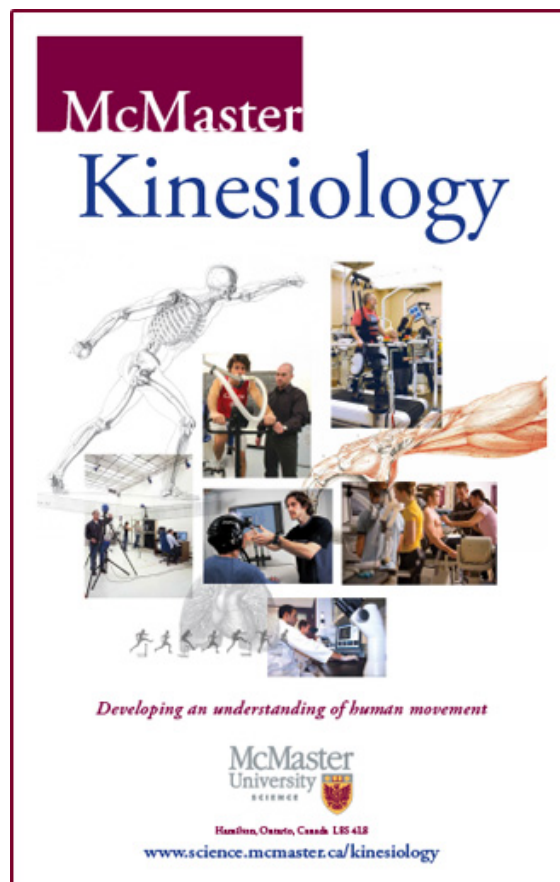


# DEPARTMENT OF KINESIOLOGY GRADUATE STUDENT HANDBOOK

**2022-2023 ACADEMIC SESSION**



**McMaster University**  
**Hamilton, Ontario, Canada**

If there are any discrepancies between this document and the 2022-2023 Graduate Calendar,  
the Graduate Calendar prevails.

Hello, and welcome to the graduate program in Kinesiology at McMaster! You have now begun 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 you a collegial, interactive, and enriching experience.

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](mailto:kingrad@mcmaster.ca). Also, please feel free to contact me directly ([pjkeir@mcmaster.ca](mailto:pjkeir@mcmaster.ca)) or drop by to visit in person. My door is always open.

Welcome aboard!

**Peter Keir**

Associate Chair – Graduate Studies

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### Websites of Interest

Department Contacts	<a href="https://www.science.mcmaster.ca/kinesiology/contact/contact-us.html">https://www.science.mcmaster.ca/kinesiology/contact/contact-us.html</a>
Undergraduate Course Schedule	<a href="https://registrar.mcmaster.ca/build-degree/class-search/">https://registrar.mcmaster.ca/build-degree/class-search/</a>
Graduate Course Schedule	<a href="https://www.science.mcmaster.ca/kinesiology/graduate/graduate-courses.html">https://www.science.mcmaster.ca/kinesiology/graduate/graduate-courses.html</a>
Department of Kinesiology Forms for Graduate Students	<a href="https://www.science.mcmaster.ca/kinesiology/graduate/graduate-forms-degree-info.html">https://www.science.mcmaster.ca/kinesiology/graduate/graduate-forms-degree-info.html</a>
Graduate Studies Dates and Deadlines	<a href="https://gs.mcmaster.ca/current-students/dates-and-deadlines/">https://gs.mcmaster.ca/current-students/dates-and-deadlines/</a>
Helpful Links	<a href="https://www.science.mcmaster.ca/graduate-studies/grad-helpful-links.html">https://www.science.mcmaster.ca/graduate-studies/grad-helpful-links.html</a>
Kinesiology Graduate Student Association (KGSA)	<a href="https://www.science.mcmaster.ca/kinesiology/graduate/kinesiology-graduate-student-association.html">https://www.science.mcmaster.ca/kinesiology/graduate/kinesiology-graduate-student-association.html</a>
Graduate Student Association	<a href="https://gsa.mcmaster.ca/">https://gsa.mcmaster.ca/</a>

## **Faculty of Science's General Guide to Being a Graduate Student**

Please visit  [Faculty of Science Graduate Handbook General Content.docx](#) for the Faculty of Science General Guide to Being a Graduate Student. This guide is meant to cover general questions and concerns regarding graduate studies in the Faculty of Science at McMaster University.

### **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: <https://academiccalendars.romcmaster.ca/index.php?catoid=46>. 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 send your completed PDF form to Carol Robinson, the Academic Program Assistant – Graduate Studies, email: , who will obtain the signatures of either the Department Chair or Associate Chair. The forms will then be submitted electronically 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 conflict with any of the assigned TA duties. If a conflict arises, contact the Associate Chair, Undergraduate Studies 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 – March 11 2020 Senate Secretariat website <https://secretariat.mcmaster.ca/app/uploads/Academic-Integrity-Policy-1-1.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) is 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 Graduate Academic Program Assistant to ensure accurate records. The M.Sc. fillable report form(s) (Appendix B) for supervisory meetings is found on the FORMS page of the department website. For Ph.D. students, the report form is now done online. A sample of what a completed report looks like can be found in Appendix C. For you to receive the online form, our Academic Program Assistant – Graduate Studies 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 the Academic Program Assistant – Graduate Studies at least two weeks 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.

