

Program Handbook

MA/MSc in Applied Health Sciences

MA Specializations:
Community Health • Leisure, Health and Wellbeing • Recreation, Sport and Community
Nursing

MSc Specializations:
Health Sciences

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About This Handbook

The content in this program handbook is accurate at the date of posting and is applicable for the current academic year. Program handbooks are updated annually, and students should ensure they are referring to the current version. Occasionally, changes to policy and program requirements do occur so students should also check with their supervisor, Graduate Program Director (GPD), or the Faculty of Graduate Studies and Postdoctoral Affairs (FGSPA) on critical matters where they are unsure.

This program handbook reflects general policies and guidelines from Brock University's [Graduate Calendar](#) and [Faculty Handbook](#). The specific documents can be consulted for further details.

1 WELCOME

Welcome to the Master's Program (MA/MSc) in the Faculty of Applied Health Sciences (FAHS). We pride ourselves in offering a Master's Program 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 also 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 effective management and development of sport, recreation, and health-related phenomenon. 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.

Additional information about starting your graduate studies at Brock can be found on the [New Student Welcome](#) webpage, including details about course registration, Brightspace (Brock's Learning Management System), and housing options.

2 PROGRAM DESCRIPTION

2.1 Program Overview

The Master's Program (MA/MSc) in the FAHS 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.

2.2 Program Objectives

The objectives of the program are to:

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

2.3 Program Outcomes

Completing all course requirements and a research project in the form of a thesis is central to meeting degree and learning outcomes.

3 PROGRAM GOVERNANCE AND ADMINISTRATION

The Master's Program in the FAHS has several governance and administrative bodies that support students and faculty. An overview of Brock University's governance structure can be found on the [University Secretariat](#) webpage. The following committees and units are responsible for varying aspects of the governance and administration of the Applied Health Sciences program.

3.1 Faculty of Graduate Studies and Postdoctoral Affairs

The Faculty of Graduate Studies and Postdoctoral Affairs (FGSPA) works closely with Brock's six academic Faculties — Applied Health Sciences, Education, Humanities, Mathematics and Science, Social Sciences, and the Goodman School of Business — to:

- provide quality administrative service and support to current and future graduate students, supervisors, and graduate programs;
- support the personal and professional development of graduate students and supervisors;
- offer competitive funding packages to financially support students through their studies;
- integrate graduate studies into the research, pedagogical, and outreach missions of the University; and
- support the growth and development of graduate programs and the graduate studies sector.

For more information, visit the [Faculty of Graduate Studies and Postdoctoral Affairs](#) website, including the [Contact Us](#) page.

3.2 Program Governance

Faculty of Applied Health Sciences

The Faculty of Applied Health Sciences at Brock University is dedicated to understanding health broadly to help gain, maintain, and restore it.

Through progressive teaching and research, our students and faculty examine topics ranging from developing forward-thinking health policies that benefit specific groups to revolutionary health care delivery that treats the individual.

Graduate Program Committee (GPC)

Graduate Programs at Brock are governed by a Graduate Program Committee (GPC), administered by a Graduate Program Director (GPD), and supported by a Graduate Program Administrative Coordinator (GPAC).

- **Graduate Program Committee (GPC):** The GPC has responsibility for recruitment and admissions, preparation of the Graduate Calendar submission, course offerings, teaching allocations, scholarship adjudication, student progress, community liaison, responding to student concerns, changes to the structure of the program and the selection of the GPD. The GPC is normally composed of the GPD (who serves as chair) and faculty members representing the Departments of Health Sciences, Nursing, and Recreation and Leisure Studies. The GPD oversees and administers all day-to-day operations of the Graduate Program through the GPAC.
- **Graduate Program Director (GPD):** The GPD for the Master's Program in the FAHS is the Associate Dean, Research and Graduate Studies, FAHS. The GPD carries out all duties in regular consultation with the Graduate Program Committee. The GPD has the support of an administrator/coordinator.
- **Graduate Program Administrative Coordinator (GPAC):** The GPAC oversees the day-to-day operations of the program and provides administrative support to the GPC. The GPAC is often the individual who assists students with questions about the program.

3.3 Program Administration and Faculty

Important: All inquiries regarding the Master's Program in the FAHS should be directed to mastersahs@brocku.ca.

