external” does not necessarily mean external to the Department of Kinesiology; an external member of the examining committee can be from within the department but cannot hold a position on the supervisory committee. Typically, all examiners will have academic appointments at McMaster. Where the supervisory committee deems an examiner external to McMaster University to be of value to the process, approval for such an inclusion must be obtained from the Associate Chair, Graduate Program at least one month prior to the expected defense date. For such approval, supervisors should email the Associate Chair – Graduate Program with the name of the external examiner, the name of the MSc student and a copy of the external examiner’s CV. Supervisors are requested to copy the Graduate Program Administrative Assistant on these requests for inclusion in the student’s file.
Once the date and time of the defense has been determined by the student and supervisor, the student should go into MOSAIC and initiate the thesis defence process. For instructions on how to initiate your M.Sc. defence within MOSAIC, please visit the School of Graduate Studies website at https://gs.mcmaster.ca/masters-degree-thesis under the Defend tab. Students should advise the Graduate Administrator so that arrangements can be booked and the necessary paperwork prepared. Should you have any issues or questions about the process, please see our department Graduate Program Assistant.

The Oral defence

The student orally defends the thesis by answering questions posed to them by the examining committee. They are evaluated on both this oral defense and the overall quality of the written thesis. The oral defense and written thesis must be passed by a majority of the voting members of the examination committee.

Revisions to the thesis, as required by the examining committee, must be completed and approved by the supervisor. Once the required revisions have been completed and approved by the advisor, it is the student’s responsibility to submit the electronic copy of the thesis to the School of Graduate Studies for uploading to MacSPHERE.

Often students give copies to the supervisor and the committee members, and arrangements via the SGS web for electronic submission of the text to Lehmann's Bindery, Waterloo, and payment for same can be via PayPal or credit card.

A Final Thesis Submission Sheet must be submitted to SGS following a successful Master’s Defense. This form will be given to your defence committee by the Graduate Program Assistant and will be sent to the School of Graduate Studies once the defence is successfully completed.

**Summary of Master’s Thesis Procedures**

**Master’s Thesis Procedures**

Constitution of supervisory committee by student and supervisor

Confirmation of thesis topic

Formal oral and written presentation of proposal to supervisory committee

Research proposal is approved, form signed; paperwork must be submitted to the Grad Administrator to ensure records are accurate

Data collection begins; committee meeting is held early to review progress

Committee formally approves student to write/defend the thesis after data are collected and analyzed; this paperwork must be submitted to the Grad Administrator to ensure records are accurate

Examination committee is struck; ONE MEMBER MUST BE EXTERNAL TO THE STUDENT'S COMMITTEE. Oral defense details are coordinated by Grad Administrator

Student provides examiners with final copy of thesis at least two weeks before defense

Student orally defends thesis; revisions are approved by supervisor
Student provides electronic copy of revised thesis to School of Graduate Studies for uploading, including the Final Thesis Submission Sheet

If appropriate, student arranges for any hardcopies to be bound through SGS's Bindery link (on web page)

**Acceleration to Ph.D.**

Students admitted into Master’s Studies who excel during their first year may be considered for acceleration into our Ph.D. Program if the following criteria have been satisfied:

- completion of all Master’s level coursework with a minimum of an A average (11 on the McMaster grading scale), including completion of data collection and submission of a written report for an individual's selected topics study or pilot thesis project;
- analysis and oral presentation of research data from one of the aforementioned projects at an appropriate public forum as approved and attended by the student’s supervisory committee (e.g., department seminar series);
- completion of the Department of Kinesiology M.Sc. Supervisory Committee Assessment for Promotion to Ph.D. form (Appendix G) from the supervisory committee to the Associate Chair, Grad Studies following the oral presentation. Since a change in a student's registration status has implications in terms of TA arrangements, scholarship allocations, and space resources, such decisions must be made in consultation with the Associate Chair, Grad Studies.

Those MSc candidates who are considering accelerating into the Ph.D. program should complete KIN 702 Independent Study as one of their 2 courses since the public presentation of data is a requirement of the promotion process.

Change of Status form (accessible through the School of Graduate Studies website) must be completed and submitted to the Grad Administrator to ensure processing is done appropriately and records are maintained.

Once approval for acceleration is granted, students must now comply with all regulations associated with the Ph.D. program in Kinesiology outlined in this document.

Supervisors considering the acceleration option for a student for the beginning of the next September term, must inform the department's Associate Chair, Graduate Program, of their intent in March in order that appropriate TA and scholarship resources can be allocated.

