



Graduate Student Handbook

MA/MSc in Applied Health Sciences

MA Community Health
MA Health & Physical Education
MA Leisure Studies
MA Nursing
MA Sport Management

MSc Health Sciences
MSc Kinesiology

1. Master's Program in Applied Health Sciences

1.1 Introduction

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

1.2 Mission of the Applied Health Sciences Master's Program

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

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

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

- *to foster students' ability to do high-quality, scientifically-rigorous research;*
- *to expand students' understanding of concepts, theories, and research practices in their discipline;*
- *to provide students with the knowledge-base and analytical skills to undertake research in the various fields of applied health science;*
- *to enhance students' abilities to apply and disseminate new knowledge and practices to colleagues, practitioners, policy makers and other professionals in applied health sciences.*

2. Governance of the Program

2.1 Senate Committee on Graduate Studies

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

2.2 Faculty of Applied Health Sciences Graduate Committee

A Graduate Committee, comprised of faculty members representing the seven fields of Community Health, Health and Physical Education, Health Sciences, Kinesiology, Leisure Studies, Nursing, and Sport Management oversees the Graduate Program on behalf of the Faculty of Applied Health Sciences. This committee establishes FAHS policies and procedures regarding admissions, curriculum, and examinations. The Associate Dean, Research and Graduate Studies, FAHS, chairs the Graduate Committee. The Associate Dean, Research and Graduate Studies, FAHS, is also the Graduate Program Director, who administers the day to day operations of the Graduate Program through the FAHS Graduate Office.

3. Administration of the Program

3.1 Admission Policy - General

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

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

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

3.2 Registration and Residency Requirements

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

Students must register each term by the deadline and have their registration approved by the graduate program. Registration information is available at <https://brocku.ca/registrar/guides-and-timetable/graduate-students>

For more information regarding course work see section 4.4.1.

3.3 Academic Regulations and University Policies

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

3.4 Fees

The fee structure of the degree programs offered through the Faculty of Applied Health Sciences are as outlined by Brock University Student Accounts & Financial Aid <https://brocku.ca/safa/tuition-and-fees/overview/graduate/>.

3.5 Financial Assistance

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

The Faculty of Applied Health Sciences attempts to offer financial support, where possible, in the form of research and teaching assistantships. Based on an agreement with the Province of Ontario, the upper limit for hours of paid work in activities, other than those related to a student's thesis, is an average of 10 hours per week i.e., 120 hours per term. While the Faculty of Applied Health Sciences cannot guarantee the maximum number of hours to each student, the Faculty does provide opportunities on the basis of the availability of resources and student qualifications. Upon acceptance to the program, and every May thereafter, students will have an opportunity to apply for available assistantship/instructor positions within the Faculty. A listing of available positions and information on how to apply can be found in the Career Opportunities section of the Human Resources web page: <https://brocku.ca/careers/>.

4. Applied Health Sciences' MA and MSc Programs

4.1 Overview

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

The Master's Program in Applied Health Sciences is divided into seven fields with five fields in the MA option (Community Health, Health and Physical Education, Leisure Studies, Nursing, Sport Management) and two fields in the MSc option (Health Sciences, Kinesiology). Students are expected to pursue a course of study that emphasizes one of the fields represented within the Faculty of Applied Health Sciences. Students enter either the MA or MSc stream based on the field area of their supervisor and the subject matter of their thesis. Both streams are designed as two-year programs involving a combination of course work (2.0 Full Course Equivalents, see Section 4.4.1), and a focused program of research. Both streams are highly flexible and designed to enable each student to work individually with a Supervisor and a Thesis Advisory Committee to construct a program of study and research, which meets his/her own needs. Lastly, the development, writing, and defence of a thesis are common elements for both streams.

4.2 Residency Requirements and Recommended Timelines

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

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

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

Recommended timelines for completing various “landmarks” leading to degree completion are presented in **Appendix A**. To document progress toward their degree, students are required to complete the FAHS Graduate Program Progress Report Form (**Appendix B**) during each Advisory Committee Meeting.