Associate Dean, Research and Graduate Studies

Paul LeBlanc, PhD
pleblanc@brocku.ca

Graduate Program Administrative Coordinator (GPAC)

Joanna Amodeo
mastersahs@brocku.ca
1-905-688-5550 ext. 4792

A full faculty listing for the Master's Program in the FAHS, along with profiles and research interests, can be found in the program's [faculty directory](#).

3.4 Graduate Students' Association

The [Graduate Students' Association \(GSA\)](#) is a student organization that represents the interests of all graduate students enrolled in a diploma, master's or doctoral program at Brock.

Upon course registration each term, a student becomes a member of the GSA and will gain access to all member benefits, including optional health and dental coverage, a transit pass, student clubs, and other supports and services.

4 ACADEMIC REGULATIONS AND UNIVERSITY POLICY

Academic regulations and University policies pertaining to graduate studies at Brock University are outlined in the [Graduate Calendar \(Academic Regulations page\)](#) and the [Faculty Handbook \(section 3.B\)](#). All students are required to be aware of, and adhere to, these regulations and policies. Some relevant sections have been included in this handbook below for reference.

The Graduate Calendar sets out the regulations, programs and courses for the academic year indicated. Students may follow the academic policies and program regulations set out in the calendar of the term in which they were first admitted to the program or any subsequent calendar. Students whose studies have been interrupted for one or more years (by not enrolling in at least one course) become subject to the Calendar regulations in effect at the time of their re-registration.

Students can check their regulation and calendar year by accessing my.brocku.ca and visiting the Program Status page. For current course descriptions, restrictions, and prerequisites a student will refer to the current [calendar](#) and/or the [course timetable](#).

5 STUDENT STATUS

Students are admitted to the University either as a full-time or part-time student and this status can only be changed for valid reasons with the permission of the GPD and the FGSPA.

Full-time graduate students are defined as students whose main focus is graduate study for the purpose of obtaining a graduate degree. Graduate study differs from undergraduate study in that it is, for most students, an activity that is highly concentrated, demanding and all-consuming. Full-time status is not solely dictated by the number of credits a student is enrolled in each term. Additional details can be found in the [Graduate Calendar](#) under Academic Regulations, II. Student Status.

5.1 Continuous Registration

Graduate students must maintain continuous registration in each successive term from the time of initial admission until degree requirements are complete. This includes registration in the thesis course, AHSC 5F90, from the time of initial registration until degree requirements are complete.

Students who fail to register for any term, and who have not been granted inactive status or a leave of absence, are considered to have withdrawn from their program of study.

Additional details can be found in the [Graduate Calendar](#) under Academic Regulations, II. Student Status.

6 FEES AND FUNDING

6.1 Fees

The fee structure of graduate programs is outlined by Brock University and the FGSPA. Students should consult the [Graduate Tuition and Fees](#) webpage and the information provided in their offer letter for the most up-to-date information.

6.2 Funding and Financial Assistance

There are many sources of funding that may be available to graduate students:

- Brock internal funding support packages are available to eligible full-time, research-based master's students. Details about your personalized funding package are normally included as part of your offer of admission and can differ from student to student. Funding sources may include scholarships, Research Fellowships, Graduate Fellowships, and Graduate Assistantships (employment income earned through teaching assistant or research assistant positions). Details are on FGSPA's [Funding Information](#) webpage.
- Students may be eligible for a variety of scholarships, bursaries, and awards administered by Brock University. A complete listing of available awards is available on FGSPA's [Internal Scholarships and Awards](#) and [FGSPA Awards](#) webpages.
- External funding is generally secured by students through an application for grants and fellowships offered by provincial or federal governments, foundations or other agencies. These applications may be accepted prior to a student beginning their studies, or during their graduate studies.
- Check your eligibility to apply for loans through the [Ontario Student Assistance Program \(OSAP\)](#). Additional information is also available on Brock's [OSAP](#) webpage.

6.3 Graduate Student Employment

Full-time graduate students must limit their paid University employment, including Graduate Teaching Assistantships and Research Assistantships. There is no restriction with respect to time spent in paid employment for part-time students.

Additional details can be found in the [Graduate Calendar](#) under Academic Regulations, II. Student Status. For full regulations regarding Teaching Assistantships, including duties and rates of pay, see the [CUPE 4207 Collective Agreement](#).

7 SUPERVISION AND COMMITTEES

To complete the thesis, each Master's Program in the FAHS student must have a supervisor and a supervisory committee.

