



**UNIVERSITY OF
CALGARY**

**OFFICE OF THE
ASSOCIATE DEAN (GRADUATE)**

**THESIS-BASED
STUDENT HANDBOOK**

2019-20

THESIS-BASED STUDENT HANDBOOK

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1.0 Office of the Associate Dean (Graduate)

1.1 Associate Dean (Graduate)

- (a) Holds an Academic Appointment to the Faculty of Graduate Studies;
- (b) Is responsible for training of all graduate students within the Faculty of Kinesiology Graduate Program;
- (c) Oversees all aspects of the training program of each student;
- (d) Serves as a member, Faculty Council, Faculty of Kinesiology;
- (e) Serves as a member, Faculty of Graduate Studies Council;
- (f) Reports to the Dean, Faculty of Graduate Studies on a variety of issues related to graduate student training.

1.2 Administrative Support

Advisement and support on all matters related to graduate studies is provided through the Kinesiology Graduate Program Office.

1.3 Goals of the Graduate Program

The primary goal is to foster and document excellence in all graduate programs in Kinesiology through optimal student development and accomplishments, quality of supervision and integrity of each graduate program. This goal has been and will continue to be met in terms of the following three global aims.

To provide an excellent environment for research and education by:

- i) requiring graduate students to strive for publication of their work in highly ranked peer reviewed journals
- ii) enhancing existing graduate programs and generating financial support for an increasing number of high quality graduate students
- iii) mentoring both graduate student and junior faculty members to provide high quality graduate research training programs
- iv) increasing the number of graduate student contributions and presentations at national and international conferences
- v) utilizing an objective and constructive process to evaluate graduate supervisors and graduate courses
- vi) continuing to monitor each graduate student throughout their program to ensure integrity of program is maintained and improved

To provide appropriate and competitive funding/stipends by:

- i) enhancing opportunities and mechanisms for external and/or internal funding for graduate students
- ii) continuing to offer opportunities for students to enhance academic career development through Graduate Assistantships (Teaching)

To prepare for academic and other opportunities after graduate studies by:

- i) establishing and facilitating partnerships with other faculties, departments and external agencies to provide our students ample opportunity to participate in multidisciplinary investigations
- ii) contributing to academic programs on campus and at other universities with the goal of raising the profile of the Kinesiology Graduate Programs
- iii) supporting collaborative efforts of graduate students and their supervisors to implement community-based initiatives and projects
- iv) continuing to explore opportunities and mechanisms for Professional qualifications for Graduate students.

2.0 Thesis-Based Graduate Degree Programs - Overview

In the Faculty of Kinesiology the thesis-based Training Programs are a main emphasis and the program is structured and evaluated to ensure high quality. The degree programs offered are: Master of Science (M.Sc.) and Doctor of Philosophy (Ph.D.). Thesis-based degrees offered in Kinesiology can be completed in a number of different academic disciplines (e.g., Physiology, Biochemistry, Bioengineering, Community Health) depending on the interests and training of the student, and on the expertise of the faculty member(s) who are the designated supervisor(s). All thesis-based projects are expected to include current, rigorous research training and to result in new research findings and peer reviewed publications.

The Faculty Graduate Program offers a number of regularly scheduled seminars in addition to specialized graduate courses. Multidisciplinary research and training is supported by ensuring flexibility in the program, and allowing co-mentorship/supervision. In addition there is now a significant commitment to, and investment in, visits from leading researchers through the Dean's Lectures and various Kinesiology seminar series. Students are expected to attend seminars pertinent to their discipline and are encouraged to attend other seminars for a well-rounded education. Kinesiology graduate students are encouraged to understand and attain international standards of accomplishment. Most students present at national and international conferences before completing their thesis-based training.

The Office of the Associate Dean (Graduate) has responsibility for ensuring that all supervisors of graduate students have appropriate experience and numbers of trainees. This ensures an optimal training experience for each student.

2.1 Master of Science (M.Sc.)

The M.Sc. thesis should be focused on a novel question within the student's chosen discipline which allows the student to learn and fully appreciate the entire research process from the generation of an idea through to the publication of their findings in a peer-reviewed journal. Normally, the M.Sc. should be focused so that the student can complete data collection and defend their thesis within a two year time period. Students have a maximum of four years to complete their program. Students are encouraged to present their work at one or more national conferences specific to their field of study.

Each student in this Program is required to complete a minimum of two graduate level half-courses (one analysis and one methods course). Additional graduate level course work is often required and is determined at the discretion of the Supervisory Committee. Early in the program of studies, each student must prepare a research proposal in a standard format. This document

is critically reviewed by the supervisory committee. In order to fulfill the requirements of this degree program, each student is required to write a Master's thesis and successfully defend it during an oral exam. Standard University procedures, provided by the Faculty of Graduate Studies are adhered to regarding thesis format, composition of Supervisory Committee and completion of the oral exam. Students who enter the M.Sc. Program and make exceptional progress can move directly into the Doctoral Program. This opportunity to move directly to the Doctoral Program requires a strong recommendation of the supervisory committee and approval of the Faculty of Graduate Studies. See section 9.1 for more information.

We encourage all graduate students to take advantage of the numerous resources available to them on campus. These resources include, but are not limited to:

- Faculty of Graduate Studies Workshops and Orientations, including Graduate Orientation, Grad.xo, GRADgreet
<http://grad.ucalgary.ca/current/newly-admitted>
- My GradSkills, including workshops, internships, and ambassadors
<http://www.ucalgary.ca/mygradskills/>
- Student Success Centre, academic and writing support
<http://www.ucalgary.ca/ssc/graduatestudent>
- Wellness Centre, physical and mental health
<http://ucalgary.ca/wellnesscentre/>
- Career Services, career advisors, workshops, career fairs
<http://ucalgary.ca/careers/>

2.2 Doctor of Philosophy (Ph.D.)

The Ph.D. thesis should constitute a substantive original contribution to knowledge in the students chosen area of interest. Students should develop their research questions in consultation with their supervisory committee and studies should be performed with the highest level of academic rigor. Students should be encouraged to become more independent as their program progresses to demonstrate that they can design, conduct and critically report original research. The Ph.D. should normally be made up of 2-3 individual studies that build upon previous work in complexity, scope and sophistication. Students have a maximum of six years to complete all degree requirements, however it is expected that they complete their degree in 4 years. Students should also be given the opportunity to present their work at national and international conferences specific to their field of study.

Each Doctoral student is required to complete a minimum of three graduate-level half courses. Course selection is finalized after consideration of the student's background preparation and the research topic and is at the discretion of the graduate supervisor(s) and the supervisory committee. Early in this training program, each student prepares and defends a research proposal. This document is critically reviewed by the supervisory committee. In the Faculty of Kinesiology, the Doctoral Candidacy Exam includes both written and oral components. Successful completion of each Doctoral degree requires preparation of an acceptable thesis and successful defense of its contents. In the Faculty of Kinesiology, completion of a Ph.D. requires four to five years of full-time study.

Doctoral students are encouraged to take full advantage of opportunities to gain experience in multidisciplinary and interfaculty training and collaboration, as appropriate. They also benefit from the regularly scheduled seminar programs, and special lectures mentioned in the previous section.

We encourage all graduate students to take advantage of the numerous resources available to them on campus. These resources include, but are not limited to:

- Faculty of Graduate Studies Workshops and Orientations, including Graduate Orientation, Grad.xo, GRADgreet
<http://grad.ucalgary.ca/current/newly-admitted>
- My GradSkills, including workshops, internships, and ambassadors
<http://www.ucalgary.ca/mygradskills/>
- Student Success Centre, academic and writing support
<http://www.ucalgary.ca/ssc/graduatestudent>
- Wellness Centre, physical and mental health
<http://ucalgary.ca/wellnesscentre/>
- Career Services, career advisors, workshops, career fairs
<http://ucalgary.ca/careers/>

3.0 Checklist of Expectations for Graduate Student and Supervisor

Graduate students hold the primary responsibility for the completion of their degree. Graduate study requires independent learning, as well as constant collaboration between the student and the supervisor. In accepting admission to a graduate program, the student is agreeing to pursue studies and scholarly work on a full-time basis (if registered full-time), under the supervision of a faculty member, to meet the regulated deadlines established by the Faculty of Graduate Studies, and to maintain open communication with the supervisor. The student must actively seek to expand their knowledge and is expected to solve problems independently, to pursue opportunities to learn specific skills and to become familiar with a body of knowledge. The ultimate goal is to produce and defend a thesis. Students are also encouraged to submit their work for publication.

The supervisor must be available for mentoring, and to provide guidance, advice and educational opportunities. The supervisor is expected to provide feedback and minor editing of the student's work on the thesis, scholarship applications, grant proposals, abstracts and manuscripts for publication. The intellectual property that is expected to result from, or is necessary for, the student's thesis work should be discussed in advance and agreed upon between the student and the supervisor. The Faculty of Graduate Studies provides an Intellectual Property Checklist available at https://grad.ucalgary.ca/files/grad/su_intellectual_property_checklist_2017.pdf.

The student and the supervisor are expected to go over the items in the Checklist (See Appendix 2), and to check each box as that item is dealt with. Each item should prompt some discussion. Completion of this document may take several meetings, but it is expected that it will be completed by the end of the first semester of registration. Signatures at the end of this document indicate that these items have been discussed.

4.0 General Fees and Expenses and Thesis-Based Tuition

Tuition may be paid quarterly (by the registration deadline of Sept, Jan, May and/or July) or annually. You may find instructions on how to pay fees or apply for the graduate student payment plant at <http://www.ucalgary.ca/registrar/fees/graduatepayment>.
Deadlines and Dates http://www.ucalgary.ca/registrar/important_dates

4.1 Tuition Fees, General Fees and Expenses, Graduate Students' Association (GSA).

The current year's tuition and general fee assessments are available at <http://www.grad.ucalgary.ca/fees>

4.2 Description of Type of Tuition Fees Paid Per Year of Program

All students in the M.Sc. degree program pay Program Fees for Year 1 of program and Continuing Fees for each subsequent year of program.

All students in the Ph.D. degree program are assessed Program Fees until the term immediately following successful completion of a candidacy exam (Spring/Summer are counted as one term). In all subsequent years, students will be assessed Continuing Fees.

5.0 Registration Information

5.1 Deadline for Online Registration and Payment of Fees on the Student Centre

Annual registration deadlines are set out in the Graduate Calendar <http://www.ucalgary.ca/pubs/calendar>

Graduate students register annually for a period of twelve months. Regardless of whether a student is registering for coursework, they must register annually prior to the September registration deadline. Registration ensures continuous standing in the program. Course Registration Guide <http://www.ucalgary.ca/registration/>

Failure to register will result in automatic withdrawal from the program. A student who fails to register by the deadline but wishes to continue in the same program may reactivate their registration by completing a manual registration form and paying a reactivation fee of \$180. This must take place within four months of the registration date. Annual Registration form <http://grad.ucalgary.ca/current/managing-my-program/registration>

5.2 Coursework

The student must confirm with their graduate supervisor which coursework to register for. Thesis-based students may take only one half-course at the 500-level to meet course requirements. Only one directed study (604 or 704) can be used to meet the course requirements, however multiple special topics courses (603 or 703) may be used. See section 5.4 for more information. Students are encouraged to take as many courses as necessary to obtain the basic knowledge required for their research, with the following being the minimum requirements of the training program.

