



# Program Handbook

## PhD in Applied Health Sciences

Health Biosciences

Behavioural & Population Health

Social & Cultural Health Studies

# TABLE OF CONTENTS

1	DOCTORAL PROGRAM IN APPLIED HEALTH SCIENCES .....	4
1.1	Introduction .....	4
1.2	Mission and Goals of the Doctoral Program in Applied Health Sciences .....	4
2	PROGRAM GOVERNANCE .....	5
2.1	Faculty of Graduate Studies .....	5
2.2	Faculty of Applied Health Sciences Graduate Committee .....	5
3	PROGRAM ADMINISTRATION .....	5
3.1	Admission Policy – General .....	5
3.2	Academic Registration Requirements .....	6
3.3	Academic Regulations and University Policies .....	6
3.4	Fees .....	6
3.5	Financial Assistance .....	6
4	PROGRAM DETAILS .....	6
4.1	Overview .....	6
4.2	Residency Requirements and Recommended Timelines .....	7
4.3	Original Research and Thesis .....	8
4.3.1	Selection of a Supervisor .....	8
4.3.2	Regular Meetings of Student and Supervisor .....	8
4.3.3	Structure of the Supervisory Committee .....	9
4.4	Degree Requirements .....	9
4.4.1	Coursework Requirements .....	9
4.4.2	Course Registration .....	10
4.4.3	Grading .....	10
4.4.4	Transfer of Credits .....	11
4.5	Comprehensive Examination .....	11
4.5.1	Responsibilities of the Student .....	11
4.5.2	Responsibilities of the Examination Committee .....	11
4.5.3	Conduct and Format of Comprehensive Examination .....	12
4.5.4	Evaluation of Written Comprehensive Examination .....	13
4.5.5	Procedure for Oral Comprehensive Examination .....	13
4.5.6	Evaluation of Oral Comprehensive Examination .....	14
4.6	Research Proposal .....	14
4.6.1	Conduct and Evaluation of Research Proposal Defence .....	15
4.6.2	Format of the Research Proposal Defence .....	15

4.6.3	Evaluation of the Proposal Defence .....	15
4.6.4	Notification of the Student and Record of Evaluation/Completion .....	16
4.6.5	Original Research and Thesis .....	16
4.6.6	Writing of the Thesis.....	17
4.7	Thesis Completion and Internal Assessment.....	17
4.7.1	Internal Assessment Meeting.....	17
4.7.2	Roles and Responsibilities Prior to the Internal Assessment Meeting.....	17
4.7.3	Roles and Responsibilities at the Internal Assessment Meeting.....	18
4.7.4	Format of the Internal Assessment Meeting.....	19
4.7.5	Evaluation of Thesis .....	19
4.8	Procedures for Final Defence of the PhD Thesis .....	20
4.8.1	Members of the Examination Committee .....	20
4.8.2	Roles and Responsibilities Prior to the Thesis Defence.....	21
4.8.3	Roles and Responsibilities at the Thesis Defence.....	21
4.9	Format of the Thesis Defence.....	23
4.9.1	Precursory to the Thesis Defence.....	23
4.9.2	Conduct of the Examination .....	24
4.9.3	Post Defence Procedures .....	24
5	APPEAL PROCEDURES .....	25
6	DIRECT TRANSFER FROM THE MASTER'S TO THE DOCTORAL PROGRAM.....	25

## About This Handbook

The content in this program handbook is accurate at the date of posting and is applicable for the current academic year. Program handbooks are updated annually, and students should ensure they are referring to the current version. Occasionally, changes to policy and program requirements do occur, so students should also check with the Associate Dean, Research and Graduate Studies, FAHS or Graduate Program Coordinator or the Faculty of Graduate Studies on critical matters where they are unsure.

This program handbook should be read in conjunction with general policies and guidelines as outlined in the [Brock University Graduate Calendar](#) and the [Brock Faculty Handbook](#).

# 1 DOCTORAL PROGRAM IN APPLIED HEALTH SCIENCES

## 1.1 Introduction

The Doctor of Philosophy (PhD) Program in the Faculty of Applied Health Sciences (FAHS) centres on 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 PhD Program is to provide students with the fundamental educational background and rigorous research training to gain the skills and independence necessary to critically examine basic and practical issues related to the health sciences. Course work emphasizes a broad approach to the subject area, with attention to research techniques and the application of research methodology, current paradigms, and related conceptual, philosophical, and theoretical issues in health science research.

The Graduate faculty members involved with the Applied Health Sciences Doctoral program are grouped into three fields: *Health Biosciences; Behavioural and Population Health; Social and Cultural Health Studies*.

## 1.2 Mission and Goals of the Doctoral Program in Applied Health Sciences

The Graduate Program in Applied Health Sciences prepares students for careers as university and college faculty, research scientists, teachers, and public policy analysts. The overall goals of the program are to develop well-trained individuals who think creatively, are able to evaluate critically both their own work and that of others, and who are capable of conducting research and scholarship at the forefront of their chosen fields. Specific objectives of the PhD 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 independent research in the various fields of health science
- to enhance students' abilities to apply and disseminate new knowledge and practices to colleagues, practitioners, policy makers and other professionals in health sciences

The PhD Program in Applied Health Science offers the student an educational opportunity that emphasizes an individualized program of study, including mentorship-style learning and concentrated inquiry in an area of interest, which leads to the completion of a research thesis. The required course work provides students with in-depth knowledge of conceptual and theoretical issues, while fostering superior research skills and a thorough understanding of the scientific process. The optional course work specific to the student's research area complements the student's research focus and provides additional breadth of knowledge. Thus, students gain in-depth training, knowledge, and research experience through their thesis work, while also benefiting from a broad, cross-disciplinary approach and extensive small group learning. A PhD student must demonstrate the ability to conduct research independently with a program of research that is both original and makes a significant contribution to the student's field.

## **2 PROGRAM GOVERNANCE**

### **2.1 Faculty of Graduate Studies**

The Graduate Program in the FAHS is overseen by the Dean of Graduate Studies and subject to review by the Senate Committee on Graduate Studies. The Senate 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, examinations, promotion, and regulations with respect to Graduate academic matters.

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

A Graduate Committee, comprised of faculty members representing the Departments of Health Sciences, Kinesiology, Nursing, Recreation and Leisure Studies, and Sport Management, manages the Graduate Program on behalf of the FAHS. This committee establishes FAHS policies and procedures regarding admissions, curricula, and examinations. As the Graduate Program Director, the Associate Dean, Research and Graduate Studies, FAHS, chairs the Graduate Committee as well as oversees and administers all day-to-day operations of the Graduate Program through the FAHS Graduate Studies Office.