All in-program student inquiries and requests concerning the School of Graduate Studies should be initiated by the Grad Administrator, unless specifically authorized by the Associate Chair, Grad Studies.

**Additional Program requirements specific to Ph.D. Studies**

Doctoral studies in Kinesiology consist of both course work selected from our department calendar and a research thesis. Duration is normally between 3-4 years for full time study. The department is committed to providing TA funding up to, but not beyond, the 4th year should four years be required. On occasion, supervisors may provide funding to their Ph.D. students who stay beyond four years to complete their graduate work. Please note that this provision is entirely at the supervisor's discretion.
Course Requirements

Students must:

- successfully complete two grad courses, one of which is KIN 713, Directed Readings in Kinesiology
- successfully complete at least one other course recommended by the supervisory committee as best for the candidate's success in the research program

Students should be aware that:

- KIN 702 Independent Studies cannot be taken as one of the two required Ph.D. courses; although, it can be taken as an extra course. This course is designed for MSc students.
- service courses, such as (but not limited to) EDU 750, and SGS 101 & 201, do not count towards the Kinesiology course requirements for Ph.D.
- both Ph.D. level Directed Reading courses, KIN 713 and KIN 714, require that a detailed course outline containing the reading lists and method of evaluation be filed with the Graduate Administrator.
- evaluation of KIN 713 includes the writing and grading of a research grant proposal relevant to the topic of the reading course.

If you have questions about whether the course you are considering qualifies towards your program requirements, please contact the Associate Chair, Grad Studies PRIOR to taking the course. Students must successfully complete a written comprehensive exam and oral of the same within the first 24 months in program (see section Ph.D. Comprehensive Examination Regulations). Students must successfully complete their doctoral research and successfully defend their Ph.D. thesis in order to graduate

Ph.D. Comprehensive Examinations and Thesis Defence Procedures

Ph.D. Comprehensive Examinations

The comprehensive examination cannot begin until the student has been in the program (full-time) for 2 semesters and has completed all required course work. Following the completion of all course work, candidates for the Ph.D. degree are expected to complete their comprehensive examination before their 24th month in program and in accordance with any other general regulations outlined by the School of Graduate Studies. The examination will be on a topic that is independent of the student’s thesis area and, once selected by the candidate and supervisor, must be approved by the supervisory committee. An examination committee will consist of three faculty members who have expertise in three sub-topics related to the main topic area. The comprehensive examination will consist of a written and oral component. The written component will consist of three questions, one from each examiner. The examination will cover material from a selected set of reading, by each examiner, provided to the student 8 weeks in advance of the written exam date. The written examination will be completed within a single working day in a closed-book format. The student will advance to the oral examination stage within one week of the written exam date. If this time frame cannot be adhered to, petition must be made to the department’s Associate Chair, Graduate program for special allowances. Following the oral examination, examiners will provide a single grade of fail (F), pass (P) for the student’s combined written and oral answers to each question. The student will be deemed to have passed the comprehensive examination if he/she obtains a pass (P) on all three questions during the oral examination. Students who are unsuccessful in the examination process will be given a second opportunity according to the Policy and Regulations set out by the School of Graduate Studies.
Procedures

As noted previously, unless agreed upon by the department’s Graduate Management Committee, the comprehensive examination cannot begin until the student has been in the program (full-time) for at least 2 semesters and has completed all required course work.

The examination procedure will consist of a written portion and an oral portion based on a topic that is mutually agreed upon by the student and the supervisory committee. The general topic of the comprehensive examination must be independent of the student's thesis area, as verified by the supervisory committee.

A duly constituted comprehensive examination committee will then be formed consisting of three members; at least one member must be from the student’s supervisory committee (excluding the supervisor). The examination committee is responsible for evaluating the student's performance in the comprehensive examination.

It is possible to appoint examiners from outside the University to the examination committee with the approval of the Dean of Graduate Studies. In such cases a request justifying the inclusion of the examiner and a copy of the examiner’s current curriculum vitae must be forwarded by the supervisor to the Dean of Graduate Studies via the department's Associate Chair, Graduate Studies. It is advisable to do this a month before the comprehensive examination process begins to ensure approval timely processing.

Prior to the examination, the comprehensive examination committee will identify a general “theme” for the examination and three subtopics related to the thematic area.

The subtopics must collectively address both basic and applied aspects of the main theme, and one subtopic may be related to a special population, if that aspect is of educational benefit to the candidate. Each committee member will be responsible for one subtopic, and each member will provide a list of no more than 15 readings relating to their respective subtopic.