Students must submit a pre-approval form (see Appendix D- 1) to access the graduate travel funds. Once they have received department approval, they can then proceed with their travel/conference arrangements. 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” with regards to 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, Mandatory Training Modules**

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.

Along with SGS 101 and SGS 201, a minimum of seven Health & Safety modules listed below must also be completed:

COVID-19 Awareness, Asbestos Awareness, COVID-19 Awareness, Ergonomics, Fire Safety, Health and Safety Orientation, Slips/Trips/Falls and Dealing with Violence in the Workplace, WHMIS 2015,

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".

Effective September 2021, TAs/RAs in Lieu are required to complete 5-hours of training one-time as a CUPE Local 3906, Unit 1 member at McMaster University (not once per Term or appointment).

There are two core workshops that TAs will need to complete - Anti-Oppression (2-hour workshop) and TA Rights & Responsibilities (1-hour workshop). There are some areas who will be offering training that is deemed to be sufficiently similar to the Anti-Oppression and TA Rights & Responsibilities workshops, in which case TAs will complete the training provided by their Faculty/Department/Program.

In addition to the core 3-hours (Anti-Oppression and TA Rights & Responsibilities), TAs will also be required to complete an additional 2-hours of mandatory training. The 2-hours of training can be completed through the centrally offered training available through Avenue to Learn (more information on the workshops below) or through the Faculty/Department/Program where the TA is employed.

All centrally offered training will take the form of online asynchronous workshops that will be available in Avenue to Learn. To complete a workshop, TAs must review all the content included and complete the associated 10-item quiz with a score of 100%. The following is a list of training modules that will be available in September:

- **Anti-Oppression (core workshop)**
- **TA Rights & Responsibilities (core workshop)**
- Accessibility/Disability Inclusion
- Building and Maintaining Student Motivation
- Engaging Students in Active Learning
- Facilitating Effective Discussions
- An Introduction to Avenue to Learn
- Introduction to Indigenous Cultural Competency
- Leading Effective Labs
- Leading Effective Tutorials
- Marking Efficiently and Effectively
- An Overview of McMaster-Supported Teaching Technologies
- Teaching Contentious Topics

The specific training workshops student are required to complete will be determined in consultation with their Supervisor/Department and will be completed within the first 2-weeks of the start date of TA Appointment. More information about the training is available at: <https://hr.mcmaster.ca/mandatory-ta-training> . Please Note: TAs are expected to complete this 5-hour paid training once during their employment as a Unit 1 member at McMaster (not once per appointment).

### **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. If you are NOT taking a course in a particular term, please enroll in SGS 700 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/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:

- KINESIOL 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 (KINESIOL 702 or KINESIOL 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 KINESIOL 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 KINESIOL 702 should enrol in the term in which the study will be COMPLETED. Supervisor and student must submit a permission form/outline for their particular study with the administrative office. The form found on our website (<https://www.science.mcmaster.ca/kinesiology/graduate/graduate-courses.html>) Once the permission has been added to MOSAIC, the student will then be informed by the Academic Program Assistant – Graduate Studies to register for the course.

## **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/app/uploads/2019/10/Prep\\_Guide\\_Masters\\_and\\_Doctoral\\_Theses\\_August-2021.pdf](https://gs.mcmaster.ca/app/uploads/2019/10/Prep_Guide_Masters_and_Doctoral_Theses_August-2021.pdf)

### **Research Plagiarism Policy**

Prior to the final thesis being submitted to the defence committee for review, the supervisor will be required to run the student's thesis through the university provided software to check for similarities between other documents. Only after the document has been checked, reviewed and potential changes have been made, can the thesis be sent out to the examination committee. For a full review of the policy please visit [Research Plagiarism Checking Policy](#).

### **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 Studies 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/current-students/completing-your-degree/masters-thesis/> under the Defend tab. Students should advise the Graduate Academic Program Assistant 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 Academic 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 and indicated on a Supervisory Committee report ; paperwork must be submitted to the Graduate Academic Program Assistant 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 is to be indicated within a Supervisory Committee report that must be submitted to the Graduate Academic Program Assistant to ensure records are accurate
- Examination committee is struck. Oral defense details are coordinated by Graduate Academic Program Assistant
- 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 - Graduate 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 - Graduate Studies.

Those MSc candidates who are considering accelerating into the Ph.D. program should complete KINESIOL 702 Independent Study as one of their 2 courses since the public presentation of original data is a requirement of the promotion process. Students who are required to take KINESIOL 702 must complete the appropriate permission form found on our website (<https://www.science.mcmaster.ca/kinesiology/graduate/graduate-courses.html>) then submit to our Academic Program Assistant – Graduate Studies for further processing. Once the permission has been added to MOSAIC, the student will then be informed by the Academic Program Assistant – Graduate Studies to register for the course.

Change of Status form (accessible through the School of Graduate Studies website) must be completed and submitted to the Graduate Academic Program Assistant 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 Studies, of their intent by June 15 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 Graduate Academic Program Assistant, unless specifically authorized by the Associate Chair -Graduate 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 being KINESIOL 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:

- KINESIOL 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.
- KINESIOL 713, Ph.D. level Directed Reading course, requires that a detailed course outline containing the reading lists and method of evaluation be filed with the Graduate Academic Program Assistant.

If you have questions about whether the course you are considering qualifies towards your program requirements, please contact the Associate Chair - Graduate Studies PRIOR to taking the course.

