



Graduate Student Handbook

PhD in Applied Health Sciences

Health Biosciences
Behavioural & Population Health
Social & Cultural Health Studies

1. Doctoral Program in Applied Health Sciences

1.1 Introduction

The Doctor of Philosophy (PhD) Program in the Faculty of Applied Health Sciences (FAHS) centers 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 for the Student 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 particular 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 applied 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 Candidate must demonstrate the ability to conduct research independently with a program of research that is both original and that makes a significant contribution to the Candidate's field.

2. Governance of the Program

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, plus the President of the FAHS Graduate Students Council, manages the Graduate Program on behalf of the Faculty of Applied Health Sciences. 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. Day to day operations of the Graduate Program are administered by the Graduate Program Director through the FAHS Graduate Studies Office.

3. Administration of the Program

3.1 Admission Policy - General

Admission to the Doctoral Program in the FAHS requires that the Student fulfill admission requirements of both the Brock University Faculty of Graduate Studies and the Faculty of Applied Health Sciences. 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 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 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 at the Faculty of Graduate Studies website: <https://brocku.ca/webcal/2019/graduate/acad.html> .

3.4 Fees

The fee structure of the degree programs offered through the Faculty of Applied Health Sciences are as 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.

3.5 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 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 <https://brocku.ca/graduate-studies/financial-resources/> .

4. The Doctoral Program in Applied Health Sciences

4.1 Overview

It is the intent of the Doctoral 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 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 (2.0 Full Course Equivalents, see Section 4.4.1), and a focused program of research. The 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 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 Faculty of Applied Health Sciences 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. 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. All data collection for the thesis should be completed by the end of the fifth year 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 FAHS Graduate Program Director 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 Degree in Applied Health Sciences (Appendix 1). To document progress toward their degree, Students are required to complete the Progress Report Form (Appendix 2) once during every term. Students are also advised to have one Advisory 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 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, 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 of them would have to declare an interest in working with each other. Initiation of the Graduate Education Progress Form (Appendix 2 of this Handbook) 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 FAHS Graduate Program Director. 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 means that there should be regular meetings between Student and Supervisor and with the Advisory Committee during all stages of the program, including course work, research, writing and defence of the thesis. Regular consultation 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 it was submitted. If this does not happen, the Student should contact the Graduate Program Director for consultation.

The Graduate 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 Advisory Committee

An Advisory Committee that includes the Supervisor will oversee a Student's thesis research program. The Student's 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 Comprehensive Examination, the Proposal Defence (See Section 4.6) and at the Final Oral Examination of the thesis (See Section 5.0).

By the end of the second term, the Supervisor, in consultation with the Student, recommends the members of the Advisory Committee to the Graduate Program Director, who confirms their appointment to a particular Advisory Committee. The Advisory 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 Advisory 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 Advisory Committee Member who can be but need not be from the Faculty of Applied Health Sciences 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 & Graduate Studies).

In the event that an Advisory Committee Member should become unavailable (e.g., goes on sabbatical, leaves the University, etc.), the Student, in consultation with his/her 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, 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.

4.4 Degree Requirements

The PhD in Applied Health Sciences is designed as a 4-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 advisory committee for the Internal Thesis Assessment and finally defend it in a 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. Electives 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. Students can also take courses offered by another Graduate program within Brock or by another Ontario University, as approved by the Graduate Program Director.

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 Graduate Program Director.
- 2) If a Student has already taken a Graduate level statistics or research methods course during the Master's degree, the Student may substitute an additional Graduate level course as approved by the Graduate Program Director.
- 3) The 2.0 FCE requirements are a minimum for the program; a Student's Advisory Committee may recommend that a Student needs additional course work to develop an area of expertise.

4.4.2 Schedule of Courses

The schedule for all Graduate courses is available on the Faculty of Graduate Studies website: <https://brocku.ca/webcal/2019/graduate/>. Students will be informed of class schedules at registration.

4.4.3 Grading

Evaluation procedures for courses will follow the current academic regulations for Graduate studies at Brock University. A Candidate must achieve and maintain satisfactory academic performance, with a standing of at least B in Graduate level courses.

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

4.4.4 Appealing of 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 Graduate Program Director. If the Student is not satisfied with the decision of the Graduate Program Director, the Student may

appeal to the Dean of FAHS and the Dean of Graduate Studies who will render a joint decision. If the student is not satisfied with the decision of the Deans, the student may then appeal to the Senate Student Appeals Board. (see the Graduate Studies Calendar for the appeals process and timing).