## **3 PROGRAM ADMINISTRATION**

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

Admission to the Doctoral Program in the FAHS requires that the students fulfill admission requirements of both the Brock University Faculty of Graduate Studies and the FAHS. Recommendation for admission comes from the FAHS Graduate Committee. Final approval and the offer for admission are by the Faculty of Graduate Studies.

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.

Possession of the minimum entrance requirements, however, does not guarantee admission. Because 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 enrolment and to refuse admission to any student.

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

It is the policy of Brock University that all students must submit a declaration on their application for admission and on their confirmation of registration attesting to their citizenship. Each student should be aware that documentation of citizenship may be required and that a penalty for a false statement is deregistration. In addition, any changes in status, e.g., from visa student to permanent resident or Canadian citizen, requires proof of the new status with appropriate document(s).

### 3.2 Academic Registration Requirements

The Doctoral Program in Applied Health Sciences is normally offered on a full-time basis. Guidelines for course registration and residency requirements are provided to current and incoming students prior to Fall registration and are outlined in the "Academic Regulations" section of the current [Graduate Studies Calendar](#). Students will receive registration materials including the deadline date for registration by email.

### 3.3 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 at the time of their entry to the degree program. See Academic Regulations and University Policies within the [Graduate Studies Calendar](#).

### 3.4 Fees

The fee structure of the degree programs offered through the FAHS are outlined by Brock University and the Faculty of Graduate Studies. Students should consult the [Graduate Studies Calendar](#) and the information provided in their registration package for the most current fee scale for their program of interest. Graduate students can view their funding package on the Funding page (GradStuFunding) in their Brock student portal.

### 3.5 Financial Assistance

Many graduate students require financial assistance to pursue their studies. Graduate students in the FAHS are eligible for a variety of scholarships, fellowships, and awards administered by Brock University and the Provincial and Federal Governments (e.g., NSERC, SSHRC, CIHR, OGS). For a listing of scholarships available to graduate students, see the Faculty of Graduate Studies [External](#) and [Internal](#) Scholarship pages.

The FAHS 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 FAHS cannot guarantee the maximum number of hours to each student, the Faculty does provide opportunities based on the availability of resources and student qualifications. Upon acceptance to the program, and every June thereafter, students will have an opportunity to apply for available assistantship/instructor positions within the Faculty. A listing of open positions and information on how to apply can be found in the Career Opportunities section of the Human Resources website <https://brocku.ca/careers/>.

## 4 PROGRAM DETAILS

### 4.1 Overview

It is the intent of the Doctoral Program in the FAHS 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 critical thinking skills, and expands analytical competence both within an interest area as well as outside the realm of a particular discipline.

Students in the PhD Program pursue a course of study in one of the following fields: *Health Biosciences; Behavioural and Population Health; Social and Cultural Health Studies*. Each of the three streams is designed as a four-year program involving a combination of course work (see Section 4.4.1), and a focused program of research. The streams are highly flexible and designed to enable each student to collaborate individually with a supervisor and Supervisory Committee to construct a program of study and research that meets the students' interest and needs. Lastly, the development of a program of research studies, the writing of a thesis, and the defence of the thesis to an Examination Committee consisting of both an External and an Internal Examiner are common elements for all streams.

## 4.2 Residency Requirements and Recommended Timelines

After registration, full-time Doctoral students must maintain continuous registration 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 Doctoral Program in the FAHS is nine terms (three years) of full-time registration.

Students must maintain adequate progress towards degree completion to remain eligible for further enrolment and financial support. Students must maintain continuous registration each term in AHSC 7F90 from the time of initial admission until degree requirements are complete. The program is designed to be completed in four years and offers a funding package for four years. All data collection for the thesis should be completed no later than the end of the third year after initial registration. Six months should be allowed for analysis of data and thesis writing. There are maximum time limits for the completion of Graduate Programs. Doctoral students must complete all degree requirements within six years from the date of first registration.

Application for extension beyond these terms can be made to the Associate Dean, Research and Graduate Studies, FAHS, and must be approved by the Brock University Faculty of Graduate Studies. Recommended timelines for completing various "landmarks" leading to degree completion are presented via the Timeline for Completion of the PhD in Applied Health Sciences Degree (**Appendix 1**). To document progress toward their degree, students are required to complete the PhD Student Progress Report Form (**Appendix 2**) once every year. Students are also advised to have one Supervisory Committee meeting per term.

## 4.3 Original Research and Thesis

### 4.3.1 Selection of a Supervisor

All graduate students must have a supervisor who oversees their programs 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. In accordance with Senate regulations, 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 FAHS 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, which includes plans for sabbaticals or other planned leave for the student's normal period of study. Note: During discussions regarding any future supervisor-student relationship, Faculty members must not 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 would have to declare an interest in collaborating with each other. Initiation of the PhD Student Progress Report Form (**Appendix 2**) formally establishes a contract between the student and the supervisor regarding:

- 1) The expected steps and suggested timelines to be followed by the student, and
- 2) The supervisor's obligations to the student. Students may change supervisors through notification in writing to, and approval from, the Associate Dean, Research and Graduate Studies, FAHS. 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 a successful collaboration between student and supervisor without effective, regular consultation. This means that there should be regular meetings between student and supervisor and Supervisory Committee (including supervisor) during all stages of the program including course work, research, writing and defence of the thesis. Regular consultation also implies that students have the right of reasonable access to their supervisors. Under normal circumstances, 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 it was submitted. If this does not happen, the student should contact the Associate Dean, Research and Graduate Studies, FAHS, for consultation.

The student and supervisor should establish and maintain a regular schedule of meetings; however, the frequency of meetings at any given time depends on the stage



and nature of the research project.

### **4.3.3 Structure of the Supervisory Committee**

A Supervisory Committee that includes the supervisor will oversee a student's thesis research program. The student's Supervisory Committee advises the student specifically on the research proposal, conduct of the research, and write-up of the thesis. The Supervisory Committee will also examine the student at the Comprehensive Examination (See Section 4.5), Thesis Proposal Defence (See Section 4.6) and Final Oral Examination of the thesis (See Section 4.7).

By the end of the second term, the supervisor, in consultation with the student, recommends the members of the Supervisory Committee to the Associate Dean, Research and Graduate Studies, FAHS, who confirms their appointment to a particular Supervisory Committee. The Supervisory Committee must include:

- 1) The supervisor, who is a FAHS Faculty member, appointed to the FAHS Graduate Program, and is approved for inclusion in the PhD supervisory list.
- 2) Two Supervisory Committee members, who, in addition to the supervisor, are FAHS Faculty members appointed to the FAHS Graduate Program and hold the rank of Assistant Professor or higher.
- 3) One Supervisory Committee member who can be but need not be from the FAHS but holds a Doctoral degree (Note: A committee member who does not hold an academic appointment at Brock University must be approved by the Associate Dean, Research and Graduate Studies, FAHS).

