

# Graduate Program Handbook

- Master of Arts in Applied Health Sciences
- Master of Science in Applied Health Sciences

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## **1.0 Master's Program in Applied Health Science**

### **1.1 Introduction**

The Master's Program in the Faculty of Applied Health Sciences at Brock University is centered in the development of knowledge through the systematic evaluation of evidence related to the health and well-being of individuals and groups. The goal of the Master's Program is to provide students with intensive research training and the fundamental educational background for gaining the skills necessary to critically examine basic and practical issues related to the applied health sciences. Issues will range from an examination of those practices that contribute to disease or enhance health to identifying the mechanisms and processes that mediate positive health status. Consequently, course work will emphasize a broad approach to the subject area, with particular attention to techniques and application of research methodology, current paradigms and theories in applied health science, and related conceptual, philosophical, and theoretical issues. Thesis work will provide students with the opportunity to explore a particular question/issue in depth, under the mentorship of an individual FAHS Faculty Member. Faculty Members and their research interests are listed on each Department's website under the topic – People.

### **1.2 Mission of the Applied Health Sciences Master's Program**

The Master's Program in the Faculty of Applied Health Sciences offers a unique educational opportunity that emphasizes an individualized program of study, including mentorship-style learning and concentrated inquiry in an area of interest, leading to the completion of a research thesis. Course work in the student's key area will complement the student's research focus, and provide additional breadth of knowledge.

Students will gain in-depth training, knowledge and research experience through their thesis work, while also benefiting from a broad, cross-disciplinary, pedagogical approach, with extensive small group learning. The Master's Program will prepare students to pursue a wide variety of career paths in health, kinesiology, nursing, physical education, recreation/leisure, and sport management. Advanced course work and extensive research experience will prepare students for further graduate training at the doctoral level.

Thus, the Master's Program in Applied Health Sciences at Brock University will provide students with in-depth knowledge of conceptual and theoretical issues, while fostering superior research skills and an understanding of the scientific process. The objectives of the Master's Program are as follows:

- *to foster students' ability to do high-quality, scientifically-rigorous research;*
- *to expand students' understanding of concepts, theories, and research practices in their discipline;*
- *to provide students with the knowledge-base and analytical skills to undertake research in the various fields of applied health science;*

- *to enhance students' abilities to apply and disseminate new knowledge and practices to colleagues, practitioners, policy makers and other professionals in applied health sciences.*

## **2.0 Governance of the Program**

### **2.1 Senate Committee on Graduate Studies**

The Graduate Program in the Faculty of Applied Health Sciences is overseen by the Brock Faculty of Graduate Studies and the Brock University Senate Standing Committee on Graduate Studies. The Standing Committee on Graduate Studies is responsible for considering and reporting to Senate on all matters relating to graduate studies, making recommendations to Senate on matters relating to graduate student admission, awards, curricula, standing, examinations and promotion, and considering appeals and petitions concerning Senate regulations or actions of Departments and Officers of the University with respect to graduate academic matters. Policy development and the administration of Graduate Studies are the purview of the Faculty of Graduate Studies.

### **2.1 Faculty of Applied Health Sciences Graduate Committee**

A Graduate Committee, comprised of faculty members representing the Departments of Community Health, Nursing, Physical Education and Kinesiology, Recreation and Leisure Studies, and Sport Management manages the Graduate Program on behalf of the Faculty of Applied Health Sciences. This committee establishes FAHS policies and procedures regarding admissions, curriculum, and examinations. The Associate Dean, Research and Graduate Studies, FAHS, is an *ex officio* member of the Graduate Committee. Day to day operations of the Graduate Program are administered by the Associate Dean, Research and Graduate Studies, FAHS through the FAHS Graduate Office.

## **3.0 Administration of the Program**

### **3.1 Admission Policy - General**

Admission to the Master's Program in the Faculty of Applied Health Sciences requires that the student fulfill admission requirements of both the Brock University Faculty of Graduate Studies and the Faculty of Applied Health Sciences. Final recommendation for admission is by the Graduate Committee of the Faculty of Applied Health Sciences.

The Brock University Faculty of Graduate Studies establishes regulations for admission, which specify the minimum entrance requirements. These requirements are designed to ensure that students entering a graduate program have both the capacity and preparation necessary to effectively undertake a program of study at the graduate level. However, possession of the minimum entrance requirements is not a guarantee of admission. Since resource allocations play a significant role in the number of students that any graduate program can adequately accommodate, the University reserves the right to limit enrollment and to refuse admission to any candidate.

Brock University has a non-discriminatory policy to ensure against discrimination of applicants on the basis of race, color, national or ethnic origin, creed, sex or sexuality.

## **3.2 Admission Requirements & Procedures**

### **3.2.1 Minimum Admissions Requirements**

The Faculty of Applied Health Sciences normally accepts only full-time, degree students. Those interested in part time study should contact the Associate Dean, Faculty of Applied Health Sciences. [https://experience.brocku.ca/Graduate\\_Study/admissionsgr.ezc](https://experience.brocku.ca/Graduate_Study/admissionsgr.ezc)

To be eligible for admission, applicants will normally have (a) an honours Bachelors Degree in the areas of community health, nursing, physical education and kinesiology, recreation and leisure studies, or sport management. Students with an Honours Bachelors Degree in fields such as psychology, sociology, gerontology, biology, etc., may also be eligible, although additional course work may be required in order to prepare the student for the thesis work; (b) an undergraduate level course in research methods and either quantitative or qualitative data analysis. Applicants who do not have an undergraduate research methods course and/or an undergraduate data analysis course may be admitted to the program as a transition student. These students, however, must successfully complete at the undergraduate level, the research methods and/or analysis course in the first two terms in order to continue in the graduate program; (c) official transcripts indicating a minimum B average or equivalent<sup>1</sup>; (d) a sample of written work; (e) a statement of interest and goals; and (f) three letters of reference. Agreement from a Faculty Member of the Faculty of Applied Health Sciences to act as a Supervisor is required in order for a student to enter the Master's Program.

Applicants who graduated five or more years ago without achieving sufficiently high standing for admission as outlined above may be considered for admission if in the intervening period they have done significant relevant work. Such applicants must present substantial evidence that, in the interval since graduation, they have achieved qualifications at least equivalent to those stated in the preceding section. Where relevant, significant professional accomplishments will be considered as evidence of equivalent qualifications; such students may be required to take additional, qualifying courses.

Applicants who have not completed three or more years of post-secondary work at a Canadian institution or at an institution at which English was the primary language of instruction will be required to provide certification of English language proficiency through one of the accepted program/examinations listed below:

- Successful completion of Level 5 of the Brock Intensive English Language Program; or
- A minimum score of 550 on the Test of English as a Foreign Language (TOEFL) plus a 4.0 minimum for the TWE, or a TOEFL CBT score of 213 plus 4.0 minimum for the essay rating, or TOEFL iBT (Internet based) minimum overall score of 80 with no sub-test score under 19; or

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<sup>1</sup> International applicants should refer to the Brock University Graduate Studies Calendar for equivalency standards.