It is the responsibility of the student's supervisor to ensure that the readings are primary source and of reasonable length.

Students will have eight weeks to complete the readings and prepare for the written portion of the examination.

No less than 2 business days before the scheduled day of writing, the examiners will each send one question electronically to the Associate Chair, Graduate Program, copied to the Graduate Administrator. Questions are not to be forwarded directly to the student. If questions are not submitted on time, the responsibility will become that of the supervisor to secure questions from these examiners and submit them before the day of writing.

The candidate will be provided with a hardcopy of the questions at the start of the written portion of the examination.

The written examination will consist of three specific questions, one from each examiner related to each subtopic. The written examination will be a closed-book format completed within a single working day (8 hours). Answers are required to be in essay form and are limited to a maximum of 10 typed pages per question, double-spaced with a sans serif 12 point font and 1 inch page margins. Although a formal; reference section is not required, in-text citations in parentheses are expected. Written responses will be saved on memory stick and submitted, at the end of the examination, to the Grad Administrator for electronic distribution to the examiners. The Grad Administrator also emails the answers to the candidate, the candidate's supervisor, the Associate Chair, Graduate Programs, and the oral examination chair. No aids are permitted during the written portion of the examination with the exception of a clean copy of the original reading.
lists to which the candidate can refer. This clean copy is provided with the questions by the Graduate Administrator at the start of the writing day. Any diagrams that the candidate creates to accompany an answer are NOT considered to be part of the 10 page limit; such addendums are scanned and included as supporting documentation when answers are emailed to the examiners.

Examiners will confirm receipt of the candidate's answer by email to the Associate Chair, Graduate Programs, copying the Graduate Administrator, at their earliest convenience but not later than 2 business days following the day of writing.

The oral portion of the examination involving the defense of the written answers to each of the three questions will be held one week from the day of writing.

If, during this one week period, one or more of the examining committee members forms the opinion that the candidate has made an insufficient effort to complete the written answer to his/her question, he or she will notify the Associate Chair, Graduate Programs immediately and the examination will be considered to be failed. The associate Chair will notify the candidate's supervisor of this outcome immediately. If no such communication is received by the Associate Chair, Graduate Programs, the oral defense will proceed.

During the oral examination, the student may have at hand a clean copy of each of the reading lists, the examiners' questions, and their own written answers, but nothing else, in order to defend his/her answers. No annotations are permitted to the allowed documentation.

If any of the oral examination questions is deemed a fail after the oral exam, the student may be provided with the opportunity to perform supplementary work on this question in close consultation with the specific examiner responsible for this subtopic, at the discretion of the of the examiner in consultation with the examination chair.

In the case of a failed comprehensive examination, and in accordance with School of Graduate Studies Policy and Regulations, students will be given a second opportunity to complete and pass the comprehensive examination. However, this second attempt will require the striking of a new examining committee comprised of three different examiners who will provide new reading lists and questions. The time frame for the completion of this second attempt will be identical to the first.

Failure to pass the comprehensive examination after the second attempt will necessitate withdrawal from the Ph.D. Program.

All comprehensive exam papers, reading lists, written exam questions, and answers to the written exams must be filed with the Grad Administrator.

The supervisor is responsible for ensuring that the timing and scheduling of the comprehensive exams comply with these regulations. Any deviation from the timeline must be justified ahead of schedule and approved by the department's Associate Chair, Graduate Programs.

The supervisor is also responsible for working with the Grad Administrator on the details pertaining to the examination schedule, such as date, time, and location of the defense.

These tips may aid you in your comp exam preparation can be found in Appendix H of this document.

**Summary of Comprehensive Examination Procedures**

- Minimum residency of 2 semesters (full time) in program before beginning
Must have successfully completed all required courses with grades filed
Must have a duly constituted comprehensive examination committee
Must have exam topics identified and approved by examination committee
Supervisor must notify Associate Chair, Grad Programs and Grad Administrator of start times for the examination period.
Supervisor must solicit examining committee members, confirm willingness to participate and inform them of roles and responsibilities.
ALL COURSE WORK, INCLUDING COMPREHENSIVE EXAMS MUST BE COMPLETED WITHIN FIRST 24 MONTHS IN THE DOCTORAL PROGRAM for FULL-TIME Ph.D. STUDENTS. Part-time students may take up to 36 months to complete the comp exams but department preference is for an earlier comprehensive exam process.