If a Supervisory Committee member should become unavailable (e.g., goes on sabbatical, leaves the University, etc.), the student, in consultation with their supervisor, should seek to replace this individual. If that committee member is the student's supervisor, the student must consult with the Associate Dean, Research and Graduate Studies, FAHS, regarding how to replace this individual. Finally, if the student and any committee member find their working relationship to be unacceptable, they are advised to consult with the Associate Dean, Research and Graduate Studies, FAHS.

## **4.4 Degree Requirements**

The PhD in Applied Health Sciences is designed as a four-year program involving a combination of course work (2.0 Full Course Equivalents - FCE), a Comprehensive Examination, including both written and oral components, the conduct of an original research program, and the writing and subsequent defence of a thesis. Appendix 1 of this Handbook describes the expected progression route and relative time sequence for students enrolled in the Doctoral degree program in Applied Health Sciences. Details regarding coursework requirements, the comprehensive examination process, and the research component of the program are provided below. All students are required to continually update their progress form (**Appendix 2**) as the various components of the degree are completed.

### **4.4.1 Coursework Requirements**

All course offerings in the Graduate Program are offered by full-time faculty. All

courses in the course bank can be taken by PhD students and are open to other graduate students in the Brock Faculty of Graduate Studies. Undergraduate courses are not taken for credit as part of the requirements for the PhD degree. Students must take 2 half-courses from the list of required courses and 2 optional graduate (5PXX or 7PXX) level half-courses. In addition, the student must complete both the oral and written components of the Comprehensive Examination, formally defend the Thesis Proposal, conduct research and write the thesis. The student must then present the thesis to the Supervisory Committee for the Internal Thesis Assessment and finally defend it in an University Oral Defence.

Specific course requirements include:

#### **A. Required Courses**

- i) Each student must complete AHSC 7P01 - PhD Seminar in Applied Health Sciences
- ii) Each student must select one of the following 0.5 FCE courses:
  - AHSC 7P17 - Advanced Qualitative Analysis
  - AHSC 7P27 - Advanced Biostatistics in Applied Health Sciences Research

#### **B. Elective Courses**

Each student must complete a minimum of 1.0 FCE elective courses with at least 0.5 FCE being selected from the program's course bank (see below), and the other 0.5 FCE being selected from the graduate level course offerings across the Faculty of Graduate Studies, including the courses offered by the FAHS or by another Ontario University, as approved by the Associate Dean, Research and Graduate Studies, FAHS.

#### Notes:

- 1) If a student has already taken a required graduate course during the Master's degree, the student must replace the required course with another graduate level course as approved by the Associate Dean, Research and Graduate Studies, FAHS.
- 2) If a student has already taken a graduate level statistics or research methods course equivalent to AHSC 7P17 or 7P27 during the Master's degree, the student may substitute an additional graduate level course as approved by the Associate Dean, Research and Graduate Studies, FAHS.
- 3) The 2.0 FCE requirements are a minimum for the program; a student's Supervisory Committee may recommend that a student needs additional course work to develop an area of expertise.

#### **4.4.2 Course Registration**

Students must register each term using the on-line registration system. To remain enrolled in the PhD program, students must register each term in AHSC 7F90, thesis course until the completion of the PhD degree. For information regarding the on-line registration system, visit the Office of the Registrar <https://brocku.ca/guides-and-timetables/dates/> website.

#### **4.4.3 Grading**

Evaluation procedures for courses will follow the current academic regulations for Graduate Studies at Brock University. A student must achieve and maintain satisfactory

academic performance, with a standing of at least B in graduate level courses. Grades A+, A and B, and C are passing grades, but graduate credit will only be given for grades A+, A and B.

**Failure in courses:** a supplemental examination is mandatory for failures in REQUIRED courses where the failing grade is between 50-69%.

#### **4.4.4 Transfer of Credits**

Students admitted to the Doctoral Program may be granted transfer credits, at the time of admission, to a maximum of one-third of the graduate degree course requirements, for graduate courses completed at another university. The transfer of these credits is approved by the Associate Dean, Research and Graduate Studies, FAHS.

Only graduate courses completed within the last five years with a grade of B+ or higher will be considered for transfer. Credit will not be granted for courses that have been credited toward another degree or diploma at Brock or another university.

Students must submit official transcripts, course descriptions, and other supporting documentation before consideration will be given to granting transfer credits. Students admitted as transfer students must be in good standing with their previous institution and eligible to enroll at that institution at the time of admission to Brock.

### **4.5 Comprehensive Examination**

The purpose of the Comprehensive Examination is to provide the student with an opportunity to demonstrate their ability to synthesize current research, discuss strengths and weaknesses of area-specific research methodology and design, and to engage in knowledgeable academic discourse with other individuals in the chosen field of study.

#### **4.5.1 Responsibilities of the Student**

The student is responsible for initiating a meeting with their supervisor no less than six months prior to the time when he/she wishes to take their Comprehensive Examination.

The student is responsible for informing the Supervisory Committee of their intent to take their Comprehensive Examination no less than four months prior to the anticipated date. Through a collaborative process, the student and each Examiner should develop an outline of the respective knowledge expectations and the associated reading materials (i.e., reading list). The student should complete this process with each Examiner no less than three months prior to the agreed upon date of the written component of the Examination. The student must then formalize the date with the FAHS Graduate Office to ensure that an examination room is available and that all Supervisory Committee members can be present.

#### **4.5.2 Responsibilities of the Examination Committee**

The Examination Committee will be composed of the four faculty members that make up the Advisory Committee.

The Associate Dean, Research and Graduate Studies, FAHS (or designate), will serve as the Chair.

Each Examiner must submit the assigned reading list three months prior to the written comprehensive examination.

For the four-question format (refer to 4.5.3) these must be submitted to the FAHS Graduate office two weeks prior to the written examination date. The FAHS Graduate office will then be responsible for administering the questions to the student for the written component of the comprehensive examination.

#### ***4.5.3 Conduct and Format of Comprehensive Examination***

The Comprehensive Examination is to be conducted upon successful completion of no less than 75% of the student's course work and within the first 18 months of the student's enrolment in the program. At the time of taking the Comprehensive Examination, the student should have no standing deferred or incomplete grades, and the Comprehensive Examination must be successfully completed prior to the defence of the Research Proposal.