4.3 Supervision

4.3.1 Selection of a Supervisor

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

Note: During discussions regarding any future Supervisor-Student relationship, Faculty Members are strongly advised not to make any promises regarding admission into the Graduate Program.

The ideal process for the matching of student and supervisor is one in which the interests of both student and supervisor are represented well and expressed deliberately. This implies that both would have to declare an interest in working with the other. Initiation of the Graduate Program Progress Report Form (**Appendix B**) 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;
- 2) the supervisor’s obligations to the student.

Graduate Students may change Supervisors through notification in writing to, and approval from, the Associate Dean, Research and Graduate Studies, FAHS. Graduate Students are not permitted to continue in the program for more than six months without a designated Supervisor.

4.3.2 Regular Meetings of Student and Supervisor

A successful collaboration between graduate student and Supervisor is dependent upon effective, regular consultation. This implies that there should be regular and frequent contact during all stages of the program, including course work, research, writing and defence of the thesis. It also implies that graduate students have the right of reasonable access to their Supervisors. Under normal circumstances, graduate

students should be able to expect to have written work (of reasonable length) returned to them with the Supervisor's comments within two weeks after submission.

There should be a regular schedule of meetings between Graduate Student and Supervisor; however, the frequency of meetings at any given time depends on the stage and nature of the research project. As a rule of thumb, monthly contacts between student and supervisor are desirable, if only to convey information about progress in the interim period. Regular meetings with the Thesis Advisory Committee are also recommended once in each term. (see section 4.4.3)

4.4 MA and MSc Degree Requirements

4.4.1 Course Work

Course Requirements. Candidates must complete a minimum of four half-credit courses in addition to their research and thesis. Courses will be chosen in consultation with the candidate's Supervisor, but normally will include:

- **AHSC 5N01:** Current Issues in Applied Health Sciences Research (**non-credit course** required by both MA and MSc candidates)
- **One of AHSC 5P07, 5P17, 5P27, 5P37, 5P38, 5P47, 5P57 or 5P77:** Research Methods - Quantitative or Qualitative Analysis (one of these courses is required)
- **Three half-credit course equivalent elective courses** at the graduate level, of which at least one **MUST** be from the offerings of the FAHS Graduate Program <https://brocku.ca/webcal/2019/graduate/ahsc.html>
 - For elective courses, students can choose to undertake only **ONE** unscheduled Directed Study (AHSC 5P60) **OR** a Directed Reading (AHSC 5P61) course.
 - Or can choose to take a scheduled graduate level course from FAHS or another department in the University as their elective credit(s).
 - Students in Leisure Studies, Nursing and Sport Management fields are required to take AHSC 5P30 (Leisure Studies), AHSC 5P10 (Nursing) or AHSC 5P08 (Sport Management), respectively as one of the **three half-credit electives**.
- In addition to the course requirements, a research thesis course (AHSC 5F90) must be completed. **You must officially register in this course each term of your program**). The research project for the thesis will be chosen in consultation with the candidate's Supervisor.

When to Register. Students are expected to complete their course requirements within the **first three terms** of study.

- **AHSC 5N01:** Current Issues in Applied Health Sciences Research - enroll in the first semester of study.
- **One of AHSC 5P07, 5P17, 5P27, 5P37, 5P38, 5P47, 5P57 or 5P77 AND three half-credit elective courses** in either the first or second term of study.

Grading. Evaluation procedures for courses will follow the current academic regulations for graduate studies at Brock University. As such, a candidate must achieve and maintain satisfactory academic performance, with a standing of at least 70% in graduate level courses.

A student whose academic performance is considered unsatisfactory may be required to withdraw from the program.

For more information regarding grading, please see Academic Regulations in the Brock University Graduate Studies Calendar
<https://brocku.ca/webcal/2019/graduate/acad.html>.