Consult with your graduate supervisor whether there are other courses and/or certifications that you are required to register in such as MDSC 603 Biology of Laboratory Animals, WHMIS, etc. available through <http://www.ucalgary.ca/safety/program>

M.Sc. Student Required Coursework

- One graduate-level half-course equivalent *Analysis*
- One graduate-level half-course equivalent *Research Methods*

- Graduate Supervisor/Supervisory Committee may require additional coursework in the student's area of research.

NOTE: Directed study courses (Section 5.4) may not count toward the course requirements.

The Faculty of Kinesiology offers the following courses to meet the M.Sc. Graduate Program requirements. However all students should consult with their graduate supervisor prior to registering to confirm these courses are acceptable or whether your supervisor would like you to take alternate coursework. Approval of alternative courses may be required by the Associate Dean (Graduate).

Fall	KNES 611 Research Methods in Kinesiology Instructor: Dr. Kathryn Schneider kjschnei@ucalgary.ca
Winter	KNES 609 Statistical Techniques in Kinesiology Instructor: TBA KNES 610 Qualitative Research Analysis Instructor: Meghan McDonough meghan.mcdonough@ucalgary.ca

Ph.D. Student Required Coursework

-Three graduate-level half-course equivalents as selected by the Student and Graduate Supervisor.

-PhD students who completed their MSc in Kinesiology at the University of Calgary **cannot** use the analysis and research methods courses completed during their MSc towards their PhD degree requirements

-Direct entry PhD students who have not completed a graduate degree at the University of Calgary can complete KNES 609, 610, and 611 towards their degree requirements

-Students who transfer from an MSc to the PhD have any coursework completed during their MSc transferred to their PhD requirements

- Graduate Supervisor/Supervisory Committee may require additional coursework in the student's area of research.

NOTE: The candidacy examination is normally held after all required coursework has been completed and the supervisory committee has approved the student's Doctoral thesis research proposal. No further coursework may be required of a student who has successfully completed the candidacy examinations. However, a student that wishes to undertake additional coursework after a successful candidacy examination may do so.

5.3 Registering in Coursework in another Faculty or Auditing Courses

Should a student wish to take a restricted course in another Faculty, take a course at the undergraduate level, or audit a course, they must contact the instructor and/or advisor for the course and program. The program may require a Change of Registration form to be filled out: <http://grad.ucalgary.ca/current/managing-my-program/registration>

The completed form must be submitted to the Office of the Associate Dean (Graduate) for subsequent approval by the Associate Dean (Graduate). **The form must also be signed by the Graduate Coordinator from the Department or Faculty where the course is being offered.**

Please note a student may be assessed additional tuition for any course(s) that are not at the graduate level and/or any course(s) that the graduate supervisor does not require the student to take as part of their degree program.

5.4 Special Topics and Directed Study Courses

A student or small group of students and a faculty member may wish to develop a course that is not timetabled, but specific to the student's research project. There is a formal process for approval and timetabling of directed study courses. A complete course outline that includes the course components of the final grade (for example, paper, presentation, exam with percentages of final grade associated) must be submitted. Contact the Office of the Associate Dean (Graduate) for more information.

A special topics course is a seminar/lecture based graduate course where an instructor teaches material to students. Course components may involve discussions, exams, papers, presentations, and group projects. These courses can also be used to trial new/future graduate level courses prior to formally assigning them a course number. A directed study course is a lab based independent study course. Typically, these are only scheduled for one student at a time and involve a student working in the lab on a research topic. Course components usually involve regular meetings with the course instructor/supervisor and a final project/report.

NOTE: For Ph.D. students, only one directed study (604 or 704) may be used to meet a Faculty of Kinesiology graduate student's course requirements. For M.Sc. students, directed study courses (KNES 604 or 704) do not fulfil the statistics and/or research methods course requirements.

5.5 Passing Grade Requirements

For all graduate students, while "B-" is the minimum passing grade in any one course for students in the Faculty of Graduate Studies, a Grade Point Average (GPA) of at least 3.00 must be maintained in each year of program. A student who receives a grade of "B-" in two or more courses may be required to withdraw regardless of their overall GPA in the program. The Associate Dean (Graduate) may recommend to the Faculty of Graduate Studies that a student be required to withdraw for lack of satisfactory progress in either course work or research. The Faculty of Graduate Studies, after consultation with the Graduate Program and/or Supervisory Committee concerned, may initiate the withdrawal of a student.

6.0 Seminars and Journal Clubs

The Faculty of Kinesiology has seminars and journal clubs in four thematic areas:

Research Themes
Movement Science and Musculoskeletal Health
Injury Prevention, Sport Medicine, Rehabilitation
Exercise and Nutrition in Health and Sport
Psychosocial Aspects of Health and Sport

Graduate students are encouraged to attend their respective research theme seminar and others of interest. Supervisors may require that graduate students regularly attend their respective seminar and/or journal club and this may be tracked and reported on a student's annual progress report.

7.0 Financial Support

7.1 Policy

1. The Minimum Doctoral Stipend for students enrolled full time in the PhD program is \$18,000 for domestic students and international students post-candidacy, and \$22,000 for international students pre-candidacy, annually for four years. Students who are externally sponsored (i.e. admitted with documented financial support from an external agency meeting the minimum amount) are not normally funded from university sources and are exempted from the Minimum Doctoral Stipend.
2. The Minimum Recommended Stipend for Master's students enrolled full time is \$15,000 annually for the first two years of enrolment.
3. To be eligible to receive financial support, a student must be registered full time and active in program.

Students receiving scholarship funding from their supervisor's grant must fulfil their supervisor's reasonable expectation regarding attendance and activity in the research environment.

To be eligible for scholarships/stipends paid as scholarships offered by the Kinesiology graduate program, or competitive university scholarships, a student cannot hold paid employment for more than 612 hours a year while registered as a full-time student. This includes hours worked as a GAT or GANT.

4. All of the following count toward meeting the student's guaranteed funding amount (i.e. the amount guaranteed in the student's offer of admission):
 - Stipend/scholarship payment from supervisor's research grant
 - GAT/GANT income
 - Research assistantship income from supervisor's research grant
 - External scholarships, including SSHRC/NSERC/CIHR/AIHS/AITF/QEII
 - Internal scholarships, including from program, or university competitions such as the Graduate Awards Competition
5. Income from the following sources is *not* counted toward the student's guaranteed funding amount:
 - Income as sessional instructor
6. Students are required to apply for external scholarships for which they are eligible
7. Success in external and internal scholarship competitions will affect the student's funding in the following way:

For scholarship value of:

- \$0-\$3000 – The student is allowed to keep the award up to a combined maximum of \$3000 in addition to their base funding.

- \$3001-\$10,000 (cumulative awards) – The award goes towards the student’s base funding and the student receives a \$3,000 top-up over their base funding.
- \$10,001-15,000 (cumulative awards) – The award goes towards the student’s base funding and the student receives a \$4,000 top-up over their base funding.
- Over \$15,000 (cumulative awards) – The award goes towards the student’s base funding and student receives a \$5,000 top-up over their base funding, up to a maximum of \$25,000 for MSc students and \$27,000 for PhD students
- Exclusions – TOR for specific scholarship where there is mandatory contribution from the supervisor (i.e. ACHRI which is 11.5K+11.5K), Indigenous Government Funding, and MSc students who are unfunded

Base Funding is described as the amount of funding the student is guaranteed by the program prior to receiving the award.

8. Students are responsible for paying tuition and fees annually.
<http://www.ucalgary.ca/pubs/calendar/grad/current/gs-fees-expenses.html>. Students with funding from university sources can apply for a payment plan.
<https://www.ucalgary.ca/registrar/finances/tuition-fees/graduate-student-payment-plan>

7.2 Recognition of Scholarships and Awards

The Office of the Associate Dean (Graduate) recognizes the achievements of our graduate students. If you are awarded any type of scholarship, bursary or honour please notify our office immediately and if possible, provide documentation.

7.3 Program-Specific Awards

The Kinesiology Graduate Program is allocated funds annually from the Faculty of Graduate Studies based upon enrolment numbers. Annually the Office of the Associate Dean (Graduate) determines how to allocate the funding to Faculty of Kinesiology graduate students based on the priorities of the Graduate Education Committee (GEC).

7.4 Graduate Assistantship (Teaching)

The Faculty of Kinesiology Graduate and Undergraduate Academic Programs award GA(T)s to the most qualified graduate students annually. GA(T) appointments contribute to financially supporting a student undertaking a graduate degree program while assisting with the instructional needs of a faculty. Teaching in this capacity allows graduate students to:

- (a) convey knowledge relative to their respective discipline and learn about the topic further enriching a Teaching Assistant’s education;
- (b) develop and exercise leadership qualities by directly interacting with and mentoring students;
- (c) enhance oral and written communication skills such as presenting material clearly and concisely. This will directly benefit a graduate student in their presentation skills required for graduate study.

For more information regarding the regulations governing this appointment, please consult the Agreement Between The Governors of the University of Calgary And The Graduate Students' Association Graduate Assistantships (Teaching/Non-teaching) 1 May 2016 – 30 April 2018. <http://www.ucalgary.ca/hr/grad-students>

GA(T) appointments are apprenticeships for academic or professional careers. Graduate student teaching is essential to the success of the Faculty of Kinesiology's undergraduate programs. Current and prospective graduate students may apply in the Spring annually for this competition. The application is available at <http://ucalgary.ca/knes/current-students/graduates/graduate-assistantship-teaching>. Proof of certifications (i.e. First Aid/CPR, WHMIS, etc) may be required for graduate students to teach some courses.

7.5 Other Internal Scholarships

Please review the Faculty of Graduate Studies' Scholarship website for a searchable awards database and various scholarship resources. <http://grad.ucalgary.ca/awards>. If there is no application available for a specific award, it is likely facilitated through a nomination process by the Office of the Associate Dean (Graduate).

Alberta Graduate Student Scholarships (Alberta Learning)

<http://alis.alberta.ca/et/fo/scholarships/info.html?EK=861>

The Faculty of Graduate Studies allocates a quota of nominations to each graduate department. Based on academic excellence, the Office of the Associate Dean (Graduate) determines which Year 2 Master of Science students will be nominated for this award. Students who are eligible will be contacted directly by the Office of the Associate Dean (Graduate). Other eligibility criteria: full-time student registered in year two of a Master's program, Canadian citizen or permanent resident, and a resident of Alberta. Students who enter into the first year of another program will not be eligible. Students who do not proceed directly into the second year of study will also not be eligible for this award.

Dr. Benno Nigg Distinguished Faculty Achievement Graduate Scholarship

Benno M. Nigg, University Professor and Professor in the Faculty of Kinesiology, received the Distinguished Faculty Achievement Award in 2003 in recognition of his outstanding contribution to research, teaching and service to the University, to students and to biomechanics. Open to students who are, at the time of application, enrolled full time in a thesis-based Doctoral Program. Students may be in any graduate program, but must be studying under the supervision of a faculty member from the Faculty of Kinesiology, within the Human Performance Laboratory, at the University of Calgary. The Office of the Associate Dean (Graduate) will contact students with application details.

Faculty of Graduate Studies' Achievement Awards

http://www.grad.ucalgary.ca/awards/opportunities/university_awards

The Faculty of Graduate Studies Achievement Awards were created to recognize outstanding achievement, leadership and support of graduate education at the University of Calgary. The Associate Dean (Graduate) is permitted to submit one nomination to the Faculty of Graduate Studies per award which will be adjudicated by the Special Awards Committee of the Faculty of Graduate Studies.