Summary of Comprehensive Examination Regulations
Role of Graduate Faculty supervising Ph.D. Students:
Fill out the Department of Kinesiology Comprehensive Examination – Ph.D. Supervisor’s Arrangements forms (Appendix I); forward it to the Grad Administrator prior to the comprehensive exam
Arrange booking of all rooms through the Grad Administrator
Arrange booking the examination Chair through the Grad Administrator.
Ensure that all reading lists, papers, questions, and answers are dated and submitted to the Grad Administrator so that it can be appropriately recorded
If reading lists are received by the supervisor via e-mail and there is insufficient time to print them out on the Department of Kinesiology Comprehensive Examination Reading List form (Appendix J), forward them to the Grad Administrator who will reformat the lists.
Should there be an external committee member, it is the responsibility of the supervisor to communicate with this person regarding the exam arrangements.
If it is necessary to make any last minute changes regarding exam arrangements the supervisor must convey these changes to the Associate Chair, Graduate Programs.

Ph.D. Comprehensive Examination Committee Structure:
Comprised of at least 3 members at least one of which holds a position on the student’s supervisory committee (excluding the supervisor).
Two examination committee members will be from within the department.
Additional members whose scholarly interests include the area of the student’s main interest may be from outside the department or the university
To appoint an external member from outside the University, it is necessary for the candidate’s supervisor to send a formal request along with the CV of the proposed examiner to the School of Graduate Studies via the Associate Chair, Graduate Studies using the Department of Kinesiology Recommendation of External examiner for Appointment to a Ph.D. Comprehensive Committee form (Appendix K).
Roles and Responsibilities of Comprehensive Examiners

For the written component of the comprehensive examination, examiners are expected to provide a concise and cogent single written examination question and a list of 8-15 readings consisting of primary research papers, relevant reviews or book chapters. Questions are to be submitted electronically to the Grad Administrator any time after the student has started the reading period but no less than 2 business days prior to the start of the scheduled day of writing.

Examiners are expected to confirm receipt of the candidate's answers to the Associate Chair, Graduate Programs, copying the Grad Administrator.

For the oral component of the comprehensive examination, examiners are expected to come prepared to the oral examination with several questions related to their field of expertise and relevant to the written paper. An oral examination is approximately 1.5 to 2 hours in length and usually involves two rounds of questioning by the examiners, moderated by the chair.

The roles and responsibilities of the examiners are detailed in the SGS calendar.

Comprehensive Examination Chair

All members of the Kinesiology Graduate Faculty are eligible to serve as Chair for comprehensive examinations. The selection of the Chair will be made on a rotational basis from amongst the list of Graduate Faculty members. Guidelines for serving as a Chair can be found in Appendix L.

Overview of Committee Structures and Roles

<table>
<thead>
<tr>
<th>Ph.D. Committee Structures &amp; Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisory Committee</td>
</tr>
<tr>
<td>Directs student’s plan of study including course selection and thesis topic, approves thesis for defense and some members may participate in thesis defense. Monitors seminar attendance.</td>
</tr>
<tr>
<td>Comprehensive Examination Committee</td>
</tr>
<tr>
<td>Directs comprehensive topic selection, approves topics, evaluates written papers, and conducts written and oral comprehensive exams</td>
</tr>
<tr>
<td>Comprehensive Exam Chair</td>
</tr>
<tr>
<td>Ensures that examiners are aware of and have adhered to exam procedures, and advises the student whether he/she can go forward to the oral exam, after receiving feedback about the acceptability of their written answers. Facilitates the organized examination of the candidate in the oral setting.</td>
</tr>
<tr>
<td>Thesis Examination Committee</td>
</tr>
</tbody>
</table>

Ph.D. THESIS

Thesis Proposal

The student will give a formal presentation of his/her thesis proposal to the supervisory committee for approval. A typical timeline for the defence process can be found in Appendix M. A presentation of the proposal at either the
A New “Accelerated” PhD Defence has been introduced by Graduate Studies in an effort to align McMaster University with the defence practices of other U15 universities and to provide a better streamlined process for students and their supervisors. The new process is still being programmed in the online system. However, it can be invoked manually by following the steps below:

1. Student initiates the defence process in Mosaic.
2. Supervisor indicates that they’d like to use the new defence process by e-mailing gthesis@mcmaster.ca and copying their Department Chair.
3. After consulting with the Supervisory Committee, the Primary Supervisor nominates a potential external examiner who is at arm’s length from the student, committee, and department.
4. The Examiner’s name and affiliation is then emailed to the Department Chair for approval. (This process will later be moved to an online website.)
5. When approved, the Primary Supervisor is notified via email by the Department Chair they may now invite the examiner.
6. Primary Supervisor invites examiner personally and asks her/him to participate in the defence and requests that the report be sent to Graduate Studies at least two weeks prior to the scheduled date of the defence. At this time, the external examiner is given the date and time of the defence which has already been confirmed by the Supervisory Committee and candidate. (External Reports may only be sent to Graduate Studies. Examiners must not send their reports directly to the department or supervisory committee.)
7. Supervisor lets Graduate Studies know via email when an examiner accepts an invitation and informs Graduate Studies at gthesis@mcmaster.ca of the name of the examiner and their contact information.
8. Supervisor informs Graduate Studies at gthesis@mcmaster.ca of the date and time of the defence.
9. If available, the supervisor provides the name of the defence Chair and the location of the defence to Graduate Studies. Ideally, chairs should come from outside the supervisor’s department. If not available, Graduate Studies will assist the supervisor in securing a chair and room.
10. Graduate Studies sends the thesis and details to the examiner and waits for the report to be returned to gthesis@mcmaster.ca.
11. When the examiner returns a report to Graduate Studies an Academic Services Officer will distribute it to the supervisory committee. External examiners may not provide their reports directly to the committee. Supervisors should share the External examiner’s report with defending students at least one week before the defence date. Students are not to communicate with the external examiner for any reason prior to the defence.
12. Graduate Studies confirms the oral examination with the student and committee.
13. The student defends their thesis.

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1 Please note that the classic process continues to be available for those who prefer to use it and can be invoked through the existing online system. However, point 11 applies regardless of which process is used.
2 This will be updated in the calendar to be two weeks in the future.
3 If the external examiner report cannot be shared with the student at least one week before defending for any reason, the student must be asked if they give their consent to proceed with the previously established defence date. In such cases, there should be an email from the student clearly confirming that even though they have not received the external examiner report one week before the defence date, they are still ok with proceeding with the original defence date. This consent e-mail should be forwarded to gthesis@mcmaster.ca. If the student does not agree to proceed with the same date, a new defence date should be established at least one week from when the student received the external examiner report.
Completion of Thesis

The student’s supervisor must inform the Associate Chair and Grad Administrator of the date, time, and location of the scheduled defense once finalized by Graduate Studies.

SGS will then work to facilitate travel arrangements with the external examiner and will receive the external examiner’s report upon its completion. Once SGS has received said report, it will be forwarded to the supervisor at which time, unless the external examiner has explicitly requested anonymity, this report will be made available to the student in advance of the oral defence. Final approval of an external examiner remains the purview of the Dean of Graduate Studies.

Examine committee will consist of the following members: the student’s supervisor, an external examiner, and a minimum of two members of the supervisory committee.

If major revision of the written work is not required, an oral defense will be convened by the Dean of Graduate Studies, chaired by himself or his delegate and conducted by all members of the examining committee.

After the successful defense, the candidate must make revisions suggested by the readers and submit an electronic version to SGS for uploading to MacSPHERE, with the appropriate final submission form. The student can arrange directly with the bindery for hardcopy binding, should that be desired. The student does not need to provide the department with a copy. Student must submit the thesis electronically to SGS for uploading to MacSPHERE; beyond that, it is customary to provide one copy to each member of the supervisory committee. The department does not require a copy. Student can make direct arrangements to have copies bound by linking to the bindery’s on line request form on the SGS website.

Should the student’s defence committee indicate that the dissertation be nominated for a CAGS (Canadian Association of Graduate Studies) or Governor General’s Academic Medal award, supervisors will be required to provide a letter of support to the Department, with specific information as outlined by the awards notification. Supervisors will also have to liaison with the Department Chair in writing the Department’s letter of recommendation for the student. It should be noted that if the defence is held in early to late September, the deadlines for receiving these documents will be increasingly tight and Supervisors will need to adhere to the deadlines set out by the department. This is to ensure that the nomination packages are submitted to the School of Graduate Studies by the deadlines set and in a timely manner.