4.4.2 Original Research and Thesis

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

Evaluation of Proposal and Defence. The student should note that, in addition to the evaluation associated with the required course work, Master's Degree candidates are evaluated at two stages during the research/thesis phase of their program. The first of these evaluations involves the presentation and defence of the thesis proposal. This evaluation should normally take place after the student - in consultation with his or her Supervisor and Advisory Committee - has developed a research plan, and prior to submission of the project to ethics review. The second evaluation is the formal defence and examination of the thesis. The specific procedures, which should be followed for the proposal defence, for the final written thesis, and for the oral defence of the thesis, are outlined in **Sections 4.5 and 4.6**, respectively.

4.4.3 Thesis Advisory Committee

A student's thesis research program will be overseen by the Thesis Advisory Committee that is chaired by the Supervisor.

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

- **Supervisor:** a FAHS Faculty Member, appointed to the FAHS Graduate Program, and holding the rank of Assistant Professor or higher
 - Oversees the student's:
 - selection of courses
 - development and defence of the research proposal
 - progress through ethics review
 - conduct of research
 - the writing and defence of the thesis

- **Committee Member 1:** is a FAHS Faculty Member appointed to the FAHS Graduate Program, and holding the rank of Assistant Professor or higher
 - The Advisory Committee advises the student *specifically* on:
 - the research proposal
 - conduct of the research
 - write-up of the thesis
 - The Advisory Committee will also examine the student at both the proposal defence and at the final oral examination of the thesis.

- **Committee Member 2:** one member who need not be from the Faculty of Applied Health Sciences but holds an academic appointment AND a doctoral degree
 - The Advisory Committee advises the student *specifically* on:
 - the research proposal
 - conduct of the research
 - write-up of the thesis
 - The Advisory Committee will also examine the student at both the proposal defence and at the final oral examination of the thesis.

Note: A Committee Member who does not hold an academic appointment must be approved by the Associate Dean, Research and Graduate Studies, FAHS. Likewise, a Committee Member, who is not affiliated with Brock University, must be approved by the Associate Dean, Research and Graduate Studies, FAHS.

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

- 1) remain at Brock and change supervisor and if appropriate change thesis topic.
- 2) remain at Brock and complete the existing thesis even though the appropriate expertise may not be available at Brock for supervision. In this case, the thesis advisory committee may seek advice from experts off campus or may arrange for the student to work off campus. It will be the responsibility of the supervisory committee (augmented, if necessary, by outside expertise) to advise the student on all matters regarding the thesis preparation. The student is not precluded from seeking advice from the former Brock faculty member, but the former Brock faculty member has no privileged position with respect to the thesis. The thesis advisory committee will take precedence in all cases.
- 3) apply to transfer to the university to which the student's former supervisor has moved.

Any special arrangements described in 2) or 3) above must be approved by the Faculty Dean and the Dean of Graduate Studies. If either the graduate student or supervisor wishes to initiate a change in supervisor the request must be presented in writing, with explanation, to the Associate Dean, Research and Graduate Studies, FAHS and approved by the Faculty Dean and the Dean of Graduate Studies.

4.5 Research Proposal Procedures

4.5.1 Research Proposal Document

Master's students must submit and have approved by their supervisory committee a research proposal, which should include the sections described in the table below.

Section	Content
Introduction	Brief background on the area of study and detailed statement of the research problem and its significance in terms of its contribution to knowledge and/or practice.
Literature Review	Review of the literature in the area of study to establish student's level of understanding of the research topic.
Methodology	A precise account of the methodology or research techniques to be employed, plus an outline of the proposed data analysis procedures to be used.

4.5.2 Proposal Defence Format and Evaluation

Candidates must present and defend the research proposal to their Advisory Committee. It is the purpose of the proposal defence to establish the student's level of understanding of the research topic and to ensure that: (1) the proposed research design and methodology are consistent with standardized practice in the student's area of study, and (2) the methods chosen will enable the student to develop a scholarly piece of research. The proposal defence should also be seen as an opportunity for the student to give and receive feedback so that weaknesses can be identified and addressed in preparation for the submission to the appropriate Research Ethics Review Committee.

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

4.5.3 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 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 explain clearly the rationale and need for the study based on existing literature, and to discuss the strengths/potential weakness of the design, methods, and data analysis of the study.