Faculty of Graduate Studies' Graduate Awards Competition (GAC)

<http://www.grad.ucalgary.ca/awards/opportunities/gac>

Application and supporting documents must be submitted to the Office of the Associate Dean (Graduate), Faculty of Kinesiology by January 15 annually. In this annual competition, the Faculty of Graduate Studies (FGS) offers the following scholarships ranging in value from \$750 to \$60,000:

- Izaak Walton Killam Pre-Doctoral Scholarship
- Open Doctoral Scholarships
- Special Awards and Bursaries

Faculty of Graduate Studies, Travel Awards

http://www.grad.ucalgary.ca/awards/opportunities/university_awards

The Faculty of Graduate Studies Travel awards are funded by the Alberta Government. These awards are open to students registered full-time in a graduate program at the University of Calgary who are presenting their work or research at major national and/or international conferences. Applicants must live in Alberta and be a Canadian citizen or Permanent Resident. Applicants are also required to have confirmation of presentation at the time of application. Applications without a confirmation of presentation will not be considered. An individual is eligible for one award at the Master's level and one award at the Ph.D. level.

University of Calgary Training Programs

There are various training programs on-campus funded by tri-council or provincial agencies. Normally for a graduate student to be eligible to apply to competitions, your graduate supervisor must be participating investigator for the training program. Please consult with your supervisor to inquire whether there are applicable training programs on campus that you are eligible to apply for. Examples of training programs:

- NSERC CREATE <http://nserccreate.kin.ucalgary.ca/>
- Alberta Children's Hospital Research Institute <http://research4kids.ucalgary.ca/education>

Vera A. Ross Graduate Scholarship in Health and Wellness

This scholarship honours the donor's commitment to graduate education in health and wellness. The Associate Dean (Graduate) nominates three eligible students annually from the Master's Program. Successful students will receive the \$8,500 scholarship in eight equal installments from September to April of Year 1.

7.6 External Scholarships

If you plan to apply for external funding opportunities, please read this section carefully.

7.6.1 Eligibility

The Office of the Associate Dean (Graduate) encourages all students to familiarize themselves with the processes and deadlines for applying for major external awards such as the Tri-Council Agencies (NSERC, CIHR, SSHRC) or provincial (Alberta Innovates-Health Solutions or Alberta Innovates-Technology Futures). It is the student's responsibility to be aware of scholarship deadlines and method of submission.

A student must hold a competitive grade point average of 3.50 on the last two years of EACH postsecondary degree held prior to considering applying for these competitions. Should a student not have a competitive GPA, the student's scholarship application may not be endorsed

by the Office of the Associate Dean (Graduate) or designate. Students not meeting the minimum GPA but that have other notable scholarly achievements may be an exception. Contact knesgrad@ucalgary.ca regarding eligibility.

7.6.2 Compliance

Recipients of scholarships and awards are responsible to be aware of and adhere to the specific compliance requirements in order to hold the scholarships and awards.

- FGS Graduate Award Policies Regulations
<http://grad.ucalgary.ca/awards/policy>
- (a) A student who receives external scholarship(s) should notify the Office of the Associate Dean (Graduate) immediately upon official notification of the award to ensure compliance with University of Calgary and agency regulations is met. This is highly important because a student who does not comply with regulations may be required to decline an award and/or an agency may recover funding from the student.
- (b) A supervisor may fund a student from a research and trust account however if the student is successful with major external funding, the amount of funding from the supervisor is normally adjusted to reflect the amount of the scholarship. Depending on the amount of the external award, the funding from the supervisor may revert to a top-up amount or be discontinued.
- (c) A supervisor may fund a student stipend or provide top-up funding from a tri-council or provincial research and trust grant that they are the principal investigator on. In cases where the supervisor funds the student, it is the supervisor's responsibility to comply with tri-council funding guidelines.
- (d) Funding will be processed as scholarship (non-taxable) if a student is being paid for the purpose of working on their graduate research project. Funding will be processed as employment income (taxable), if the student is to complete work that is not associated to the student's graduate research project.

7.7 Tri-Council - CIHR, NSERC and SSHRC - Canada Graduate Scholarships (CGS) and Post-Graduate Scholarships (PGS)

7.7.1 Canadian Institutes for Health Research (CIHR)

Master's Student Scholarships

<http://grad.ucalgary.ca/awards/opportunities/tricouncil#cgs>

Application and supporting documentation submitted to FGS online via ResearchNet by **December 1**. The FGS Scholarship Selections Committee reviews all tri-council Master's applications. The University of Calgary is provided with an allocation of awards and nominates students directly.

Doctoral Research Awards

<http://grad.ucalgary.ca/awards/opportunities/tricouncil#cihr>

Application and supporting documentation submitted to CIHR via ResearchNet by **October 2**.

7.7.2 Natural Sciences and Engineering Research Council of Canada (NSERC)

Master's Student Scholarships

<http://grad.ucalgary.ca/awards/opportunities/tricouncil#cgsm>

Application and supporting documentation submitted to FGS online via ResearchNet by **December 1**. The FGS Scholarship Selections Committee reviews all tri-council Master's applications. The University of Calgary is provided with an allocation of awards and nominates students directly.

Doctoral Scholarships

<http://grad.ucalgary.ca/awards/opportunities/tricouncil#nserc>

Application and supporting documentation submitted to FGS via ResearchNet by **October 15**. The FGS Scholarship Selections Committee reviews NSERC doctoral applications endorsed by graduate programs on campus. FGS is allocated a quota of nominations to submit to the agency from University of Calgary.

7.7.3 Social Sciences and Humanities Research Council of Canada (SSHRC)

Master's Student Scholarships

<http://grad.ucalgary.ca/awards/opportunities/tricouncil#cgsm>

Application and supporting documentation submitted to FGS online via ResearchNet by **December 1**. The FGS Scholarship Selections Committee reviews all tri-council Master's applications. The University of Calgary is provided with an allocation of awards and nominates students directly.

Doctoral scholarships

<http://grad.ucalgary.ca/awards/opportunities/tricouncil#sshrc>

The Faculty of Graduate Studies is allocated an annual quota of nominations to forward to SSHRC. Students registered in a graduate program under the Faculty of Graduate Studies are required to submit completed applications to the Office of the Associate Dean (Graduate) by **October 18** annually to be considered. All doctoral applications are reviewed and ranked by the Associate Dean (Graduate). The program office forwards all applications directly to the Faculty of Graduate Studies for review.

7.7.4 Other Tri-Council Scholarships

<http://grad.ucalgary.ca/awards/tricouncil>

Canada Graduate Scholarship Michael Smith Foreign Study Supplements (CGS-MSFSS)

The Canada Graduate Scholarship Michael Smith Foreign Study Supplements (CGS-MSFSS) Program supports high-calibre Canadian graduate students pursuing exceptional research experiences at research institutions outside of Canada. This foreign study supplements program is available to Canadian citizens or permanent residents who hold Tri-Council Canada Graduate Scholarship (CGS) or Vanier funding at the Master's or Doctoral level. Supplements of up to \$6,000 will be awarded to help offset the costs, including travel and accommodation, of undertaking research studies outside Canada for a defined period. A defined period of study would normally be for three to six months.

NSERC Industrial Postgraduate Scholarship (NSERC IPS)

NSERC IPS awards are valued at \$21,000 per year for maximum 24 months (IPS1) and maximum 36 months (IPS2). The annual award amount includes \$15,000 from NSERC and a minimum \$6,000 contribution from the sponsoring company.

Vanier Scholarships Program (CIHR, NSERC and SSHRC)

<http://www.grad.ucalgary.ca/awards/opportunities/vanier>

The Vanier Scholarships Program aims to attract and retain world-class doctoral students by supporting those who demonstrate a high standard of scholarly achievement and leadership skills. Vanier Scholarships have a stipend of \$50,000 per annum and are tenable for up to 36 months. Due to the highly competitive nature of the Vanier Canada Graduate Scholarship competition, and the University of Calgary's limited quota, only those applicants who have demonstrated exceptional academic excellence, extensive research potential, and exemplary leadership will be considered for nomination. Prospective and current students will be identified by the Office of the Associate Dean (Graduate), Faculty of Kinesiology and invited to complete a Preliminary Application Form (PAF). Prospective nominees will submit the PAF directly to FGS and be contacted directly with the results.

7.8 PROVINCIAL - Alberta Innovates

7.8.1 Alberta Innovates –Health Solutions (AIHS)

<http://www.aihealthsolutions.ca/funding>

Alberta Innovates - Health Solutions is committed to maintaining Alberta's lead in medical and health research results in the support of hundreds of trainees each year, providing them with experience in top labs. These researchers-in-training represent a new generation of highly talented and motivated scientists. Full-time doctoral studentships enable academically superior students to undertake full-time research training in the basic bio-medical sciences and clinical research. Full-time studentships can also provide an opportunity for exceptional candidates to study for their M.D. and Ph.D. degrees simultaneously. The award consists of a stipend and a research allowance. Upon approval, the student must submit required copies of the approved application directly to the agency by the deadline.

7.8.2 Alberta Innovates – Technology Futures (AITF)

http://grad.ucalgary.ca/awards/alberta_innovates

These awards are designed to support high calibre International or Canadian students undertaking a full-time graduate program in areas of research important to Alberta in the areas are: Information and Communication Technology (ICT), Nano, and Omics (Omics consists of: Genomics, Proteomics, Metabolomics, Transcriptomics and Regulomics); in and of themselves, or additionally supporting the areas of Health, Bio-industries, or Energy and the Environment.

Alberta Doctoral Awards for Chinese Students (ADACS)

http://grad.ucalgary.ca/awards/alberta_innovates

These awards are designed to support promising students entering a full-time PhD degree program in areas of scientific research strategically important to Alberta in the areas of Information and Communication Technology (ICT), Nano, and *Omics* (Omics consists of: Genomics, Proteomics, Metabolomics, Transcriptomics and Regulomics); in and of themselves, or additionally supporting the areas of Health, Bio-industries, or Energy and the Environment.

7.8.3 Alberta Innovates Graduate Studies Scholarship Top Up award

http://www.albertatechfutures.ca/Portals/0/Funding_Programs/2013_Gss_Guidelines.pdf

All Canadian students holding a current NSERC CGS or PGS award whose research falls within the area of nanotechnology, information and communications technology or genomics are eligible to hold an Alberta Innovates Graduate Studies Scholarship Top Up award. The application form to apply for the 'automatic top-up' to your NSERC PGS or CGS will be available on the Alberta Innovates-Technology Futures website.

7.09 Post-Program Nominations

The Faculty of Graduate Studies allows each graduate department to nominate one student who has completed program requirements and who is considered to have achieved excellence for the following prestigious awards. Specifically, on the *Examiner's Report on Thesis*, there is an opportunity for examiners to indicate whether the student's thesis is worthy of a national or international award. If the "Internal" External Examiner and/or External Examiner indicate "yes", the Associate Dean (Graduate) may consider the student for post-program nominations.

http://www.grad.ucalgary.ca/awards/opportunities/university_awards

Canadian Association of Graduate Studies (CAGS)/University Microfilms International (UMI) Distinguished Dissertation Award

http://grad.ucalgary.ca/awards/opportunities/university_awards

With the collaboration of University Microfilms International, a division of ProQuest Company, the Association offers the CAGS/UMI Distinguished Dissertation Awards. The awards recognize doctoral students whose dissertations make an original contribution to their academic field. Two awards are offered each year: one in engineering, medical sciences and natural sciences; and one in fine arts, humanities and social sciences.