Students who are required to take either KINESIOL 702 or 713 must complete the appropriate permission form found on our website (<https://www.science.mcmaster.ca/kinesiology/graduate/graduate-courses.html>) then submit to our Academic Program Assistant – Graduate Studies for further processing. Once the permission has been added to MOSAIC, the student will then be informed by the Academic Program Assistant – Graduate Studies to register for 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**

As a result of the ongoing public health situation in Ontario, the format of the comprehensive examination process described below has changed. This new process is detailed in Appendix M and will remain in effect until further notice.

### **Comprehensive Examination**

The purpose of the comprehensive exam is to challenge the candidate's knowledge in research areas at arm's length from the student's dissertation topic. This educational experience provides the unique opportunity to obtain in-depth

knowledge in research areas that are typically outside of the scope of the student's PhD studies. The skills and knowledge obtained are intended to facilitate the opportunity to communicate with experts in the broader scientific community for the purpose of exchanging scientific knowledge, teaching, performing grant and manuscript reviews and other duties that are common to academia and industry. The comprehensive exam process is fundamental to maintaining the integrity of the PhD degree in Kinesiology and is therefore regarded as the final benchmark for continued success in the doctoral degree program. Students are encouraged to embrace the challenge of the comprehensive exam process with enthusiasm and motivation.

### **Overview of Comprehensive Exam Process**

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 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. Supervisors will be asked by the Academic Program Assistant (Graduate) in early April as to the approximate anticipated timing of upcoming Comprehensive Examinations.

The comprehensive examination must 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 an 8-hour take-home exam delivered and submitted electronically. Submitted materials will be checked for originality by the Associate Chair, Graduate Studies or delegate. Students are expected, and encouraged, to take a 30-minute lunch. . 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 they obtain a pass (P) on all three questions after 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.

A duly constituted comprehensive examination committee will then be formed consisting of three members. One member (only one) *must* be from the student's supervisory committee. The supervisor cannot be a member of this examination committee. The remaining two members must be at arm's length of the student's thesis. 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 based upon his/her unique expertise in the area, as well as a copy of the examiner's current curriculum vitae and appropriate School of Graduate Studies Application for Membership in the Graduate Supervisory or Examination Committee form must be forwarded to the Dean of Graduate Studies via the department's Associate Chair, Graduate Studies. This paperwork should be submitted at least one month before the comprehensive examination process begins (i.e. one month before the start of eight week reading period) to ensure approval timely processing.

Prior to the examination, the supervisory committee will identify a general "theme" for the examination and three specific 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 examination committee member will be responsible for one subtopic, and each member will provide a list of 12 to 15 readings relating to their respective subtopic. Of these readings a maximum of three may be review articles or book chapters while the remaining must be primary source research papers. It is the responsibility of the student's supervisor to ensure that the readings are appropriate and of reasonable length.

One week prior to the start of the reading period examiners will provide their (1) reading list and (2) question for the written component of the comprehensive examination. These materials must be sent electronically to the Graduate Administrator ONLY (kingrad@mcmaster.ca). If these materials are not submitted on time, it is the responsibility of the supervisor to secure them from the examiners as soon as possible.

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

The final pass/fail outcome of the comprehensive examination will be determined by each examiner from an assessment of **both** the written work and the oral defence of that work (i.e., there is no separate grading assessment of individual components).

### **Written Component**

The written examination will consist of three specific questions, one from each examiner, that are related to each subtopic. The written exam will be an 8-hour take-home exam delivered and submitted electronically via the Kinesiology Comprehensive Exam Course shell in Avenue to Learn. Students will be required to log into Avenue to Learn at 8:30 a.m. the day of their examination where they will access their examination questions. Materials are to be submitted by 4:30 p.m. and will be checked for originality by the Associate Chair, Graduate Studies or delegate. Students are expected, and encouraged, to take a 30-minute lunch. The student will be provided with an electronic copy of the of the questions as well as a clean copy of the three reading lists at the start of the written portion of the examination. 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. 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).

Should a student wish to do the examination on campus, a room will be provided by the department. Nothing other than the student's laptop, exam questions, reading list and blank paper provided by the department is permitted in the room where the student is writing. Students are not permitted to enter the examination room until invited by the Graduate Academic Program Assistant.

Written responses are to be uploaded to the Assignments portal in Avenue to Learn by 4:30 p.m. on the same day. The Graduate Academic Program Assistant will receive a notification once the written answers are submitted and who will then email the answers to the examination committee, the student, the student's supervisor, the Associate Chair (Graduate Studies) and the Comprehensive Chair. Examiners are asked to confirm receipt of the candidate's answer by email to the Associate Chair, Graduate Studies, copying the Graduate Administrator, at their earliest convenience but not later than 3 business days following the day of writing. At this stage we are only asking examiners to determine if, in their expert opinion, the student has made a "sufficient effort"<sup>1</sup> to complete the written answer to their question. The full examination of the student's response to the written question will take place at the oral defence portion of the exam the following week. If any of the three comprehensive examiners are of the opinion that the student did not make a "sufficient effort" the comprehensive examination will be deemed a failure.

If one or more of the examining committee members is of 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 Studies, the oral defence will proceed.

Please note, however, that progression to the oral defence does not imply successful completion of the comprehensive examination.

### **Oral Component**

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

During the oral examination, the student will be provided electronically with a clean copy of each of the reading lists, the examiners' questions, and their own written answers. No other materials or aids are permitted at the oral defence.

### **Outcomes:**

There are three outcome options at the end of the oral examination: Pass, Pass with Conditions and Fail.