Proposal Defence Timeline	
Time	Components
Minimum 2 weeks prior to the defence	Distribute to all members of the Advisory Committee the research proposal document
At the Proposal Defence Meeting	
5 minutes	Summary of candidate's academic progress to date including: <ul style="list-style-type: none"> • timelines for course work and research activities • list of courses completed/in progress
5 minutes	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.
5 minutes	Proposed timeline for remaining (if any) course work and research activities
20 minutes	Research proposal, including: <ul style="list-style-type: none"> • introduction including research rationale and overall purpose • specific objectives and hypotheses • methods • proposed data analyses
45 minutes (15 minutes per examiner)	First Round of Questions: normally follow the format of questioning and the type of questions similar to what is likely to occur at the final oral examination
20-40 minutes	Second Round of Questions: normally follow the format of a formal committee meeting during which the committee would discuss, revise and agree on the final protocol and procedures of the study

4.5.4 Notification of the Candidate and Record of Evaluation/Completion

Upon completion of the questioning of the candidate, the student leaves the room and the Advisory/Examination Committee discusses the thesis proposal in order to ascertain what remains to be done before the student can apply for ethics approval, and subsequent to ethics approval, begin data collection. Both verbal and written follow-up instructions

should be provided to the candidate. It is both the Graduate Student's and the Supervisor's responsibility to ensure that each Committee Member approves the research proposal prior to submission to the Research Ethics Board. Formal approval to submit to the Research Ethics Board is verified by the signature of the supervisor on the FAHS Graduate Program Progress Report Form (Appendix B).

Should a proposal be deemed "unsatisfactory", a second defence of the proposal must be scheduled after the student has had an opportunity to follow up with each Advisory Committee Member. It is the Supervisor's responsibility to ensure that the changes 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 Program. Upon the completion of the defence, the AHS Graduate office should be sent a memo by the Chair, regarding the specific outcomes of the defence.

4.6 Procedures for Defence of the MA/MSc Thesis

4.6.1 Thesis Defence Preparation

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

Graduate thesis defences will normally be open to faculty, students, and the public and are scheduled for **3 hours**. A request for a closed defence must be approved by the Faculty Dean and Dean of Graduate Studies and will be based on certified medical or compassionate grounds.

The arrangements for a thesis defence will commence once all members of the Thesis Advisory Committee have signed the **Appointment of the External Examiner Form (available from the program)** indicating their approval that the thesis is ready for defence. **Students must schedule a meeting of the Thesis Advisory Committee at least 6 weeks in advance in preparation for the defence.** The key agenda items should be: the thesis final corrections and approval, the names of potential external examiners, and the Committee Members' availability for the defence.

Note. If a member of the Advisory Committee disagrees on the readiness of the thesis the Committee must consult with the Associate Dean, Research and Graduate Studies, FAHS.

Planning for a thesis defence should take into account deadlines for convocation as noted in the Brock University Graduate Studies Calendar (see general sample below and visit <http://www.brocku.ca/webcal/2015/graduate> for more information). Note that difficulties in scheduling a thesis defence may be compounded by holiday schedules. Therefore, in order to arrange for a defence, it is critical that the thesis be ready at least six weeks prior to these dates. (See more information in **Appendix C**).

4.6.1 Examination Committee Structure

Examination Committee. The Examination Committee will consist of at least:

- Associate Dean, Research and Graduate Studies, FAHS (or designate) - will act as chair for the Examination;
- the External Examiner;
 - The approval of the External Examiner is the responsibility of the Faculty Dean or designate.
 - With the approval of the Associate Dean, Research and Graduate Studies, of the FAHS the External Examiner can be external to the candidate's graduate field and supervisor's department and MAY BE internal to Brock University.
 - The External Examiner must have an *arms-length* relationship to the Supervisor, the student, and the project, as well as being a recognized expert in the field, with considerable knowledge and experience in the area upon which the thesis is based.
 - The External Examiner must be full-time, graduate appointed, faculty members from academic institutions with expertise in the area of the thesis.
 - External Examiners traveling to Brock will receive a small honorarium for their participation in the thesis defence.
- the student's Supervisor;
- and the Advisory Committee Members.