Chancellor's Graduate Medal http://grad.ucalgary.ca/awards/opportunities/university_awards

Open to all students in all programs leading to a graduate degree who graduate in the fall or spring convocations at the University of Calgary. All candidates must have been nominated by their program for the Governor General's Gold Medal award. Candidates cannot receive both a Chancellor's Medal and a Governor General's Gold Medal.

Governor General's Gold Medal

http://grad.ucalgary.ca/awards/opportunities/university_awards

Candidates who have graduated during the spring or fall convocations of past year. All candidates must have been nominated by their program.

The Western Association of Graduate Schools (WAGS) and University Microfilms International (UMI) Innovation in Technology Award

http://grad.ucalgary.ca/awards/opportunities/university_awards

This award recognizes the innovative application of technology to scholarship. Each member institution may submit one nomination for each Master's and doctoral.

8.0 Graduate Supervision and Supervisory Committees

8.1 Supervisors

The selection of a supervisor should be based initially on a mutual agreement between the graduate student and a Kinesiology Faculty Member. The Associate Dean (Graduate) will then forward a supervisory recommendation to the Dean of the Faculty of Graduate Studies for final approval.

The Faculty of Kinesiology has a Supervisory Policy available at:

<https://ucalgary.ca/knes/files/knes/knes-supervisory-policy-18-10-01.pdf>.

8.2 Supervisory Committees

The Supervisory Committee's primary focus is to establish and monitor all aspects of the training program of the graduate student and therefore membership should be selected carefully.

(a) Every graduate student must have a Supervisory Committee in place within three months of initial registration (MSc students) or six months of initial registration (PhD students). The Supervisory Committee should be selected in discussion with both student and supervisor. The student or supervisor should email knesgrad@ucalgary.ca with the suggested Supervisory Committee composition. The Office of the Associate Dean (Graduate) will generate a form on the PeopleSoft system for approval by the student, Supervisor(s) and the Associate Dean (Graduate). If a proposed Supervisory Committee member has not served in this capacity previously, their curriculum vitae must be submitted to the Office of the Associate Dean (Graduate) for review. Final approval for Supervisory Committees and Supervisory Committee members is granted by the Dean, Faculty of Graduate Studies.

(b) Composition of a Supervisory Committee for the Kinesiology Graduate Program:

- (i) M.Sc. - Supervisory Committees are required at the Master's level for the Kinesiology Graduate Program and would normally consist of the supervisor whose primary full-time board appointment is to the Faculty of Kinesiology and at least two other members who normally hold an Academic Appointment at the University of Calgary. However, a maximum of one supervisory committee member may be a postdoctoral fellow.

This is the minimum requirement, although student and/or supervisor may add members as they see fit. Where a supervisor and co-supervisor are appointed, there must be two additional members.

- (ii) Ph.D. - Supervisory Committees are required at the Doctoral level for the Kinesiology Graduate Program and would normally consist of the supervisor whose primary full-time board appointment is to the Faculty of Kinesiology and at least two other members who normally hold an Academic Appointment at the University of Calgary. However, a maximum of one supervisory committee member may be a postdoctoral fellow.

This is the minimum requirement, although student and/or supervisor may add members as they see fit. Where a supervisor and co-supervisor are appointed, there must be at least two additional members.

- (iii) The Chair of the Supervisory Committee shall normally be the supervisor. Any changes to the composition of the Supervisory Committee require the completion of a revised form (see (a) above) and the subsequent approval of the Associate Dean (Graduate). The final composition of all M.Sc. and Ph.D. committees must be approved by the Dean, Faculty of Graduate Studies based on the recommendation of the Associate Dean (Graduate).

8.3 Functions of the Supervisory Committee

The Supervisory Committee:

- (a) Shall approve all aspects of the training program of the graduate student including course requirements.
- (b) Is expected to meet individually with the student during drafting of the research proposal to provide constructive input into the research project.
- (c) Shall meet as a committee to approve the research proposal before it is submitted for final approval by the Associate Dean (Graduate).
- (d) Must meet as a committee a minimum of once per year to assess the progress of the graduate student. It is required that minutes of these meetings be recorded by the supervisor in order to clarify specific expectations for the student. The supervisor will provide copies of the minutes to all members of the Supervisory Committee, to the student, and to the Office of the Associate Dean (Graduate).
- (e) Is required to provide ongoing mentorship to the student as well as to serve as a source of scholarly encouragement. If the student's academic performance is judged to be below an acceptable standard as deemed by the members of the Supervisory Committee, this should be made clear to the student as early in the program as possible. Students may be required to withdraw from the program for reasons of "unsatisfactory progress".
- (f) Is required to participate in candidacy and/or thesis oral examinations of the student.
<http://grad.ucalgary.ca/current/managing-my-program/examinations>

9.0 Change of Program or Status

9.1 Transfers from M.Sc. to Ph.D. Program

Students who are registered for an M.Sc. degree and are performing at an above average level such that the supervisor and members of the supervisory committee deem the student excellent, may seek to change their registration status to that of a Ph.D. candidate. Transfer from the M.Sc. to the Ph.D. program normally occurs within the first year of registration in the M.Sc. program and no later than 24 months. It is also recommended that the transfer be effective in the month of the student's Annual Registration to facilitate the calculation of tuition fees. Please see 7.1 for clarification on additional fees assessed to M.Sc. students that transfer to the Doctoral Program.

This transfer requires the following documentation to be submitted to the Office of the Associate Dean (Graduate):

- (a) A revised or new research proposal should be presented to all members of the Supervisory Committee, to ensure that the Ph.D. project is at an appropriate level in terms of scope and sophistication. At this time, a new form for approval of the research proposal should be completed and signed by all committee members for submission to the Office of the Associate Dean (Graduate);
- (b) Written confirmation from all members of the Supervisory Committee, including the Supervisor, regarding the student's potential for pursuing a more in-depth research program that will lead to a Ph.D. degree. This may be in the form of meeting minutes from a Supervisory Committee Meeting in which the transfer was discussed are acceptable in lieu of individual letters;
- (c) Change of Program or Status form, completed and signed by the student and the supervisor <http://grad.ucalgary.ca/current/managing-my-program/registration>;
- (d) Written confirmation of funding according to the minimum required doctoral level;
- (e) If the Supervisory Committee has changed, a revised Appointment of Supervisory Committee form completed and signed by the student and Supervisor may also be required.

Based upon the recommendations made by all members of the Supervisory Committee as well as the academic record of the student, the Associate Dean (Graduate) will review the transfer request and if approved, submit to the Dean, Faculty of Graduate Studies, for final approval.

Subsequent to this program change and prior to the Oral Candidacy Examination, additional committee members may be added.

9.2 Transfers to Biomedical Engineering or to another Graduate Program

There are opportunities to transfer to another graduate program. All transfers must be approved by the Dean of the Faculty of Graduate Studies based on recommendation of Supervisor, Supervisory Committee, Associate Dean (Graduate) in Kinesiology and Graduate Director of the proposed new program. Transfers can have implications for funding. Funding may not transfer depending on the source of funding. Contact the Office of the Associate Dean (Graduate) to discuss further.

10.0 Research Proposal

10.1 Deadline for Submission

Drafting your proposal early in the program contributes to your success and progress in your graduate research training program. A research proposal must normally be prepared by the graduate student and approved by the Supervisory Committee within 12 months of initial registration for M.Sc. students and 24 months for Ph.D. students. The original Research Proposal Approval form and an electronic copy of the research proposal must be submitted to the Office of the Associate Dean (Graduate) by the deadline.

10.2 Format of Proposal

Research proposals SHOULD NOT exceed the equivalent of 20 typed, double-spaced pages excluding references, figures and tables. A 12 pt font should be used. The proposal should consist of the following elements:

- (a) Background information from the scientific literature, including critical evaluation of previous work.
- (b) A clear statement of the objectives of the proposed research program including hypotheses to be tested where appropriate.
- (c) A detailed description of the proposed methodology.
- (d) A brief indication of the contributions to scientific knowledge that should result from the proposed research.

NOTE: See Appendix 4 for tips on writing the research proposal.

10.3 Research Proposal Approval Meeting

The following protocol must be followed in order for a graduate student to obtain the required scientific approval for their graduate Research Proposal:

- (a) A meeting must be scheduled with the supervisory committee. The purpose of the meeting is for the student to present their Research Proposal to the supervisory committee.
- (b) The Research Proposal must be distributed to members of the Supervisory Committee for their review at least two (2) weeks prior to the scheduled meeting. The student must ask the committee members whether they wish to receive the Proposal in hardcopy or electronic format.
- (c) The student must ensure to bring the Research Proposal Approval form (See Appendix 3) to the research proposal approval meeting.
- (d) The student will give a 15-20 minute presentation of their research to the supervisory committee. Immediately following the presentation, the supervisory committee will question the student on their knowledge of the research area and the research proposal. Supervisory committee members will provide specific feedback and recommendations to the student for incorporation into their graduate research project.
- (e) If the supervisory committee members approve the Proposal in the current format, they may sign the approval form at the meeting. However, supervisory committee members may withhold their approval until the student makes required revisions to the Proposal.
- (f) Once each supervisory committee member has signed the approval form, the student must submit the original approval form with a hardcopy of the Research Proposal to the Office of the Associate Dean (Graduate) for subsequent approval.

If, during the course of the training program, there are major changes in the direction of the student's research, a short addendum should be added to the original research proposal, approved by the members of the Supervisory Committee, and a copy provided to the Office of the Associate Dean (Graduate).

- (g) Minutes of this supervisory committee meeting must be recorded by the supervisor and submitted to the Office of the Associate Dean (Graduate).

NOTE: Your Research Proposal may require the approval of institutional bodies within the University of Calgary, Alberta Health Services or school boards which deal with ethical issues in research. Please ensure that you discuss this possibility with your supervisor and/or committee and familiarize yourself with the procedures involved. In order to apply for ethical approval, you may require a copy of the final Research Proposal Approval form proving that you have obtained scientific approval on your project.

Effective January 2012, the University of Calgary implemented a training tool for graduate students conducting research with human participants. All graduate students conducting research with human participants will be required to submit a Course on Research Ethics (CORE) tutorial certificate when applying for ethics certification at the University of Calgary; this will be a requirement of both research ethics boards on campus (i.e., the Conjoint Faculties Research Ethics Board (CFREB) and the Conjoint Health Research Ethics Board (CHREB)).

<http://ucalgary.ca/research/researchers/ethics-compliance/tcps2-core-tutorial>

<http://www.ucalgary.ca/research/researchers/ethics-compliance/chreb>

University of Calgary, Research Services, Animal Care

<http://www.ucalgary.ca/research/researchers/ethics-compliance/animal-use-protocols>

11.0 Annual Progress Reports

Annually on May 15, the Faculty of Graduate Studies requires each student to submit an **online** Annual Progress Report as part of the annual registration process. The online report will be available through each student's Student Centre. Instructions are available at <http://grad.ucalgary.ca/grad/files/grad/student-gs-apr.pdf>

Upon the student completing and electronically submitting their portion of the report, it will be sent automatically to the Graduate Supervisor electronically to complete their portion. Instructions are available at http://grad.ucalgary.ca/grad/files/grad/gs_apr_supv_june-11-15.pdf

Upon the Graduate Supervisor's completion and electronic submission of the report, it will next be sent to the Associate Dean (Graduate) for review and completion.