7.1 Supervisor

Graduate students must identify a supervisor who oversees their program of study, including course selection, development and defence of the research proposal, progress through ethics

review (if applicable), conduct of research, and writing and defence of the thesis and also encourage and support the dissemination of research findings.

In accordance with the statutes of the Brock University Senate Committee on Graduate Studies, it is the responsibility of the GPD to ensure the continuity of graduate students' supervision.

Students should be aware that only faculty members 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.

Note: Limited-term faculty members (LTA or ILTA) are eligible to supervise graduate students. The LTA or ILTA faculty member, graduate student, and GPD will determine the qualifications and timeline that fit in these circumstances.

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 the student and the supervisor are represented well and expressed deliberately. This implies that both would have to declare an interest in working together. Initiation of the MA/MSc Student Progress Report (Appendix A) 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 relevant GPD.

7.2 Supervisory Committee Composition

A Master's thesis supervisory committee must comprise three members, the graduate supervisor and two additional faculty members. Programs (supervisor, graduate student, and GPD) may determine if additional supervisory committee members are required for a Master's student supervisory committee.

By the end of the first term, the supervisor, in consultation with the student, recommends the members of the Supervisory Committee to the GPD, who confirms their appointment to a particular Supervisory Committee. The Supervisory Committee must include:

- **Supervisor:** a FAHS faculty member, appointed to the FAHS Graduate Program, and holding the rank of Assistant Professor or higher (see note above regarding ILTA or LTA positions).
 - Oversees the student's:
 - selection of courses
 - development and defence of the research proposal
 - progress through ethics review
 - conduct of research
 - writing and defence of the thesis

If Supervisor is a FAHS faculty member:

- **Committee Member 1:** is a FAHS faculty member appointed to the FAHS Graduate Program, and holding the rank of Assistant Professor or higher
 - The Supervisory Committee advises the student *specifically* on:
 - the research proposal
 - conduct of the research
 - write-up of the thesis
 - The Supervisory 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 FAHS but holds an academic appointment AND a doctoral degree
 - The Supervisory Committee advises the student *specifically* on:
 - the research proposal
 - conduct of the research
 - write-up of the thesis
 - The Supervisory Committee will also examine the student at both the proposal defence and at the final oral examination of the thesis.

If Supervisor is a Participating Faculty member:

- **Committee Member 1 and 2:** FAHS faculty member appointed to the Faculty of Applied Health Sciences Graduate Program, and holding the rank of Assistant Professor or higher
 - The Supervisory Committee advises the student *specifically* on:
 - the research proposal
 - conduct of the research
 - write-up of the thesis
 - The Supervisory 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 relevant GPD. Likewise, a committee member who is not affiliated with Brock University must be approved by the relevant GPD.

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

- 1) remain at Brock University, change supervisor, and, if appropriate, change thesis topic.
- 2) remain at Brock University and complete the existing thesis, even though the appropriate expertise may not be available for supervision at Brock University. In this case, the Supervisory Committee may seek advice from experts off campus or may arrange for the student to work off campus. It will be the responsibility of the Supervisory Committee (augmented, if necessary, by outside expertise) to advise the student on all matters regarding thesis preparation. The student is not precluded from seeking advice from the former Brock University faculty member, but the former Brock

University faculty member has no privileged position with respect to the thesis. The Supervisory Committee will take precedence in all cases.

- 3) Remain at Brock University, and the supervisor who is leaving can become a committee member or co-supervisor, and a current committee member steps in as supervisor.
- 4) apply to transfer to the university to which the student's former supervisor has moved.

If either the graduate student or supervisor wishes to initiate a change in supervision as described in 1) above, it must be presented in writing with an explanation to the relevant GPD for approval. Any special arrangements described in 2) or 3) above must be approved by the relevant GPD and the Associate Dean, Research and Graduate Studies, FAHS. The Supervisory Committee will also examine the student at both the proposal defence and at the final oral examination of the thesis.

7.3 Meetings and Monitoring Research Progress

A successful collaboration between a graduate student and their 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 a graduate student and their supervisor are desirable, if only to convey information about progress in the interim period.

Regular meetings with the Supervisory Committee are also recommended once each term.

8 DEGREE REQUIREMENTS

8.1 Overview of Degree Requirements

The Master's Program in the FAHS is a six-term program that includes course work and a research thesis. The thesis will be chosen in consultation with the student's Supervisor and supervisory committee, in one of five specialized area with four in the MA option (Community Health; Leisure, Health and Wellbeing; Recreation, Sport, and Community; Nursing) and one in the MSc option (Health Sciences). Students are expected to complete their course requirements within the first three terms of study and conclude all program requirements (including a thesis defence) within six academic terms.

