

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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Websites of Interest

Department Contacts	https://www.science.mcmaster.ca/kinesiology/contact/contact-us.html
Undergraduate Course Schedule	http://registrar.mcmaster.ca/scheduling/coursett.html
Graduate Course Schedule	https://www.science.mcmaster.ca/kinesiology/graduate/graduate-courses.html
Department of Kinesiology Forms for Graduate Students	https://www.science.mcmaster.ca/kinesiology/graduate/graduate-forms-degree-info.html
Graduate Studies Dates and Deadlines	http://academiccalendars.romcmaster.ca/index.php
Helpful Links	https://www.science.mcmaster.ca/graduate-studies/grad-helpful-links.html
Kinesiology Graduate Body (KGB)	https://www.science.mcmaster.ca/kinesiology/graduate/kinesiology-graduate-body.html
Graduate Student Association	https://gsamcmaster.org/

FACULTY OF SCIENCE'S GENERAL GUIDE TO BEING A GRADUATE STUDENT

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.mcmaster.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.

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 x24464.

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 who 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:

1. 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.

2. 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: <https://cupe3906.org/files/2016/07/Equitable-Dental-Form.pdf>
The insurance company will then 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. Studentcare 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 Students

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 to Human Resources. This should be repeated each time your authorization is renewed as well. 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 Affairs (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 any language barrier that you may face upon arriving at McMaster. A key to getting the most out of your graduate studies is to deal with possible language barriers at the outset. However, getting past these barriers may not be 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/grad-helpful-links.html>

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> and
<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 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 Studies. 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. 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. Steven Bray, (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 constitutes Academic Dishonesty 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>

PROGRAM REQUIREMENTS FOR MSc AND PH.D. STUDIES IN KINESIOLOGY

The following sections pertain to regulations that apply 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 as well as Associate Members in Kinesiology 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 also be appointed from outside of McMaster University upon approval of the Dean of Graduate Studies. A CV of all non-internal members, 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 Studies, 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. The 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 related to attending academic conferences. These funds are not available for other travel purposes (e.g., off-site classes, visiting labs, etc.).

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 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 study/studies design(s). 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, it is recommended that at least one 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. 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., conference, department seminar series, etc.);
- 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 original 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 also 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 process 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 with one of these members being from the candidate's Supervisory Committee. 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 readings that has been provided by each examiner 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 the written answers are deemed to be acceptable by the examiners. If this time frame cannot be adhered to, petition must be made to the department's Associate Chair, Graduate Studies 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.

Specific Procedures

As noted, 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 should 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 primary source 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 fewer 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 Studies, 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 addenda 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 Studies 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. 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. If the student completes this supplementary work to the satisfaction of the original examiner, the question shall be deemed a pass.

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 Studies 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 Supervisor Ph.D. Students undergoing the Comprehensive Exam process:

- 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 a committee member external to the Department, 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).
- 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 tenured 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

Ph.D. Committee Structures & Roles	
Supervisory Committee	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.
Comprehensive Examination Committee	Directs comprehensive topic selection, approves topics, evaluates written papers, and conducts written and oral comprehensive exams
Comprehensive Exam Chair	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.
Thesis Examination Committee	Approves written thesis, conducts oral defense, and provides final approval of Ph.D. thesis.

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 departmental Graduate Seminar or at a specially arranged smaller seminar is preferred, but is not mandatory. Some helpful hints from some previous Kinesiology Ph.D. students can be found in Appendix N. For formatting requirements of your Ph.D. 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

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. This option can be selected by the student’s supervisor after the student has initiated the defence process within MOSAIC.

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.

Examining 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 2019/2020)
- 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 cited 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.

Department of Kinesiology

Ivor Wynne Centre

McMaster University

1280 Main Street West

Hamilton, ON L8S 4K1 Canada

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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



Department of Kinesiology
Faculty of Science

*Recommendation of External Member for
Appointment to an MSc or PhD
Supervisory Committee*

Student: _____	ID: _____	Degree: _____	Supervisor: _____
[name]			[name]

Current Supervisory Committee:	[name]
	[name]
	[name]
	[name]

External Member:	[name]
	[title]
	[institution]
	[coordinates]

TIME COMMITMENT AS A PHD COMPREHENSIVE EXAMINER IN KINESIOLOGY INVOLVES APPROXIMATELY TEN (10) HOURS OVER AN EIGHT (8) WEEK PERIOD.

Comments: _____

Supervisor

Associate Chair, Graduate Studies

Date

Student ID: _____ NAME: _____

Student began MSc studies: _____ DATE: _____

Student's last supervisory meeting: _____ DATE: _____

Date of this meeting: _____

A supervisory committee meeting for the above named student was held on the above date.
Student's progress was discussed and recommendations made.

Please indicate if the student is a scholarship holder of OGS NSERC SSHRC
or has other major competitive funding _____

Progress made since the last committee meeting/the start of the program:

Courses completed to date and grades obtained:

Has a research proposal been submitted? NO YES Date: _____

If not, when is the student expected to submit? Date: _____

How soon can the student expect to receive feedback on submissions? _____

Has student received permission to write? NO YES Date: _____

Has student received approval to defend? NO YES Date: _____

Goals for the next interval of ____ months (attach one additional page if necessary):

Anticipated date for completion of degree requirements: _____

Date

Student ID: _____

NAME: _____

Committee's evaluation of overall progress since last report. Please choose one of the ratings below:

[E] Excellent

[G] Good

[M] Marginal

[U] Unsatisfactory*

	<u>Committee Members</u>	<u>Signatures</u>	<u>Rating</u>
Chair			
2 nd Member			
3 rd Member			
4 th Member			

** Where progress is deemed marginal or unsatisfactory, attach a detailed explanation of what must be accomplished over the next 3 months in order to remedy the situation.*

This completed form has been seen by me:

Student's Signature:		Date:
_____	_____	
Associate Chair, Graduate Studies, Kinesiology	Date	

Student may append additional comments. A student who thinks that he/she is receiving an unsatisfactory supervision is urged to follow the recommended grievance procedure for the Department of Kinesiology and/ to contact the Associate Chair, Grad Program, Kinesiology.