4.6.2 Roles and Responsibilities Prior to the Thesis Defence

Member of Thesis	Responsibilities Prior to Defence
Student/Candidate	<ul style="list-style-type: none"> • ensure that the thesis is complete and follows a recognizable format for journals and the National Library • ensure that all members of the Examination Committee (including the External Examiner, the Chair of the Examination Committee, and any other member appointed to the Committee) receive a copy of the thesis at least four weeks prior to the scheduled defence • bring an additional copy of the thesis to the examination
Supervisor	<ul style="list-style-type: none"> • submit the thesis to the Associate Dean, Research and Graduate Studies, FAHS to begin the process of scheduling a defence • complete the Appointment of External Examiner form in consultation with the Associate Dean, Research and Graduate Studies, FAHS. Note that this must occur at least two months before the expected date of defence

Advisory Committee	<ul style="list-style-type: none"> • provide a list of three potential External Examiners
Office of the Associate Dean, Research and Graduate Studies, FAHS	<ul style="list-style-type: none"> • ensure that the candidate has completed all other degree and course requirements • Associate Dean, Research and Graduate Studies, FAHS approve the Appointment of External/Internal Examiner form in consultation with the supervisor. Note that this must occur at least two months before the expected date of defence • notify all members of the Examination Committee of the scheduled date, time and location of the defence • will formally contact and invite the External Examiner, and is responsible for sending the completed thesis to the External Examiner • will arrange the booking of a room and the necessary equipment, and will distribute notices of the defence to all academic faculty and students in FAHS, and to other Brock communication resources. • order Parking Permit for the External Examiner, if required and process a honorarium if the External Examiner attends the defence in person.
External Examiner	<ul style="list-style-type: none"> • responsible for the provision of an independent and objective evaluation of the academic quality of the thesis • prepare a written appraisal of the thesis (External Examiner's Report), which provides an assessment of the following: <ul style="list-style-type: none"> ○ contribution to knowledge (originality, quality, and quantity) ○ adequacy and thoroughness of research and experimental work ○ understanding of the research (adequacy of the review of the literature, evaluation of results, and validity of conclusion) ○ presentation of thesis (organization of material, presentation of results, style and bibliography) ○ quality of typescript (format, freedom from errors) • This report must be sent to the FAHS Graduate Office at least 1 week prior to the defence • The report can be sent to the supervisor but not to the candidate; the supervisor will discuss the report with the student.

Note: only supervisors can contact External Examiners. Students are not to contact potential externals.

Note: a defence cannot be scheduled if there are any outstanding grades.

Note: the supervisor and members of the advisory committee must not contact the proposed External Examiner (after the thesis has been sent to the External Examiner).

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

Note: a change of External Examiner (exceptional circumstances only), must be justified in writing to the Faculty Dean, or designate, for a Master’s Thesis and the Dean of the Faculty of Graduate Studies, or designate, for a Doctoral Thesis.

4.6.3 Roles and Responsibilities at the Thesis Defence

The quorum for an examination is three appointed Examination Committee members plus the Chair of the Examination Committee. Voting members of the Examination Committee include: the External Examiner, and the Thesis Advisory Committee Members, including the Supervisor. The Chair of the Examination Committee does not vote.

Member of Thesis Defence	Responsibilities During the Defence
Chair of the Examination Committee	<ul style="list-style-type: none"> • 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 • 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 • responsible for ensuring that the examination is conducted properly, within the guidelines outlined in the document provided to chairs by the FAHS Graduate Office • does not participate directly in the questioning of the candidate • to guarantee that the candidate is given fair opportunity to defend the thesis • to ensure that the candidate alone, and not the Supervisor or other members of the Committee, defends the thesis • to protect the candidate from harassment

Examination Committee (including Supervisor)	<ul style="list-style-type: none"> operates within the full authority of the Brock University Senate Committee on Graduate Studies with respect to the examination of the candidate and the thesis consider the appraisal(s) of the thesis prior to the oral defence to examine the candidate on the content and implications of the thesis to assess whether the thesis meets the proper standards of scholarship to vote on whether the thesis and its defence are acceptable
Student/Candidate	<ul style="list-style-type: none"> present and defend the thesis as described below

Note: Only **one** member of the Examination Committee may join remotely (using SKYPE or phone).