The 'Academic Performance and Progress' section of this handbook (Section 9) describes the suggested timeframes for completion of degree milestones. Students should consult with their supervisor when planning a program of study.

For a full list of graduate course offerings by subject area, please refer to the Courses tab within the navigation menu in the [Graduate Calendar](#). For a full list of scheduled courses for the current academic year, please visit the [Graduate Academic Timetable](#). Additional details about course registration can be found on FGSPA's [Graduate Course Registration](#) webpage.

8.2 Courses

8.2.1 Required Courses

As outlined in the [Graduate Calendar](#), students enrolled in the Master's Program in the FAHS must complete a minimum of four half-credit courses in addition to their research and thesis. Courses will be chosen in consultation with the student's supervisor, but normally will include:

- **AHSC 5F90** - MA/MSc Research and Thesis (taken in each team of the program)
- **AHSC 5N01** - Current Issues in Applied Health Sciences Research (non-credit course required by all Master's Program students and must be taken in first year of study)
- One of **AHSC 5P07**, **5P17**, **5P27**, **5P37**, or **5P57**: Research Methods – Quantitative or Qualitative Analysis (one of these courses is required)

8.2.2 Elective Courses

Students must complete a minimum of **three half-credit elective courses** to be chosen from those offered by the FAHS Graduate Program and a maximum of three half-credits from non-FAHS offerings in the general graduate course bank. Instructions to register for non-FAHS elective courses can be found in the FAQs on FGSPA's [Graduate Course Registration](#) webpage.

Please note that it is important to carefully consider your elective courses. Electives should complement other course offerings in the program and inform your independent research or career objectives. For this reason, you are encouraged to speak to your supervisor, supervisory committee and/or GPD about your elective courses.

A list of recommended elective options is below for your review. Please note: This list does not include all available FAHS and non-FAHS electives; students are permitted to select electives that are not on this list, with permission from the Associate Dean, Research and Graduate Studies, FAHS. For a full list of graduate course offerings by subject area, please refer to the Courses tab within the navigation menu in the [Graduate Calendar](#).

- For elective courses, students can choose to undertake only ONE unscheduled Directed Study (AHSC 5P60) **OR** a Directed Reading (AHSC 5P61) course.
- Students in the **Leisure Health and Wellbeing** specialization are required to take **AHSC 5P32** as one of the **three half-credit electives**.
- Students in the **Recreation, Sport and Community** specialization are required to take **AHSC 5P30** as one of the **three half-credit electives**.
- Students in the **Nursing** specialization are required to take **NURS 5P10** as one of the **three half-credit electives**.

Note: GRST 5P01 will not be counted towards an elective to satisfy course program requirements and will be marked as “extra”.

8.2.3 Course Evaluation

At the beginning of each course, course instructors must provide students with a course syllabus that outlines details about their evaluation, assignments required, as well as deadlines and associated penalties if applicable.

Students must meet the minimum academic performance criteria set out in the Brock University [Graduate Calendar](#) (see Academic Regulations, Section II). Additional details are below in section 9.1.

Grading. Evaluation procedures for courses will follow the current academic regulations for graduate studies at Brock University. As such, a student must achieve and maintain satisfactory academic performance, with an overall average of at least 70% in graduate-level courses each term.

8.3 Thesis / Research Proposal

The following are the Master's Program's procedures for the proposal of the thesis. Additional details can be found on the FGSPA [Research-Based Students](#) webpage.

8.3.1 Procedures

Master's students must submit and have approved by their Supervisory Committee a research proposal, which should normally 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. A clear and concise overview of the major objectives/research questions to be undertaken.
Literature Review	Review of the literature in the area of study to establish student's level of understanding of the research topic. A description of the theoretical background/framework is included, if applicable.
Objectives/Research Questions & Hypotheses	A clear and concise overview of the major objectives/research questions to be undertaken and corresponding hypotheses (if applicable).
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.
Reference List and Appendices	A reference list of citations and relevant Appendices (e.g., REB documents and recruitment protocol, if applicable).

8.3.2 *Format*

Students must present and defend the research proposal to their Supervisory Committee. Format requirements are outlined by FGSPA (Thesis Format Specifications). 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 (if applicable).