If the Progress Report is deemed unsatisfactory, the student and/or supervisor may be required to meet with the Associate Dean (Graduate) to discuss the appropriate steps to be taken to ensure that satisfactory progress is resumed.

The supervisor must also submit a copy of **meeting minutes of each supervisory committee meeting held during that year**. Recording meeting minutes, distributing to the supervisory committee and submitting to the Office of the Associate Dean (Graduate) ensures that the student, supervisor and supervisory committee are aware of and agree to the meeting proceedings.

12.0 Thesis-Based Examinations

12.1 Ph.D. Field of Study Examination (formerly Candidacy Exam)

Faculty of Graduate Studies, Guidelines –Examinations

<http://grad.ucalgary.ca/current/managing-my-program/examinations>

The Field of Study (FoS) Examination applies only to Doctoral students. The formal approved Doctoral Candidacy Policy is available at <https://ucalgary.ca/knes/files/knes/knes-candidacy-requirements-final-approved-version.pdf>.

All doctoral students in the Faculty of Kinesiology Graduate Program must successfully complete the following components within the specified timelines:

1. All course requirements required by the Faculty of Kinesiology and the Supervisory Committee
2. Written research proposal approved by the Supervisory Committee
3. Written Field of Study exam
4. Oral Field of Study exam

Component	Direct PhD Entry Deadline	MSc Transfer Deadline
Course Requirements	Prior to Written and Oral FoS Exam	Prior to Written and Oral FoS Exam
Research Proposal	24 months after initial registration	32 months after initial registration
Written FoS Exam	28 months after initial registration	36 months after initial registration
Oral FoS Exam	28 months after initial registration	36 months after initial registration

Composition of FoS Examination Committee

The FoS Examination Committee consists of the Supervisory Committee plus two additional members recommended by the Associate Dean (Graduate) who shall ensure that no conflict of interest exists between the student or the Supervisor and the additional members of the examination committee. The two additional members must include at least one member who is external to the Faculty of Kinesiology.

The examination committee must have at least five voting examiners, however, depending on the supervisory committee membership, may exceed five. **In cases where there is a supervisor and co-supervisor, their votes count as one vote.** Where there is a difference of opinion between the two, the Supervisor's vote will stand. There must also be a Neutral Chair, selected by the Associate Dean (Graduate) according to the regulations provided by the Faculty of Graduate Studies.

Scheduling of FoS Examination

The details for the form entitled Notice of FoS Examination must be submitted by the supervisor to the Office of the Associate Dean (Graduate) at least six weeks before the scheduled date of the Oral FoS Examination. This includes date, time and location of the oral examination; examining committee composition, the student's research specialization, and the student's decision with regards to the optional presentation prior to the oral examination.

Approval of the Notice indicates that the student has satisfactorily completed all course work requirements, received approval of their thesis proposal, and, upon the successful completion of the FoS Examination is sufficiently qualified to proceed with the conduct of the doctoral research.

Format of Written FoS Examination

The student can choose one of two options. To aid in the student's decision, a discussion with the supervisor is highly recommended.

Option 1

The written examination will be a closed book, six-hour exam (2 three-hour blocks) administered by the Graduate Supervisor, held one week prior to the date of the FoS Oral Examination. Questions for the Written Examination will be supplied by members from the FoS Examination Committee (each of the committee members submits a single question) to the Supervisor. Questions are to be based on the course work taken by the student and knowledge needed to complete the thesis. Five questions will be chosen by the supervisor from the supplied questions and must include in those five the questions from the non-supervisory committee members. The student will choose and answer four of the five questions during this time period – 2 for each 3 hour block. Expectations for the written answers to the four questions are such that answers should be comprehensive enough to show the student knows the questioned area supplemented by an appropriate but not exhaustive reference list to support the answers/ideas put forward. In advance of circulation of the Written Examination, the Supervisor should contact the FoS Examining Committee regarding their preference on how they wish to receive the Written Examination (i.e., hard copy, or electronic version, or both).

Option 2

As with Option 1, questions for the Written Examination will be supplied by members from the FoS Examination Committee (each of the committee members submits a single question) to the Supervisor. Questions are to be based on the course work taken by the student and knowledge needed to complete the thesis. The scope of the questions should be fairly specific so that the student has the opportunity to answer, in depth, in a specific area. Five questions will be chosen by the supervisor from all the supplied questions and must include in those five the questions from the non-supervisory committee members. The student will choose and answer four of the five questions

Exactly four weeks before the scheduled Oral FoS Examination, the written questions should be provided to the student by the Supervisor. The student must prepare a written paper for four of the examination questions and circulate these to all members of the FoS Examination Committee no later than one week before the scheduled Oral Candidacy Examination. This allows the student three weeks to prepare the four written responses. The answers to the questions are expected to be of high quality and appropriately referenced as one might expect for having approximately 5 days to write each question. Answers to each question should be typed double-spaced, in no less than 12 pt. font, and should not exceed 20 pages excluding references, figures, and tables.

The Examining Committee must have a minimum of one week to review the Written Examination prior to the date of the Oral FoS Exam.

Format of Oral FoS Examination

After the vote on the written component of the FoS examination and before the start of the oral FoS examination, the student may elect to give a 15 minute (maximum) presentation on such topics as their background, why they are in their selected area, future plans, areas of expertise, etc. They are not to discuss any aspect of their examination questions, written responses, or their thesis or thesis proposal. This presentation is not part of the two hour FoS Oral examination. Students should discuss this option with their supervisor before making a decision. If a presentation is elected, it MUST be identified to the Office of the Associate Dean (Graduate) when scheduling the oral examination (6 weeks prior to the examination date, see 'Scheduling of Field of Study (FoS) Examination' above). If this notice is not given, it will not be on the Notice of Candidacy Document and the student will NOT be permitted to present prior to the oral FoS. The Neutral Chair is responsible for enforcing the above at the time of the FoS examination.

The student will be examined by members of the FoS Examination Committee. The four written answers provided by the student should serve as the basis of questioning during the Oral FoS. However, questions related to the non answered questions are permissible. In addition, general knowledge in related areas to the thesis may also be included. Rounds of questioning will be employed in order to give each examiner an early opportunity to question the student. The committee will evaluate the background knowledge of the student as it relates to specific topics in which they have answered questions.

Process/Evaluation of FoS Examination

The written and oral component of the FoS Examination are evaluated separately. Should a student not pass the written component of the examination they will not proceed to the oral component. Detailed processes are available in the formal Candidacy Policy at <https://ucalgary.ca/knes/files/knes/knes-candidacy-requirements-final-approved-version.pdf>, or see Appendix 5.

Written Exam	Oral Exam	Result
Pass	Pass	Pass
Pass	Fail	Redo Oral Examination
Fail	Not Performed	Redo Written with Oral Exam

12.2 Thesis Examination

Under no circumstances are students permitted to make arrangements for an examination. All examination arrangements must be made by a student's supervisor/co-supervisor.

Details regarding thesis examinations can be found at <http://ucalgary.ca/pubs/calendar/grad/current/gs-m.html>

Prior to a Master's or Doctoral thesis oral examination being scheduled, the following program requirements must be met:

1. The student must provide a relevant written sample of their research which is comprised of the following:
 - a. Table of Contents from the thesis;
 - b. Thesis chapter or manuscript (prepared, submitted, accepted) for publication. In cases where a thesis chapter may consist of a literature review, it must be from the thesis and not the research proposal.

2. The supervisor must schedule a supervisory committee meeting where the student will present their results to the supervisory committee. Alternatively, the supervisor can arrange an electronic review and discussion of the document. The supervisor and supervisory committee members must unanimously:
 - a. agree the student has conducted sufficient work on their research project;
 - b. approve the relevant written sample of research;
 - c. approve the student to write their thesis and schedule a Thesis Oral Examination.

A final copy of supervisory committee meeting minutes (or relevant emails) must be submitted to the Graduate Program Office confirming that the above requirements have been met. Thesis examinations will not be approved by the Associate Dean (Graduate) until these are received.

(a) Master's Thesis Oral Examination.

The thesis examination committee for the M.Sc. degree shall consist of the student's Supervisory Committee and at least one other examiner who is external to the Faculty of Kinesiology known as the "Internal" External. In cases where there is a Supervisor and Co-Supervisor, their votes count as one vote. There must also be a Neutral Chair, recommended by the Graduate Supervisor and approved by the Associate Dean (Graduate).

A form entitled Notice of Master's Thesis Oral Examination is prepared by the Office of the Associate Dean (Graduate). Information for this form **MUST** be submitted to the Office of the Associate Dean (Graduate) at least **four weeks** before the scheduled date of the examination. This includes date, time and location of oral examination; thesis title; committee composition; and specialization of student's research.

(b) Doctoral Thesis Oral Examination.

The thesis examination committee for the Ph.D. degree shall consist of a total of five voting members including the student's Supervisor(s), Supervisory Committee and at least two other examiners: One who is external to the Faculty of Kinesiology Graduate Program known as the "Internal" External and one who is external to the University of Calgary known as the External Examiner. In cases where there is a Supervisor and Co-Supervisor, their votes count as one vote. There must also be a Neutral Chair, recommended by the Graduate Supervisor and approved by the Associate Dean (Graduate).

At least **six weeks** before the proposed examination date, approval must be requested for the external examiner from FGS. The examiner's name, email address, a copy of the prospective external examiner's current curriculum vitae, and supervisory experience (if not on CV) must be submitted to the Office of the Associate Dean (Graduate). The designated External Examiner must be approved by the Associate Dean (Graduate) and the Dean, Faculty of Graduate Studies.

A form entitled Notice of Doctoral Thesis Oral Examination is prepared by the Office of the Associate Dean (Graduate). Information for this form **MUST** be submitted to the Office of the Associate Dean (Graduate) at least **four weeks** before the scheduled date of the examination. This includes date, time and location of oral examination; thesis title; committee composition; and specialization of student's research.

(c) Manuscript Based Theses Regulations.

Single manuscript-based theses are **not** allowed. Students who have completed one study must write a traditional style thesis.

Manuscript-based theses must include introduction, literature review, and discussion chapters, in addition to the included manuscripts.

If a dissertation is manuscript based and all supervisory committee members are co-authors on the manuscripts included in the thesis, an additional examiner who is not co-author is required.

13.0 Leave of Absence

The *Leave of Absence Policy* has been created to assist graduate students who are unable to continue their programs as full-time students. A Leave of Absence may be planned (e.g. parental/maternity leave), or unplanned (e.g. bereavement, medical requirements, family emergency). The student should first discuss the proposed Leave of Absence with their supervisor and members of the Supervisory Committee. The student may also wish to meet with the Associate Dean (Graduate). When it is determined a Leave of Absence should be pursued, the student must complete the form and obtain their supervisor's approval. <http://grad.ucalgary.ca/managing-my-program/leave> Written documentation outlining the reasons for the Leave of Absence should be included and the form must be submitted to the Office of the Associate Dean (Graduate) for additional review and subsequent approval by the Dean, Faculty of Graduate Studies.

The Faculty of Graduate Studies requires that periods of leave both commence and conclude in accordance with the registration deadlines of the University of Calgary's official academic terms (September, January, May and July). When possible, the Application for Leave of Absence should be received by the Office of the Associate Dean (Graduate) at least **four weeks** before the anticipated start of the leave. Students returning to graduate study after a Leave of Absence must activate their registration on the Student Centre by the registration term's deadline as indicated in the Academic Schedule.