Student MUST provide a single page report of his/her progress in order for this supervisory committee meeting to be complete.

Student ID: _____

NAME: _____

Student's submission

TO BE COMPLETED BY THE STUDENT and SUBMITTED for the COMMITTEE MEETING (one page only)

SAMPLE

Student's signature: _____

Date: _____

Committee members: Initial below to affirm that you have read the student's report on this page.

Supervisor: _____

Member: _____

Member: _____

Member: _____

Student ID # _____ First Name _____ Family Name _____

Program _____

Date student began MSc studies at McMaster: _____

Date of last Supervisory Meeting: _____

Date of This Meeting: _____

A supervisory committee meeting for the above named student was held on the above date. Students programs was discussed and recommendations were made.

RESEARCH ETHICS APPROVALS (http://www.mcmaster.ca/ors/ethics/faculty_intro.htm)		
Does research involve human participants, their records or tissues?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, has approval been obtained from the research ethics board?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does research involve animals or their tissues?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, has approval been obtained from the research ethics board?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

FIELD TRIPS		
Does research involve international travel, which poses an identifiable additional risk under the university's risk management policy?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, has student completed risk management forms and obtained approval?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If a Request to be Full Time Off Campus form is needed are there plans for submitting it?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Please note: the relevant forms and instructions can be accessed here: Main Risk Management Document: http://www.workingatmcmaster.ca/med/document/RMM-801-Field-Trips-Student-Placements-and-Research-Activity-Planning-and-Approval-Program-1-36.pdf The supplementary risk management guidelines are here: http://www.workingatmcmaster.ca/med/document/RMM-801-Program-Guideline-1-36.pdf The Request to be Full Time Off Campus form is here: https://graduate.mcmaster.ca/sites/default/files/resources/full_time_off_campus_july_2016.pdf		

*** Clarifications regarding timing of the meeting and report:

- 1) Students who began their MSc. studies in January or May must have held their first MSc. supervisory committee meeting within the first 12 months of their program.
- 2) The deadline for a MSc. supervisory committee meeting for a student who has been on leave is extended by the duration of the leave beyond the nominal deadline.

- 3) Part-time students, like full-time students, are required to have MSc. supervisory committee meetings at least once during the academic year.
- 4) Normal deadlines apply for students who have been granted full-time off-campus status during part or all of the academic year.

Student ID# _____ First Name _____ Family Name _____

TO BE COMPLETED BY THE STUDENT and SUBMITTED FOR THE COMMITTEE MEETING

Details of progress made since the last report (or toward meeting degree requirements since beginning the program if this is the first report), i.e., courses completed, preparation/writing/oral defense, thesis proposal, research, chapters written/revise, conference presentations, publications:

SAMPLE

Student signature: _____ Date: _____

Supervisory Committee Members: Initial below to affirm that you have read the student's report on this page.

Supervisor: _____ Committee Member: _____ Committee Member: _____ Committee Member: _____

Student ID# _____ First Name _____ Family Name _____

Supervisor's report (This section must not be filled out by the student and must not be left blank.)

Part A: Progress

Please indicate if the student is a scholarship holder of OGS NSERC SSHRC CIHR

or has other major competitive funding _____

Courses completed to date and grades obtained:

Has a research proposal been submitted? NO YES Date: _____

If not, when is the student expected to submit? Date: _____

How soon can the student expect to receive feedback on submissions? _____

Has student received permission to write and approval to defend? NO Yes Date: _____

Goals for the next interval of _____ (attached one additional page if necessary):

Anticipated date for the completion of degree requirements:

Date:

Committee's Assessment

Evaluation of overall progress at this stage in the degree development during the interval since beginning MSc. studies (if this is the first Committee meeting) or since the last MSc. Supervisory Committee meeting:

RATING**[E] Excellent**

The student has exceeded expectations in terms of academic and/or research progress. This rating may reflect exceptional initiatives taken by the student to address unexpected challenges in their course of study.

[G] Good

The student is meeting and achieving all expectations in terms of academic and/or research progress. There are no areas of concern with respect to meeting goals and milestones for research and academic progress. This rating is to be used for students who show promise for completing the degree in a timely manner.

[S] Satisfactory

The student is meeting and achieving most expectations in terms of academic and/or research progress. There is some concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has some concerns with the student's skills growth and subject area expertise. This rating is to be used when the committee identifies areas for improvement and where some expectations at this stage of degree development are not being met. Details about concerns should be provided in Part C.

[M] Marginal*

The student is meeting and achieving some expectations in terms of academic and/or research progress. There is significant concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has significant concerns with the student's skill growth and subject area expertise. This rating is to be used when the committee identifies several areas for improvement and where significant expectations at this stage of degree development are not being met. Areas for improvement should be provided in Part C.

[U] Unsatisfactory*

There is an unreasonably low rate of academic and/or research progress. The committee has serious concerns about the pace and/or the meeting of goals and milestones for research and academic progress, and whether these goals can be achieved in a reasonable period of time. Areas of serious concern should be provided in Part C. In cases where this category is used, the program should determine whether the student should be required to withdraw or be allowed to continue in the program until their next committee meeting.

	Print Name	Email address (McMaster if available)	Rating	Signature
Supervisor	_____	_____	_____	_____
2 nd Member	_____	_____	_____	_____
3 rd Member	_____	_____	_____	_____
4 th Member	_____	_____	_____	_____

*Where progress is deemed marginal or unsatisfactory, attach a detailed explanation of what must be accomplished over the next 6 months in order to remedy the situation.

This completed report has been seen by me.

Student's Signature: _____

Date: _____

Department Chair's
Signature _____

Date: _____

The student may append additional comments. A student who thinks that s/he is receiving unsatisfactory supervision is urged to follow the recommended grievance procedure for the Department or Program and/or to contact the Department Graduate Advisor, Department/Program Chair, or the Associate Dean of Graduate Studies.

Kinesiology Graduate Student Conference Travel Funds

Terms of Reference

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 of Grant: The dollar amount of this travel grant will vary from year to year depending on available funds with the Department budget. The exact amount for a given year is to be determined at the Graduate Management level. For the 2017/2018 academic year the maximum available to each graduate student will be \$1000.00.