Finally, while it is important that this evaluation be viewed as a positive opportunity for scholarly exchange and discussion of the topic between the student, the Supervisory Committee, and other members of the academic community, it must also be recognized that 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.).

The quorum for the evaluation is all appointed Supervisory Committee members.

Formatting guidelines are available on the FGSPA [Research-Based Students](#) webpage.

8.3.3 *Evaluation*

The proposal defence will be coordinated with the GPAC and GPD and will be chaired by the supervisor, who will track the questions asked and note any issues or areas that need to be addressed regarding the research and/or thesis. The notes from the proposal defence will be sent to the GPAC following the 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 the criteria related to the appropriateness of the theoretical framework (if applicable), the scope of reviewed literature, scientific rigour, feasibility and appropriateness of the proposed methods, so that the student is aware of the expectations of the various Supervisory Committee members, and so that specific suggestions regarding content, timelines, proposed methodology and analysis can be incorporated into the planning of the work.

Presentation. The presentation should be evaluated on both content and style. It is important that the student be made aware of the features of 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 their 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 weaknesses 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 Supervisory Committee the research proposal document. A copy should also be sent to the Office of the Associate Dean, Research & Graduate Studies, via mastersAHS@brocku.ca
At the Proposal Defence Meeting	
~2-5 minutes	Summary of student's academic progress to date including: •timelines for course work and research activities •list of courses completed/in progress 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. Proposed timeline for remaining (if any) course work and research activities
~10 minutes	Research proposal, including: • 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.

Upon completion of the questioning of the student, the student leaves the room, and the Supervisory Committee discusses the thesis proposal to ascertain that the research plan is appropriate and what remains to be done before the student can apply for ethics approval (if applicable), and subsequent to ethics approval, begin data collection.

Both verbal and written follow-up instructions should be provided to the student. It is both the graduate student's and the supervisor's responsibility to ensure that each Supervisory

Committee member approves the research proposal prior to submission to the Research Ethics Board (if applicable). Formal approval to submit to the Research Ethics Board is verified by the signature of the supervisor on the MA/MSc Student Progress Report (Appendix A).

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 Supervisory Committee member and normally be no sooner than 6 weeks and no later than 3 months. It is the supervisor’s responsibility to ensure that any changes to the proposal comply with the requirements of the Supervisory Committee. A second “unsatisfactory” proposal defence will result in the student being asked to withdraw from the Program.

Upon completion of the defence, the supervisor, acting as Chair of the proposal defence, should send a memo to the Office of the Associate Dean, Research & Graduate Studies (via mastersAHS@brocku.ca) detailing the meeting’s progression and the specific outcomes of the defence.

Note: If the student does not follow the instructions from the committee following the proposal defence, the student may be asked to go back and correct methods, data collection, writing, or other components of the thesis process that were not followed.

8.4 Thesis / Research Defence

The following are the Master’s Program’s procedures for the defence of the thesis. Additional details can be found on the FGSPA [Research-Based Students](#) webpage and in the [Graduate Calendar](#) under Academic Regulations, X. Thesis Defences. Formatting guidelines for the thesis are available on the FGSPA [Research-Based Students](#) webpage.

8.4.1 Procedures

The research project will be assessed by an Examination Committee to determine whether the completed thesis meets proper standards of scholarship and to examine the student on both the substance and the 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 the Dean of the FGSPA, and will be based on certified medical or compassionate grounds.

The arrangements for a thesis defence will commence once all members of the Supervisory Committee have signed the Appointment of External Examiner Form (available from the program), indicating their approval that the thesis is ready for defence. Students must schedule a meeting with the Supervisory Committee at least 6 weeks in advance of the defence.

The key agenda items for this preparatory meeting should be: 1) the thesis final corrections and approval, 2) the names of potential external examiners, and 3) the committee members’ availability for the defence (i.e., 2-3 dates and times (3-hour blocks) should be submitted with the Appointment of External Examiner form to the GPAC). The arrangements for a thesis

defence will commence once all members of the Supervisory Committee have signed the Appointment of the External Examiner Form (available from the GPAC), indicating their approval that the thesis is ready for defence.

Note. If any member of the Supervisory Committee disagrees with the thesis's readiness, the committee must consult with the relevant GPD before moving forward.

Planning for a thesis defence should take into account 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, to arrange a defence, it is critical that the thesis be ready at least six weeks prior to these dates.