- A minimum score of 6.5 on the International English Language Testing System (IELTS), with no section under 5.5; or
- A minimum overall score range of 520-545 (Range 2), with a minimum writing score of 225-235 on the Brock University International Test of English Language Proficiency (ITELP); or
- Achievement of an overall Band Score of 60, with 60 in writing, and no other under 50 on the Canadian Academic English Language Assessment (CAEL); or
- An average of at least 4.5 with no band score lower than 4.0 on the CanTest (Canadian Test of English for Scholars and Trainees).

Applicants who have completed three or more years of post-secondary work at an institution where English was not the only language of instruction must provide confirmation from the institution that their program of study was taught exclusively in English.

Please note that some graduate programs may require higher English language test scores or additional English language proficiency verification.

Students admitted on the basis of an English Language Proficiency test score are required to take the Brock University ITELP test upon arrival at the university as a condition of admission (Cost of test \$50.00). Depending on the result, applicants may be required to complete English language courses (e.g. APLS 1P90, 1P91 or Intensive English Upgrading Program for Graduate Students) along with their graduate program. Test results and recommendations will be forwarded to the Faculty of Graduate Studies and the student's graduate supervisor.

An applicant requesting a waiver of the English Language Proficiency Test submission requirements must do so in writing, providing verification from the university at which they completed their most recent degree (undergraduate or graduate) that the language of instruction for that degree program was English. It should be noted that, in order to maintain a high academic standard, very few waivers are granted. It is recommended that all applicants for whom English is not their first language submit an English Language Proficiency Test result with their application. In all cases of requests for a waiver, the Faculty of Graduate Studies, in consultation with the graduate program, will make the final determination.

### **3.2.2 Admission Process**

Initial inquiries concerning Graduate Studies at Brock University may be made to the Faculty/ Department offering the desired program or inquire via Experience Brock. Formal application for admission is through the web application found at [https://experience.brocku.ca/Graduate\\_Study/applynow.ezc](https://experience.brocku.ca/Graduate_Study/applynow.ezc)

All applications must be sent to the Brock University Faculty of Graduate Studies. Included with the application form, applicants must submit the following:

- A Statement of Intent. This is written as a free form essay, of *no more than* two pages in length. Applicants should indicate their career aspirations and plans, specific research

interests, and experience relevant to the program. The statement of intent enables the Admissions Committee to match an applicant to a potential Supervisor with similar interests. If a potential thesis supervisor has been contacted, he/she must be identified in the statement of intent. (NOTE: prospective students are required to make personal contact with potential FAHS Supervisors as part of the application process. See individual Department websites for a listing of the Faculty and their research interests – see People.)

- A Curriculum Vitae. This should indicate the applicant's education, employment, teaching and research activities/experience, and publications (if any).
- Transcripts. One official, original, sealed copy of the student's complete academic record from each university and institution attended. Faxed records are not considered official. Academic records become the property of the Brock University Faculty of Graduate Studies and *are not returned to the applicant*.
- Letters of Reference. Three confidential, sealed and signed letters of reference. These must be from qualified scholars attesting to and documenting the applicant's potential in graduate level research and scholarly activities. The three reference letters must be sent directly to the Brock University Faculty of Graduate Studies under separate cover.
- A Sample of Scholarly Writing. This can be an essay, report, research paper, journal article, thesis (single author only).

NOTE: Applications with documentation written in languages other than English or French must include a certified English translation of all documents.

### 3.2.3 Receipt of Applications

**February 15** is the date by which completed applications should be received by the Brock University Faculty of Graduate Studies. A completed application consists of all application materials and supporting documentation (the three reference letters must be sent directly to the Brock University Faculty of Graduate Studies by each referee, and must be received by February 15). Only those applicants whose materials are received by *February 15* can be assured that they will be considered for a place in the program of their choice and for financial support. *Applicants will receive confirmation of receipt of their application by e-mail.*

Applications received after *February 15* will be considered only if places and awards are still available. Applications from outside Canada should be made well in advance of the desired date of admission to ensure timely arrival of the application, particularly where special documentation (and/or translation) and proof of English language facility is required.

### 3.2.4 Acceptance

Assessment of academic background and eligibility for admission to graduate programs is the responsibility of the AHSC Graduate Committee. Recommendations for acceptance of applicants are made by the AHSC Graduate Committee to the Brock University Faculty of Graduate Studies. The official letter of acceptance and offer of admission will be issued by the Brock University Dean of Graduate Studies.

Applicants who are offered admission pending receipt of final transcripts must submit an official copy of the final transcripts to the Brock University Faculty of Graduate Studies before registration in the Graduate Program.

Normally, students accepted for admission to the Master's Program in the Faculty of Applied Health Sciences must commence their program of study on the date specified in their letter of acceptance. If circumstances prevent a student from starting study on the specified date, the Faculty of Applied Health Sciences may recommend that the offer of admission be valid for a period not to exceed 6 months from the original commencement date. If the period exceeds 6 months from the original date of expected commencement, the original offer will be rescinded, and the applicant will be required to submit a new application.

Applicants receiving an offer of admission to the Master's Program in the Faculty of Applied Health Sciences must normally accept that offer within three weeks from the date of issue. Failure to do so may result in the offer being withdrawn.

Only under exceptional circumstances will the Faculty of Applied Health Sciences consider degree program students for an enrollment date other than September.

International applicants who are considering graduate studies at Brock University should not leave for Canada until they have received an official offer of admission into a graduate program from the Faculty of of Graduate Studies. Applicants should have their status cleared with the appropriate immigration authorities and ensure that they have in their possession a Study Permit Form issued by Canada Immigration. Because of the time required to complete the immigration formalities and obtain the necessary documentation, applicants are advised that it may take several months from the time of admission to the receipt of a student visa. For additional information see: [www.brocku.ca/international](http://www.brocku.ca/international) or <http://www.cic.gc.ca/english/index.asp>. It is strongly recommended that international students apply at least 6 months prior to deadline as official documentation is required to consider applications.

*NOTE: the University may nullify an admission and revoke registration for admission if it finds that an applicant has in the process provided false or incomplete information.*

### **3.3 Registration and Residency Requirements**

Information regarding course registration is provided to current and incoming students during the Summer preceding Fall registration, and are in accordance with those procedures outlined in the "*Academic Regulations*" section of the current Graduate Studies Calendar.

Students must register each term by the deadline and have their registration approved by the grad program. Registration information is available at <http://www.brocku.ca/graduate-studies/current-students/Registration>

### **3.4 Academic Regulations and University Policies**

Academic regulations and university policies are outlined in the Graduate Studies Calendar. All students are required to be aware of, and adhere to, these regulations and policies. In the event of a change in policies, students shall be guided by those policies that were in effect upon their entry to the degree program. Go to <http://www.brocku.ca/webcal/2010/graduate/>

### **3.5 Fees**

The fee structure of the degree programs offered through the Faculty of Applied Health Sciences are as outlined by Brock University in the Graduate Studies Calendar. Go to <http://www.brocku.ca/graduate-studies/current-students/tuition-and-fees>

### **3.6 Financial Assistance**

Many Graduate Students require financial assistance to pursue their studies. Graduate Students in the Faculty of Applied Health Sciences are eligible for a wide variety of scholarships, fellowships, and awards administered by Brock University and the Ontario and Canadian Governments (e.g., NSERC, SSHRC, OGS). A listing of these awards can be obtained by consulting the section on Financial Assistance in the Graduate Studies Calendar, or at <http://www.brocku.ca/graduate-studies>.