4.4.5 Transfer of Credits

Students admitted to the Doctoral Program may be granted transfer credit, at the time of admission, to a maximum of one-third of the Graduate degree course requirements, for courses completed at another university that are approved by the Graduate Program Director.

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.

Candidates must submit official transcripts, course descriptions, and other supporting documentation before consideration will be given to granting transfer credit. Students admitted as transfer Students must be in good standing with their previous institution and eligible to enrol 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 his/her 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 his/her 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 Advisory Committee of his/her 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 (e.g., 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 should formalize the date with the Graduate Program Director to ensure that an examination room is booked for both parts of the Examination and that all Committee Members can be present.

4.5.2 Examination Committee

The Examination Committee will be composed of the four faculty members.

4.5.3 Conduct and Format of Comprehensive Examination

The Comprehensive Examination is to be conducted upon successful completion of no less than 80% 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 written component of the Comprehensive Examination will normally consist of a total of four questions, of which three must be answered.

Responses to each question are to be written within a six to eight-hour time frame, or as otherwise agreed by the examination committee. The Student should submit the responses to the FAHS Graduate Office electronically. In the case of the typical six to eight-hour examination, a computer (without internet access) will be made available to the Student. Any deviation from the typical written part of the examination (eg. open book, take home, grant proposal, etc.) must be agreed upon by all members of the examination committee and receive approval by the Graduate Program Director.

4.5.4 Evaluation of Written Comprehensive Examination

Responses to the Written Examination questions will be graded on a PASS/FAIL basis by the individual 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 3 questions 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 hours following completion of the Examination, to both, the Student's Supervisor and to the Graduate Program Director. The Student should be notified of the results of the written component of the Examination by the Graduate Program Director 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, he/she will be eligible to retake the written component within six months. In conjunction with the Supervisor and the Examining Committee, the Student should identify the content weaknesses and develop a plan (course work, supplementary reading, etc.) to address deficiencies in his/her knowledge base. The second examination will consist of the same content areas, but not necessarily the same questions, and should be conducted whenever possible by the same Examination Committee. Failure to successfully complete the written portion 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 5 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. The Student 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 Examining 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 Examination component of the 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 examining committee members. The Examining Committee will make an immediate evaluation at the *in camera* meeting that follows the Oral Exam. If the Student is not successful at the Oral Exam, a decision about re-examination and the timeframe for doing so (6 months or 1 year) is also established at this meeting. A second unsuccessful examination will lead to the Student's automatic withdrawal from the program.

4.5.7 Procedures for Appeal

If, in the event of failing either component of the Comprehensive Examination, the Student wishes to appeal the results, the following procedures should be followed:

- I. The Student should arrange a meeting with his/her Supervisor as soon as possible after receiving the results of the Examination to review the evaluation. If deemed necessary, a formal meeting, including all members of the Examination Committee, should be arranged by the Graduate Program Director. If, on completion of this review meeting, the Student is still not satisfied with the assigned result, the Student should then formally appeal the grade.
- II. The Student should obtain and complete an Appeals Form from the Graduate Program Office. In completing the form, the Student should provide specific details and reasons for requesting reconsideration of the grade. If it is necessary to obtain a transcript of the oral examination, the Student should arrange this through the Graduate Program Director.
- III. The Graduate Program Director and the Faculty's Appeals Committee, will review the petition submitted by the Student, a submission from the Examination Committee, any other relevant information, and then render a decision. The Faculty's Appeals Committee will be an independent body from the Graduate Program in Applied Health Sciences, and consist of three Graduate faculty from various academic units from within and outside the Faculty. The results of this decision will be provided to the Student in writing.

If not satisfied with the outcome of the request, the student may then refer the matter to the Faculty Dean and the Dean of Graduate Studies. If the student is not satisfied with the joint decision of the Deans, the student may

then appeal to the Senate Student Appeals Board. (See section 11.2 of the Faculty Handbook concerning the appeal process:
https://brocku.ca/university-secretariat/facultyhandbook/section3#B_1

4.6 Research Proposal

In addition to the evaluation associated with the required course work, PhD Degree Candidates 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 Advisory 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 5.0.

4.6.2 *Procedures for the Defence of the Research Proposal*

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 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 committee on other aspects of the Student's progress (e.g., coursework) and academic preparation (e.g., conference attendance, teaching experience, etc.).

4.6.3 *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 (or designate). All members of the Advisory Committee must be present at this meeting.

The following materials must be distributed to all members of the Advisory 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 Candidate 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 his/her academic progress to date (*approximately 5 minutes*)
- 4) His/her research proposal, including introduction, objectives, hypotheses, methods, proposed statistical or data analyses (*approximately 15-20 minutes*)

The format of the defence following the presentation follows will involve two rounds of questions, with each Examiner questioning the Candidate 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.