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 \$250 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 co- or non-author attendee, the maximum allocation will be \$1000 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 must attend 6/8 graduate seminars 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.

Frequently asked questions:

Can we carry over funds from the previous academic year? Answer: Regretfully no. In-course students must use their allotment within the academic year for which those funds were allotted. There will be no carry forward to the next academic year.

What if I graduate before I use all of my funds? Answer: Students who graduate, and still have graduate travel funds remaining, may have access to those funds for the one academic term immediately following graduation to attend a conference at which they are presenting McMaster generated research as a contributing author. Typically, this research comprises the thesis work of the graduated student

Can a student get an advance on their travel funds? Answer: Yes, but only for pre-paid and receipted expenses such as flights and conference registration. All other expenses would be reimbursed after the student attends the conference and submits receipts for those expenses. Students are required to return any travel advances received, should they not attend the conference for which the advance funds were received.

Am I eligible for the graduate travel fund if I am a 3rd year Masters or 5th year PhD student? Answer: Yes, however you will remain eligible to claim these funds only if you continue your attendance at the seminars and continue to fulfil all of your other obligations as a graduate student. In this scenario, the travel funds will remain available to you for the first academic term of your 3rd (MSc) or 5th (PhD) year. After that, your continued eligibility to receive these funds will be considered on a case by case basis.

Are incidental items, such as food, allowed to be claimed through the graduate travel funds? Answer: Yes, to a point. These funds are specifically intended to facilitate the educational experience of conference attendance by helping to defray costs associated with transportation, accommodation and conference registration. We realize, however, that some conference locations may require expenditures for living expenses (i.e., food) that are higher than those you would typically be paying. For this reason, you are eligible to claim a maximum of \$25.00 per day (with itemized receipts) for the duration of the conference period (alcohol purchases cannot be included).

ACADEMIC CALENDAR

McMaster University School of Graduate Studies C

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[Discover McMaster](#)
[Future Students](#)
[Library](#)
[Research](#)
[Current Students](#)

Sessional Dates 2019-2020

DEADLINE DATES FOR GRADUATE PROGRAMS	FALL TERM	WINTER TERM
	Sept.- Dec., 2019 Sept. - Oct., 2019 (1HF) Nov. - Dec., 2019 (2HF)	Jan. - April, 2020 Jan. - Feb., 2020 (1HF) March - April, 2020(2HF)
On-Time Registration	Tuesday, July 23 to Tuesday, August 27	Thursday, November 28 Thursday, December 6
Class Start Dates *	Classes begin on or after September 3, 2019 - check with program for details	Classes begin on or after January 2, 2020 - check program for details
Late Registration (late fees apply)	Wednesday August 28 to Monday, September 9	Friday, December 13 to Thursday, January 2
Final Dates to Add Courses:		
6 Unit Courses	Friday, September 27	
3 Unit Courses or 1.5 Unit Courses (1HF)	Friday, September 27	Friday, January 24
1.5 Unit Courses (2HF)	Friday, October 25	Friday, February 28
Final Dates to Drop Courses: **		
6 Unit Courses	Friday, January 3	Friday, May 1
3 Unit Courses	Friday, October 4	Friday, February 7
1.5 Unit Courses (1HF)	Friday, September 27	Friday, January 24
1.5 Unit Courses (2HF)	Friday, November 1	Friday, March 6
Final Dates to Submit Grades:		
6 Unit Courses		Friday, May 1
3 Unit Courses	Thursday, January 2	Friday, May 1
1.5 Unit Courses (1HF)	Friday, October 25	Friday, February 28
1.5 Unit Courses (2HF)	Thursday, January 2	Friday, May 1
Final Date to Submit Results of Incomplete (INC) Grades for Previous Term with	Friday, March 6	Friday, July 10

Permission of Associate Dean		
------------------------------	--	--

Thesis

	FALL 2019	SPRING 2020
Final Date to Initiate Thesis Defence in Mosaic***	Friday, June 28th	Wednesday January 22 (Health Sci.) Wednesday February 5 (All others)
Final Date to Submit Master's Theses to Departments (Prior to Defense)	Friday, August 9	Friday, March 6
Final Date to File Theses with Graduate Studies and Complete Degree Requirements****		
- Faculty of Health Sciences	Friday, September 27th	Friday, April 3rd
- All Other Faculties	Friday, September 27th	Friday, April 24th

McMaster

Academics

Alumni

Discover McMaster

Future Students

Library

Research

Current Students

The University welcomes and includes students, staff, and faculty from a wide range of cultural, traditional, and religious backgrounds. In accordance with the University's Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances, the University accommodates the needs of students who observe religious holy days other than those already accommodated by statutory holidays. For more information, please refer to <https://www.mcmaster.ca/policy/Students-AcademicAccommodation-Observances.pdf>

Graduate students may only enroll in undergraduate courses with the approval of their supervisor or graduate advisor. The supervisor or graduate advisor is responsible for meeting the deadlines and requirements of the undergraduate course as presented in class. Graduate students will be graded under the graduate grading scale.

Programs may establish earlier deadlines to add/drop courses but these dates must clearly be communicated. The last date to cancel a course or registration with no academic penalty is not the same as the last date to be

*The precise dates of commencement of courses are determined by the program; students are urged to check with their program. The University maintains the 13-week graduate instruction period; however, if a course does not fall into the traditional 13-week period, the program will inform students of important dates and deadlines in the course syllabus. There is no official fall break for graduate students (except MBA). Students should check with their program and their course instructor(s) as to work during the fall and spring periods. Please see sections 1.3 (Responsibilities of Graduate Students to the University) and 2.5.6 (Vacation) for more information.

**All courses on a student's record after these dates will require a grade. Exceptions require submission to the Registrar. Graduate programs may establish earlier deadlines for completion of course work and may prescribe penalties for failure to complete work, provided that these penalties are announced at the time the instructor makes the final evaluation, which student performance shall be evaluated.