The Faculty of Applied Health Sciences also attempts to offer financial support, where possible, in the form of research and teaching assistantships. Based on an agreement with the Province of Ontario, the upper limit for hours of paid work in activities, other than those related to a student's thesis, is an *average* of 10 hours per week i.e., 120 hours per term. While the Faculty of Applied Health Sciences cannot guarantee the maximum number of hours to each student, the Faculty does provide opportunities on the basis of the availability of resources and student qualifications. Upon acceptance to the program, and every May thereafter, students will have an opportunity to apply for available assistantship/instructor positions within the Faculty.

## **4.0 Applied Health Sciences' Master of Science and Masters of Arts Programs**

### **4.1 Overview**

It is the intent of the Master's Program in the Faculty of Applied Health Sciences to broaden the students' level of understanding of their chosen discipline, and provide them with the necessary scholarly and technical research skills to pursue a high quality research project culminating in the presentation of a formal written thesis and oral defence of the thesis. The program emphasizes a multidisciplinary approach that fosters students' appreciation of theories and research developments in the various disciplines represented in the program, sharpens their critical thinking skills, and expands their analytical competence both within their area of interest, as well as outside the realm of a particular discipline.

The Master's Program in Applied Health Sciences is divided into six fields with four fields in the MA option (Community Health, Health and Physical Education, Leisure Studies, Sport Management) and two fields in the MSc option (Health Sciences, Kinesiology). Students are expected to pursue a course of study, which emphasizes one of the fields represented within the Faculty of Applied Health Sciences. Students enter either the MA or MSc stream based on the field area of their supervisor and the subject matter of their thesis. Students involved in research in the humanities and social sciences will enter the MA stream, and those engaged in research in natural or health sciences will enter the MSc stream.

Both streams are designed as two-year programs involving a combination of course work (2.0 Full Course Equivalents, see Section 4.4.1), and a focused program of research. At the same time, both streams are highly flexible and designed to enable each student to work individually with a Supervisor and Advisory Committee to construct a program of study and research, which meets his/her own needs. Lastly, the development, writing, and defence of a thesis are common elements for both streams.

#### **4.2 Residency Requirements and Recommended Timelines**

Full-time Master's students, once they have first registered, must maintain continuous registration by registering each term until all degree requirements have been fulfilled. The residency requirement of a graduate degree program is the minimum number of terms in which the student must be registered on a full-time basis. The residency requirement for the Master's Program in the Faculty of Applied Health Sciences is three terms (one year) of full-time registration.

Students must maintain adequate progress towards degree completion to remain eligible for further enrolment and financial support. There are maximum time limits for the completion of graduate programs. In the Faculty of Applied Health Sciences, MA/MSc graduate students must complete all degree requirements within three years from the date of first registration. All data collection for the thesis should be completed by the end of the fifth term after initial registration. Six months should be allowed for analysis of data and thesis writing. Application for extension beyond these terms can be made to the Associate Dean, Research and Graduate Studies, FAHS, and is approved by the Brock University Faculty of Graduate Studies.

**Note:** Graduate funding is only available during the length of the program (6 terms).

Recommended timelines for completing various "landmarks" leading to degree completion are presented in **Appendix B**. To document progress toward their degree, students are required to complete the FAHS Graduate Program Progress Report Form (**Appendix C**) during each Advisory Committee Meeting. Students are encouraged to arrange for at least one Advisory Committee Meeting per term.

## **4.3 Supervision**

### **4.3.1 Selection of a Supervisor and Advisory Committee**

All Graduate Students must identify a Supervisor who oversees their program of study, including: selection of courses, development and defence of the research proposal, progress through ethics review, conduct of research, and writing and defence of the thesis. In accordance with the statutes of the Brock University Senate Committee on Graduate Studies, it is the responsibility of the Associate Dean, Research and Graduate Studies, FAHS, to ensure continuity of graduate student supervision. Students should be aware that only members of the Faculty of Applied Health Sciences who are appointed to the Graduate Program can supervise Graduate Students. Furthermore, acceptance of a Graduate Student for supervision is the prerogative of the Faculty Member, and students are not usually admitted to the Graduate Program unless a Faculty Member has expressed interest in supervising their studies. When approached by a student, potential Supervisors are expected to inform the student of their availability, noting plans for sabbaticals or other planned leave that will occur during the student's normal period of study. Note: during discussions regarding any future Supervisor-Student relationship, Faculty Members are strongly advised not to make any promises regarding admission into the Graduate Program.

The ideal process for the matching of student and supervisor is one in which the interests of both student and supervisor are represented well and expressed deliberately. This implies that both of them would have to declare an interest in working with the other. Initiation of the Graduate Education Progress Form (**Appendix C**) formally establishes a contract between the Graduate Student and the Supervisor regarding: (1) the expected steps and suggested timelines to be followed by the Graduate Student, and (2) the Supervisor's obligations to the student. Graduate Students may change Supervisors through notification in writing to, and approval from, the Associate Dean, Research and Graduate Studies, FAHS. Graduate Students are not permitted to continue in the program for more than six months without a designated Supervisor.

### **4.3.2 Regular Meetings of Student and Supervisor**

It is difficult to conceive of a successful collaboration between graduate student and Supervisor without effective, regular consultation. This implies that there should be regular contact during all stages of the program, including course work, research, writing and defence of the thesis. It also implies that graduate students have the right of reasonable access to their Supervisors. Under normal circumstances, graduate students should be able to expect to have written work (of reasonable length) returned to them with the Supervisor's comments within two weeks after submission.

There should be a regular schedule of meetings between Graduate Student and Supervisor; however, the frequency of meetings at any given time depends on the stage and nature of the research project. As a rule of thumb, monthly contacts between student and supervisor are desirable, if only to convey information about progress in the interim period.

## 4.4 M.A and M.Sc. Degree Requirements

### 4.4.1 Course Work

**Course Requirements.** The focus of the Master's Program in the Faculty of Applied Health Sciences is on direct involvement of the student in research activities, particularly on the Master's thesis project, under the supervision of the student's Supervisor. However, candidates must complete a minimum of four courses in addition to their research and thesis. Courses will be chosen in consultation with the candidate's Supervisor, but normally will include:

- AHSC 5P00: Philosophical & Methodological Issues in Applied Health Sciences (required by both MA and MSc candidates)
- AHSC 5P07 or AHSC 5P17: Research Methods – Quantitative or Qualitative Analysis (one of these two (or graduate level equivalent) courses is required)
- two 0.5 full course equivalent elective courses at the graduate level, of which at least one MUST be from the offerings of the FAHS Graduate Program

For their elective course, Students can choose to undertake a Selected Research Topics or Graduate Directed Study course (see **Appendix A**), or can choose to take a graduate level course from FAHS or another department in the University as their elective credit(s). In addition to the course requirements, a research project that culminates in a thesis must be completed (AHSC 5F90). The research project for the thesis will be chosen in consultation with the candidate's Supervisor.