**Pass:** all three examiners are in agreement that the student has achieved the required high level of success in the written and oral components of the comprehensive exam. No further work is required.

**Pass with Conditions:** one or more of the examiners have deemed that some supplemental work is necessary to pass. The details of the supplemental work is to be determined by the examiner(s) and comprehensive exam chair. These details will include the nature of the supplemental work, due date and date of evaluation by the examiner(s) whom have requested the work. If the student completes this supplementary work to the satisfaction of the original examiner, the question shall be deemed a pass.

**Fail:** one or more of the examiners have determined that the response(s) to their questions are insufficient in that the student has not demonstrated the necessary mastery of the material. No opportunity for supplemental work will be provided. In the case of a failed comprehensive examination, and in accordance with School of Graduate

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<sup>1</sup> Sufficient Effort in this context means that the student has made a reasonable attempt, in the opinion of the examiner, to answer the question. Such an effort does not require that the student be "correct" or particularly expansive in their answer, only that they have demonstrated to the satisfaction of the examiner an honest undertaking in answering the question.

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 formulation a new examination topic, three subtopics, and 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 Graduate Academic Program Assistant.

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

### **Student and Supervisor Responsibilities**

#### **Student's responsibilities:**

The student is responsible for:

1. Consulting with the supervisory committee in formulating an examination topic that is of interest and benefit to the student and providing input on possible timelines that will establish the examination period.
2. Passing the exam.

Once the student has agreed to the timeframe and the examination topic and subtopics, their responsibilities with respect to the actual administration of the examination process is at an end. The student is not to contact the examiners, organize room bookings, or liaise with the department with respect to logistics. All responsibilities associated with organizing the examination are those of the department and the student's supervisor.

#### **Supervisor's responsibilities:**

The supervisor is responsible for:

1. Striking the comprehensive examination committee in consultation with the student's supervisory committee.
2. Contacting comprehensive examiners to secure their participation and solicit their availability. At this time the supervisor will confirm with the comprehensive examination committee the main examination topics and their respective subtopics.
3. Ensure comprehensive examiners are aware of the rules, regulations, and timings of McMaster Kinesiology Comprehensive Examination process.
4. Supervisors must be aware that examiners external to McMaster University require written approval from the School of Graduate Studies prior to scheduling the examination. The supervisor is to request the external examiner complete the School of Graduate Studies Application for Membership in a Graduate Supervisory or Examination Committee form and provide their CV. The supervisor submits the completed paperwork to the Associate Chair-Graduate Studies, copied to Academic Program Assistant (Graduate) no fewer than six weeks prior to the start of the eight-week reading period. Supervisor will be notified of School of Graduate Studies response regarding the appointment of the requested examiner(s). NOTE: School of Graduate Studies rules stipulate that a

maximum of two examiners whose primary appointment are external to McMaster University may serve on an examination committee. One member must be internal (from the McMaster University Department of Kinesiology).

5. Once the examination dates are confirmed, the Supervisor is to complete and submit the Department of Kinesiology Comprehensive Examination – PhD Supervisor's Arrangement forms to the Academic Program Assistant (Graduate). The Academic Program Assistant (Graduate) will book the rooms for written and oral examinations.
6. Make every effort to ensure that, once the student has received his/her reading lists until the end of the oral examination, the student is released from their typical research responsibilities. Further, the supervisor should inform instructors for whom the student has TA responsibilities that the student is undertaking the comprehensive exam to explore options for reassignment of those TA responsibilities during the 9 week examination period.

Supervisors should complete the following checklist to and ensure conformity to the rules and regulations, to ensure a smooth process for their student.

#### **Checklist of Comprehensive Examination Procedures**

- ☐ Student has completed a minimum residency of 2 semesters (full time) in program
- ☐ Student has successfully completed all required courses with grades filed
- ☐ A duly constituted comprehensive examination committee has been formed
- ☐ Exam topics identified and approved by the supervisory committee
- ☐ Supervisor must solicit examining committee members, confirm willingness to participate and inform them of roles and responsibilities.
- ☐ Associate Chair - Graduate Studies and Graduate Academic Program Assistant have been informed of anticipated timelines for the examination period.

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.

#### **Comprehensive Examiner Responsibilities**

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 12-15 readings consisting of primary research papers, relevant reviews or book chapters. Questions are to be submitted electronically to the Graduate Academic Program Assistant any time after the student has started the reading period no less than one week 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 Graduate Academic Program Assistant.

For the oral component of the comprehensive examination, examiners are expected to come to the oral defence prepared with several questions related to their field of expertise and relevant to the written answer. 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.

## Summary of Comprehensive Examination Regulations and Responsibilities

Role of Graduate Faculty Supervisor Ph.D. Students undergoing the Comprehensive Exam process:

- Complete the Department of Kinesiology Comprehensive Examination – Ph.D. Supervisor’s Arrangements forms (Appendix I); forward it to the Graduate Academic Program Assistant prior to the comprehensive exam
- Arrange booking of all rooms through the Graduate Academic Program Assistant
- Confirm booking of the examination Chair through the Graduate Academic Program Assistant.
- Ensure that all reading lists, papers, questions, and answers are dated and submitted to the Graduate Academic Program Assistant so that they can be appropriately recorded
- If reading lists are received by the supervisor via e-mail forward them to the Graduate Academic Program Assistant who will reformat the lists.
- Should there be committee members external to the Department, it is the responsibility of the supervisor to communicate with them 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 ONLY one of whom 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).