14.0 Withdrawal from Graduate Program

It is recommended that a graduate student experiencing difficulties with any aspect of training should attempt to resolve the situation with their Supervisor (and Co-supervisor if applicable) and/or members of their Supervisory Committee. If necessary, the student and/or supervisor can also meet with the Associate Dean (Graduate) for additional assistance. A student who wishes to withdraw from the Kinesiology Graduate Program must complete a Faculty of Graduate Studies' Withdrawal form indicating rationale for withdrawing. If applicable, the student may append supporting documentation where further explanation may be required. The form and accompanying documentation must be submitted to the Office of the Associate Dean (Graduate) for subsequent review and approval by the Associate Dean (Graduate), who will forward to the Dean, Faculty of Graduate Studies, either of whom may request to meet with the student.

Upon occasion, a student will request a withdrawal from program for a predetermined and reasonable period of time with the objective of reapplying at a later date to defend their graduate thesis. In these cases, the student and the supervisor must complete a Voluntary Withdrawal form.

<http://grad.ucalgary.ca/current/managing-my-program/withdrawal>

A student who has withdrawn from program not more than five years previously and wishes to apply for readmission must do so within required admission deadlines.

The student must submit an updated application form, a \$180 application fee, a letter requesting readmission and one letter of reference from the student's graduate supervisor. If the student has been registered at another postsecondary institution since they withdrew from program, official transcripts must be submitted in support of the reapplication.

The student's University of Calgary transcript will permanently reflect the Voluntary Withdrawal from Graduate Program and the date that the withdrawal occurred.

15.0 General Information

Alberta Health and Wellness Coverage <http://www.health.gov.ab.ca/ahcip/AHCIP.html>

Campus Map <http://www.ucalgary.ca/map/>

Faculty of Graduate Studies (FGS) <http://www.grad.ucalgary.ca/>

The mission of the Faculty of Graduate Studies is to foster excellence, creativity, and innovation in graduate education and research at the University of Calgary. The Faculty provides leadership and support for excellence in graduate education and research to about 5,400 graduate students in 52 programs. An important responsibility is to ensure that graduate degrees granted by the University of Calgary meet high national and international standards. The Faculty works to ensure that the best students are recruited and admitted to the University of Calgary by, for example, setting admission and program standards and through the administration of about \$20 million annually in financial awards for graduate study. It also promotes uniform standards of excellence across programs through establishing degree requirements, granting supervisory privileges and approving examiners.

Graduate Student Association (GSA) <http://www.ucalgary.ca/GSA/>

The University of Calgary Graduate Students' Association represents the collective interests, but not individual opinions, of graduate students to governing bodies of the university, all levels of government and the surrounding community of Calgary. The University of Calgary GSA is a member of the Alberta Graduate Council. <http://www.albertagrads.ca/>.

GSA Health and Dental Benefits <http://www.ucalgary.ca/GSA/>

The Graduate Student Association (GSA) facilitates the health and dental coverage for full-time graduate students. If you are covered by another health and dental plan, you may be eligible to *Opt-Out* of the GSA coverage. The deadline to Opt-Out is the same as University registration deadlines.

Kinesiology Graduate Students Association (KGSA)

The mandate of the KGSA is to enhance the social and academic experiences for Kinesiology graduate students. The KGSA hosts various activities in order to achieve this goal which includes partnering with the Kinesiology Graduate Program to host various academic functions (Orientation Day activities, Lunch & Learn sessions, Graduate Awards Recognition Ceremony, etc). The KGSA promotes collegiality and cooperation through facilitating social events such as the KGSA Annual Holiday Formal. These events are facilitated through the efforts and hard-work of the KGSA executive members. In addition, the KGSA represents its fellow graduate students on the Kinesiology Graduate Education Committee (GEC) and University-wide on the GSA's Graduate Representative Council. If you wish to be involved in the KGSA please contact kgsa@ucalgary.ca

Student Success Centre <http://www.ucalgary.ca/ssc/>

The Student Success Centre offers a variety of services to help graduate students designed to assist students with creating a meaningful career and life following graduation and address the various stages

of the career development process. Writing workshops for graduate students are also offered and include the following: Writing at the Graduate level, Dissertation/Thesis Support Group and Professional Writing Series for Grad Students.

Teaching and Learning Centre <http://tlc.ucalgary.ca>

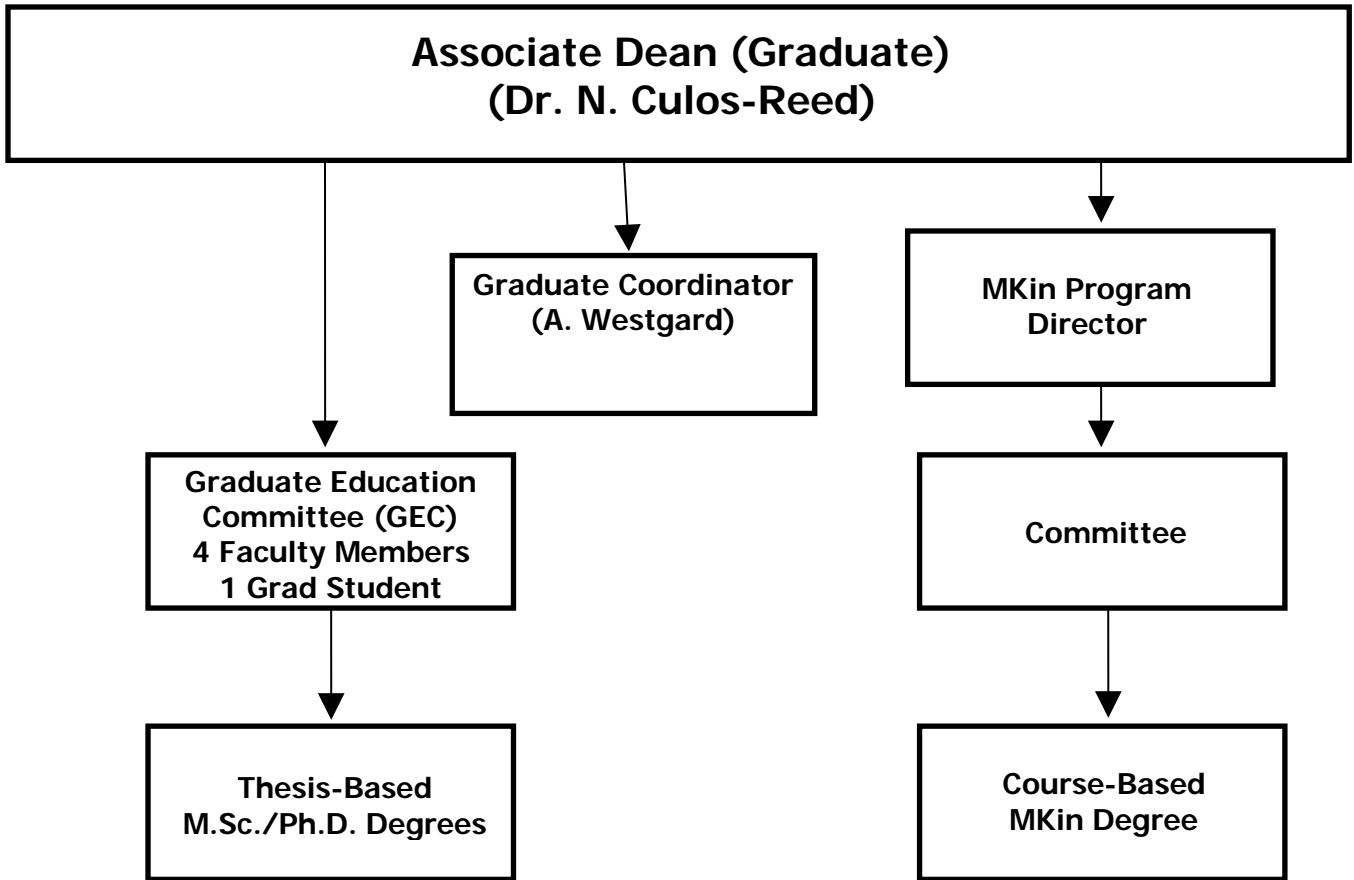
The Teaching and Learning Centre offers various programs to prepare graduate students, postdoctoral fellows and Faculty Members for teaching.

University Health Services <http://www.ucalgary.ca/pubs/calendar/current/health-services.html> is located in MacEwan Student Centre and primarily focuses on providing quality health care and education to students in a reassuring friendly manner. The clinic is staffed by registered nurses, psychiatrists, family physicians, chiropractors, a nutritionist and massage therapists.

16.0 APPENDICES 1-5

Appendix 1	Organizational Chart
Appendix 2	Checklist of Expectations for Graduate Student and Supervisor
Appendix 3	Research Proposal Approval form
Appendix 4	Tips for Writing your Research Proposal
Appendix 5	Field of Study Examination Guidelines

Appendix 1 Organizational Chart





UNIVERSITY OF CALGARY
FACULTY OF GRADUATE STUDIES

**Checklist of Expectations for
GRADUATE STUDENT and SUPERVISOR**

Graduate Student Name: _____ UCID: _____

Program: _____ Program Director: _____

Degree: _____ Specialization: _____

The aim of this checklist is to define the expectations and responsibilities of the graduate student and the supervisor. Questions about the suitability of any part of this document should be directed to the Graduate Program Director or an Associate Dean in the Faculty of Graduate Studies (FGS). Each party should retain a copy of the signed document and the Appendix. The completed first two pages of this document should be submitted to the Program Director and filed at the student's host program. The checklist may be updated as necessary.

General Expectations and Responsibilities

Graduate students hold the primary responsibility for the completion of their degree. Graduate study requires independent learning, as well as constant collaboration between the student and the supervisor. In accepting admission to a graduate program, the student is agreeing to pursue studies and scholarly work on a full-time basis (if registered full-time), under the supervision of a faculty member, to meet the regulated deadlines established by the Faculty of Graduate Studies, and to maintain open communication with the supervisor. The student must actively seek to expand her or his knowledge and is expected to solve problems independently, to pursue opportunities to learn specific skills and to become familiar with a body of knowledge. The ultimate goal is to produce and defend a thesis.

The supervisor must be available for mentoring, and to provide guidance, advice and educational opportunities. The supervisor is expected to provide feedback and minor editing of the student's work on the thesis, scholarship applications, grant proposals, abstracts and manuscripts for publication. The intellectual property that is expected to result from, or is necessary for, the student's thesis work should be discussed in advance and agreed upon between the student and the supervisor.

The student and the supervisor are expected to go over the items listed below, and to check each box as that item is dealt with. Each item should prompt some discussion. Completion of this document may take several meetings, but it is expected that it will be completed within the first two months after a supervisor has been appointed. Signatures at the end of this document indicate that these items have been discussed.