8.4.2 Committee Composition

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

- A designated faculty member or the relevant GPD will act as chair for the Examination.
- the External Examiner;
 - The approval of the External Examiner is the responsibility of the relevant GPD.
 - With the approval of the relevant GPD, the External Examiner can be external to the student'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 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 a full-time, graduate-appointed faculty member from an academic institution with expertise in the area of the thesis.
- the student's supervisor; and
- the Supervisory Committee members.

Member of Thesis Defence	Responsibilities Prior to Defence
Student	• 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 (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

Supervisory Committee	• ensure approval of final thesis document • complete the Appointment of External Examiner form. Note that this must occur at least 6 weeks before the expected date of defence • supervisor to submit a copy of the thesis, as well as the Appointment of External Examiner form to the Office of the Associate Dean, Research and Graduate Studies, FAHS (mastersAHS@brocku.ca), to begin the process of scheduling a defence
Office of the Associate Dean, Research and Graduate Studies, FAHS	• ensure that the student has completed all other degree and course requirements • The relevant GPD will approve the Appointment of External Examiner form in consultation with the supervisor. Note that this must occur at least 6 weeks 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, the necessary equipment, and will distribute notices of the defence to all academic faculty and students in FAHS, and to other Brock University communication resources
External Examiner	• 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: ○ understanding of the subject matter (adequacy of literature review, identification of gaps addressed by research) ○ contribution to knowledge (originality, quality, and quantity) ○ adequacy and thoroughness of research and experimental work ○ analysis of results and value of conclusions ○ presentation of thesis (organization of material, presentation of results, style and references) ○ 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 External Examiner's report will be sent to the supervisor and Chair; the supervisor may wish to share the report with the student and committee
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Note: only supervisors can contact External Examiners. Students are not to contact potential externals (this may be deemed a breach of academic integrity).

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

Note: the Supervisory Committee (including the supervisor) 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 unfavourable 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 External Examiner's comments. The thesis will then be resubmitted 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 relevant GPD.

8.4.3 Roles and Responsibilities at the Thesis Defence

The quorum for an examination is a minimum of two appointed Examination Committee members plus the Chair of the Examination Committee. Voting members of the Examination Committee include: the External Examiner, and the Supervisory Committee member(s), 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	• verifying that all members of the Examination Committee have read the thesis, and have sufficient knowledge of the thesis to examine the student, 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 Studies Office • does not participate directly in the questioning of the student • to guarantee that the student is given fair opportunity to defend the thesis • to ensure that the student alone, and not the supervisor or other members of the Examination Committee, defends the thesis • to protect the student from harassment
Examination Committee (including supervisor)	• operates within the full authority of the Brock University Senate Committee on Graduate Studies with respect to the examination of the student and the thesis • consider the appraisal(s) of the thesis prior to the oral defence • to examine the student 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	• present and defend the thesis as described below

Format of the Thesis Defence

Timeline & Format of Thesis Defence	
~2-10 minutes	Precursory Meeting of Examination Committee (see details below).
~2-5 minutes	The Chair will make the introductions, explain the procedures to be followed, and invite the student to begin their presentation.

~20 minutes	Student presentation summarizing the research, conclusions, and implications (see program)
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 student
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 student 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. At this time, the Chair of the Examination Committee will ask everyone, except the Examination Committee, to leave the room. The Chair will spend up to **15 minutes** reviewing all procedures for the examination. These procedures include:

- The Chair of the Examination confirms that a **quorum** of a minimum of three appointed Examination Committee members plus the Chair of the Examination Committee. 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. In most cases, if a quorum is not met, the defence must be postponed.
- The Chair confirms that each Examination Committee member has read the thesis and has sufficient knowledge of it to form a judgement on its acceptability; this ensures that there will be no abstentions from voting on the grounds of ignorance of its contents. The Chair reminds the Examination Committee of the scope of the examination, specifically that:
 - the student is to be judged on both the content of the thesis and the oral 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 student to allow the student 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 student is the principal investigator, the Examination Committee fully establishes that the student'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 Supervisory Committee member(s), should they wish, are invited to make an oral statement concerning the student and the thesis.
- The Chair discusses with the Examination Committee the order of questioning,

the number of rounds, and the time allotment per Examiner. The recommended sequence is:

- 1) External Examiner
- 2) Member(s) of the Supervisory Committee
- 3) Supervisor

It is also recommended that there be two rounds of questions, with each Examiner allotted 10-12 minutes for the first round and 5-10 minutes for the second. 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.