4.6.4 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 Advisory 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 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 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 oral examination.

4.6.5 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.

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 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 Doctoral Program.

4.7 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 Candidate shall present a thesis embodying the results of original investigation, which has been conducted by the Candidate. 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 Graduate 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 proposal has been written, the Student and the Advisory Committee are called to a formal Internal Assessment Meeting to discuss the thesis (see Section 4.8.1 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.

4.7.1 Writing of the Thesis

Students are strongly urged to submit chapters to their Supervisor throughout the process of writing. 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 thesis Advisory Committee as well.

4.8 Thesis Completion and Assessment

Once the Student has a completed thesis and has received approval from his/her Advisory 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 Advisory Committee must be present at the Internal Assessment Meeting.

4.8.1 Internal Assessment Meeting

Before a Thesis Defence can be requested, the Supervisor and Advisory 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, requests the University Oral Defence, so that there is sufficient time for any revisions to the thesis. This meeting is not public.

The Internal Assessment Meeting is chaired by the Associate Dean, Research and Graduate Studies, or designate (under extenuating circumstances the designate may be the Supervisor). The Assessment Committee consists of the Supervisor and the members of the Student's Advisory Committee. 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 Committee.

4.8.2 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 as described in the Faculty Handbook <https://brocku.ca/university-secretariat/faculty-handbook/section-3/>.
- The Student must ensure that all members of the Committee and the Associate Dean, Research and Graduate Studies receive a copy of the thesis at least two weeks prior to the scheduled meeting.

Supervisor and Advisory Committee:

- The thesis must be approved by the Supervisor and all Advisory Committee Members before the meeting is scheduled.

FAHS Graduate Office:

- After being notified by the Supervisor that the Candidate is prepared to progress to the Internal Assessment Meeting, the Associate Dean, Research and Graduate Studies will ensure that the Candidate has completed all other degree and course requirements. (NOTE: the Internal Assessment Meeting cannot be scheduled if there are any outstanding grades.)
- Following the Internal Assessment Meeting, the Associate Dean, Research and Graduate Studies will, in consultation with the Supervisor, complete the Appointment of External Examiner form and submit to the Brock Faculty of Graduate Studies. Note that this must occur at least two months before the

expected date of 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.

- The FAHS Graduate Office will notify all members of the 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.

4.8.3 Roles and Responsibilities at the Internal Assessment Meeting

The quorum for the assessment is three appointed Advisory Committee members plus the Chair of the Assessment Committee. Voting members of the Assessment Committee include the Supervisor and the Advisory 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 Advisory 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 is responsible for ensuring that the examination is conducted properly, within the guidelines and timelines outlined in this document (See 4.8.4).
- 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 Advisory Committee and operates within the full authority of the Faculty of Graduate Studies with respect to the examination of the Candidate and the thesis.
- The specific responsibilities of the committee are 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 is acceptable, and that the Candidate and thesis are ready to proceed to the University Oral Defence.
- At the end of the meeting, the Committee will also propose a list of three potential External Examiners, and two potential examination dates; the Graduate Program Director will propose two potential Internal Examiners.

Student:

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

4.8.4 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 Committee has read the thesis and has sufficient 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 Committee of the scope of the examination, specifically that the Candidate is to be judged on both the content of the thesis and the oral presentation.

Conduct of the Examination:

- Once the Examination Committee completes its pre-examination meeting, the room will be opened to the Candidate.
- 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 minutes seminar summarizing the research and conclusions.
- This presentation will be followed by a short discussion and/or comments and questions.
- 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 Assessment Committee. Once the discussion period is complete, the Chair asks the Candidate to retire while the Assessment Committee makes its deliberations.

4.8.5 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 Candidate 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 Candidate.

5. Procedures for Final Defence of the PhD Thesis

5.1 Timing of Defence

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, 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.

When a Graduate unit has requested an Oral Defence, the Faculty of Graduate Studies will contact another Graduate unit to request a Chair for the University Oral Defence. The Faculty of Graduate Studies will send a letter of appointment and instructions to the designated Chair (with a second copy to the Graduate unit scheduling the exam). It is the responsibility of administrative officers or staff in the Graduate unit scheduling the exam to contact the faculty member who has been appointed as chair the day prior to exam, reminding him/her of the time, date, and location of the Oral Defence and ensuring that he or she has the exam file in hand.