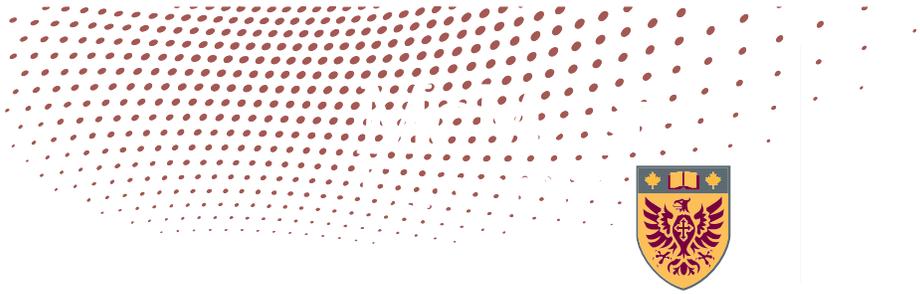
***Please note the following black-out periods in which Ph.D. defences cannot be scheduled: December 15th to 17th inclusive. August 17th to 21st inclusive. Please refer to the SGS website for information about the timeline for scheduling. Please have this in mind.

****A final thesis is the corrected, approved version of the thesis which is submitted to SGS following the final submission. There is no grace period at the end of December or April for final thesis submission and completion of degree requirements.

Convocation Dates

Please consult the link below for convocation dates:

<http://registrar.mcmaster.ca/grad/convo-dates/>



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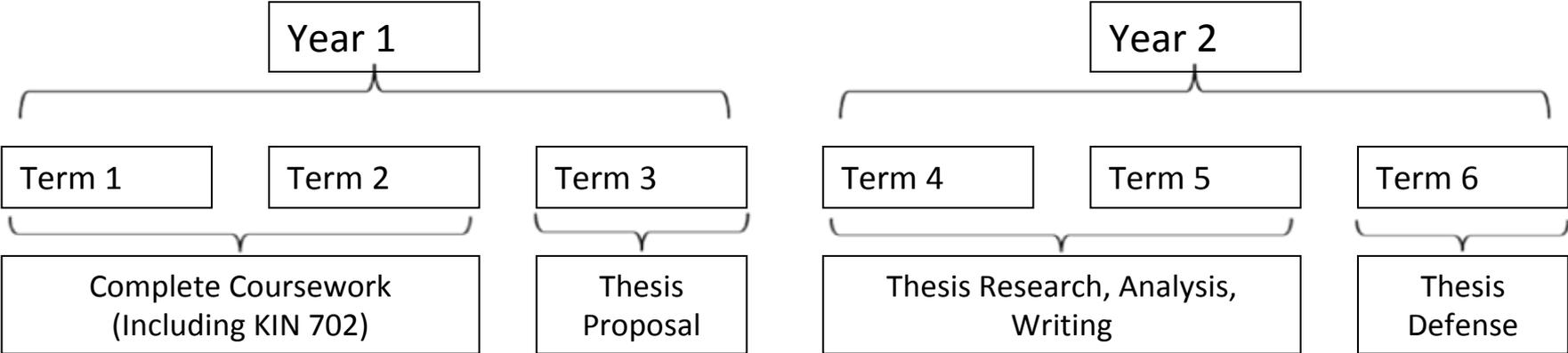
[Future Students](#)

[Library](#)

[Research](#)

[Current Students](#)

Sample Timeline MSc



Student Name: _____ Student Number: _____

Date of Commencement in MSc program: _____ YYYY/MM/DD

<u>Supervisory Committee</u>		<u>Signatures</u>
Supervisor		_____
2 nd Member		_____
3 rd Member		_____
4 th Member		_____

MSc courses completed:

_____	Grade: _____

Completion of data collection: _____ YYYY/MM/DD

Submission of written report: _____ YYYY/MM/DD

Oral presentation of research data: _____ YYYY/MM/DD

Awards/Scholarships held: *attach a separate sheet if necessary*

Recommendation to accelerate as of _____ YYYY/MM/DD

Associate Chair, Graduate Studies, Kinesiology

Date

KINESIOLOGY COMPREHENSIVE EXAMINATIONS

Tips based on the experiences of former PhD candidates, M MacDonald, J Lyons, & R Clifford

June 17, 2015

comprehensive: (kõm'při-hën'sív)

adjective

1. of large scope; covering or involving much; inclusive: *a comprehensive study of world affairs.*
2. comprehending or thoroughly understanding with one's mind; having an extensive mental range or grasp, as of a particular subject or many subjects.

noun

3. Often comprehensives; also called comprehensive examination. An examination of extensive coverage given to measure a student's general progress, proficiency in his or her major field of study, or the like.

synonyms : broad, wide, extensive, full.

The COMPREHENSIVE examination processes is a valuable aspect of Kinesiology's PhD program. It is meant to test a candidate's ability to read, review, and comment knowledgably on aspects of a topic that are not wholly in his/her area of expertise. Examiners endeavour to press the candidate to the extent of his/her knowledge by posing challenging questions and expecting in depth and answers that exhibit a critical appraisal of the literature.

Information on the process can be found in the on line grad program handbook at

<http://www.science.mcmaster.ca/kinesiology/graduate-studies/grad-handbook.html>

WISE MOVES:

- Discuss with your supervisor how best to fit the 9 week comprehensive period in and around your RA, TA, and research obligations. Your eight week reading period will be very time consuming. You don't want other activities interfering with your ability to study.
- Once the general topic of your comp exam has been established, you can begin reading on your own at any time to familiarize yourself with the current literature – even before your examiners provide you with reading lists.
- Once you have your reading lists plan your study period to ensure you can cover all the readings within the eight weeks.
- Ensure you have a good understanding of how the three sub areas may converge under your general topic.
- If you have questions regarding your readings you may direct them to either your supervisor or the examiner.
- Remember – the comprehensive examination does not just assess knowledge of content! You will be asked to answer “bigger picture” questions that will probe your ability to critically assess and comment upon what you have read.

IN ADVANCE of WRITING DAY:

- Think about what will make YOU more comfortable writing for the day – if your own mouse, keyboard, office chair will help you manage the exam, bring them with you.
- Make a presentation to yourself in which you discuss the three sub areas and how they interact (or not) within your general topic. You are précising eight weeks worth of readings into about 15 minutes of self talk. This will help your recall once you are in the room writing. Generate some questions on your own that your examiners may pose. You'd be surprised how often you'll come up with the same questions as they do!
- Don't hesitate to ask you post-comp colleagues if they had any useful tips for making it through the writing day. Sometimes another opinion can help put things into perspective.