### 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 defence and some members may participate in thesis defence. 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 defence, 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/app/uploads/2019/10/guide\\_for\\_the\\_preparation\\_of\\_masters\\_and\\_doctoral\\_theses-december\\_2016.pdf](https://gs.mcmaster.ca/app/uploads/2019/10/guide_for_the_preparation_of_masters_and_doctoral_theses-december_2016.pdf)

To assist students on how to write, defend and submit a Ph.D. thesis document please visit:

<https://gs.mcmaster.ca/current-students/completing-your-degree/doctoral-degree/>

A PowerPoint presentation regarding the student guide to the thesis defence process for Ph.D. can be found at the bottom of the following website: <https://gs.mcmaster.ca/current-students/completing-your-degree/>

A “**Accelerated**” PhD Defence has been introduced by Graduate Studies 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.

### Research Plagiarism Policy

Prior to the final thesis being submitted to the defence committee for review, the supervisor will be required to run the student’s thesis through the university provided software to check for similarities between other documents. Only after the document has been checked, reviewed and potential changes have been made, can the thesis be sent out to the examination committee. For a full review of the policy please visit [Research Plagiarism Checking Policy](#).

### Completion of Thesis

The student’s supervisor must inform the Associate Chair – Graduate Studies and Graduate Academic Program Assistant 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 online 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 Academic 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 \$44.95 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 \$44.95 per hour for 2022/2023)
- 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 stipend 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 (\$44.95 per hour). The minimum total annual stipend 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 stipend 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 stipend, \$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 P) 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. 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. For information regarding sessional instructor wages, please see their collective agreement at: <https://hr.mcmaster.ca/app/uploads/2019/02/CUPE-Unit-2-Agreement-August-31-2021.pdf>

### **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 Graduate Academic Program Assistant can also provide assistance for direct submit applications. If you are considering unusual grant opportunities or niche funding please involve the Graduate Academic Program Assistant 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 Academic Program Assistant, 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

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#### 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 sample

Appendix D – Frequently Asked Questions Regarding Kinesiology Graduate Travel Award

Appendix E – Sessional Dates 2022-2023

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 –

Appendix M – Ph.D. Comprehensive Exam Process in Extreme Circumstances

Appendix N – Ph.D. Defence Timeline

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

Appendix P – Timeline of Ph.D. Studies

## Application for Membership in a Graduate Supervisory or Examination Committee

A Supervisory Committee or Examination Committee (Comprehensive Examination and M.Sc. Thesis Examination) of a graduate student pursuing traditional thesis-based research in Faculty of Science normally consists of a supervisor and additional tenure-stream full-time faculty members from a Unit where the student is registered. An individual, who, by virtue of their appointment is not granted to serve on a such a committee, can seek approval to participate by completing this form, signing, and submitting it along with their latest curriculum vitae.

<b>Name of Applicant:</b>		<b>Primary Appointment/Institution:</b>	
<input type="text"/>		<input type="text"/>	
<b>Email:</b>		<b>Phone:</b>	
<input type="text"/>		<input type="text"/>	
<b>Current Faculty Appointment</b>		<b>Type of Current Appointment</b>	
<input type="checkbox"/> Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Applicant for a Faculty appointment (specify appointment and type under consideration) <input type="checkbox"/> Other (specify) <input type="text"/>		<input type="checkbox"/> Tenure-stream <input type="checkbox"/> Teaching-stream <input type="checkbox"/> Contractually Limited Appointment (CLA) <input type="checkbox"/> Adjunct <input type="checkbox"/> Industry Professor <input type="checkbox"/> Other (specify) <input type="text"/>	
		<b>Workload Distribution</b> (i.e., research, teaching, and service, e.g., 40:40:20) <input type="text"/>	
<b>Graduate Program for Which Committee Participation is Requested</b>			
<input type="checkbox"/> Biology <input type="checkbox"/> Physics & Astronomy <input type="checkbox"/> Chemistry & Chemical Biology	<input type="checkbox"/> Geography & Earth Sciences <input type="checkbox"/> Kinesiology <input type="checkbox"/> Mathematics & Statistics <input type="checkbox"/> Psychology, Neuroscience & Behavior	<input type="checkbox"/> Computational Sciences & Engineering <input type="checkbox"/> Chemical Biology <input type="checkbox"/> Radiation Sciences <input type="checkbox"/> Neuroscience	

### Type of Committee Participation Requested

☐ Supervisory

☐ Comprehensive Exam

☐ M.Sc. Exam / Chair

### Describe the Following Regarding Roles in Graduate Education and Graduate Student Supervision (attach a letter or email communication)

- Explain briefly how your research expertise and relevant qualifications are needed in the requested committee

### SIGNATURE OF APPLICANT, and Date

Signature

Date

## RECOMMENDATION for the requested privileges

Supervisory or Examination Committee Participation Only, of specific graduate students listed below.

Name

Master or Ph.D.

Duration of participation requested

Name

Master or Ph.D.

Duration of participation requested

*List additional students below, if required.*

Provide a brief justification below in support of this request (a letter may be attached).

**Names and Signature(s)** of Department Chair/Graduate Program Chair, or equivalent  
(Note: All responsible Heads should sign in case of a joint appointment):

Date:

**NOTE:** Please submit the completed signed form (original or scanned copy) to Associate Dean of Graduate Studies for Faculty of Science for further approvals.