5.2 Preparing for the Thesis Defence

Following the oral presentation of the research, an Oral Defence by an Examining Committee will 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 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 a Thesis Defence should take into account the deadlines for convocation as noted in the Brock University Graduate Studies Calendar. 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 the Thesis Defence.***

5.3 Nominating the University Defence Examination Committee

At least eight weeks before the oral exam, Faculty of Applied Health Sciences will submit a Nomination Form to the Faculty of Graduate Studies. The Examination Committee will consist of the members of the Candidate's Advisory Committee, an Internal Examiner from Brock University, and the External Examiner.

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 Candidate, 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. A University Oral Defence Examination Committee Membership form will be sent to the Supervisor to be completed and returned to the FAHS Graduate Office. External Examiners will receive an honorarium (plus reasonable expenses) for their participation in the thesis defence.

Note: The Candidate must not be privy to these deliberations, nor to the forwarded list of potential External Examiners as per the Faculty of Graduate Studies regulations.

Internal Examiners will be faculty members of Brock University at the rank of Associate or Full Professor from any academic unit, except the Supervisor's home department, and will have had an "arms-length relationship" with the Candidate, and the project.

5.4 The Certificate of Completion and Abstract

The Graduate unit must submit the requisite information to the Faculty of Graduate Studies confirming that the Student has completed all other academic requirements for the degree, such as any language and/or field requirements. A copy of the abstract of the thesis not longer than 350 words must also be submitted.

5.5 University Examination Announcement/Program

The Graduate unit scheduling the exam is responsible for submitting a copy of the Examination Program to the Faculty of Graduate Studies at least two weeks in advance of the Thesis Defence so that details of the exam can be posted on the University web site.

5.6 Appraisal

The Graduate unit is responsible for submitting a copy of the Internal and External Examiners' letters of appraisal to the Faculty of Graduate Studies as soon as they are received. The letters of appraisal are not to be distributed prior to the University Oral Thesis Defence.

5.7 Exam File

The Graduate unit scheduling the exam must deliver the Exam File to the Chair of the prospective exam at least five days before the Defence. The documents included in this file are: a copy of the oral exam program; a copy of the thesis abstract (for Chair's information); the Chair's summary form; enough voting ballots for all voting members of the exam; instructions for voting; and a copy of the Internal and External Examiners letters of appraisal.

5.8 Chair of the University Oral Thesis Defence

The Chair of the University Oral Defence is appointed by the Dean of Graduate Studies.

5.9 Examination Committee Structure

The Examination Committee will consist of the Student's Supervisor, the three Advisory Committee Members, the Internal Examiner and the External Examiner; and the Graduate Studies appointed Chair.

5.9.1 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. (See <https://brocku.ca/graduate-studies/mrpthesis-preparation/>)
- The Student must ensure that the requisite numbers of copies of the thesis are delivered to the FAHS Graduate program Office eight weeks prior to the defence.

FAHS Graduate Office:

- Delivers the copies of the thesis and the exam materials to the Faculty of Graduate Studies.

Faculty of Graduate Studies:

- Ensures that the thesis copies are distributed to the Examination Committee five weeks prior to the thesis defence.
- Appoints the Chair and secures a room for the Thesis Defence.
- Advertises the Thesis Defence across the University campus.
- Prepares the Examination File for the Thesis Defence.

5.9.2 Roles and Responsibilities at the Thesis Defence

The quorum for an examination is five appointed Examination Committee members, including the External Examiner, plus the Chair of the Examination Committee. Voting members of the Examination Committee include: the External Examiner, the Internal Examiner, the three Advisory Committee Members, and 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 Faculty of Graduate Studies with respect to the examination of the Candidate and the thesis.
- The specific responsibilities of the Examination Committee are 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).

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.
- Accordingly, the External and Internal Examiners 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 Faculty of Graduate Studies, at least 1 week prior to the defence.

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.

Candidate:

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

6. Format of the Thesis Defence

6.1 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 four 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 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 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 Doctoral degree.
- The written assessments of the thesis are read by the External and Internal Examiners. 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 Examiner;
 - 2) Internal Examiner;
 - 3) Members of the Advisory Committee; and
 - 4) 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.

6.2 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 minutes 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 becomes 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.

6.3 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:

- All Members of the Examination Committee will have an equal vote.
- Acceptance of the thesis and its defence requires a positive vote from a minimum of 5 of the 6 Examiners. 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. This date will normally be within three months of the examination. 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.
- A fee may be charged for the re-examination of a thesis.