- Ask a colleague to bring a coffee or other desirable beverage to the admin office part way through the writing day. Make plans to have a colleague or friends meet you at the end of the day so you can relax.
- Remember - your written notes, pda/ electronic devices/ phone cannot be with you during this writing day. None of these devices can be in your writing room. Remind your friends and colleagues that you will be incommunicado for the day.

WRITING DAY

- You will find that 9am to 5pm goes by very quickly. If you need to sketch out your plan for answering the questions, draw it on the whiteboard in the room. Budget your time.
- Bring your comfort items with you - mouse, keyboard, office chair (lucky troll doll or rabbit's foot).
- If you bring electronic devices, knapsack with you, these items must be left in the admin office before you start writing.
- Take time to stretch, take a comfort break, eat your lunch, but remember this is an exam and you are supposed to be doing this solo. Popping out of the room to consult with a fellow grad is *not* permitted.
- You have questions from three examiners. If you are not certain how to interpret the question, the first line of your answer to that question should be your *interpretation* of the question. Even if your answer to the question is "wrong" it will still have value to the examiner in terms of assessing your ability to use the readings and respond to academic inquiry in a comprehensive manner.
- Answer FIRST the question posed by the examiner who is least familiar with your work and accomplishments. Inevitably, the first question is where you will use that largest amount of your time.
- Answer LAST the question posed by the examiner who knows you best. If you run short on time, the examiner who knows you best is more likely to understand what you're trying to say even if your answer is truncated.
- This said, it may be useful for you to work on all three questions simultaneously. Although the questions cover different sub areas, there is often a degree of overlap where your answer process for one question may aid you in answering another.
- Again, budget your time so you can cover all three questions. Your answers can be up to 10 pages in length (double spaced, font size 12) but there is no minimum length. You are expected to write your answer in complete sentences with solid arguments/justifications, not in point form.
- If you need to draw a schematic or other diagram to support your answer, ask for paper and pencil. Drawings do not constitute part of the 10 page per answer limit.

IN PREPARATION for ORAL DEFENCE DAY:

- Your answers will be emailed to you after writing day. Review them as often as you need.
- You are permitted your reading lists, questions, and answers with you during the exam. Be prepared to go to specific pages should an examiner call upon you to do so. Bring paper and pen to take notes as you require.
- Dress nicely, yet comfortably. It's a measure of respect for your exam committee.
- Bring a bottle of water... or two.
- Your exam room has been booked for your use 30 minutes in advance of the start of the oral comp.
- If an oral examiner is attending via SKYPE, the set up is your responsibility. You can have a friend or colleague help with this aspect in advance of the exam.
- The room is equipped with chalk or markers should your examiners ask you to make use of blackboard or white board. Don't be shy.

FORMAT of the DEFENCE:

- This is the last exam you are likely to take in which you are not the expert in the field. You will be challenged; you will be expected to speculate and extrapolate on what you have read and on the answers you provided to the examiners' questions.
- Attending your oral comp will be the chair, and the three examiners. Your supervisor cannot attend. This is not a public event.
- Even if you are familiar with them, address your examiners by their professional titles, until/unless they ask you to do otherwise.
- The chair will ask you to leave the room at the outset while the committee decides on the order of questioning. If you have not met your examiner(s), the chair will introduce you to one another.
- Your responses to your examiners' question should provide them with information they may not have gleaned from your written work.
- Each examiner will have a specific amount of time to ask questions. The number of questions will vary from field to field, from defence to defence.
 - If there is only one round of questions, you've likely provided satisfactory and fulsome answers such that your comprehensive knowledge has been proven. Be prepared for "Just one more thing, if I may..."
 - If there are three rounds of questions, rise to the challenge and promote good academic discussion in a professional manner.
 - Everyone's oral comp experience will be unique.
- You may know the answer to the question, but let the examiner finish BEFORE you start your response.
- THINK before you speak. BREATHE before you speak.
- If you need time, take a sip of water. It creates a natural pause.
- If an examiner asks a long complicated question, asked him or her to restate it. They too are thinking while speaking and may deviate from the subject. A reiteration of the question is often clearer, more concise, and you can more readily respond to it.
- Part of the examiner's role is to determine the limits of your knowledge. A response of "I don't know" will usually happen eventually since this is not an area of your particular expertise. A better response might be *"That's a good question. Based on my knowledge at this point, I would say/feel/expect/assume.... Were I to suppose XYZ, then perhaps ABC might follow" (and if appropriate -) "This is something I would have liked to explore had there been time to read up on a sub area [not covered/explored by your examiners]."*
- This exam may seem like a conversation between colleagues. Be respectful even if the question falls outside your assigned topic, and especially if it is asked in an unpleasant tone. This is your oral defence of your written answers so DEFEND YOUR position BASED ON FACTS, not on personal opinion, especially when this opinion is in opposition to that of your examiner.
- The chair's role is to ensure order, that time limits are adhered to, and that the discussion stays on topic. That said, sometimes a chair will ask a question. Roll with it; the chair is as curious as the rest of the committee. Besides, he or she agreed to undertake this role.
- Remember – at this stage in your career you are considered a junior colleague; one who is expected to be able to converse in an articulate and critical manner on topics upon which you are being questioned.

SUPPLEMENTARY WORK

- Your examiners may want more information from you to prove you have comprehensive knowledge of the topic and the sub areas. You may be given a supplementary question, or you may be asked to provide a more in depth answer to one of the original questions. A time frame will be determined and you will need to submit your supplementary work to your exam chair (copy admin office) at that time.

- If you had to rush to complete your final answer on writing day, supplementary work provides you with an opportunity to demonstrate a more fulsome understanding of the literature and show the examiner the extent of your knowledge.
- View this, not as a failing, but as an opportunity to build on your knowledge.