**Grading.** Evaluation procedures for courses will follow the current academic regulations for graduate studies at Brock University. As such, a candidate must achieve and maintain satisfactory academic performance, with a standing of at least B in graduate level courses. A student whose academic performance is considered to be unsatisfactory may be required to withdraw from the program.

For more information regarding grading, please see Academic Regulations in the Brock University Graduate Studies Calendar.

### 4.4.2 Original Research and Thesis

**Thesis Proposal and Thesis Defence.** The purpose of the research project and thesis in the Master's Program is to introduce students to the basic technical and scholarly skills of research. The student may choose to take a specific or multidisciplinary approach to the examination of a broader issue within the various fields of applied health sciences. The research project should be one that can be completed, from proposal to successful defence, within 16-20 months.

**Evaluation of Proposal and Defence.** The student should note that, in addition to the evaluation associated with the required course work, Master's Degree candidates are evaluated at two stages during the research/thesis phase of their program. The first of these

evaluations involves the presentation and defence of the thesis proposal/research plan. This evaluation should take place after the student – in consultation with his or her Supervisor and Advisory Committee – has developed a research plan, and *prior to submission of the project to ethics review*. The second evaluation is the formal defence and examination of the thesis. The specific procedures, which should be followed for the proposal defence, for the final written thesis, and for the oral defence of the thesis, are outlined in **Sections 4.5** and **4.6**, respectively.

#### **4.4.3 Advisory Committee**

**Structure of the Advisory Committee.** A student's thesis research program will be overseen by an Advisory Committee that includes the Supervisor. The Supervisor oversees the student's overall program of study, including: selection of courses, development and defence of the research proposal, progress through ethics review, conduct of research, and the writing and defence of the thesis. The Advisory Committee advises the student *specifically* on the research proposal, conduct of the research, and write-up of the thesis. The Advisory Committee will also examine the student at both the proposal defence and at the final oral examination of the thesis.

The Supervisor, in consultation with the student, recommends the members of the Advisory Committee to the Associate Dean, Research and Graduate Studies, FAHS, who confirms their appointment to a particular Advisory Committee. The Advisory Committee must include:

- ◆ the Supervisor, an FAHS Faculty Member, appointed to the FAHS Graduate Program, and holding the rank of Assistant Professor or higher.
- ◆ one Advisory Committee Member, who, in addition to the Supervisor, is a FAHS Faculty Member appointed to the FAHS Graduate Program, and holding the rank of Assistant Professor or higher.
- ◆ one Advisory Committee Member who need not be from the Faculty of Applied Health Sciences (Note: a Committee Member, who does not hold an academic appointment, must be approved by the Associate Dean, Research and Graduate Studies, FAHS)

If a student's graduate supervisor leaves Brock University during the student's program, the Graduate Program Director has the responsibility to ensure that the student can exercise one of the following options:

- i) remain at Brock and change supervisor and perhaps thesis topic.
- ii) remain at Brock and complete the existing major essay, project or thesis even though the appropriate expertise may not be available at Brock for supervision. In this case, the supervisory committee may seek advice from experts off campus, or may arrange for the student to work off campus. It will be the responsibility of the supervisory committee (augmented, if necessary, by outside expertise) to advise the student on all matters regarding

the major essay, project or thesis preparation. The student is not precluded from seeking advice from the former Brock faculty member, but the former Brock faculty member has no privileged position with respect to the thesis. The supervisory committee will take precedence in all cases.

iii) apply to transfer to the university to which the student's former supervisor has moved.

Any special arrangements described in ii) or iii) above must be approved by the Faculty Dean and the Dean of Graduate Studies. If either the graduate student or supervisor wishes to initiate a change in supervisor the request must be presented in writing, with explanation, to the Graduate Program Director, and approved by the Faculty Dean and the Dean of Graduate Studies.

#### **4.5 Procedures for the Defence of the Thesis Proposal** *(Same protocol as the thesis defence)*

##### **4.5.1 Thesis Proposal**

The thesis proposal should contain a detailed statement of the research problem and its significance in terms of its contribution to knowledge and/or practice, a precise account of the methodology or research techniques to be employed, plus an outline of the proposed data analysis procedures to be used. Candidates must present and defend the thesis proposal to his or her Advisory Committee. It is the purpose of the proposal defence to establish the student's level of understanding of the research topic and to ensure that: (1) the proposed research design and methodology are consistent with standardized practice in the student's area of study, and (2) the methods chosen will enable the student to develop a scholarly piece of research. The proposal defence should also be seen as an opportunity for the student to give and receive feedback so that weaknesses can be identified and addressed in preparation for the submission to the appropriate Research Ethics Review Committee.

Finally, while it is important that this evaluation be viewed as a positive opportunity for scholarly exchange and discussion of the topic between the student, the Advisory Committee, and other members of the academic community, it must also be recognized that this defence is an evaluation of the student's readiness to move further with the research phase of the degree. Therefore, it is also required that this time be used to update the committee on other aspects of the student's progress (e.g., coursework) and academic preparation (e.g., conference attendance, teaching experience, etc.).

##### **4.5.2 Format of the Proposal Defence**

This meeting will be scheduled for two hours and will be chaired by the Supervisor (or designate). In cases of co-supervisors, they will have to decide in advance who will chair the defence, and notify the student and the committee. All members of the Advisory Committee must be present at this meeting (no other examiners or spectators are required). The following materials must be distributed to all members of the Advisory Committee a *minimum of two weeks prior* to the proposal defence: (1) thesis proposal, (2) timelines for course work

and research activities, (3) a list of course completed/in progress with grades, if available, and (4) an up-to-date CV.

In the Proposal Defence, the candidate will verbally present:

- ♦ a proposed timeline for course work and research activities (approximately 5 minutes)
- ♦ an overview of any teaching experience, research progress, publications, conference presentations, or other scholarly or academic activities such as seminar attendance, journal club participation, student council activities, etc. (approximately 5 minutes)
- ♦ a summary of his/her academic progress to date (approximately 5 minutes)
- ♦ his/her thesis proposal, including: introduction, review of literature, objectives, hypotheses, methods, proposed statistical analyses (duration: approximately 20 )

#### **4.5.3 Evaluation of the Proposal Defence**

The student will be evaluated on the following components of the proposal:

**Written Thesis Proposal.** As the thesis proposal often represents the first three chapters of the thesis, it is important that there is a critical discussion and feedback about both the content and the written scientific presentation of the proposal. It is advisable that the proposal be evaluated using criteria similar to those which will form the basis of the evaluation of the final thesis so that the student is aware of the expectations of the various Advisory Committee Members, and so that specific suggestions regarding content, writing style, and presentation can be incorporated into the final written document.

**Presentation.** The presentation should be evaluated on the basis of both content and style. It is important that the student be made aware of features associated with good scientific presentation, style, and format. Feedback from the presentation should serve to better prepare the student for the presentation associated with the final oral defence of the thesis.

**Defence of the Proposal.** The student should be evaluated on his/her ability to defend the scientific merit of the study, to explain clearly the rationale and need for the study based on existing literature, and to discuss the strengths/potential weakness of the **design, methods, and data analysis** of the study. Whenever possible, the format of questioning and the type of questions should be similar to what is likely to occur at the final oral examination. A suggested format is two rounds of questions, with each Examiner questioning the candidate for 10-12 minutes in each round.