## APPROVALS

### Faculty of Science

☐ Approved as requested above

☐ Requires clarification/additional information (specify below) before considering approval

☐ Other (specify)

Recommended Duration of Appointment:

*Signature (Associate Dean of Graduate Studies):*

*Date:*

*Comments (if any):*

☐ Approved (specify any conditions, modification or restrictions below, e.g. requires annual review if Faculty has a CLA)

☐ Not approved

***SIGNATURE (Dean of Science):***

*Date:*

*Comments (if any):*

### Vice-Provost and Dean of School of Graduate Studies

☐ Approved (specify any conditions, modification or restrictions below, e.g. requires annual review if Faculty has a CLA)

☐ Not approved

***SIGNATURE:***

*Date:*

*Comments (if any):*

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 ( <a href="http://www.mcmaster.ca/ors/ethics/faculty_intro.htm">http://www.mcmaster.ca/ors/ethics/faculty_intro.htm</a> )		
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"/>
<p>Please note: the relevant forms and instructions can be accessed here:</p> <p>Main Risk Management Document:  <a href="http://www.workingatmcmaster.ca/med/document/RMM-801-Field-Trips-Student-Placements-and-Research-Activity-Planning-and-Approval-Program-1-36.pdf">http://www.workingatmcmaster.ca/med/document/RMM-801-Field-Trips-Student-Placements-and-Research-Activity-Planning-and-Approval-Program-1-36.pdf</a></p> <p>The supplementary risk management guidelines are here:  <a href="http://www.workingatmcmaster.ca/med/document/RMM-801-Program-Guideline-1-36.pdf">http://www.workingatmcmaster.ca/med/document/RMM-801-Program-Guideline-1-36.pdf</a></p> <p>The Request to be Full Time Off Campus form is here:  <a href="https://graduate.mcmaster.ca/sites/default/files/resources/full_time_off_campus_july_2016.pdf">https://graduate.mcmaster.ca/sites/default/files/resources/full_time_off_campus_july_2016.pdf</a></p>		

\*\*\* 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 and grades obtained, preparation/writing/oral defense, thesis proposal, research, chapters written/revised, 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 \_\_\_\_\_

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 <sup>nd</sup> Member				
3 <sup>rd</sup> Member				
4 <sup>th</sup> 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.

# PhD SUPERVISORY COMMITTEE MEETING REPORT to the School of Graduate Studies

Student ID# \_\_\_\_\_ First Name \_\_\_\_\_ Family Name \_\_\_\_\_

## Program

Date student began PhD studies at McMaster: \_\_\_\_\_

Date of last Supervisory Meeting: \_\_\_\_\_

Date of This Meeting: \_\_\_\_\_

**Every Ph.D. student must have a Ph.D, Supervisory Committee meeting at least once every academic year (between September 1<sup>st</sup> and the following August 31<sup>st</sup>). This report must be received by the School of Graduate Studies within two weeks of the end of the academic year.\*\*\***

## **COMPREHENSIVE REQUIREMENT**

The School of Graduate Studies Calendar states that the Comprehensive Examination for full-time students will normally have taken place between 12 and 20 months from commencement of PhD studies with an upper limit of 24 months.

Date Of Completion		Expected date of completion	
--------------------	--	-----------------------------	--

## **RESEARCH ETHICS APPROVALS ([http://www.mcmaster.ca/ors/ethics/faculty\\_intro.htm](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](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 Ph.D. studies in January or May must have held their first Ph.D. supervisory committee meeting within the first 12 months of their program.
- 2) The deadline for a Ph.D. 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 Ph.D. 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, comprehensive examination preparation/writing/oral defense, thesis proposal, research, chapters written/revised, 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**

Progress made in accomplishing goals set out in last report (or toward meeting degree requirements since beginning the program if this is the first report):  
(i.e., courses completed, comprehensive examination preparation/writing/oral defense, thesis proposal, research, chapters written/revised, conference presentations, publications).

**Committee's report:** This section contains the assessment and recommendations of the supervisory committee

**Part B Goals**

Specific goals for the next interval of \_\_\_\_ months (attach an additional page if necessary):

Anticipated date for the completion of degree requirements:

Date:

**Part C Areas for improvement and additional direction:**

### Committee's Assessment

Evaluation of overall progress at this stage in the degree development during the interval since beginning Ph.D. studies (if this is the first Committee meeting) or since the last Ph.D. 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 <sup>nd</sup> Member	_____	_____	_____	_____
3 <sup>rd</sup> Member	_____	_____	_____	_____
4 <sup>th</sup> 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.

**MCMaster UNIVERSITY**  
**DEPARTMENT OF KINESIOLOGY**  
**GRADUATE TRAVEL FUND - PRE-APPROVAL REQUEST FORM**

Student Name: \_\_\_\_\_

Student #: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Conference Name: \_\_\_\_\_

Conference Location: \_\_\_\_\_

Conference Dates: \_\_\_\_\_

Conference Website: \_\_\_\_\_

Are you presenting? \_\_\_\_\_

(If yes, please submit confirmation of abstract approved by conference) \_\_\_\_\_

Expense Description	Estimated Amount	Currency	CAD \$ (Estimated conversion)
Airfare			
Baggage Fees			
Bus/Train			
Conference Registration			
Car Rental			
Gas for Car Rental			
Hotel/Lodging			
Meals (up to maximum \$25/day with itemized receipts - no alcohol)			
Miscellaneous (ie. poster printing/membership fees to get discounted registration fee for conference/abstract submission fees)			
Parking			
Personal Car Mileage - Google map required (\$0.59/km)			
Taxi			
Tolls			
<b>TOTAL</b>	<b>\$ -</b>		<b>\$ -</b>

**STUDENT ATTESTATION**

I have read the University's published regulations on reimbursement of expenses and confirm that I am in compliance.