REQUESTS MADE and QUESTIONS HEARD at DEFENCES:

- Can you summarize your experiences learning about this topic and its sub areas in one (two) sentences?
- What have you learned that you can take forward to future endeavours?
- Can you apply what you've learned to a novel situation?
- What did you not know? Does this experience change your perspective moving forward?
- Anything you would add/change now that the questions have all be asked and answered?
- Did you have any biases in your answers based on your previous experience/knowledge?
- How do the topic and the sub areas matter to the world? Your research? Why should we care?
- Which reading did you find most important/ interesting/ compelling and why?
- Pick one or two of your readings and tell us how you would have done things differently (ie, better). Be prepared to defend you answers.

Remember - Intelligent people disagree as often as they agree. It's the nature of academia.

YOU'VE SPENT EIGHT WEEKS STUDYING THIS MATEIRAL INTENSIVELY.

BE CONFIDENT.

AFTER the ORAL DEFENCE:

- Thank the chair, thank your examiners.
- The examining committee may suggest more readings to improve your knowledge of the topic.
- Meet your friends to celebrate your success. You are one step closer to achieving your PhD.
- Once you have passed, you can change your cv – you are now PhD (ABD).

June 17, 2015 JLL:MJM/rc

Department of Kinesiology, McMaster University TODAY'S DATE:

COMPREHENSIVE EXAMINATION - PhD SUPERVISOR'S ARRANGEMENTS

Student:

General Topic:

Committee member 1:

*include affiliation &
contact information*

Sub-topic:

Committee member 2:

*include affiliation &
contact information*

Sub-topic:

Committee member 3:

*include affiliation &
contact information*

Sub-topic:

PLEASE NOTE: Committee members **EXTERNAL** to McMaster must receive SGS approval before the committee sits. Please ensure such approval is sought at least one month before committee plans to sit.

PLEASE COMPLETE ALL HIGHLIGHTED SECTIONS

Department of Kinesiology, McMaster University TODAY'S DATE:
COMPREHENSIVE EXAMINATION - PhD SUPERVISOR'S ARRANGEMENTS

Student:

Reading Start Date:

Reading begins no earlier than 8 wks before intended written exam; committee members may each provide UP TO fifteen (15) readings for a student. Citations only; no links, no abstract shall be included. Please copy the reading list to the Grad Administrator.

Written Date:

8 wks after reading begins

Room:

Time:

Oral Date:

1 wk after written exam is complete

Room:

Time:

Checklist for progression through the process

- Reading lists sent to Grad Administrator
- Rooms, times, dates, A/V equipment & USB booked through Grad Administrator
- Committee members are confirmed to attend
- External members approved by SGS
- Comprehensive exam Chair confirmed through Grad Administrator
- Received questions from committee members; copy to Grad Administrator
- Reconfirm arrangements with Grad Administrator the day before written
- Receive answers from Grad Administrator (*if answers are received direct from student, copy same to Grad Administrator*)
- Confirm that all answers are sent to all committee members
- Confirm that answers are sufficient to allow oral to proceed; inform chair & Grad Administrator
- Reminder 1 day before oral to committee and Grad Administrator
- Confirm paperwork has been prepped for the Comprehensive Chair
- Following oral, Chair confirms that paperwork has been completed
- Chair returns paperwork to Grad Administrator
- Paperwork submitted to SGS by Grad Administrator to update student's file

PLEASE COMPLETE ALL HIGHLIGHTED SECTIONS.

Department of Kinesiology, McMaster University TODAY'S DATE: _____
COMPREHENSIVE EXAMINATION READING LIST

Student:

Committee member:

Date of submission:

*Committee members may each provide UP TO fifteen (15) readings for a student.
Citations only; no links, no abstract to be included.*

SAMPLE:

#. Able, J., Whiskey, S.E., Echo, M., Delta, R.Q. Age-related activation of uncontrolled impulse buying independent of credit rating and bankruptcy history. Spending Age, 2008 Sep:130(4): 123-128. Epub 2008, June 2. PubSpend PSPD: 13856456; PubSpend Central PSPND : PSP2536466.

Student: _____	ID: _____	Supervisor: _____
[name]		[name]

Current Supervisory Committee:	[name]
	[name]
	[name]
	[name]

External Member:	[name]
	[title]
	[institution]
	[coordinates]

Comments:

Date of Comprehensive Examination: _____

SIGNATURES:

Supervisor

Associate Chair, Graduate Studies

Date

*CV attached
March 2010 /rc*

While this guide outlines the principal responsibilities, its purpose is to clarify process for all concerned; it does not replace the graduate Calendar nor does it override existing graduate policy.

The primary role of the Chair of the Oral Comprehensive Examination is to ensure and protect the rights of the student by facilitating the fair progress of the oral examination. The Chair's responsibilities in this regard include: assigning the order of the questions, ensuring that questions are relevant and fall within the scope of the assigned readings, adjudicating conflicts and, facilitating decisions regarding the evaluation and grading of the comprehensive examination.

As a Comprehensive Exam Chair you are expected to:

- Be aware of examination process as laid out in the departmental grad handbook and as stipulated in the School of Graduate Studies Calendar
- Read and ensure completion of the candidate's examination package
 - Package is available after the written examination is deemed satisfactory by the three examiners
- Communicate the decision of the examination committee to the candidate following completion of the examination
- Ensure order during the oral examination
 - Chair may determine number of rounds of questioning, start and stop of questions and answers, in consultation with the examiners
 - Chair may determine times when the candidate should leave the room, and will invite the candidate to return when appropriate
- Ensure that supplementary work is assigned if and as required and that the appropriate form is completed and agreed upon by all parties
- Ensure that all paperwork is signed appropriately and returned to the Graduate Administrator

BEFORE THE EXAM

As soon as possible after the written portion of the exam is completed by the candidate, a Chair's Package will be compiled for your use and referral. This package contains the material upon which the candidate is to be examined and includes:

- A cover page detailing the date, time, location of the exam, the candidate's name, and the names of the committee members.
- The three reading lists provided to the candidate by the examiners
- The questions to the candidate from the examiners
- The corresponding answers to the questions from the candidate
- Confirmation mails from committee members indicating they are prepared to hear the oral defense of the written answers to their questions. Every effort will be made to ensure that these emails confirming progression the oral exam phase are obtained from the examiners but in rare cases they may not be forthcoming in time to include them in this Chair's package. In these cases, please assume that the oral defence of the written work will proceed as scheduled.