#### **4.5.4 Notification of the Candidate and Record of Evaluation/Completion**

Upon completion of the questioning of the candidate, the Advisory/Examination Committee discusses the thesis proposal to ascertain what remains to be done before the student can apply for ethics approval, and subsequent to ethics approval, begin data collection. Both verbal

and written follow-up instructions should be provided to the candidate. It is both the Graduate Student's and the Supervisor's responsibility to ensure that each Committee Member approves the thesis proposal prior to submission to the Research Ethics Board. Formal approval to submit to the Research Ethics Board is verified by the signature of each Advisory Committee Member on the **FAHS Graduate Program Progress Report Form (Appendix D)**.

Should a proposal be deemed "unsatisfactory", a second defence of the proposal must be scheduled after the student has had an opportunity to follow up with each Advisory Committee Member. It is the Supervisor's responsibility to ensure that the changes being made to the proposal are in accordance with the requirements of the Advisory Committee. A second "unsatisfactory" proposal defence will result in the student being asked to withdraw from the Master's Program.

#### **4.6 Procedures for Defence of the M.A./M.Sc. Thesis**

##### **4.6.1 Preparing for the Thesis Defence**

The research project will be assessed, after a public oral examination, by an Examining Committee to determine whether the completed thesis is representative of proper standards of scholarship, and to examine the student on both the substance and implications of their research. It is the responsibility of the Associate Dean, Research and Graduate Studies, FAHS, to ensure that all other requirements for the degree have been satisfactorily completed.

Graduate thesis defences will normally be open to faculty, students, and the public. A request for a closed defence must be approved by the Faculty Dean and Dean of Graduate Studies and will be based on certified medical or compassionate grounds.

The arrangements for a thesis defence will commence once all members of the supervisory committee have signed off indicating their approval that the thesis is ready for defence. (**See: Appointment of External/Internal Examiner Form**).

Planning for a thesis defence should take into account deadlines for convocation as noted in the Brock University Graduate Studies Calendar (**See sample** below for 2011-12 Academic Year). Note that difficulties in scheduling a thesis defence may be compounded by holiday schedules. Therefore, in order to arrange for a defence, it is critical that the thesis be ready at least six weeks prior to these dates.

<b>Last Date for Requesting a Defence MUST BE SUBMITTED to the Associate Dean by:</b>	<b>Last Date for a Scheduled Defence</b>	<b>Completed Thesis Degree Recommendation to the Office of Graduate Studies</b>	<b>Expected Convocation</b>
June 15, 2011	July 17, 2011	Sept. 2, 2011	Oct. 22, 2011
January 13, 2012	April 20, 2012	May 4, 2012	June 5-9, 2012

**Note:** These are approximate dates used by the FAHS Grad Program and are somewhat flexible. See the Administrative Assistant should you have any questions.

## 4.6.2 Examination Committee Structure

**Examination Committee.** The Examination Committee will consist of at least: the Associate Dean, Research and Graduate Studies, FAHS (or designate), who chairs the Examination; the External/Internal Examiner; the student's Supervisor; and Advisory Committee Members.

**External/Internal Examiner.** The approval of the External/Internal Examiner is the responsibility of the Faculty Dean or designate. With the approval of the Dean of Graduate Studies and the academic Faculty Dean, the External/Internal Examiner may be external to the candidate's graduate program but internal to Brock University. The External/Internal Examiner must have an "arms-length relationship" to the Supervisor, the Candidate, and the project, as well as being a recognized expert in the field, with considerable knowledge and experience in the area upon which the thesis is based. External/Internal Examiners will receive an honorarium for their participation in the thesis defence.

## 4.6.3 Roles and Responsibilities Prior to the Thesis Defence

**Student.** The student must ensure that the thesis is complete and follows a recognizable format for journals and the National Library.

The student must ensure that, via the FAHS Office of Graduate Studies, that all members of the Examination Committee (including the External/Internal Examiner, the Chair of the Examination Committee, and any other member appointed to the Committee) receive a copy of the thesis at least four weeks prior to the scheduled defence. Typically a thesis defence will occur four to six weeks following the External/Internal Examiner's receipt of the thesis document. The student is expected to bring an additional copy of the thesis to the examination. All word processing and other costs of preparing the thesis are the responsibility of the student.

Finally, the student is strongly advised to schedule a meeting of the Advisory Committee in preparation for the defence. A key agenda item should be a discussion of Committee Members' availability for the defence in order to develop a short list of agreeable dates and times.

**Supervisor and Advisory Committee.** The thesis must be approved by the Supervisor and all Advisory Committee Members before being forwarded to the Associate Dean, Research and Graduate Studies, FAHS to begin the process of scheduling a defence. The Advisory Committee will also propose a list of three potential External/Internal Examiners. External/Internal Examiners (may be external to the candidate's graduate program, but internal to Brock University) must be full-time, graduate appointed, faculty members from academic institutions with expertise in the area of the thesis, and who have had an "arms length" relationship with the student and the research. An Oral Defence Examination Committee Membership form will be sent to the Supervisor to be completed and returned to the FAHS Graduate Office. **Note: the Candidate must not be privy to these deliberations, nor to the forwarded list of potential External/Internal Examiners.**

**Office of the Associate Dean, Research and Graduate Studies, FAHS.** After being notified by the Supervisor that the candidate is prepared to progress to the defence, the Associate Dean, Research and Graduate Studies, FAHS, will ensure that the candidate has

completed all other degree and course requirements. (*NOTE: a defence cannot be scheduled if there are any outstanding grades.*)

The Associate Dean, Research and Graduate Studies, FAHS, will, in consultation with the Supervisor, complete the Appointment of External/Internal Examiner form and submit to the Faculty of Graduate Studies. Note that this must occur at least **two months** before the expected date of defence.

After the composition of the Examination Committee has been finalized, the FAHS Graduate Office will notify all members of the Examination Committee of the scheduled date and time of the defence.

The FAHS Office of Graduate Studies will formally contact and invite the External/Internal Examiner, and is responsible for sending the completed thesis to the External/Internal Examiner.

**NOTE: if the External/Internal Examiner's evaluation of the thesis is so unfavorable as to jeopardize the final approval of the thesis at a defence, the defence will be postponed, and the student must revise the thesis within a reasonable period of time in response to the Examiner's comments. The thesis will then be re-submitted to the FAHS Graduate Office for delivery to the External/Internal Examiner. A decision by the External/Internal Examiner that the thesis is not ready for defence is binding.**

A change of External/Internal Examiner, in exceptional circumstances, must be justified in writing to the Faculty Dean or designate for a Master's Thesis and the Dean of Graduate Studies or designate for a Doctoral Thesis.

Finally, the FAHS Graduate Office will arrange the booking of a room and the necessary equipment, and will distribute notices of the defence to all academic faculty and students in FAHS, and to other Brock Faculties through notices and an insert in the Brock News.