4.6.5 Format of the Thesis Defence

Timeline & Format of Thesis Defence	
20 minutes prior to the start of defence	Precursory Meeting of Examination Committee (see details below).
5 minutes	The Chair will make the introductions, explain the procedures to be followed, and invite the candidate to begin his/her presentation.
30-40 minutes	Candidate presentation summarizing the research and conclusions.
40-48 minutes (10-12 minutes per examiner)	Round 1 of Questions
20-40 minutes (5-10 minutes per examiner)	Round 2 of Questions
10 minutes	Round 3 of Questions (if deemed necessary) and few additional questions from the audience (if time allows).
5 minutes	Final remarks from the Candidate
Deliberations and Voting	

Note: It is the responsibility of the Chair of the Examination Committee to intervene if, at any time during this questioning, the examination is becoming an inquisition of the candidate and/or is being unduly dominated by an examiner.

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

- The Chair of the Examination confirms that a quorum of a minimum of three appointed members is present. Should there not be a quorum, it is the

responsibility of the Chair to determine whether to delay the examination or to postpone it to another date.

- The Chair reports on the completion of all course requirements.
- The Chair confirms that each member of the Examination Committee has read the thesis and has sufficient knowledge of the thesis to form a judgement as to its acceptability; this ensures that there will be no abstentions in voting on the grounds of ignorance of the contents of the thesis. The Chair reminds the Committee of the scope of the examination, specifically that:
 - the Candidate is to be judged on both the content of the thesis and the oral defence of the thesis;
 - 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;
 - the study represents an independent piece of scholarship/research. It is particularly important that when the study is part of a larger investigation, or when an individual other than the Candidate is the principal investigator, that the Examination Committee fully establishes that the Candidate's personal contribution is sufficient to meet the requirements of the Master's degree.
- The written assessment of the thesis is read by the External Examiner. The Supervisor and other Advisory Committee Members, should they wish, are invited to make an oral statement concerning the Candidate and the thesis.
- The Chair discusses with the Examination Committee the order of questioning, the number of rounds of questioning, and the time allotment per Examiner. The recommended sequence is:
 - 1) External Examiner
 - 2) Members of the Advisory Committee
 - 3) The Supervisor

It is also recommended that there be two rounds of questions, with each Examiner 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.

4.6.6 Evaluation of Thesis and Defence of the Thesis

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

Decisions Regarding the Thesis and the Thesis Defence. Acceptance of the thesis and its defence requires acceptance by two-thirds of the Examination Committee, with all Members of the Examination Committee having an equal vote. If the vote is in favour of acceptance, then a second vote will be taken to determine the terms of acceptance and nature of

the changes to the thesis. The Examination Committee will specify the necessary revisions to the thesis and the date by which the revised 'final' draft of the thesis is to be returned to the FAHS Graduate Office. Students should typically plan:

- a) that it will require two to four weeks to complete minor revisions, and that the revisions must be approved by the student's Supervisor and,
- b) that it will require four to twelve weeks to complete major revisions, and that the revisions must be approved by the student's Supervisor plus one other member of the Advisory Committee of the Thesis Defence.

It is also recommended that there be two rounds of questions, with each Examiner 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.

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 a second (final) time. This defence must be scheduled no later than one calendar year after the original defence. Voting Members of the Examination Committee must provide the candidate with specific written feedback to guide the revision of the thesis. Under normal circumstances, the composition of the Examination Committee for the second thesis defence will be identical to that of the original Examination Committee, and the same examination format will be followed.

5.0 Appeal Procedures

5.1 Grades

Students who have concerns about a grade in a particular course should first discuss the issue with the course instructor or their supervisor (in the case of their thesis or major research paper), and the Graduate Program Director. If not satisfied with the decision/result of the discussion, the student may then refer the matter to the Faculty Dean 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 Brock University Graduate Studies Calendar for the appeals process and timing).