Please ensure that you collect this package from the Graduate Administrator and review it's contents at least two days before the scheduled date of the Oral Examination.

AT THE START OF THE EXAM:

The Chair should formally introduce himself/herself as the representative of the department and clarify his/her role in the examination process.

The Chair should provide a very brief overview of the structure and format of the comprehensive exam process and its place within the graduate program. This is of particular importance when the committee includes faculty members who are external to the department and unfamiliar with the department's process. Chairs are asked to familiarize themselves with this process by reviewing the relevant section of the grad handbook (https://www.science.mcmaster.ca/kinesiology/images/files/graduate/Kinesiology_Graduate_Program_Handbook.pdf) before the scheduled examination date.

The Chair **must** review with the committee and the candidate the requirement that the Oral presentation must satisfy all examiners (3/3) in order for the candidate to PASS. If decision on the oral portion is not 3/3, the candidate has the opportunity to complete supplementary work (assigned by any examiner as appropriate) to better demonstrate his/her ability to concisely and accurately synthesis the studied material.

There are only two possible for the exam:

- PASS
- FAIL, which may result in the commission of supplementary work

AT THE END OF THE EXAM

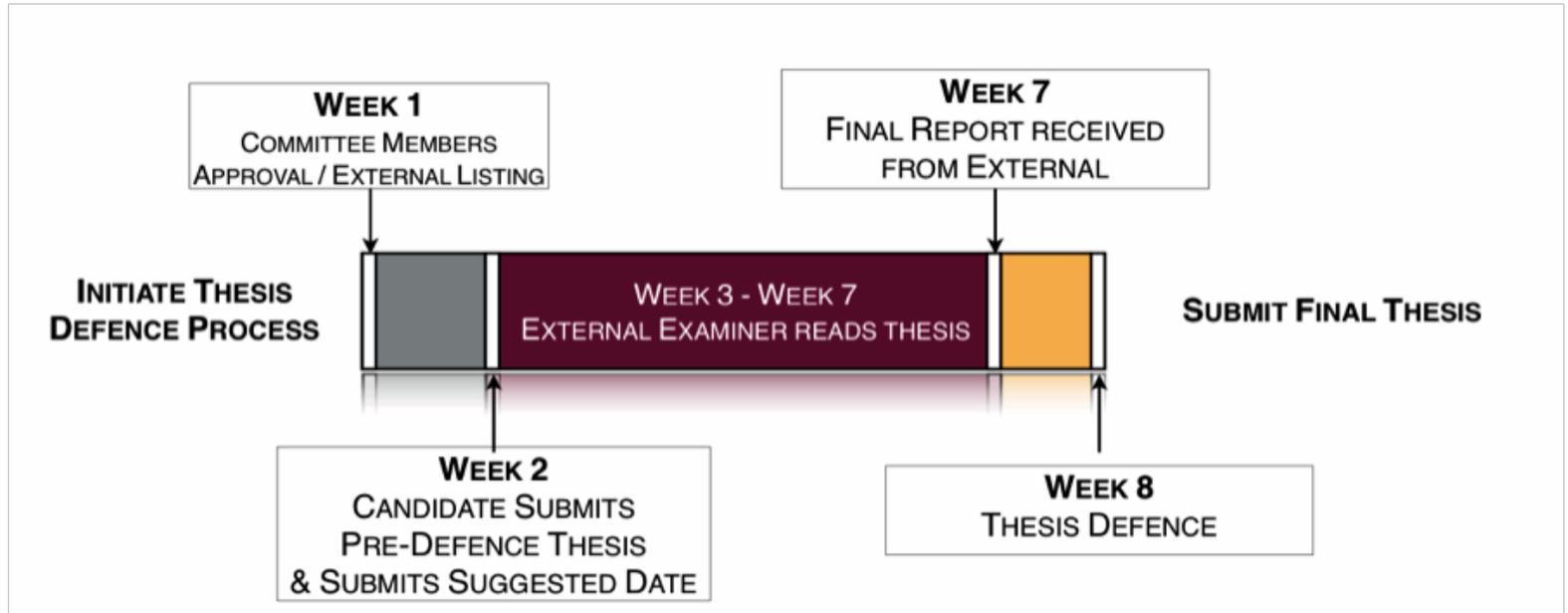
The Chair shall:

- Communicate the decision of the examination committee to the candidate.
- Should it be required, ensure that supplementary work is assigned and that appropriate paperwork is completed and agreed upon by all parties
- Secure signatures and comments from each examiner; return paperwork for grad Administrator for processing
- Thank the examiners formally on behalf of the department

And thank you for fulfilling this important service role.

July 24, 2018/car

Thesis Defence Timeline



GRADUATE STUDIES PhD THESIS DEFENCE INFORMATION SESSION

Tips based on the experiences of Rayna & Melec, two recent PhD grads, and the input of KINES Grad Management Team
July 10, 2015

WISE MOVES:

- Keep the avenues of communication open between you and your advisor, between you and the members of your supervisory committee. This is essential for a collegial, prospering atmosphere and a great grad experience.
- You can start writing your thesis at any time. You have 4 years to make this work. Don't wait til the last few months to start putting it on paper.
- Make sure you work well ahead of time to secure permissions to include copyrighted material in your thesis.
- Ensure you acknowledge your colleagues, and anyone who contributed to any of the work towards your dissertation.

IN ADVANCE of the DEFENCE:

- Attend defences in your field of study or defences in which your committee members are involved. Listen to the comments and questions to get an idea of how things run. This can help familiarize you with the environment and determine common questions that may also pertain to your case.
- Present your work at conference, symposia, in front of your lab group, or your Lab puppy. Attempt a 3 Minute Thesis competition – this will help you present 4 years worth of research in a very small amount of time.
- Submit your thesis to your advisor, your committee members for review/edits BEFORE you submit your final copy for the defence process. This will improve your thesis and will provide you with insight into how an examiner may review and interpret your work. Questions asked by members of your supervisory committee may foreshadow the questions asked by your examiners at the defence.
- Please spellcheck your work. Don't hesitate to ask a layman to review your writing. Sometimes an outsider has a view that lets you to see your work in a new light.
- Once you submit your copy and initiate the defence process on line, a list of external examiners is determined by your supervisor (not by you). These potential examiners must be arms length from the process; that is, the nominees SHOULD NOT
 - have been a research supervisor or student of the supervisor or a student within the last 6 years.
 - have collaborated with the supervisor or the student within the past 6 years, or have made plans to collaborate with these individuals in the immediate future.
 - have any other potential conflicts of interest (eg., personal or financial)
 - have been employed by or affiliated with the student's or the supervisor's department within the past 6 years, or expect to become employed in the department in the immediate future.