Should you have any issues or questions about the defence process, please see our department Graduate Program Assistant.
GRADUATE STUDENT FUNDING EXPECTATIONS

Funding expectations specific to MSc studies

All full time Masters students are guaranteed some portion of a Teaching Assistantship (TA) or equivalent RA, and graduate scholarship funds for each of their two years Master’s Studies (Appendix F). For reference, a full TA involves 260 hours of work at a current rate of $43.31 per hour. Such employment is taxable income. The collective Agreement for TA/RA in Lieu can be found at: http://www.workingatmcmaster.ca/elr/collective-agreements/cupe-unit1/

If the student does not receive a major external award, the department guarantees a minimum salary of $15,000 per year, prior to the usual deductions of tuition and taxes.

Should the student win a major external award (NSERC, SSHRC, CIHR, OGS, OGSST, ONF), annual funding will exceed the major award by $7,500. This will include:

- a portion of TA (at $43.31 per hour for 2017/18)
- an ENTRANCE scholarship, if the student is in his/her first year of the MSc program OR
- a GRADUATE scholarship, if the student is entering 2nd year of the MSc program

If the award is lost or expires during the student’s time in program, the student's annual salary will revert to the current departmental minimum salary of $15,000, prior to the usual deductions of tuition and taxes.

We guarantee a full time MSc student this level of teaching/scholarship assistantship for both years of the Master’s program. Please note that the guarantee of ongoing employment as a teaching/research assistant is subject to the student maintaining satisfactory work performance.

There is no provision for department funding for those MSc students who continue beyond the two years of their program length. However, there are times when the degree completion goes beyond the expected 2 years. At that point, the department cannot provide financial support but the student's supervisor may make arrangements to help support the student. These arrangements are entirely at the discretion of the supervisor.

Funding expectations specific to Ph.D. studies

Full time Ph.D. students will receive a portion of a Teaching Assistantship and a guaranteed graduate scholarship for each of the four years of study (Appendix O). For reference, a full TA involves 260 hours of work at a current rate ($43.31 per hour). The minimum total annual salary stipulated by the University is $19,500 which will include the allotted TA hours, graduate scholarship and/or a discretionary departmental top up. This is the minimum salary for a student who does not hold a major award. Please note that ongoing employment as a teaching/research assistant is subject to the student maintaining satisfactory work performance.

Doctoral studies in Kinesiology involve a research intensive progression. Ph.D. students typically undertake several independent research initiatives, as well as a rigorous 8 week comprehensive examination process, during the tenure of the program. Completion of the doctoral degree is best facilitated by students dedicating themselves to their research in a full time capacity. Although there are instances where an individual student's circumstances make a registration in a part time Ph.D. program attractive, these situations are seldom ideal. For these reasons, KINESIOLOGY does not in general encourage students to undertake a Ph.D. on a part time basis.

Should a full time student receive a major external award, the student's annual salary will exceed the amount of the external award by $7,500. This will include the allotted TA hours and some form of scholarship, prior to the usual
deductions of taxes and tuition. If the external award is lost or expires during the student’s time in program, the department will again provide the minimum annual salary, $19,500, as stipulated by the university.

We guarantee the full time student this level of teaching/scholarship assistantship for years 1 through 4 (should four years be required (Appendix O) of the doctoral program.

**Teaching Opportunities for Ph.D. candidates**

Efforts are made to provide teaching opportunities in our undergraduate program for upper level Ph.D. students. Opportunities are based on the needs and resources of the Undergraduate Program and the teaching experience and expertise of the graduate students.

Ph.D. students interested in sessional teaching should ensure that their supervisor and the Associate Chair, Undergraduate Studies, are informed and approval is granted by the Associate Dean, SGS. Advanced planning of 6 - 12 months is necessary for a course currently offered by the department. It is necessary to facilitate course scheduling and budgeting planning cycles well in advance. If the sessional teaching relates to a new course offering, the time may be 12-18 months to ensure curriculum approval.

Graduate students who teach a 3 unit course are paid as a sessional instructor ($6,900 at the time of posting). This requires the forfeit of TA/RA value and hours for the term in question. Graduate students must also ensure that accepting a sessional appointment does not contravene the terms of awards or scholarships that they may already hold.

**Termination of Departmental Funding applicable to MSc and Ph.D. studies**

There are no arrangements made for the department to fund full time students beyond the expected tenure of their program of study. However, degree completion sometimes extends beyond a given academic term and individual funding agreements may be made between the student and the supervisor. Please note that these arrangements are entirely at the discretion of the supervisor.