[McMaster AP-01 Policy](#)[McMaster AP-01 Guidelines](#)

I have read Appendix D of the Graduate Handbook (Graduate Travel Funds 'Terms of Reference'). I understand the yearly maximum value and regulations of the grant.

Signature: \_\_\_\_\_

Date Form Completed: \_\_\_\_\_

**DEPARTMENT APPROVAL (FOR DEPT USE ONLY)**

Amount pre-approved: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_

## Appendix D

### 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.

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 3<sup>rd</sup> year Masters or 5<sup>th</sup> 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 3<sup>rd</sup> (MSc) or 5<sup>th</sup> (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).

## Appendix E

### Sessional Dates 2022-2023

DEADLINE DATES FOR GRADUATE PROGRAMS	FALL TERM	WINTER TERM	SUMMER TERM
	September - December 2022 September - October, 2022 (1HF) November - December 2022 (2HF)	January - April, 2023 January - February, 2023 (1HF) March - April, 2023(2HF)	May - August, 2023 May – June, 2023 (1HF) July-August, 2023 (2HF)
On-Time Registration	Tuesday, July 5 to Tuesday, August 2	Thursday, November 24 to Thursday, December 8	Thursday, March 30 to Thursday, April 13
Class Start Dates *	Classes begin on or after September 1, 2022- check with program for details	Classes begin on or after January 3, 2023- check with program for details	Class start dates vary - check with program for details
Late Registration (late fees apply)	August 3to September 7	December 9to January 3	April 14 to April 28
Final Dates to Add Courses:			
Multi-term Courses	September 23		
Single-term or 1HF Courses	September 23	January 20	May 12
2HF Course	October 21	February 24	June 23
Final Dates to Drop Courses: **			
Multi-term Courses	February 24	July 28	
Single-term Courses	November 11	March 17	July 14
1HF Courses	October 7	February 10	June 9
2HF Courses	December 9	April 6	August 4
Final Dates to Submit Grades:			
Multi-term Courses		May 1	September 1
Single-term Courses	January 5	May 1	September 1
1HF Courses	October 21	February 24	September 1
2HF Courses	January 5	May 1	September 1
Final Date to Submit Results of Incomplete (INC) Grades for	March 3	July 7	November 3

Previous Term with Permission of Associate Dean			
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## Thesis

	FALL 2022	SPRING 2023	FALL 2023
Final Date to Initiate Thesis Defence in Mosaic***	June 24	January 20 ( <i>Health Sci.</i> ) February 1 ( <i>All others</i> )	June 23
Final Date to Submit Master's Theses to Departments (Prior to Defense)	August 5	March 3	August 4
Final Date to File Theses with Graduate Studies and Complete Degree Requirements****			
- Faculty of Health Sciences	September 27	March 31st	September 26
- All Other Faculties	September 27	April 28	September 26

The University welcomes and includes students, staff, and faculty from a wide range of cultural, traditional, and spiritual beliefs. As per the Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances, the University will arrange reasonable accommodation of the needs of students who observe religious holy days other than those already accommodated by ordinary scheduling and statutory holidays. For more information, please refer to <https://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-Observances.pdf>

Graduate students may only enroll in undergraduate courses with the approval of their supervisor or graduate program. Students are responsible for meeting the deadlines and requirements of the undergraduate course as presented in class and in the undergraduate calendar. 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 to students. Students taking courses outside of their home program of study, must follow the rules of the program in which the course is offered. Please note that the last date to cancel a course or registration with no academic penalty is not the same as the last date to be eligible for a refund.

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

\*\*All courses on a student's record after these dates will require a grade. Exceptions require submission of an In-Program Request Form. Graduate programs may establish earlier deadlines for completion of course work and may prescribe penalties for late completion of work and for failure to complete work, provided that these penalties are

## Appendix E

announced at the time the instructor makes known to the class the methods by which student performance shall be evaluated.

\*\*\*Please note the following black-out periods in which **standard** Ph.D. defences cannot be scheduled: December 14th to January 8th inclusive and August 16th to 20th inclusive. Students wishing to schedule an accelerated defence during these timeframes should speak to their supervisor. Please refer to the SGS website for information about the timeline for scheduling your defence with these dates in mind.

\*\*\*\*A final thesis is the corrected, approved version of the thesis which is uploaded to MacSphere following the Final Oral Examination. Note there is no grace period at the end of December or April for final thesis submission and completion of degree requirements.