IN PREPARATION for DEFENCE DAY:

- Test YOUR computer for your presentation ahead of time. You might do this as much as a week in advance, but it is essential to make sure your computer works well with the projector and any other devices.
- Dress nicely, yet comfortably. It is a measure of respect you exhibit for your exam committee.
- Arrive at the defence room early – 30 minutes recommended – to ensure everything is set up appropriately and to get familiar with conference call/SKYPE set ups.
- Make sure the room is equipped with chalk or markers should your examiners ask you to make use of blackboard or white board.
- Recruit a friend or colleague to take notes during the defence. Make sure your note taker knows your field and can write legibly. This way if you miss something, there is a back up; and knowing someone else is taking notes permits you to concentrate on the questions and formulation of your answers.

- Bring a copy of your thesis with you. Be prepared to go to specific pages should an examiner call upon you to do so. Bring paper and pen to take notes as you require.
- Bring a bottle of water... or two.

FORMAT of the DEFENCE:

- Attending your defence will be the chair, the members of the examining committee, external examiner, and your audience. A defence is a public event, so your colleagues, classmates, friends and family, and members of the public may constitute the audience.
- Even if you are familiar with them, address the examiners by their professional titles.
- If your external reviewer cannot be present for the defence, SGS will work to find an *internal* external examiner from the McMaster community to be present at the defence.
- The chair will introduce you and the committee members and the external examiner.
- The audience and you will be asked to leave the room while the committee decides on the order of questioning.
- When everyone is settled back into the room, you will deliver your presentation. You should speak for 15 to 20 minutes, no more. Keep in mind that your examining committee has already read your thesis. Identify any technical difficulties and how you overcame them. Try to summarize your work in general terms, explain its importance to the field, or how it may affect the world. [This is where your presentation experience can really help you get to the crux of the research in record time.]
- After you complete your presentation, feel free to ask if you can sit for the questions *if that makes you more comfortable*. This can create a sense of this being a discussion among peers and may be more relaxing for you. If your examiners wish to you to remain standing, please do that. If you wish to remain standing, please do.
- Each examiner will have a specific amount of time to ask questions – usually 10-20 minutes per examiner.
- There will usually be two rounds of questions, but this varies from field to field, from defence to defence.
 - If there is only one round of questions, you've likely provided satisfactory and fulsome answers such that your expertise has been proven. Be prepared for "Just one more thing, if I may..."
 - If there are three rounds of questions, rise to the challenge and promote good academic discussion in a professional manner.
 - Everyone's defence experience will be unique.
- You may know the answer to the question, but let the examiner finish BEFORE you start your response.
- THINK before you speak. BREATHE before you speak.
- If you need time, take a sip of water. It creates a natural pause.
- If an examiner asks a long complicated question, asked him or her to restate it. They too are thinking while speaking and may deviate from the subject. By reiterating the question, the second version is often clearer, more concise, and you can more readily respond to it.
- Try not to say "I don't know" if the answer is beyond you or outside your field. Part of the examiner's role is to determine the limits of your knowledge. A better response might be *"That's a good question. Based on my knowledge at this point, I would say/feel/expect/assume.... Were I to suppose XYZ, then perhaps ABC might follow. (and if appropriate -) This is something I would have liked to explore had there been more time/money/equipment/victims."*
- Always be respectful even if the question falls outside your field, and especially if it is asked in an unpleasant tone. This is your defence, so DEFEND YOUR WORK BASED ON FACTS, not on personal opinion, especially when this opinion is in opposition to that of your examiner.
- When the examiners are finished, the chair may ask if there are questions from the audience. Be prepared to respond in plain language as your audience may not be as familiar with the field as your examiners.

- The chair's role is to ensure order, that time limits are adhered to, and that the discussion stays on topic. That said, sometimes a chair will ask a question. Roll with it; the chair is as curious as the rest of the committee. Besides, he or she volunteered to do this.

REQUESTS MADE and QUESTIONS HEARD at DEFENCES:

- Any question asked by reviewers in your past journal submissions
- Questions about the work of others that you've cited in your thesis
- Define basic words and terms used in your thesis
- Can/would you apply your work to another system/time/environment/ situation?
- What other factors could have influenced your results?
- Can you summarize your thesis in one sentence?
- What have you learned that you can take forward to future endeavours?
- Can you apply what you know to a novel situation?
- What did you not do? Could you not do?
- Knowing what you know now, what would you have done differently?
- Anything you would add/change if time and money were not a consideration?
- Alternative hypotheses? Errors in measurements? Biases in your research?
- Your career plans?
- How does your research matter to the world? Why should we care?

Remember that disagreements you've had with your supervisor or committee members will be brought out into the open, so expect it. Be prepared with an answer - defend using facts – for any of those conflicts. Intelligent people disagree as often as they agree. It's the nature of academia.

IT'S YOUR DEFENCE. YOU ARE THE EXPERT IN THIS FIELD. BE CONFIDENT.

AFTER the DEFENCE:

- Thank the chair, thank your examiners, thank your committee members and thank your supervisor.
- There are licensing papers you'll need to sign. Please read them.
- Your thesis may be embargoed. Be aware that this is to permit portions to be published elsewhere before the entire document becomes public knowledge.
- The examining committee made decide you have no changes to make, minor changes, or major changes.
- Once your thesis changes are made and approved by your supervisor, you have ONE CHANCE to load your thesis to MacSPHERE.

If you wish to graduate at November 2015 convocation, your defence process must be completed BY SEPT 23, 2015.

Sample Timeline PhD