Checklist to be completed by both the Graduate Student and the Supervisor

Student		Supervisor
<input type="checkbox"/>	We have discussed the rules, regulations and policies governing progress through the graduate program (see Appendix).	<input type="checkbox"/>
<input type="checkbox"/>	I will attend regular (weekly/biweekly/monthly, as required depending on time in the program and progress achieved) group or individual student-supervisor meetings, and I expect to be able to arrange additional meetings as needed.	<input type="checkbox"/>
<input type="checkbox"/>	An annual report must be submitted at program due date of _____, and satisfactory progress towards degree completion must be demonstrated. We have discussed program expectations regarding satisfactory progress. A student who does not demonstrate satisfactory progress will be required to withdraw from the Faculty of Graduate Studies.	<input type="checkbox"/>

Student**Supervisor**

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | I have a clear understanding of the funding that is offered, its sources, and the funding that is available for the thesis research costs. The student will apply for awards and scholarships for which he or she qualifies. | <input type="checkbox"/> |
| <input type="checkbox"/> | We have discussed intellectual property (IP) issues that may arise in the course of studies; for example, authorship in publications, order of authors, ownership of data/results, patent rights, etc. The FGS IP Awareness Form has been completed. In cases where a special Lab (or other) Agreement has been signed by the student and the supervisor, it should be filed both at the student's home department and at FGS. | <input type="checkbox"/> |
| <input type="checkbox"/> | We have discussed the importance of acquiring professional skills of value to the student's future career, the responsibility of students to be aware of available resources, and the responsibility of supervisors to reasonably accommodate these efforts. | <input type="checkbox"/> |
| <input type="checkbox"/> | I am aware that the student is permitted at least two weeks of annual vacation time, in addition to days off when the University is closed. The supervisor will inform the student when he/she will be away for an extended period on vacation or other business. | <input type="checkbox"/> |
| <input type="checkbox"/> | We have discussed the required coursework, including expectations, timetable and necessary study time. | <input type="checkbox"/> |
| <input type="checkbox"/> | We have discussed program expectations regarding student attendance and presentations at seminars or journal club meetings. | <input type="checkbox"/> |
| <input type="checkbox"/> | We have discussed the opportunity to attend regional, national or international conferences, including the opportunity to present and the available travel funds. | <input type="checkbox"/> |
| <input type="checkbox"/> | I am aware that ethics approval is needed before data collection can begin when animals or humans are involved. We will prepare appropriate ethics applications and obtain necessary certifications. | <input type="checkbox"/> |
| <input type="checkbox"/> | I understand that editorial feedback on written work (scholarship applications, proposal, thesis, publications) is expected from the supervisor, and that a reasonable length of time should be permitted for this feedback (up to three weeks, depending on the size of the document and the timing of submission). | <input type="checkbox"/> |
| <input type="checkbox"/> | I am aware that students can apply for a leave of absence if circumstances make appropriate progress towards degree completion impossible. | <input type="checkbox"/> |
| <input type="checkbox"/> | We have discussed access to resources (e.g., library, printing, computer access, measurement/laboratory needs) and appropriate training required for successful completion of the thesis. | <input type="checkbox"/> |
| <input type="checkbox"/> | We have discussed what constitutes academic and non-academic misconduct, and their consequences. For example, plagiarism or misrepresentation of data in course work, presentations, thesis proposal, publications or thesis is considered academic misconduct, which can lead to requiring the student to withdraw from the program. Students are expected to be fully familiar with misconduct regulations as listed in the University Calendar and the FGS web site. | <input type="checkbox"/> |

Signatures:

Graduate Student: _____ Supervisor: _____

Print Name: _____

Date: _____

Appendix - Supplemental Information

FGS Website: The Faculty of Graduate Studies maintains a web site with considerable valuable information for both students and supervisors (www.grad.ualgary.ca), as well as a site specifically for supervisors (<http://grad.ualgary.ca/faculty/information-supervisors>). There is an awards database that includes a searchable list of available scholarship awards. There are also important hints and tips for preparing strong applications for such awards and corresponding letters of reference.

Handbooks: The regulations governing your participation in this graduate program are fully described in the regulation documents located on the FGS website (<http://grad.ualgary.ca/graduate-regulations>). There are also documents describing best practices in graduate supervision for both the student and supervisor (<http://grad.ualgary.ca/faculty/information-supervisors>). Both the student and the supervisor have specific responsibilities to assure that a satisfactory and mutually beneficial relationship exists between student and supervisor. Individual programs may also have rules and best practices regarding graduate supervision.

Scholarships: The student is expected to apply for scholarship funding. In the event that the student is successful with such applications, some of the promised funding from other sources may be withdrawn, but the student must still receive the minimum amount stipulated in the letter offering admission, and top-ups may be available. Promised funding is dependent on satisfactory progress towards completion of the degree. Internal and external scholarship information is available at: <http://www.grad.ualgary.ca/awards>.

Annual Report: An annual report is required to be submitted each year. Online reports are available in May (regardless of when the student began their program) and each program has their own deadline for completion of these (typically from the first of June to the end of September). The student will be prompted to prepare their online report by an e-mail message from the Graduate Program. A detailed instruction manual for completing the online Annual Progress Report is available at: <http://grad.ualgary.ca/current/managing-my-program/supervision/annual-progress-report>

Research Activities: A fundamental aspect of a postgraduate degree is the generation of new knowledge. Graduate students are expected to complete a thesis that represents a novel aspect of their discipline of study. Although thesis scholarly work is conducted under the supervision of a faculty member, and that faculty member may provide funding for the costs of the research, the writing of the thesis must be primarily the work of the student. Normally, the supervisor will arrange for access to the equipment and facilities needed for the conduct of the research. Opportunity to learn how to operate such equipment must be provided to the student. The student is responsible for acquiring appropriate skill in the use of the equipment, recognizing the importance of reproducibility and quality of the data. The student must have ownership (or co-ownership) of data presented in the thesis. However, laboratory records describing work sponsored by external funding agencies must remain in the laboratory. It is the responsibility of both the supervisor and the student that ethics approval is obtained prior to data collection on the thesis research. See: <http://grad.ualgary.ca/current/managing-my-program/academic-integrity>. The FGS Intellectual Property Awareness Checklist should be completed: <http://grad.ualgary.ca/current/managing-my-program/academic-integrity/intellectual-property>

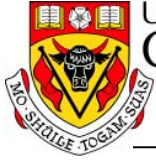
In recognition of the financial support provided by various agencies and sources, financial support for salary and in support of the costs of doing research must be acknowledged in any public presentation or publication of the research generated.

My GradSkills: My GradSkills is a resource that provides professional and academic development opportunities to graduate students. All events and services associated with My GradSkills have received academic oversight and are endorsed by the Faculty of Graduate Studies. Participating in My GradSkills workshops and events will help graduate students acquire academic skills to help them complete their graduate degree in a timely fashion, and professional skills to help them stand out to future employers. Be sure to check out further information to assist with identifying those skills that should be developed, and to establish the manner in which those skills will be acquired, can be found at www.ualgary.ca/mygradskills.

Misconduct Information: Information on academic and non-academic misconduct can be found in the Graduate Calendar at: <http://grad.ualgary.ca/current/graduate-calendar>

Leave of Absence: <http://grad.ualgary.ca/current/managing-my-program/leave>

APPENDIX 3



UNIVERSITY OF
CALGARY
KINESIOLOGY

OFFICE OF THE ASSOCIATE DEAN (GRADUATE)

RESEARCH PROPOSAL APPROVAL

All members of the Supervisory Committee have read and approved the below named student's attached (circle one) M.Sc.* / Ph.D. Research Proposal. The supervisory committee members' approvals below represent the student's fulfillment of this Faculty of Kinesiology degree program requirement.

_____	_____	_____
Date	Student (print name)	Signature
_____	_____	_____
Date	Supervisor (print name)	Signature
_____	_____	_____
Date	Committee Member (print name)	Signature
_____	_____	_____
Date	Committee Member (print name)	Signature
_____	_____	_____
Date	Committee Member (print name)	Signature
_____	_____	_____
Date	Committee Member (print name)	Signature

This research project (circle one) does*/does not involve the use of animals.

[*attach copy of certificate indicating appropriate training in animal handling or indicate the course name and number if student is taking credit instruction in animal handling]

This research project (circle one) does/does not involve the use of human subjects.**

Ethics Approval: *Applied for* *Approved* [**attach copy of ethics approval]

*Master's students transferring to the doctoral program are required to submit a *revised* or *new* research proposal to their respective Supervisory Committee for approval to ensure that the Ph.D. project is at an appropriate level. This must occur subsequent to the degree program change and prior to the Oral Candidacy Examination. Once the modified proposal is endorsed by the Supervisory Committee, the original approval form and a copy of the research proposal must be submitted to the Faculty of Kinesiology Graduate Program.

Dr. Nicole Culos-Reed
Associate Dean (Graduate)

_____	_____
Date	Signature

APPENDIX 4

TIPS FOR WRITING YOUR GRADUATE RESEARCH PROPOSAL

A research proposal must be prepared by the graduate student within 24 months of initial registration in a Faculty of Kinesiology thesis-based graduate program. This proposal should consist of:

- (a) Background information from scientific literature, including critical evaluation of previous work.
- (b) A clear statement of the objectives of the proposed research program.
- (c) A description of the methodology to be used in the implementation of the proposal.
- (d) An indication of the contributions to scientific knowledge that should result from the research.

There is no strict rule about length of the research proposal but, as a general guideline, it should not exceed 20 typed, double-spaced pages excluding references and figures. It is recommended that students refer to the Information below for helpful suggestions.

The proposal should be presented to the Supervisory Committee for their approval, who will sign off on the *Research Proposal Approval* form. The approved form and proposal should then be submitted to the Office of the Associate Dean (Graduate), who will review for subsequent approval and retain on the student's file. If there are major changes in the direction of a student's research, an addendum will be added to the original proposal and approved by the Supervisory Committee and the student.

Writing a Research Proposal in the Kinesiology Graduate Program

The list of hints and suggestions presented below is intended to aid you in writing your proposal. However, be sure to ask your committee what they expect for a research proposal. Every committee will have a slightly different idea of what a student research proposal should include, and what format it should be presented in. Your committee is there to help you in your graduate training, and you should feel free to contact them for advice.

1) Research Question

Set up the research question you will be answering at the beginning of the proposal. State it clearly and succinctly so the reader will not have to guess at what you will be doing.

In addition to posing the general question(s) of what your research will answer, be sure to include specific questions that you are going to tackle. But remember, your goal is to complete a degree, not set up a lab, so being focused is important.

2) Significance of Research

Be sure to address the question, "why is this research important?" It is important that your research will add novel findings to your field of interest; therefore, outline what these findings might be.

In addition to mentioning the relevance of your research in the body of your proposal, it is usually helpful to reiterate the significance of your work at the end.

3) Background

In writing the background information section, it is not necessary to provide a complete history of your topic. Only information that is relevant to the question you will be answering is necessary in the background. Do not make your committee members hunt for what is relevant and what is not...they are very busy and do not like extra work! However, you will need to be well versed on your topic to answer any general questions your committee may ask you.

4) Citing Literature

When you obtain information from any published source it is appropriate to give credit to the author. Any standard citation format is appropriate for this purpose. For example, you could choose a citation format from a journal in your field of study.

5) Research Design and Methodology

Spend time thinking about what experiments you will be doing, and why you will be doing them the way you are proposing. You should also propose alternative methodologies to answer the same question. Designing experiments well and efficiently is likely one of the most cost effective uses of time in science.

a) Suitability

Think about why the model system you are using is appropriate for the research you are proposing.

b) Methodology

By this point you have already stated the question(s) you want to answer. Now you must detail the methodology to be used for answering your question(s). Be sure to choose methods that use materials your lab already has or can readily obtain.