**ADDITIONAL FUNDING OPPORTUNITIES AND SCHOLARSHIPS**

The following information pertains to both Master’s and Doctoral programs. Scholarship applications are often available to be downloaded from, or filled out directly online at the appropriate websites. For scholarships that are ranked through SGS, deadlines for major scholarships are set by the School of Graduate Studies; from there, departmental deadlines are determined. Please respect the department deadlines which provide the department ranking committee with much needed time to assess Kinesiology applications. There will be no extensions to department deadlines.

**Student's Responsibilities**

- know the rules, regulations, and requirements of the awards to which they are applying;
- solicit letters of reference from the appropriate faculty members, and ensure that such documents are forwarded to the appropriate person/place.
- if necessary, remind your referees of the pending deadlines if recommendations are not received in a timely manner;
- obtain all transcripts required by the granting agency and/or ensure originals have been sent and received in the Admin Centre, IWC 219C. ISSUED TO STUDENT copies are not valid for external scholarship applications;
- fill out application forms correctly and as completely as possible.
The availability of OGSST QE 2 scholarships is never firm; however, if the opportunity continues, SGS will alert all departments.

Students are advised that the internal scholarship allotment stipulated in the Department’s original offer of acceptance will be modified if the student is successful in obtaining external scholarship support. See the sections on student funding expectations in the Master’s and Ph.D. program sections below for a more detailed explanation of student salary calculations and expectations. Once in the program, changes in the student’s funding status for whatever reason (e.g., increased research involvement) that differ from the original letter of offer shall be agreed to by the student and duly documented in their departmental file. If you are applying for scholarships that are not reviewed by the Kinesiology ranking committee or the School of Graduate Studies (otherwise known as ‘direct submissions’), it is your responsibility to make sure that a copy of the completed application package is included in your department file. The Grad Administrator can also provide assistance for direct submit applications. If you are considering unusual grant opportunities or niche funding please involve the Grad Administrator or Associate Chair, Graduate Studies for assistance in planning your submissions.

Eligibility for OGS Scholarship
Must have an overall average of at least A minus, or the equivalent, on the last 20 completed one-term/semester courses.

Eligibility for Tri-Agency Scholarship (NSERC. CIHR, & SSHRC)
Must have obtained at least a first-class average (A minus) in each of the last two completed years of study.

Please refer to the internet web sites for NSERC, SSHRC and CIHR details.

IMPORTANT before completing an application form, please ensure that you meet the eligibility requirements. Please contact the Graduate Administrator, IWC 219C or ext. 23582, if you have any questions regarding your eligibility.

REMEMBER it is the student's responsibility to monitor ALL scholarship websites from mid-August on for information/guidelines, application forms, etc.

Travel Grants
You will have the opportunity to attend conferences and symposia during your grad studies. We encourage students to apply for GSA Travel Assistance Grants to help offset costs. Competitions are held 3 times a year. Travel Assistance Grants are designed to assist graduate students to present their research findings at conferences or to undertake off-campus research relevant to their field of study. GSA application deadlines for various travel periods are listed on the front page of the grant application forms.

There are often travel grants offered to presenting students by the conference organizing committees. Please remember to explore these funding options through the conferences' site maps. Deadlines for application for travel funds from the conference committee are usually the same deadline for abstract submission.

Regardless of whether you receive a travel grant or not, please remember to retain all receipts and conference programs. When finances allow, the department offers funding to help defray costs for those who are first author, presenting at a conference. If such monies are available, in-course in-time grad students will be eligible and will receive an email alerting them to the opportunity.
The Naomi Cermak Memorial Graduate Travel Award

Background

This award was established in 2015 with a gift from Maastricht University. It constituted the balance of research funds originally intended to support Dr. Cermak and her collaborative research at McMaster in the area of nutrition and metabolism. The funds were redirected after her untimely passing in December, 2013. Dr. Cermak completed undergraduate and doctoral degrees in Kinesiology at McMaster before pursuing postdoctoral training at Maastricht University.

Terms of Reference

Established in 2015 in memory of Dr. Naomi Cermak B. Sc. (Class of ’04) Ph.D. (Class of ’10). An accomplished scientist and competitive athlete, Dr. Cermak was a passionate advocate for translational research that could enhance human health and performance. To be awarded by the School of Graduate Studies to doctoral students or post-doctoral fellows in the Department of Kinesiology who are travelling to Maastricht University, or to registered full-time visiting students or fellows who are travelling from Maastricht University to study in the Department of Kinesiology, and who are engaged in research related to nutrition, exercise or health.