5.2 Academic Decisions

Students who have concerns about decisions regarding academic standing (e.g., passing the Proposal, or Final Thesis Defence) should be referred to the FAHS Graduate Committee through the Graduate Program Director. 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.

6.0 Direct Transfer from the Master's to the Doctoral Program

6.1 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.

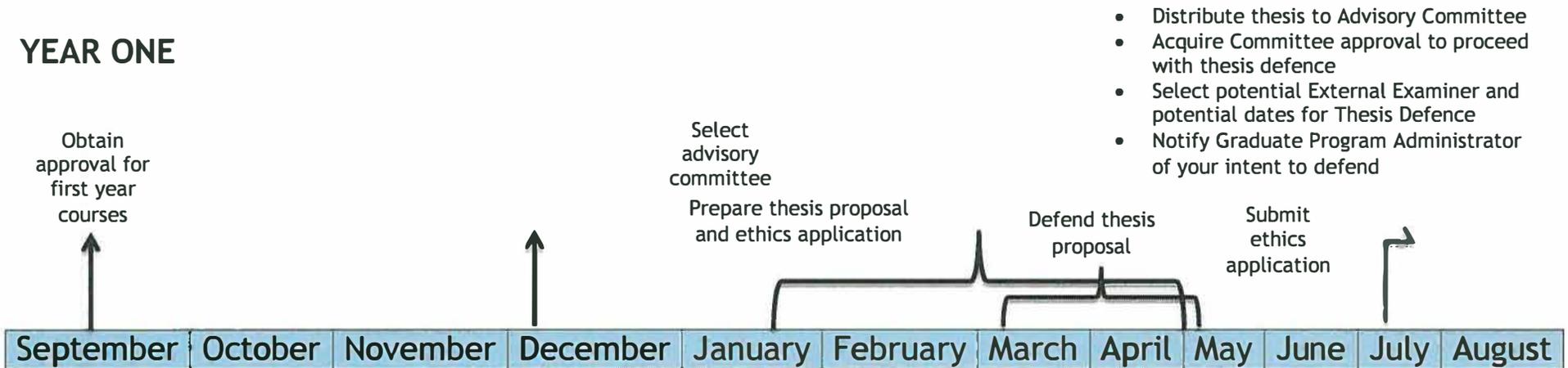
To be considered for a direct transfer, an applicant must submit the appropriate application form (signed by ALL members of their supervisory committee), a two-page doctoral (PhD) research proposal, and a curriculum vitae to the AHS office of Graduate Studies. The application to transfer from the master 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.

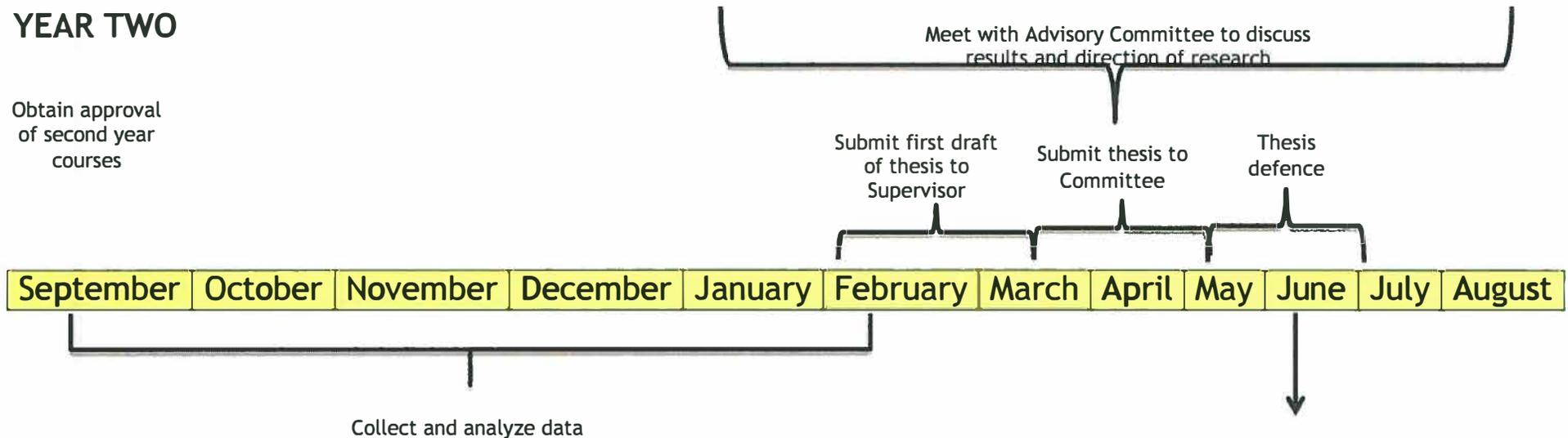
**Note: AHSC 5N01 is a non-credit course, so it is not one of the credits transferred to fulfill the PhD course requirements.