The Comprehensive Examination will consist of both Written and Oral components. The format of the Written exam must be agreed upon by all members of the Examination Committee. The Written component of the Comprehensive Examination may take the form of:

1. A total of four questions, of which three must be answered within an examination room at Brock University. Responses to each question are to be written within a six to eight-hour time frame, or as otherwise agreed by the Examination Committee and approved by the Associate Dean, Research and Graduate Studies, FAHS. The student should submit the responses to the FAHS Graduate Office electronically. In the case of a six to eight-hour examination, a computer (without internet access) will be available to the student.
2. A total of four questions, of which three must be answered in a take home format. Responses to each question are to be written within three days of receipt of the questions, or as otherwise agreed by the Examination Committee and approved by the Associate Dean, Research and Graduate Studies, FAHS. The student should submit the responses to the FAHS Graduate Office electronically. In the case of a take home examination, all non-human resources (i.e., internet, open book/note) are available to the student.
3. A Tri-Council grant application. The student and their Examination Committee must decide on the specific Tri-Council funding agency (i.e., SSHRC, NSERC, CIHR) to employ as the written comprehensive component. Submission rules and regulations of the specific Tri-Council agency, as well as reviewer criteria should be used as assessment guidelines regarding the quality of the written component. Assessment guidelines and expectations must be discussed with the student and documented by the Examination Committee upon choosing this option. In the case of a Tri-Council grant application, all non-human resources (i.e., internet, open book/note) are available to the student.
4. An empirical paper (i.e., review paper) of which the topic must be decided upon in consultation with the Examination Committee and encompass the areas of expertise of each Examination Committee member. The empirical paper must be of reasonable length (i.e., approximately 30-pages double spaced) so that the student can complete the paper

within a three-month time frame and the Examination Committee can complete an extensive review prior to the Oral Examination. Assessment criteria must be discussed with the student and documented by the Examination Committee upon choosing this option. In the case of a paper, all non-human resources (i.e., internet, open book/note) are available to the student. As well, although this paper maybe publishable, it is not to be a major component of the thesis document.

Any deviation from the proposed choices above must be agreed upon by all members of the Examination Committee and receive approval by the Associate Dean, Research and Graduate Studies, FAHS.

#### ***4.5.4 Evaluation of Written Comprehensive Examination***

Responses to the Written Examination questions (see Section 4.5.3 #1. and #2.) will be graded on a PASS/FAIL basis by the individual Examination Committee member who developed the question. A PASS (i.e., a grade of no less than a B- as described in the Graduate Studies Calendar) is required on EACH of the three questions in order to PASS the Written component of the Comprehensive Examination.

Evaluation of the grant proposal or empirical paper (see Section 4.5.3 #3. and #4.) must be done by each Examination Committee member. Documented assessment criteria should be used to assess the student's written work. A PASS (i.e., a grade of no less than a B- as described in the Graduate Studies Calendar) is required from each of the four Examination Committee members in order to PASS the Written component of the Comprehensive Examination.

It is the responsibility of each Examiner to provide their evaluation of the student's response no more than 72 business hours following completion of the Examination, to both, the student's supervisor and to the FAHS Graduate Office. The student should be notified of the results of the Written component of the Examination by the FAHS Graduate Office no later than 48 hours prior to the Oral examination.

#### ***Failure to Successfully Complete the Written Examination:***

When a student fails to successfully complete the Written component of the Comprehensive Examination, they will be eligible to retake the Written component within six months. In conjunction with the Examination Committee, the student should identify the content weaknesses and develop a plan (course work, supplementary reading, etc.) to address deficiencies in their knowledge base. The second examination will consist of the same content areas, but not necessarily the same format or questions, and should be conducted whenever possible by the same Examination Committee. Failure to successfully complete the Written component of the Examination after two attempts will result in the student's withdrawal from the PhD Program.

#### ***4.5.5 Procedure for Oral Comprehensive Examination***

The Oral component of the Comprehensive Examination will be conducted within five business days of successful completion of the Written Examination. The Examination will be approximately three hours in duration and will consist of a minimum of two rounds of questioning. All members of the Examination Committee must be present.

For students who chose the question format (answer three of four questions), they will respond first to the question which was not answered during the Written Examination, with subsequent questions being directed towards further clarification/enhancement of the Written Examination responses (Round 1). Round 2 follows with more in-depth exploration of topics within the body of knowledge in the area of expertise. The Examination Committee may deem subsequent rounds of questioning necessary.

As for students that chose to complete a Tri-Council grant application or empirical paper, Round 1 question will focus on further clarification/enhancement of the Written Examination, while Round 2 will consist of more in-depth exploration of topics within the body of knowledge in the area of expertise. The Examination Committee may deem subsequent rounds of questioning necessary.

#### **4.5.6 Evaluation of Oral Comprehensive Examination**

Responses to the Oral Examination questions will be graded on a PASS/FAIL basis by each member of the Examination Committee. To successfully complete the Oral component of the Comprehensive Examination, the student must receive a passing grade (i.e., a grade of no less than a B- as described in the Graduate Studies Calendar) from each of the four Examination Committee members. The Examination Committee will make an immediate evaluation at the *in-camera* meeting that follows the Oral Examination. If the student is not successful at the Oral Examination, a decision about re-examination and the timeframe for doing so (within 6 months) is also established at this meeting. A second unsuccessful examination will lead to the student's automatic withdrawal from the program.

#### **4.6 Research Proposal**

In addition to the evaluation associated with the required course work and Comprehensive Examination, PhD degree students are formally evaluated at two stages during the research phase of their program. The first of these evaluations involves the presentation and defence of the Research Proposal. This evaluation should take place after the student, in consultation with their supervisor and Supervisory Committee, has developed a research plan and prior to submission of the project for ethics review.

The aims of the Research Proposal are:

- (a) To provide the student with the opportunity to present, discuss and defend the research plan,
- (b) To ensure that the proposed research design and methodology are consistent with standardized practice in the student's area of study,
- (c) To examine whether the methods chosen will enable the student to develop a scholarly piece of research,
- (d) To obtain feedback on the research plan and readiness to proceed with the research.

The Proposal Defence should be within 24 months of enrolment in the program.



#### 4.6.1 Conduct and Evaluation of Research Proposal Defence

The specific procedures used for the Proposal Defence will be identical to those used for the final Thesis Defence, which are outlined in Section 4.8.3.

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 Supervisory Committee, and other members of the academic community, it must also be recognized that the Proposal Defence is an evaluation of the student's readiness to move further with the research phase of the degree. It provides an opportunity for the student to update the Supervisory Committee on other aspects of the student's progress (i.e., coursework) and academic preparation (i.e., conference attendance, teaching experience, etc.).