Department Guidelines and Procedures

The award is generally intended to support student travel and accommodation costs that facilitate a collaborative research experience in a laboratory at the partner institution. One award is usually made each academic year to a student from the Department of Kinesiology at McMaster or the Department of Human Movement Sciences at Maastricht University, on an alternating basis. The nature and spirit of the award necessitates considerable planning and communication between the partner laboratories to facilitate the student research experience. The award amount is $6,000 CAD payable directly to the recipient. The funds cannot be combined with another travel award.

McMaster trainees who are interested in applying for the award should initially engage their supervisor to discuss project ideas, and informally communicate with the laboratory at the other institution. Formal applications consist of a cover letter, a one-page project proposal including project timeline, a one-page budget with proposed expenditures and a curriculum vitae (Common CV or McMaster format). Applications may be submitted in electronic format at any time to the Academic Program Assistant, Graduate Studies. A three-person committee including the Chair (or designate) and two faculty members from the Exercise Metabolism Research Group, will review applications annually during the fall, in consultation with representatives from the M3 Research Unit at Maastricht University. Preference will be given to senior doctoral candidates. The award recipient will be announced annually each winter.

Joan Heimbecker Scholarship

The scholarship and bursary will be awarded by the Department of Kinesiology to a full time graduate student who has made significant contributions to McMaster University and the community at large in athletic, professional or social organizations. The recipients must also demonstrate strong academic and scientific merit. In addition, the recipient should possess qualities of leadership and significantly impact the lives of others through such involvement, thus representing the spirit of Joan Heimbecker. All full time Kinesiology graduate students are eligible for the Heimbecker scholarship. To be eligible for the Heimbecker bursary the individual must also demonstrate financial need. Financial need is defined as receiving less than $24,500 in total funding in the year of application.

Students who wish to apply for the Joan Heimbecker Scholarship must apply, via the Scholarship portal on MOSAIC and complete the departmental application found on our Forms page.
ADDITIONAL RESOURCES FOR MASTER’S AND PH.D. STUDIES

If you are considering a career in academia after graduation, McMaster’s Centre for Leadership in Learning prepares a helpful resource booklet entitled “Entering the Academic Profession” and copies are available by contacting the Centre directly.

You may also be interested in a Graduate level course (Education 750 – Principles and Practice of University Teaching) that is offered by the Centre for Leadership in Learning.

In late summer/early fall of each year, the School of Graduate Studies sends information to the department on both the Ontario Graduate Scholarship and Tri-Council Scholarship Programs. This information is forwarded to students via their McMaster email addresses. It is the responsibility of the student to note the processes for such awards and to follow the guidelines in keeping with the departmental deadlines.

We have been contacted by Kinesiology Publications (KinPubs), previously known as Microform Publications of Human Movement Studies, regarding students submitting their research to the thesis and dissertation database. Submitting to KinPubs increases visibility for your work internationally and can also be sited as a published thesis. Should you decide to publish your thesis with KinPubs, it is the student’s responsibility to contact them regarding all aspects of this specialized service. For further information please contact: HSHP, 1243 University of Oregon, Eugene, OR 97403-1243, (541) 346-0932 or kinpubs@uoregon.edu

Contact Kinesiology

The Department of Kinesiology is located in the Ivor Wynne Centre (IWC) and IWC East Building, on the northeast side of the university's central campus.
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APPENDICES

Appendix A - Recommendation of External Member for Appointment to an MSc or Ph.D. Supervisory Committee form

Appendix B – MSc Annual Supervisory Committee form

Appendix C – Ph.D. Supervisory Committee Report form

Appendix D – Frequently Asked Questions Regarding Kinesiology Graduate Travel Award

Appendix E – Sessional Dates 2017-2018

Appendix F - TIMELINE MSC.PDF

Appendix G – Acceleration to Ph.D. program form

Appendix H – Comprehensive Exam Tips

Appendix I - Comprehensive Examination – Ph.D. Supervisor’s Arrangements

Appendix J – Comprehensive Examination Reading list form

Appendix K – Recommendation of External Examiner for appointment to Ph.D. Comprehensive Examination Committee form

Appendix L – Ph.D. Comprehensive Exam – Guide for Chairs – This needs to be updated to reflect new Ph.D. regulations

Appendix M – Ph.D. Defence Timeline (we could provide a link to the School of Graduate Studies website for this instead)

Appendix N – Ph.D. Defence Tips for Students from former students

Appendix O – Timeline of Ph.D. Studies
Appendix A - Recommendation of External Member for Appointment to an MSc or Ph.D. Supervisory Committee form
Appendix G – Acceleration to Ph.D. program form
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