**External/Internal Examiner.** The External/Internal Examiner is responsible for the provision of an independent and objective evaluation of the academic quality of the thesis. Accordingly, the External/Internal Examiner will prepare a written appraisal of the thesis (External/Internal Examiner's Report), which provides an assessment of the following: (a) contribution to knowledge (originality, quality, and quantity), (b) adequacy and thoroughness of research and experimental work, (c) understanding of the research (adequacy of the review of the literature, evaluation of results, and validity of conclusion), (d) presentation of thesis (organization of material, presentation of results, style and bibliography), and (e) quality of typescript (format, freedom from errors). This report must be sent to the Brock University Office of Graduate Studies, FAHS, **at least 1 week prior to the defence.**

#### **4.6.4 Roles and Responsibilities at the Thesis Defence**

The quorum for an examination is three appointed Examination Committee members plus the Chair of the Examination Committee. Voting members of the Examination Committee include:

the External/Internal Examiner, and the Thesis Advisory Committee Members, including the Supervisor. The Chair of the Examination Committee does not vote.

**Chair of the Examination Committee.** The Chair is responsible for verifying that there has been satisfactory completion of all degree requirements and that the appropriate documentation is available to confirm completion of these degree requirements. The Chair is responsible for verifying that all members of the Examination Committee have read the thesis, and have sufficient knowledge of the thesis to examine the candidate, and will not abstain from the voting on the basis of a lack of knowledge. The Chair of the Examination Committee is responsible for ensuring that the examination is conducted properly, within the guidelines outlined in this document (see below). The Chair, who is expected to exercise full control over the examination, does not participate directly in the questioning of the candidate. It is the responsibility of the Chair: (1) to guarantee that the candidate is given fair opportunity to defend the thesis, (2) to ensure that the candidate alone, and not the Supervisor or other members of the Committee, defends the thesis, and (3) to protect the candidate from harassment.

**Members of the Examination Committee.** The Examination Committee operates within the full authority of the Brock University Senate Committee on Graduate Studies with respect to the examination of the candidate and the thesis. The specific responsibilities of the Examination Committee are: to consider the appraisal(s) of the thesis prior to the oral defence, to examine the candidate on the content and implications of the thesis, to assess whether the thesis meets the proper standards of scholarship, and to vote on whether the thesis and its defence are acceptable (see below for additional details).

**Candidate.** The candidate will present and defend the thesis as described below.

#### **4.6.5 Format of Thesis Defence**

**Precursory Meeting of Examination Committee.** All Members of the Examination Committee will assemble at the scheduled location ***20 minutes before*** the planned start of the defence. At this time, the procedures for the examination are reviewed by the Chair of the Examination Committee. These procedures include:

- ◆ The Chair of the Examination confirms that a quorum of a minimum of three appointed members is present. Should there not be a quorum, it is the responsibility of the Chair to determine whether to delay the examination or to postpone it to another date.
- ◆ The Chair reports on the completion of all course requirements.
- ◆ The Chair confirms that each member of the Examination Committee has read the thesis and has sufficient knowledge of the thesis to form a judgement as to its acceptability; this ensures that there will be no abstentions in voting on the grounds of ignorance of the contents of the thesis.
- ◆ The Chair reminds the Committee of the scope of the examination, specifically that: (1) the Candidate is to be judged on both the content of the thesis and the oral

defence of the thesis, (2) all modifications, other than minor corrections (i.e., typographical errors), that might be requested, must be raised in the questioning of the candidate to allow the candidate an opportunity to defend the issue, and (3) the study represents an independent piece of scholarship/research. It is particularly important that when the study is part of a larger investigation, or when an individual other than the Candidate is the principal investigator, that the Examination Committee fully establishes that the Candidate's personal contribution is sufficient to meet the requirements of the Master's degree.

- ◆ The written assessment of the thesis is read by the External/Internal Examiner. The Supervisor and other Advisory Committee Members, should they wish, are invited to make an oral statement concerning the Candidate and the thesis.
- ◆ The Chair discusses with the Examination Committee the order of questioning, the number of rounds of questioning, and the time allotment per Examiner. The recommended sequence is: (1) External/Internal Examiner; (2) Members of the Advisory Committee; and (3) the Supervisor. It is also recommended that there be two rounds of questions, with each Examiner being allotted 10-12 minutes for questions in the first round and 5-10 minutes in the second round. A third round of questioning may occur if an Examiner has issues concerning the thesis which have not been raised, and which are important to the outcome of the defence.

**Conduct of the Examination.** Once the Examination Committee completes its pre-examination meeting, the room will be opened to the candidate and observers. The Chair will make the introductions, explain the procedures to be followed, and invite the candidate to begin his/her presentation. The recommended format for this presentation is that of a 30-40 minute public seminar summarizing the research and conclusions.

This presentation will be followed by a short period of questioning in which the Members of the Examination Committee will ask up to three rounds of formal questions. Following the formal questioning, 10 minutes are allocated to additional questions from the audience. It is the responsibility of the Chair of the Examination Committee to intervene if, at any time during this questioning, the examination is becoming an inquisition of the candidate and/or is being unduly dominated by an examiner.

As part of the dialogue of learning and as a collegial courtesy, the candidate is given an opportunity to make final remarks or address questions for clarification to the Members of the Examination Committee. Once the questioning period is complete, the Chair asks the candidate and the audience to retire while the Examination Committee makes its deliberations.

#### **4.6.6 Evaluation of Thesis and Defence of the Thesis**

**Voting.** Prior to voting, both the thesis and the oral defence of the thesis should be discussed with regard to the various options available. Upon conclusion of the discussion, a vote is taken to accept, or not to accept, the thesis and its defence.

**Decisions Regarding the Thesis and the Thesis Defence.** Acceptance of the thesis and its defence requires acceptance by two-thirds of the Examination Committee, with all Members of the Examination Committee having an equal vote. If the vote is in favour of acceptance, then a second vote will be taken to determine the terms of acceptance and nature of the changes to the thesis. The Examination Committee will specify the necessary revisions to the thesis and the date by which the revised 'final' draft of the thesis is to be returned to the FAHS Graduate Office. Students should typically plan (a) that it will require two to four weeks to complete minor revisions, and that the revisions must be approved by the student's Supervisor, and (b) that it will require four to twelve weeks to complete major revisions, and that the revisions must be approved by the student's Supervisor and the Chair of the Thesis Defence.

If there is more than one negative vote and/or abstention, the thesis is deemed unacceptable, and the examination is adjourned. In the instance of an unacceptable thesis/defence, the candidate may, at the discretion of the Examination Committee, be permitted the option of re-working, re-submitting, and re-defending the thesis for a second and final time. This defence must be scheduled no later than one calendar year after the original defence. Voting Members of the Examination Committee must provide the candidate with specific written feedback to guide the revision of the thesis. Under normal circumstances, the composition of the Examination Committee for the second thesis defence will be identical to that of the original Examination Committee, and the same examination format will be followed.

## **5.0 Appeal Procedures**

**5.1 Grades.** Students who have concerns about a grade in a particular course should first discuss the issue with the Instructor of the course in question. If the issue cannot be resolved, the student should refer the matter to the FAHS Graduate Committee through the Associate Dean, Research and Graduate Studies, FAHS. If the student is not satisfied with the decision of the FAHS Graduate Committee, the student may appeal to the Dean of Graduate Studies. Lastly, if the student is not satisfied with the decision of the Dean of Graduate Studies, the Student may appeal to the University's Student Appeals Board (see the Brock University Graduate Studies Calendar for the appeals process and timing).