#### 4.6.2 Format of the Research Proposal Defence

This defence will be scheduled for three hours and will be chaired by the Associate Dean, Research and Graduate Studies, FAHS (or designate). All members of the Supervisory Committee must be present at this meeting.

The following materials must be received by the FAHS Graduate Office for distribution to all members of the Supervisory Committee a minimum of two weeks prior to the Proposal Defence:

- 1) Research proposal document
- 2) Timelines for course work and research activities, and
- 3) An up-to-date CV.

In the Proposal Defence, the student will verbally present:

- 1) A proposed timeline for course work and research activities (*approximately 5 minutes*)
- 2) 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*)
- 3) A summary of their academic progress to date (*approximately 5 minutes*)
- 4) Their research proposal, including introduction, objectives, hypotheses, methods, proposed statistical or data analyses (*approximately 15-20 minutes*)

The format of the defence following the presentation will involve two rounds of questions, with each Examiner questioning the student for 10-12 minutes in each round. The Examiners may request a third round if they feel it is necessary. **The Chair will track the questions being asked and note any issues or areas that need to be addressed regarding the research and/or the thesis.**

#### 4.6.3 Evaluation of the Proposal Defence

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

- **Written Research Proposal.** It is advisable that the Proposal be evaluated using criteria related to the theoretical framework, the scope, scientific vigor, feasibility and appropriateness of the proposed methods so that the student is aware of the expectations of the various Supervisory Committee members and so that specific suggestions regarding content, timelines, proposed methodology, and analysis can be incorporated into the planning of the work.
- **Presentation.** The presentation should be evaluated based on 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 University Oral Thesis Defence.
- **Defence of the Proposal.** The student should be evaluated on their ability to defend the scientific merit of the study, to clearly explain the rationale and need for the study based on existing literature, and to discuss the strengths/potential weakness of the research questions, experimental design, methods, and data analysis of the study. Whenever possible, the format of questioning and the type of questions should be similar to what would occur at the final University Oral Thesis Defence.

#### *4.6.4 Notification of the Student and Record of Evaluation/Completion*

Upon completion of the questioning of the student, the Supervisory Committee meets in-camera to discuss 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 student.

In the instance when the proposal is deemed “unsatisfactory”, a second Proposal Defence must be scheduled after the student has had an opportunity to follow-up with each Supervisory 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 Supervisory Committee. A second “unsatisfactory” Proposal Defence will result in the student being asked to withdraw from the PhD Program.

#### *4.6.5 Original Research and Thesis*

The purpose of the research and thesis in the PhD program is to give the student an opportunity to undertake advanced research in a significant problem in the field of health science. The student shall present a thesis embodying the results of original investigation, which has been conducted by the student. The thesis shall constitute a significant contribution to the knowledge of the field and must be based on original research conducted while registered in the PhD program. The results of the thesis should be publishable, either in whole or in part, by the student as first author. Upon successful completion of the thesis, the student will be qualified to conduct original, authoritative, independent research.

Appropriate clearance by Brock University’s Research Ethics Board must be obtained before data collection can begin (<https://brocku.ca/research-at-brock/office-of-research-services/research-ethics-office/>). Submission of ethics proposals is typically concurrent with or following the Thesis Proposal.

When the supervisor believes a defensible thesis research document has been written, the student and the Supervisory Committee are called to a formal Internal Assessment Meeting to discuss the thesis (see Section 4.7.4 for information regarding the Internal Assessment Meeting). If the thesis passes this Internal Assessment meeting, a formal University Defence with External and Internal Examiners is scheduled. Successful completion of the University Defence, in conjunction with the fulfillment of the other degree requirements, constitutes completion of the PhD program.

#### **4.6.6 Writing of the Thesis**

Students are strongly urged to submit chapters to their supervisor throughout the writing process. This will reduce the chance of the thesis moving too far in an inappropriate direction. Depending on the nature of the research, it is often wise to submit selected chapters to appropriate members of the Supervisory Committee as well.

### **4.7 Thesis Completion and Internal Assessment**

Once the student has a completed thesis and has received approval from their Supervisory Committee to proceed to the Internal Assessment Meeting, the student and/or supervisor should contact the FAHS Graduate Studies Office to arrange a date and time for the meeting. The student and all members of the Supervisory Committee must be present at the Internal Assessment Meeting.

#### **4.7.1 Internal Assessment Meeting**

Before a Thesis Defence can be requested, the Supervisory Committee must ascertain the student's readiness to successfully defend the thesis. This preliminary evaluation occurs via an Internal Assessment Meeting, which should take place a minimum of one month before the Associate Dean, Research and Graduate Studies, FAHS, requests the University Oral Defence to ensure sufficient time for any revisions to the thesis. This meeting is not public. The thesis must be submitted to the FAHS Office of Graduate Studies no less than two weeks prior to the Internal Assessment Meeting for circulation to the Supervisory Committee.

#### **4.7.2 Roles and Responsibilities Prior to the Internal Assessment Meeting**

##### Student:

- The student must ensure that the thesis is complete and follows the format guidelines specified by the Faculty of Graduate Studies and meets the [FGS Thesis Format Specifications](#).
- The student must ensure that all members of the Supervisory Committee and the Associate Dean, Research and Graduate Studies, FAHS, receive a copy of the thesis at least two weeks prior to the scheduled meeting.

##### Supervisory Committee:

- The thesis must be approved by all Supervisory Committee members before the meeting is scheduled.

##### FAHS Graduate Office:

- After being notified by the supervisor that the student is prepared to progress to

the Internal Assessment Meeting, the Associate Dean, Research and Graduate Studies, FAHS, will ensure that the student has completed all other degree and course requirements. (*NOTE: the Internal Assessment Meeting cannot be scheduled if there are any outstanding grades.*)

- The Internal Assessment Meeting is chaired by the Associate Dean, Research and Graduate Studies, FAHS, or designate (under extenuating circumstances the designate may be the supervisor).
- The FAHS Graduate Office will notify all members of the Supervisory Committee of the scheduled date and time of the Internal Assessment Meeting.
- Finally, the FAHS Graduate Office will arrange the booking of a room and the necessary equipment.

#### *4.7.3 Roles and Responsibilities at the Internal Assessment Meeting*

The Assessment Committee consists of the Supervisory Committee (supervisor and three appointed committee members). The quorum for the assessment is three Supervisory Committee members plus the Chair of the Assessment Committee. Voting members of the Assessment Committee include the Supervisor Committee members.