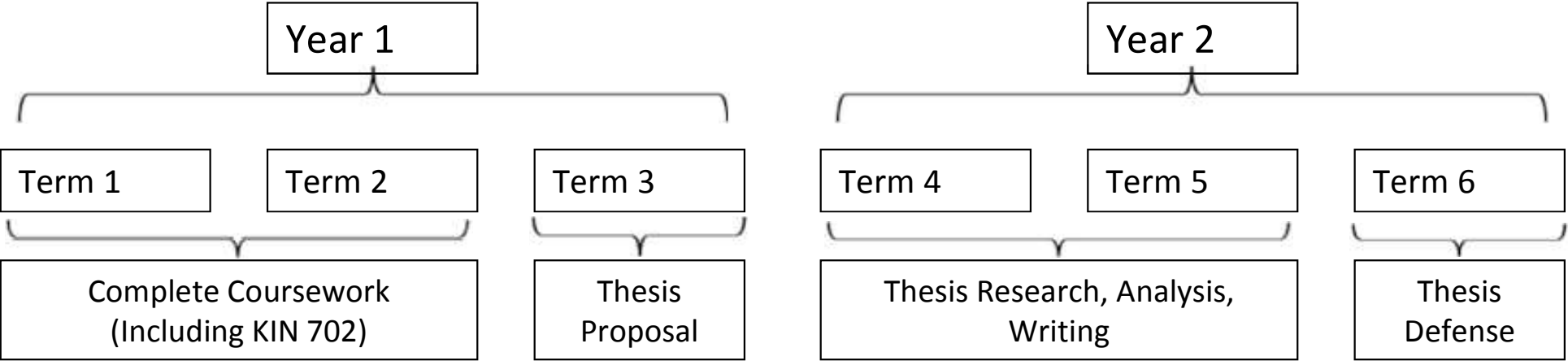
## Convocation Dates

Please consult the link below for convocation dates:

<https://registrar.mcmaster.ca/dates-and-deadlines/#tab-3>

# Sample Timeline MSc

Appendix F



Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Date of Commencement in MSc program: \_\_\_\_\_ YYYY/MM/DD

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

MSc courses completed:

_____	Grade: _____
_____	Grade: _____
_____	Grade: _____
_____	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

## Appendix H

### KINESIOLOGY COMPREHENSIVE EXAMINATIONS

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

June 17, 2015

comprehensive: (kŏm'pri-hĕn'siv)

*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 knowledgeably 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.

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# Appendix K



Department of Kinesiology  
Faculty of Science

*Recommendation of External  
Examiner for Appointment to PhD  
Comprehensive Committee*

<b>Student:</b> _____	<b>ID:</b> _____	<b>Supervisor:</b> _____
[name]		[name]

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

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

Comments:

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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](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:

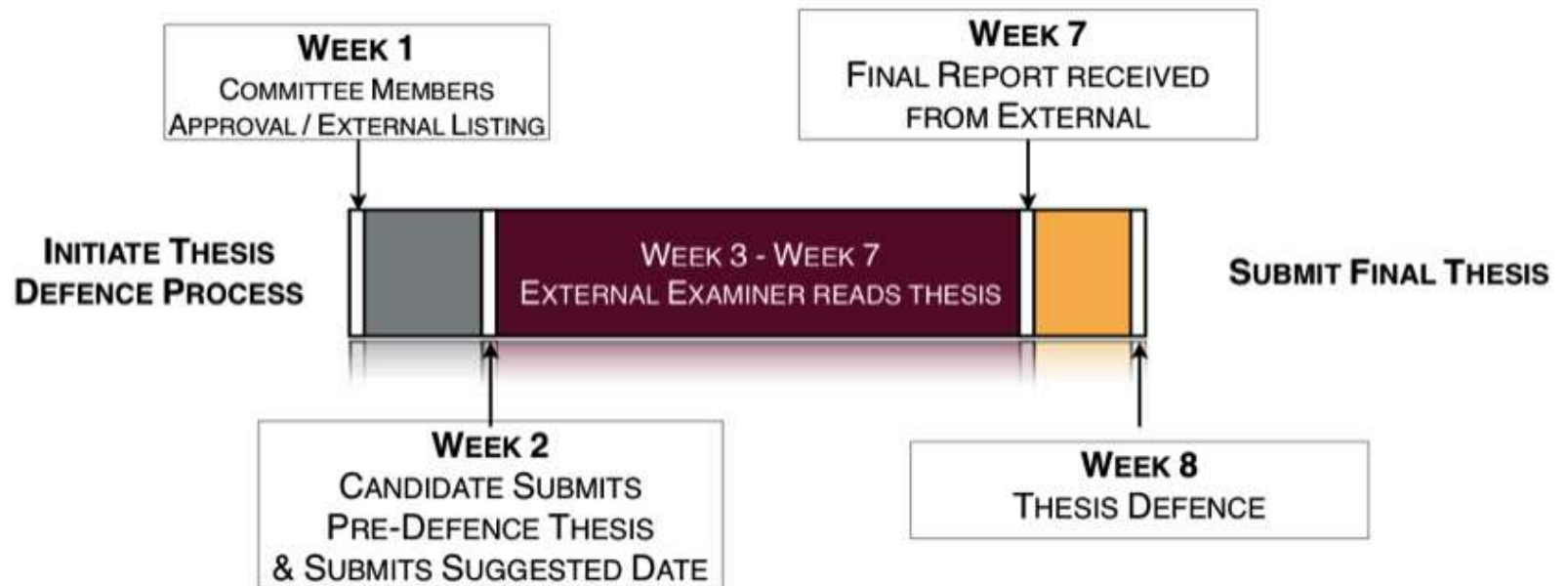
- Communicate the decision of the examination committee to the candidate.
- Should it be required, ensure that supplementary work is assigned and that appropriate paperwork is completed and agreed upon by all parties
- Secure signatures and comments from each examiner; return paperwork for grad Administrator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



## Appendix N

### 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