Appendix A: Suggested Schedule of Tasks, Target Dates, and Approved Processes for Completion of the MA/MSc Degree in Applied Health Sciences

YEAR ONE



YEAR TWO



APPENDIX B – Progress Report Form

Student Name: _____

Student Number: _____

Program: ___ MA ___ MSc

Undergraduate Degree: _____

Institution & Year: _____

Major: _____

1st Registration Grad Prgm: _____

Advisory Committee:

Supervisor (NAME/EMAIL): _____

Member (NAME/EMAIL): _____

Member (NAME/EMAIL): _____

Member (NAME/EMAIL): _____

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

Course Requirements and Grade:

Required: 5N01 – Grade: _____

Methods: _____

Elective 1: _____

Elective 2: _____

Elective 3: _____

Date Coursework Completed: _____

Research Topic/Thesis Title:

Date Proposal Submitted to Supervisor: _____

Date of Proposal Defence: _____

Committee Members Present: _____

Proposal Approved: Yes No

Date: _____
(initialed by AD, R&S)

Human Ethics Review Required: Yes No

Animal Protocol Review Required: Yes No

BioHazard(s) Review Required: Yes No

Date Ethics Approval received: _____

Protocol Number: _____

Thesis Progress:

Date **Data Collection** begun: _____

Date **Data Collection** complete: _____

Date **Data Analysis** complete: _____

Date **First Draft** Submitted to Supervisor: _____

Committee Approval of Thesis for Defence:

Date of Meeting: _____

Anticipated Date to Make Thesis Corrections: _____

Suggested External Examiner: _____

Alternative External Examiner: _____

Suggested Date of Defence: _____

Alternative Date: _____

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

Thesis Defence:

Thesis Defence Date: _____

External Examiner: _____

Chair of Defence: _____

Defence Result: _____

Thesis Corrections Completed: _____
(Supervisor initials + date)

Program Completion: _____
Date

Associate Dean, Research & Graduate Studies

Appendix C: Suggested Schedule of Tasks, Target Dates, and Approval Processes for Completion of the MA/MSc Degree in Applied Health Sciences

TASK	Target Date	Approval from:
YEAR I		
Obtain approval for first year courses	September	Supervisor
Select Advisory Committee	December	Supervisor & Assistant Dean
Prepare thesis proposal & ethics application	January – May	Supervisor
Defend thesis proposal	May	Advisory Committee
Submit ethics application	June	Advisory Committee
Meet with Advisory Committee to discuss results and direction of research	Ongoing	Supervisor & Advisory Committee
YEAR II		
Obtain approval of second year courses	September	Supervisor & Advisory Committee
Begin data collection	July – Sept.	Supervisor & Advisory Committee
Collect and Analyse Data	Jan./Feb.	
Submit first draft of thesis to Supervisor	March/April	Supervisor
Distribute thesis to Advisory Committee Acquire Committee approval to proceed with a thesis defence	May	Supervisor & Advisory Committee
Select External Examiner, Set Date(s) of Thesis Defence	May	Supervisor & Advisory Committee
Notify Graduate Program Administrator of intent to defend	May	Assistant Dean
Thesis Defence	June	Examination Committee
Thesis Corrections	June – August	Supervisor +