7. Appeal Procedures

7.1 Academic Decisions

Should a Student be unsuccessful in defending his or her thesis and wishes to appeal the decision, the Student is referred to the FAHS Graduate Program Committee through the Graduate Program Director. Appeals of academic decisions made by the

Graduate Program Committee and/or Graduate Program Director must be directed first to the Graduate Program Committee or Graduate Program Director who made the decision. If not satisfied with the outcome of the request, the student may then refer the matter to the Faculty Dean and the Dean of Graduate Studies. If the student is not satisfied with the joint decision of the Deans, the student may then appeal to the Senate Student Appeals Board. (see the Brock University Graduate Studies Calendar for the appeals process and timing).

8. Direct Transfer from the Master's to the Doctoral Program

8.1 Application Procedures

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

- 1) During terms 3-6 of their MA/MSc program (between the end of year 1 and the end of year 2);
- 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 defense of their master's research proposal;
- 3) If there are available spots in the doctoral (PhD) 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, an applicant must submit the appropriate application form (signed by ALL members of their supervisory committee), a two-page doctoral (PhD) research proposal, and a curriculum vitae to the AHS office of Graduate Studies. The application to transfer from the master to the doctoral program must be submitted to the AHS Graduate Office at the beginning of the term. The application will be reviewed by the Graduate Committee, where additional information and/or an interview may be required. If the transfer is approved by the AHS Graduate Committee, an admission recommendation will be forwarded to the Faculty of Graduate Studies 4 weeks prior to the beginning of the subsequent term. All 500-level credits** previously earned will also 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 cut-off 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 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 1a: Timeline for Completion of the PhD Degree in Applied Health Sciences (Years 1-4)

TASK	APPROVAL REQUIRED
YEAR 1	
Approval and Completion of Courses	Supervisor
Establish Advisory Committee	Supervisor, Student, Associate Dean
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
YEAR 2	
Comprehensive Examination	Supervisor, Advisory Committee, Associate Dean
Prepare Thesis Proposal	Supervisor, Advisory Committee
Defend Thesis Proposal	Advisory Committee, Associate Dean
Meet with Advisory Committee to Discuss Research and Future Directions	Supervisor, Advisory Committee
YEAR 3	
Complete Review of Literature and Methods	Supervisor, Advisory Committee
Continuous Data Collection	Supervisor, Advisory Committee
Meeting with Advisory Committee to Discuss Results/Future Directions	Supervisor, Advisory Committee

TASK	EXPECTED TIME	APPROVAL REQUIRED
YEAR 4		
Data Collection and Analysis Complete	September/October	
First Draft of Thesis to Supervisor	January/March	
Revision Process with Supervisor	1-2 months	
Distribute Thesis to Advisory Committee	2 weeks	
Acquire Committee Approval to proceed with a Thesis Defence and establish Defence Date	1 month	Supervisor, Advisory Committee
Notify Graduate Administrative Coordinator of Intent to Defend, Names of Examiners, and Date of Defence	2 weeks	Associate Dean, FAHS
Internal Assessment Meeting	4 weeks	Advisory Committee, Associate Dean, FAHS
Complete Thesis Corrections to send to the External Examiner	8 weeks	Supervisor, Advisory Committee, FAHS Graduate Office, Faculty of Graduate Studies
University Defence		Examination Committee
Thesis Corrections and Final Submission		Supervisor FAHS Graduate Office

APPENDIX 2 – PhD Progress Report Form

Student Name: _____

Number: _____

Master's Degree: _____

PhD Program Entry: _____

Advisory Committee:

Supervisor: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

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

Course Requirements and Grades:

(list courses and grade)

Required: AHSC 7P01 Grade: _____

Methods: _____

Elective Courses: _____

Elective Courses: _____

Date Coursework Completed: _____

Comprehensive Examination:

Date Written Exam: _____

Result (circle as appropriate): Pass Fail

Date 2nd Attempt (if needed): _____

Result (circle as appropriate): Pass Fail

Date Oral Exam: _____

Result (circle as appropriate): Pass Fail

Date 2nd Attempt (if needed): _____

Result (circle as appropriate): Pass Fail

Thesis Title: _____

Date of Proposal Defence: _____

Proposal Approved: Yes No

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(s): _____

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: _____

Suggested External Examiner: _____

Alternative External Examiner: _____

Suggested Date of Defence: _____

Alternative Defence Date: _____

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

Thesis Defence:

Thesis Defence Date: _____

External Examiner: _____

Internal Examiner: _____

Chair of Defence: _____

Defence Result: _____

Thesis Corrections Completed: _____
(Supervisor initials + date)

Program Completion: _____

Date

Associate Dean, Research & Graduate Studies