##### Chair of the Internal Assessment 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 the degree requirements.
- The Chair is responsible for verifying that all members of the Supervisory Committee have read the thesis and have enough knowledge of the thesis to examine the student and will not abstain from the voting on the basis of a lack of knowledge.
- The Chair is responsible for ensuring that the examination is conducted properly, within the guidelines and timelines outlined in this document (see Section 4.7.4).
- The Chair, who is expected to exercise full control over the examination, does not participate directly in the assessment process (unless the supervisor acts as the Chair).

##### Members of the Assessment Committee:

- The Assessment Committee is composed of the four members of the Supervisory Committee and operates within the full authority of the Faculty of Graduate Studies with respect to the examination of the student and the thesis.
- The specific responsibilities of the committee are to examine the student 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 is acceptable, and that the student and thesis are ready to proceed to the University Oral Defence.
- At the end of the meeting, the Assessment Committee will also propose a list of three potential External Examiners, two potential Internal Examiners, and two potential examination dates.
- The supervisor must complete the Appointment of External Examiner and

Internal Examiner forms and submit it to the FAHS Graduate Office who will then submit it to the Faculty of Graduate Studies. Note that this must occur at least two months before the expected date of the University Oral Defence. The Dean of Graduate Studies will formally contact and invite the External Examiner. The Faculty of Graduate Studies will send the completed thesis to the External Examiner.

Student:

- The PhD student will present and defend the thesis as described below.

#### *4.7.4 Format of the Internal Assessment Meeting*

All members of the Assessment Committee will assemble at the scheduled location 10 minutes before the planned start of the defence. At this time, the procedures for the examination are reviewed by the Chair of the Assessment Committee.

These procedures include:

- The Chair 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 assessment 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 Assessment Committee has read the thesis and has enough knowledge of the thesis to form a judgment 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 discusses with the Assessment Committee the preferred format of the meeting, and the time allotment.
- The Chair reminds the Assessment Committee of the scope of the examination, specifically that the student is to be judged on both the content of the thesis and the oral presentation.

Conduct of the Examination:

- Once the Assessment Committee completes its pre-examination meeting, the room will be opened to the student.
- The Chair will make the introductions, explain the procedures to be followed, and invite the student to begin their presentation. The recommended format for this presentation is that of a 35-minute seminar summarizing the research and conclusions.
- This presentation will be followed by a brief discussion and/or comments and questions.
- As part of the dialogue of learning and as a collegial courtesy, the student is given an opportunity to make final remarks or address questions for clarification to the members of the Assessment Committee. Once the discussion period is complete, the Chair asks the student to retire while the Assessment Committee makes its deliberations.

#### *4.7.5 Evaluation of Thesis*

**Voting.** Prior to voting, both the thesis and the presentation of the thesis should be discussed. As the decision concerns the readiness of both the document and the student for the University Oral Thesis Defence, the decision is essentially a PASS/FAIL.

With either decision, the Assessment Committee makes recommendations concerning the presentation, necessary changes to the document, and further preparation that should be undertaken by the student.

#### 4.8 Procedures for Final Defence of the PhD Thesis

Students are advised to use the following timetable to work backwards from the tentative date of the University Oral Defence. Eight weeks before the University Oral Defence, the Associate Dean, Research and Graduate Studies, FAHS, requests an official examination date from the Brock Faculty of Graduate Studies, and suggests the names of the three prospective External Examiners, and two potential Internal Examiners.

The Internal Assessment Meeting determines whether the completed thesis is representative of proper standards 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. The Oral Defence is open to all members of academic staff, graduate students, undergraduate students, and public who wish to attend. Planning for an Oral Defence should consider the deadlines for convocation as noted in the Brock University [Graduate Studies Calendar](#). Note, that difficulties in scheduling a University Oral 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 to eight weeks prior to the Thesis Defence.***

##### 4.8.1 Members of the Examination Committee

At least six to eight weeks before the oral exam, FAHS will submit a Supervisory Committee Approval of Thesis for Oral Defence form to the Faculty of Graduate Studies. The Examination Committee will consist of the members of the student's Supervisory Committee, an Internal Examiner from Brock University, an External Examiner and the Associate Dean of the Faculty of Graduate Studies as Chair.

The **External Examiner** will be a full-time, Graduate-appointed faculty member who is external to Brock University with: the rank of Associate or Full Professor; an "arms-length relationship" to the supervisor, the student, and the project; and also be a recognized expert in the field, with considerable knowledge and experience in the area upon which the thesis is based. External Examiners will receive an honorarium (plus reasonable expenses) for their participation in the Thesis Defence. The approval of the External Examiner is the responsibility of the Dean of Graduate Studies or designate.

The **Internal Examiner** will be a faculty member of Brock University who is ranked as an Associate or Full Professor from any academic unit, except the supervisor's home department, and will have had an "arms-length relationship" with the student, and the project. The approval of the Internal Examiner is the responsibility of the Associate Dean, Research and Graduate Studies, FAHS.



The External Examiner's Report is directly received by the Faculty of Graduate Studies. The report must be submitted ten business days prior to the University Oral Thesis Defence. The External Examiner's report will be shared with the Supervisory Committee and the graduate student prior to the defence.

The Chair of the University Oral Defence is the Associate Dean of the Faculty of Graduate Studies. If the Associate Dean cannot act as Chair, the Dean of the Faculty of Graduate Studies will appoint a designate.

#### *4.8.2 Roles and Responsibilities Prior to the Thesis Defence*

##### Student:

- The student must ensure that the thesis is complete and follows the format guidelines specified by the Faculty of Graduate Studies, [FGS Thesis Format Specifications](#).
- The student must ensure that a copy of the thesis is sent to the FAHS Graduate Program Office eight weeks prior to the defence.

##### Supervisor:

- Submit to FAHS Graduate Program Office the External Examiner form, providing three possible external examiners listing their academic work and contact information.
- Submit to FAHS Graduate Program Office the Internal Examiner form, listing in ranked order two to three faculty members.
- Two to three possible defence dates that are available to all committee members and student.

##### FAHS Graduate Office:

- Contacts the External and Internal Examiners for their availability for the defence date/time.
- Confirms the defence date and time with all parties.
- Provides the name of the External and Internal Examiners who have agreed to serve to the Faculty of Graduate Studies.
- Send a formal invite to the Internal Examiner along with the thesis.

##### Faculty of Graduate Studies:

- Sends formal invite to the External Examiner along with the thesis.
- Advertises the Thesis Defence across the University campus.
- Receives the External Examiner's report and shares it with the supervisor and FAHS Graduate Office. This report must be sent to the Faculty of Graduate Studies, at least ten business days prior to the defence.
- Thesis defence forms downloaded and provided to the Chair of the defence.