**5.2 Academic Decisions.** Decisions regarding academic standing (e.g., passing the Proposal, or Final Thesis Defence) should be referred to the FAHS Graduate Committee through the Associate Dean, Research and Graduate Studies, FAHS. If the student is not satisfied with the decision of the FAHS Graduate Committee, the student may appeal to the Dean of Graduate Studies. Lastly, if the student is not satisfied with the decision of the Dean of Graduate Studies, the student may appeal to the University's Student Appeals Board (see the Brock University Graduate Studies Calendar for the appeals process and timing).

## **Appendix A: AHSC Graduate Faculty and Research Interests**

See the FAHS Graduate Studies website <http://www.brocku.ca/applied-health-sciences/future-students/future-grad-students/faculty-mentor-staff>, or the website of the appropriate Department within the Faculty of Applied Health Sciences for a profile of the faculty member that you are interested in applying to work with.

## **Appendix B: AHSC Graduate Courses**

The 500 level Applied Health Sciences (AHSC) courses are not generally open to undergraduate students. Students are also encouraged to consider, where appropriate, existing graduate courses in other Graduate Programs. The AHSC 500 level graduate courses being offered in any given year will be posted on the Graduate Program website.

See the Faculty of Graduate Studies website <http://www.brocku.ca/graduate-studies>.

**Appendix C: Suggested Schedule of Tasks, Target Dates, and Approval Processes  
for Completion of the M.Sc./M.A. Degree in Applied Health Sciences**

<b>TASK</b>	<b>Target Date</b>	<b>Approval from:</b>
<b>YEAR I</b>		
Obtain approval for first year courses	September	Supervisor
Select Advisory Committee	January	Supervisor & Associate Dean
Prepare thesis proposal & ethics application	January – May	Supervisor
Defend thesis proposal	May	Advisory Committee
Submit ethics application	June	Advisory Committee
Meet with Advisory Committee to discuss results and direction of research	Ongoing	Supervisor & Advisory Committee
<b>YEAR II</b>		
Obtain approval of second year courses	September	Supervisor & Advisory Committee
Begin data collection	July – September	Supervisor & Advisory Committee
Collect and Analyse Data	January/February	
Submit first draft of thesis to Supervisor	March/April	Supervisor
Distribute thesis to Advisory Committee Acquire Committee approval to proceed with a thesis defence	May	Supervisor & Advisory Committee
Select potential External/Internal Examiner (3) and potential Exam Dates (2) for Thesis Defence	May	Supervisor & Advisory Committee
Notify Graduate Program Administrator of your intent to defend	May	Associate Dean
Thesis Defence	June	Examination Committee
Thesis Corrections	June – August	Supervisor + (as needed)

## APPENDIX D – Progress Report Form

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

**Student Number:** \_\_\_\_\_

**Program:**     \_\_\_ **MA**     \_\_\_ **MSc**

**Undergraduate Degree:** \_\_\_\_\_

Institution & Year: \_\_\_\_\_

Major: \_\_\_\_\_

1<sup>st</sup> Registration Grad Prgm: \_\_\_\_\_

### Advisory Committee:

Supervisor (NAME/EMAIL):  
\_\_\_\_\_

Member (NAME/EMAIL):  
\_\_\_\_\_

Member (NAME/EMAIL):  
\_\_\_\_\_

Member (NAME/EMAIL):  
\_\_\_\_\_

Advisory Committee Approved: \_\_\_\_\_  
(initialed by AD, R&GS)

### Course Requirements and Grade:

Required: 5P00 – Grade: \_\_\_\_\_

Methods: \_\_\_\_\_

Elective 1: \_\_\_\_\_

Elective 2: \_\_\_\_\_

Date Coursework Completed: \_\_\_\_\_

**Research Topic/Thesis Title:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Proposal Defence: \_\_\_\_\_

Committee Members Present: \_\_\_\_\_

\_\_\_\_\_

**Proposal Approved:**     Yes     No

Date: \_\_\_\_\_  
(initialed by AD, R&S)

### Ethics Review(s)

Human Ethics Review Required:   Yes   No

Animal Protocol Review Required:   Yes   No

BioHazard(s) Review Required:   Yes   No

Date Ethics Approval received: \_\_\_\_\_

Protocol Number: \_\_\_\_\_

### Thesis Progress:

Date **Data Collection** begun: \_\_\_\_\_

Date **Data Collection** complete: \_\_\_\_\_

Date **Data Analysis** complete: \_\_\_\_\_

Date **First Draft** Submitted to Supervisor: \_\_\_\_\_

### Committee Approval of Thesis for Defence:

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

Anticipated Date To Make Thesis Corrections: \_\_\_\_\_

Suggested External Examiner: \_\_\_\_\_

Alternative External Examiner: \_\_\_\_\_

Suggested Date of Defence: \_\_\_\_\_

Alternative Date: \_\_\_\_\_

Supervisor Initials on Behalf of Advisory Committee that  
the Thesis is Ready for Defence: \_\_\_\_\_

### Thesis Defence:

Thesis Defence Date: \_\_\_\_\_

External Examiner: \_\_\_\_\_

Chair of Defence: \_\_\_\_\_

Defence Result: \_\_\_\_\_

\_\_\_\_\_

Thesis Corrections Completed: \_\_\_\_\_  
(Supervisor initials + date)

**Program Completion:** \_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean, Research & Graduate Studies

**FACULTY OF APPLIED HEALTH SCIENCES  
GRADUATE PROGRAM**

**Thesis Timeline for Fall/Winter Graduation 2009 - 2010**

<b>Last date for requesting a Defence MUST BE SUBMITTED to the Associate Dean by:</b>	<b>Last date for thesis submission to *External/Internal Examiner</b>	<b>Last Date for a Scheduled Defence</b>	<b>Completed Thesis Degree Recommendation to Office of Graduate Studies</b>	<b>Expected Convocation</b>
June 15, 2011	July 17, 2011	August 13, 2011	September 2, 2011	Oct. 22, 2011
January 13, 2012	March 2, 2012	April 20, 2012	May 4, 2012	June 5-9, 2012

**Note: Sample only. These are approximate dates used by the AHS Grad Office and are somewhat flexible. See the Administrative Assistant (WC 285) for assistance.**

- Deadline for Application to Graduate is Feb 1 (SPRING) - July 1 (FALL) **Fee \$35**
- A student may apply for a **reduction of fees** upon submission of the **1<sup>st</sup> Draft of Thesis** to his/her Supervisor (see important dates in the Grad Calendar). Please submit the completed form with your supervisor's signature to Bev at least **one week before the deadline**. After the Associate Dean's signature has been acquired the form will be submitted to the Office of Graduate Studies.
- Distribute the thesis to your **Advisory Committee for approval** before proceeding with the organization of the thesis defence
- **Appointment of External/Internal Examiner form must be submitted at least two months before the completion of thesis (see Administrative Assistant).**
- Deadline for submission of the thesis to the External Examiner is **4 weeks prior to the defence**.
- Thesis must be submitted to the Administrative Assistant for binding in time to meet the FGS last day for submission of Graduate Record Form to FGS for Spring/Fall Convocation (**see Important dates in the FGS Grad Calendar/Administrative Assistant**).