In writing this section be sure to provide sufficient detail so your committee members know what sort of hands on things you will be undertaking, but not so much that the reader will lose the focus of your proposal. Common methods do not have to be explained in great detail, though justification for novel twists should be explained. New or unusual methods (e.g. CASTing, differential display) should be explained in enough detail that the reader will understand what you will obtain by using this method. A good rule to remember is that the proposal is not a recipe book, but a flow chart of what you will do.

c) Advantages/Disadvantages

Coinciding with the methods section, it is important to explain why you are approaching the problem using the methods you have decided upon. Point out the advantages and disadvantages of your approach; be sure to mention ways of dealing with these problems. If you do not, your supervisor and committee members certainly will.

Related to the advantages and disadvantages of particular methods, is the basic understanding of how/why a protocol functions (be it a kit or otherwise). Know the principals behind the method. Your committee will probably expect you to know this information.

d) Collaborations

If your work involves collaboration with other researchers (either within or outside of your lab), be sure to outline exactly what everybody involved in the collaboration will do. This has the added bonus of avoiding future arguments over who was supposed to do what!

e) Previous Results

Be sure to include a section containing previous results if you are able (some students formally start their research before handing in a proposal, others do background work prior to submitting a proposal). Your committee will appreciate a chance to look over the work you have accomplished to date. After presenting your previous results, discuss them with respect to how they should be integrated into your proposal.

f) Timetable

Set up a timetable for accomplishing your intended research. This should be presented to your supervisor/committee in some form, though not necessarily in the written portion of the proposal. Be realistic about what you can accomplish.

g) Contingency Clause

Have a contingency clause (Plan B, C, D...). Life does not like to cooperate all the time, especially when studying it! Present alternative methods for addressing the question(s) you want to answer. Additionally, speculate on what your results might be. Results are not always easy to interpret. Be sure to include some basic experiments that have a high probability of giving interpretable results. Even the best planned projects can fail to work.

6) A Final Check

Before handing your proposal in for critical evaluation (i.e. committee approval), ask members of your lab and other colleagues to read it over. Your supervisor will always have plenty to say about your efforts, especially the first few drafts! It is also a good idea to ask your supervisor for one of their grants. If they don't mind, this will give you an idea of what is expected in the real world, and will give you a better understanding of your supervisor's overall research goals.



Field of Study Examination Guidelines

1. Faculty of Graduate Studies (FGS) Deadlines for Field of Study (FoS) Examination Completion

- Master's Holders - Must attempt the candidacy examination within 28 months of initial registration.
- Baccalaureate holders /M.Sc. to Ph.D. Transfers - Must attempt the candidacy exam within 36 months of initial registration.

2. Tuition Assessment after FoS Completion.

All students in a Doctor of Philosophy degree are assessed program fees until the term immediately following successful completion of a candidacy exam (Spring/Summer are counted as one term). In all subsequent years, students will be assessed continuing fees.

3. Recommended Timeline for FoS Examination Preparation.

The Candidacy Examination is a major challenge for a doctoral student to meet. Preparation needs to be taken seriously by the student and supervisory committee.

Three months prior to FoS oral examination	Examining committee meet with student to discuss areas student will be examined on (written and orally). Each examiner may provide reading list of relevant literature to the student to assist in their examination preparation. Consensus obtained on expected areas of the Candidacy Examination.
Six to eight weeks prior to FoS oral examination	Supervisor to inform student of the expected areas of the Candidacy Exam. Supervisor will collect one question from each Examiner for the written examination of the component. The Supervisor will review the questions and determine which 5 questions the student will receive. The supervisor should communicate and clarify to the committee which written examination the student will complete: one-day or three-week.
Four to six weeks prior to FoS oral examination	Student and supervisor must provide the following examination details to the Kinesiology Graduate Program Office: examination rules being used (current/archived); specialization; date, time and location of oral examination; committee membership (Supervisor, Supervisory Committee and additional examiners); format of written examination (one-day or three-week); student's decision with regards to optional presentation.
Four weeks prior to FoS oral examination	If the student is using the archived regulations, the Kinesiology Graduate Program Office is to provide <i>Notice of Oral Candidacy Examination</i> form to (FGS). Upon FGS approval, the Kinesiology Graduate Program Office will send pertinent documents to the student, Examining Committee and Neutral Chairperson.
Four weeks prior to FoS oral examination	If student undertakes the three-week written examination, the Supervisor provides the written questions to the student.
One week prior to the FoS oral examination	If student undertakes the three-week written examination, student distributes questions to Examining Committee Members.

One week prior to FoS oral examination	If student undertakes the one-day written examination, student completes written examination and upon completion, distributes questions to Examining Committee Members.
---	---

4. Composition of the Examining Committee.

There must be a minimum of five (5) voting members on the candidacy examining committee as follows:

Neutral Chairperson	Non-voting. To be determined by the Kinesiology Graduate Program Office.
Supervisor/ Co-Supervisor	In the Faculty of Kinesiology, the supervisor is a participating and voting member of the examining committee. However in a case where there is a supervisor and co-supervisor they share one vote.
Supervisory Committee	Two voting members.
Additional Examiners	Two additional examiners required. One examiner must be external to the student's home program. Additional examiners may be internal or external to the student's home program. Additional examiners must meet the <i>FGS Conflict of Interest Policy</i> http://grad.ucalgary.ca/current/policies-forms/conflict-interest

5. Preparation for FoS Examination:

- a) The purpose the of the FoS examination is to ensure that the students has:
 - i) Broad basic knowledge of the discipline that will be necessary for successful graduation; and
 - ii) The necessary critical skills to be a successful scholar.
 - iii) The candidacy examination should be formative, students should improve as a result of the experience.

- b) Preparation for the FoS examination should begin at the outset of the student's initial registration in the program. In addition to the mandatory course work, there may be supplementary course work to address areas where background preparation is below par; journal clubs, seminars, reading the primary literature, etc.

- c) The Supervisory Committee selects an external examiner, bearing in mind the research interests of the student and the examiner's background.

- d) It is the responsibility of the Supervisory Committee to determine what a relevant and appropriate knowledge base is for the student. This is very important given the multi-disciplinary nature of the research in Kinesiology. The student should be informed of the proceedings and the topic areas are reviewed. The most common complaint about FoS examinations is that the student does not know what the examiners are expecting of them.

The FoS Examination in the Faculty of Kinesiology will consist of both written and oral examinations:

6. FoS Written Examination

The student and supervisor will select **ONE OF** the following for the written component:

- a) The written examination will be a closed book, six-hour exam (2 three-hour blocks) administered by the Graduate Supervisor, held one week prior to the date of the FoS Oral Examination. Questions for the

Written Examination will be supplied by members from the FoS Examination Committee (each of the committee members submits a single question) to the Supervisor. Questions are to be based on the course work taken by the student and knowledge needed to complete the thesis. Five questions will be chosen by the supervisor from the supplied questions and must include in those five the questions from the non-supervisory committee members. The student will choose and answer four of the five questions during this time period – 2 for each 3 hour block. Expectations for the written answers to the four questions are such that answers should be comprehensive enough to show the student knows the questioned area supplemented by an appropriate but not exhaustive reference list to support the answers/ideas put forward. In advance of circulation of the Written Examination, the Supervisor should contact the FoS Examining Committee regarding their preference on how they wish to receive the Written Examination (i.e., hard copy, or electronic version, or both).

- b) As with Option 1, questions for the Written Examination will be supplied by members from the FoS Examination Committee (each of the committee members submits a single question) to the Supervisor. Questions are to be based on the course work taken by the student and knowledge needed to complete the thesis. The scope of the questions should be fairly specific so that the student has the opportunity to answer, in depth, in a specific area. Five questions will be chosen by the supervisor from all the supplied questions and must include in those five the questions from the non-supervisory committee members. The student will choose and answer four of the five questions.

Exactly four weeks before the scheduled Oral FoS Examination, the written questions should be provided to the student by the Supervisor. The student must prepare a written paper for four of the examination questions and circulate these to all members of the FoS Examination Committee no later than one week before the scheduled Oral Candidacy Examination. This allows the student three weeks to prepare the four written responses. The answers to the questions are expected to be of high quality and appropriately referenced as one might expect for having approximately 5 days to write each question. Answers to each question should be typed double-spaced, in no less than 12 pt. font, and should not exceed 20 pages excluding references, figures, and tables.

The Examining Committee must have a minimum of one week to review the Written Examination prior to the date of the Oral FoS Exam.

7. FoS Oral Examination

After the vote on the written component of the FoS examination and before the start of the oral FoS examination, the student may elect to give a 15 minute (maximum) presentation on such topics as their background, why they are in their selected area, future plans, areas of expertise, etc. They are not to discuss any aspect of their examination questions, written responses, or their thesis or thesis proposal. This presentation is not part of the two hour FoS Oral examination. Students should discuss this option with their supervisor before making a decision. If a presentation is elected, it **MUST** be identified to the Office of the Associate Dean (Graduate) when scheduling the oral examination (6 weeks prior to the examination date, see ‘Scheduling of Field of Study (FoS) Examination’ above). If this notice is not given, it will not be on the Notice of Candidacy Document and the student will **NOT** be permitted to present prior to the oral FoS. The Neutral Chair is responsible for enforcing the above at the time of the FoS examination.

The student will be examined by members of the FoS Examination Committee. The four written answers provided by the student should serve as the basis of questioning during the Oral FoS. However, questions related to the non answered questions are permissible. In addition, general knowledge in related areas to the thesis may also be included. Rounds of questioning will be employed in order to give each examiner an

early opportunity to question the student. The committee will evaluate the background knowledge of the student as it relates to specific topics in which he/she has answered questions.

8. FoS Outcomes

Examiners vote on both the written and oral components of the exam. The written component is evaluated before the oral can proceed.

Each Examination Committee member will evaluate the responses to all questions of the Written FoS Examination. Each committee member will bring to the FoS examination their evaluation of Pass or Fail.

The committee will convene thirty minutes prior to the scheduled FoS Oral examination to meet with the Neutral Chair to assess whether the Written FoS is a Pass or a Fail. This pass or fail mark by each examiner will be given confidentially to the Neutral Chair at the beginning of the Examination as a straw vote. The Pass/Fail gradings of the written component are to be discussed at that point.

If after deliberation the committee evaluation results in 2 or more "Fail" votes, the committee's recommendation is "Fail". This result will be immediately conveyed to the student by the Neutral Chair (or the Supervisor if decided in consultation with the Neutral Chair) and the Oral FoS will not take place.

At the end of the oral examination, the student is asked to withdraw from the room. Before any discussion of the student's performance, each examiner must identify which recommendation (pass/fail) he/she favours for the oral examination on secret ballot. This provides the committee with a frame of opinion on which to base a discussion of the student's oral performance.

Every effort should be made to reach a unanimous recommendation. Should the outcome of the final vote include one negative vote or less, the student will pass that component. Should the outcome include two or more negative votes for the oral component, the committee's recommendation to the Associate Dean Graduate will be "fail". Each examiner then records a recommendation of pass or fail on the official Report of Candidacy Oral Examination form for the oral component.

A student can experience a number of different outcomes depending on the result of each component:

Written Exam	Oral Exam	Result
Pass	Pass	Pass
Pass	Fail	Redo Oral Examination
Fail	Not Performed	Redo Written with Oral Exam

Guidelines - Preparing for FoS Examinations

<http://grad.ucalgary.ca/current/managing-my-program/examinations>

Faculty of Kinesiology FoS Requirements

<https://ucalgary.ca/knes/files/knes/knes-candidacy-requirements-final-approved-version.pdf>

Guidelines: Chairing Candidacy and Thesis Examinations

http://grad.ucalgary.ca/sites/grad.ucalgary.ca/files/e_guidelines_chairing_exam.pdf