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

The quorum for an examination is four appointed Examination Committee members, including the Internal and External Examiners, plus the Chair of the Examination Committee. Voting members of the Examination Committee include: the External

Examiner, the Internal Examiner, the three Supervisory 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 enough knowledge of the thesis to examine the student and will not abstain from the voting based on a lack of knowledge. The Chair of the Examination Committee is responsible for ensuring that the examination is conducted properly, within the guidelines set out by the Faculty of Graduate Studies ([Doctoral Thesis Defense Procedures - 04-2010 \(brocku.ca\)](http://brocku.ca)).
- The Chair, who is expected to exercise full control over the examination, does not participate directly in the questioning of the student.
- It is the responsibility of the Chair:
  - 1) to guarantee that the student is given fair opportunity to defend the thesis,
  - 2) to ensure that the student alone, and not the supervisor or other members of the committee, defends the thesis, and
  - 3) to protect the student from harassment.

#### Members of the Examination Committee:

- The Examination Committee operates within the full authority of the Faculty of Graduate Studies with respect to the examination of the student and the thesis.
- The specific responsibilities of the Examination Committee are to examine the student 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).

#### External and Internal Examiners:

- The External and Internal Examiners are responsible for the provision of an independent and objective evaluation of the academic quality of the thesis.
- The Internal Examiner is not required to provide a written evaluation of the thesis, however if there are problems with the thesis that may prevent a successful hearing, they are to notify the Dean of Faculty of the Graduate Studies at least one week prior to the examination date.
- The External Examiner will prepare a written appraisal of the thesis (External Examiner's Report), which provides an analytic assessment of the conceptual, theoretical and methodological quality of the thesis and its contributions to the general field of inquiry.

NOTE: if the External Examiner's evaluation of the thesis (see below) is so unfavourable as to jeopardize the final approval of the thesis, the defence will be postponed, and an ad hoc committee will be established to recommend a subsequent course of action.

### Student:

- The student will make a presentation on their thesis, highlighting the research topic, the research approach, the findings and the implications of the research outcomes. This presentation will be 30-35 minutes in length.

## **4.9 Format of the Thesis Defence**

### **4.9.1 *Precursory to the Thesis Defence***

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 four appointed Examination Committee members are 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 enough knowledge of the thesis to form a judgment 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 Examination Committee of the scope of the examination, specifically that:
  - 1) The student 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 student to allow the student 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 student is the principal investigator, that the Examination Committee fully establishes that the student's personal contribution is sufficient to meet the requirements of the Doctoral degree.
- The written assessments of the thesis are read by the External and Internal Examiners. The supervisor and other Supervisory Committee members, should they wish, are invited to make an oral statement concerning the student 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 Examiner;
  - 2) Internal Examiner;
  - 3) Members of the Supervisory Committee; and
  - 4) The supervisor.
- It is also recommended that there be two rounds of questions, with each

Examiner being allotted 15-20 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.

#### *4.9.2 Conduct of the Examination*

Once the Examination Committee completes its pre-examination meeting, the room will be opened to the student and observers. The Chair will make the introductions, explain the procedures to be followed, and invite the student to begin their presentation. The recommended format for this presentation is that of a 30-35 minute public seminar summarizing the research and conclusions.

This presentation will be followed by a brief 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 becomes an inquisition of the student and/or is being unduly dominated by an Examiner.

As part of the dialogue of learning and as a collegial courtesy, the student 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 student and the audience to retire while the Examination Committee makes its deliberations

##### Voting:

Prior to voting, both the thesis and the oral defence of the thesis should be discussed regarding 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:

- All members of the Examination Committee will have an equal vote. Please refer to the [Faculty Handbook regulations in section 3B 10.2 C, D, E, F and G](#).

#### *4.9.3 Post Defence Procedures*

After the successful defence the student may have revisions to complete. Once all the revisions have been made and approved by their supervisor, the student must upload their thesis document to the [Brock University Digital Repository](#). Brock University Digital Repository. Please note, the thesis must meet the [FGS Thesis Format Specifications](#) to be approved by the Faculty of Graduate Studies.

The student must complete and submit the required thesis forms to the FAHS Graduate Program Office:

- Thesis Non-Exclusive Licence
- Thesis and Major Research Paper Copyright Licence
- Request to Restrict the Circulation of Thesis (optional)

These [student forms](#) can be found on the Faculty of Graduate Studies website.

## 5 APPEAL PROCEDURES

Students who have concerns about a grade in a particular course or decisions regarding academic standing (e.g. passing the Comprehensive Examination, Thesis Proposal, Internal Thesis Defence or Final Thesis Defence) should refer to the procedures outlined in the [Graduate Calendar](#), section XVIII Graduate Student Appeals.

## 6 DIRECT TRANSFER FROM THE MASTER'S TO THE DOCTORAL PROGRAM

Exceptional\* students in the Applied Health Sciences Master's program are eligible to apply to transfer directly to the Doctoral (PhD) program:

- 1) During term three of their MA/MSc program (between May 1 to August 1 of their first year);
- 2) If they show clear evidence of progress in their MA/MSc program as evidenced by completion of ALL their Master's coursework with a minimum overall average of A+ (90%), and successful defence of their Master's research proposal;
- 3) If there are available spots in the Doctoral program after all eligible applicants for the upcoming academic year have been considered and after the admission cycle has been closed.

To be considered for a direct transfer, the applicant's supervisor must submit the appropriate application package to the FAHS Graduate Office which includes the Application for Direct Transfer form (**Appendix 3**) signed by ALL members of their Supervisory Committee, a two-page Doctoral research proposal, a curriculum vitae, as well as a letter of support from each Supervisory Committee member (including the supervisor and appointed committee members). The application package will be reviewed by the FAHS Graduate Committee, where additional information and/or an interview may be required. If the transfer is approved by the FAHS Graduate Committee, an admission recommendation will be forwarded to the Faculty of Graduate Studies in time for a September 1<sup>st</sup> entry. January transfer admissions will not be considered. A complete application package to transfer from the Master's to the Doctoral program must be submitted to the FAHS Graduate Office electronically no later than June 1 of each year. Relevant 500-level credits\*\* previously earned will be transferred to fulfill the PhD course requirements.

\*Note: This opportunity is intended for exceptional students, who show clear potential and evidence to undertake and complete a Doctoral degree. Evaluation criteria include (but are not limited to) an overall average of 90%, a minimum grade of 88% in all scheduled graduate courses, and a publication record appropriate for the applicant's stage of career. After being transferred to the Doctoral program, students who may have difficulties advancing in the program are eligible to return to the Master's program and earn their Master's degree without reapplying for admission.