## TIMELINE FOR SCHEDULING OF THESIS DEFENCE

### DRAFT OF THE “FINAL” THESIS SUBMITTED TO SUPERVISOR

The Supervisor and all members of the Advisory Committee ascertain that the completed “final” thesis is ready for defence. The Supervisor must complete the Appointment of External/Examiner Form.

### APPOINTMENT OF EXTERNAL/INTERNAL EXAMINER FORM

(Section 1 - To be completed and submitted to FAHS Grad Program Director for approval **TWO MONTHS** before the proposed scheduled thesis defence).

The Supervisor will contact the Graduate Program Director following the PRE-DEFENCE MEETING (see below) to initiate the establishment of a thesis defence, including potential dates and External Examiners. In establishing a set of dates, the Committee must work around the availability of the External Examiner. Defences may take place by teleconference or videoconference, but the **costs incurred to do so must be borne by the Supervisor**). As a token of our gratitude, a \$50 honorarium and parking pass will be provided to the Examiner. There is **no funding available** from the graduate program for travel expenses (these may also be covered by the Supervisors).

### PRE-DEFENCE MEETING (Section 2 of External Examiner Form)

The FAHS Graduate Program requires that the student's Advisory Committee meet prior to the thesis defence. At this final meeting, the Advisory Committee will discuss the document and readiness of the student, to ascertain the student's readiness to defend; lastly, everyone must agree that the thesis is ready for distribution. The scheduling of the thesis defence will commence once all members of the supervisory committee have signed off indicating their approval that the student and the thesis are ready for defence, and the Graduate Program Office has received the completed External Examiner Nomination Form.

### Scheduling of Thesis Defence

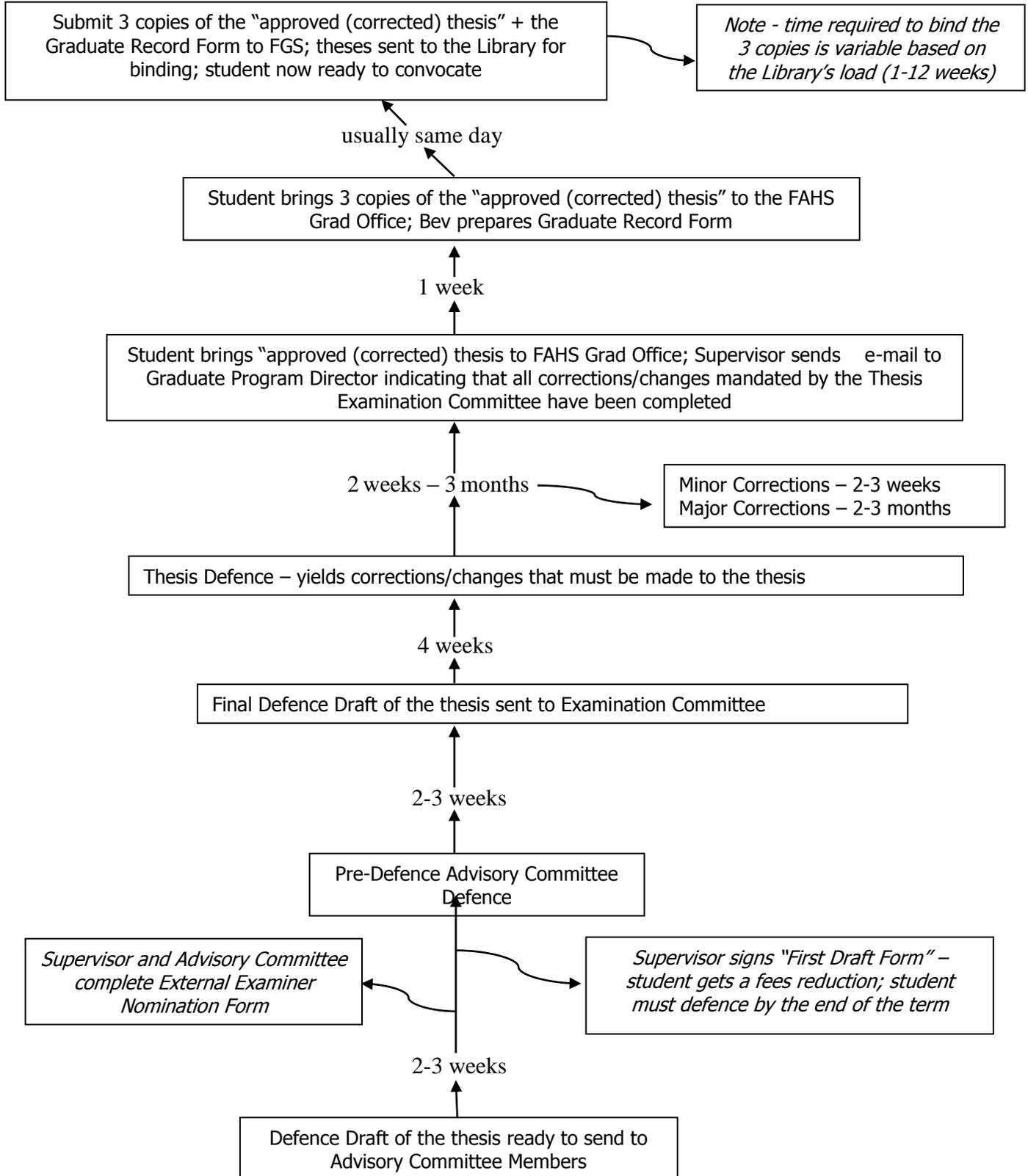
Arrangements for the scheduling of the thesis, including booking a room for the Defence, are carried out by the Administrative Assistant (WC285). This requires that the Supervisor provides information on the date/time (and an alternate), whether the defence is to be held at Brock, by video-conference/teleconference and if IT assistance will be required. The Administrative Assistant is to be provided with the email address of any Advisory Committee Member who is outside of the FAHS program or external to Brock for notification of the defence schedule. The student **must provide two copies** of the thesis for distribution to the Examiner and the Chair of the defence **no later than six weeks** before the defence in order for the necessary paperwork to be completed and to ensure that the Examiner has the thesis in his/her possession **FOUR WEEKS** before the scheduled defence.

**Note:** Details for Procedures for Defence of the MA/MSc Thesis are available in the FAHS Graduate Handbook **Sections: 4.6 – 5.2** (pp. 16-23)

**First Draft Form available** on the FGS website <http://www.brocku.ca/graduate-studies/current-students/student-forms>. A draft of the entire thesis, in which every chapter is substantially included (although editorial changes may still be required) must be submitted to the Supervisor and the Graduate Program Director. To be eligible to receive the reduction in tuition fees, students must meet the Last day of First Draft Submission deadline as outlined in the Important Dates found in the Graduate Calendar - <http://www.brocku.ca/webcal/2009/graduate/sche.html>.

**Deadline for Application to Graduate is February 1 (Spring) – July 1 (Fall) - Fee \$35.** The student must meet the thesis completion deadline for June/October Convocation as outlined in the Schedule of Important Dates <http://www.brocku.ca/webcal/2009/graduate/sche.html>.

## Time Course and Sequence of Events Leading to Completion of the Master's Graduate Program



## Timeline for Scheduling Thesis Defense