\*\*Note: AHSC 5N01 is a non-credit course, so it is not one of the credits transferred to fulfill the PhD course requirements.

## Appendix 1: Timeline for Completion of the PhD Degree in Applied Health Sciences (Years 1-4)

TASK	APPROVAL REQUIRED
<b>YEAR 1</b>	
Approval and Completion of Courses	Supervisor
Establish Advisory Committee	Supervisor, Student, Associate Dean, FAHS
Obtain Reading Lists from Advisory Committee for Comprehensive Exam	Advisory Committee
Prepare for Comprehensive Examination	Supervisor, Advisory Committee
Meetings with Advisory Committee to Discuss Research/Future Directions	Supervisor, Advisory Committee
<b>YEAR 2</b>	
Comprehensive Examination	Supervisor, Advisory Committee, Associate Dean
Prepare Thesis Proposal	Supervisor, Advisory Committee
Defend Thesis Proposal	Advisory Committee, Associate Dean, FAHS
Meet with Advisory Committee to Discuss Research and Future Directions	Supervisor, Advisory Committee
<b>YEAR 3</b>	
Complete Review of Literature and Methods	Supervisor, Advisory Committee
Continuous Data Collection	Supervisor, Advisory Committee
Meeting with Advisory Committee to Discuss Thesis Progress	Supervisor, Advisory Committee



TASK	EXPECTED TIME	APPROVAL REQUIRED
<b>YEAR 4</b>		
Data Collection and Analysis Complete	September/October	
First Draft of Thesis to Supervisor	January to March	Supervisor
Complete Revisions	March	Supervisor
Distribute Thesis to Advisory Committee	April	Supervisor, Advisory Committee
Acquire Committee Approval to proceed with a Internal Assessment Meeting	May	Supervisor, Advisory Committee, Associate Dean, FAHS
Complete Thesis Corrections based on Internal Assessment Meeting	June	Supervisor, Advisory Committee
Notify AHS Graduate Administrative Coordinator of Intent to Defend, Names of External/ Internal Examiners, Date of Defence	July	Supervisor, Advisory Committee, Associate Dean, FAHS
University Oral Thesis Defence	Early August	Supervisor, Advisory Committee, FAHS Graduate Office, Faculty of Graduate Studies
Thesis Corrections and Final Submission to Brock Repository	Late August	Supervisor, FAHS Graduate Office



**BROCK UNIVERSITY**  
**FACULTY OF APPLIED HEALTH SCIENCES**  
*Appendix 2: PhD Student Progress Report*

All PhD graduate students must complete and submit this report electronically to the  
AHS Graduate Administrative Coordinator at [ahsgradstudies@brocku.ca](mailto:ahsgradstudies@brocku.ca).

---

**Student Name:**

**Student Number:**

**Program:**

**Master's Degree:**

**Entry Date (month/year):**

---

**Advisory Committee (provide email for non-Brock faculty)**

Supervisor:

Member:

Member:

Member:

---

**Course Requirements and Grades**

Required Course: AHSC 7P01 – Grade:

Research Methods: Mark:

Elective 1: Mark:

Elective 2: Mark:

Elective 3: Mark:

Date coursework completed:

---

**Comprehensive Examination**

Date Written Exam:	Result (select one):	PASS	FAIL	
Date 2 <sup>nd</sup> Attempt (if needed):	Result (select one):	PASS	FAIL	N/A
Date Oral Exam:	Result (select one):	PASS	FAIL	
Date 2 <sup>nd</sup> Attempt (if needed):	Result (select one):	PASS	FAIL	N/A

---

**Thesis Proposal**

Thesis Proposal Title:

Date of Proposal Defence:

Committee Members Present:

Proposal Approved:

Result (select one): PASS

FAIL

---

**Ethics Review(s)** (circle as appropriate)

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 of Thesis submitted to Supervisor:

---

**Committee Approval of Thesis for Defence**

Date Supervisor submits the Appointment of External Examiner Form-Thesis is Ready for Defence:

Date of Meeting:

Suggested External Examiner:

Thesis Defence Date:

Approved External Examiner:

Chair of Defence:

Defence Results:

---

---

**FOR OFFICE USE ONLY**

Advisory Committee Approval:

Proposal Approval:

Date Thesis Corrections Completed (email approval received from Supervisor & final thesis):

Program Completion:

Comments:



## Faculty of Applied Health Sciences

### Appendix 3: Application for Direct Transfer from the Master's to the Doctoral Program

---

**Section 1: To be completed by the student and submitted to the student's supervisor.**

---

**Applicant Name:** \_\_\_\_\_ **Student #:** \_\_\_\_\_

**Field of Specialization:** \_\_\_\_\_ **Degree:** MA MSc

**Current Term of Program:** \_\_\_\_\_

**Title of Research Proposal:** \_\_\_\_\_

**Research Proposal (maximum 2 pages) attached:** \_\_\_\_\_ **CV attached:** \_\_\_\_\_

**Date Coursework Completed:** \_\_\_\_\_ **Date of Research Proposal Defence:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**Section 2: We have read the requirements for the applicant to transfer to the doctoral program and agree that the student's academic record, and research proposal meet the requirements for the doctoral program.**

---

**Supervisor Name:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisory Committee Member Name:** \_\_\_\_\_

**Advisory Committee Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisory Committee Member Name:** \_\_\_\_\_

**Advisory Committee Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisory Committee Member Name:** \_\_\_\_\_

**Advisory Committee Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

Note: This opportunity is intended for exceptional students, who show clear potential and evidence to undertake and complete a doctoral degree. Evaluation criteria include (but are not limited to) a minimum overall average of 90%, a minimum grade of 88% in all scheduled graduate courses, and a publication record appropriate for the applicant's stage of career. After being transferred to the doctoral program, student who may have difficulties advancing in the program are eligible to return to the master's program and earn their master's degree without reapplying for admission.

---

**Section 3: The supervisor must submit a complete application package to the FAHS Graduate Office.**

**Documents to be included in the Application Package:**

- 1. Signed Application Form**
- 2. Student's Research Proposal (maximum 2 pages)**
- 3. Student's CV**
- 4. Letter of Support from Supervisor**
- 5. Letter of Support from Committee Member #1**
- 6. Letter of Support from Committee Member #2**
- 7. Letter of Support from Committee Member #3 (if required)**

---

**Date of Approval by FAHS Graduate Committee:**

**Associate Dean, FAHS Graduate & Research Signature:**

---