8.4.4 Evaluation and Possible Outcomes

Voting. Upon conclusion of the discussion, a vote is taken to accept or not to accept the thesis and its defence. 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.

Decisions Regarding the Thesis and the Thesis Defence. Acceptance of the thesis and its defence requires acceptance by consensus of the Examination Committee, with all Examination Committee members having an equal vote (i.e., if any one member indicates disapproval, the thesis does not move forward). If the consensus vote is in favour of acceptance, a second consensus vote will be held to determine the terms of acceptance and the 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 Supervisory Committee.

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 student 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 Examination Committee members must provide the student 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.

Additional details can be found in the [Graduate Calendar](#) under Academic Regulations, V. Grading System for Graduate Courses.

8.5 Post-Defence Requirements

Following a successful thesis defence and completed revisions, additional steps must be completed prior to graduation. Additional details can be found on the FGSPA [Research-Based Students](#) webpage.

8.5.1 Required Forms

There are a number of forms that must be submitted to your GPAC, which are available on the FGSPA [Student Forms](#) webpage under Thesis Submission. Some forms are circumstantial*, but all students must submit the following:

- Library and Archives Canada (LAC) Non-Exclusive License to Reproduce Theses
- Brock University Thesis and Major Research Paper Copyright License Form
- MA/MSc Student Progress Report (Appendix A)

*Under certain circumstances (e.g. to protect confidential commercial information, patentable material, pending submission to a journal for publication), the Vice-Provost and Dean of FGSPA may approve to restrict circulation of a thesis in the digital repository for up to twelve months from the date of a successful defence. Details and instructions can be found on the FGSPA [Research-Based Students](#) webpage.

8.5.2 Submission to Brock Digital Repository

Upon completion of thesis revisions, students must upload their final thesis document to the [Brock University Digital Repository](#). Details and instructions can be found on the FGSPA [Research-Based Students](#) webpage.

The document should be in PDF format and be saved using the following file naming convention: Brock_LastName_FirstName_Year.pdf.

Important: Students will not be approved to graduate by FGSPA until their dissertation is finalized in the digital repository.

9 ACADEMIC PERFORMANCE AND PROGRESS

9.1 Academic Performance and Continuation

Graduate students must achieve and maintain minimum satisfactory academic performance to be eligible to continue in a graduate program. Graduate students must maintain a minimum cumulative average of at least a B-(70%) during each term of study. If a graduate student falls below the minimum cumulative average, FGSPA will automatically place the student on academic probation for the subsequent term. A probationary student must achieve the minimum cumulative average, normally during the probationary term, to be eligible to continue as a graduate student.

Each graduate degree program has a defined time to completion. The Master's Program in the FAHS is designed to be completed in 6 terms. Graduate funding periods are typically tied to the program's defined time to completion.

Students must demonstrate **satisfactory progress** before proceeding into the next year of the program. Satisfactory progress is based on the timeline of activities to complete the program as outlined in the residency requirements section below.

9.2 Residency Requirements and Recommended Completion 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 FHAS 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, as outlined in the following table:

Year 1 – Fall/Winter	AHSC 5F90; required courses (Section 8.2.1); elective courses (Section 8.2.2) Establish supervisory committee Prepare research proposal
Year 1 – Spring	AHSC 5F90, elective courses (Section 8.2.2) – timing may shift according to course offerings and whether student is completing their elective as an independent study with supervisor Defend Proposal Submit Research Ethics
Year 2 – Fall	AHSC 5F90 Data collection and beginning of analysis
Year 2 – Winter	AHSC 5F90 Data analysis and results or findings
Year 2 – Spring	AHSC 5F90 Final thesis approved by committee (by June) Defence (August)

To document progress toward their degree, students are required to complete the MA/MSc Student Progress Report (Appendix A) once every year. Students are also advised to have one Supervisory Committee meeting per term.

There are maximum time limits for completing Graduate Programs. Application for extension beyond these terms can be made to the relevant GPD and must be approved by FGSPA.

Master's students must complete all degree requirements within three years from the date of first registration.

9.3 Progress Reports

The program will review the performance of their enrolled graduate students on a regular basis, preferably each term. Following the establishment of a supervisory committee, a student's performance must be reviewed and documented once per term. Students will work with their supervisor to complete an annual MA/MSc Student Progress Report (Appendix A).

9.4 Application Procedures for Direct Transfer from the Master's Program to the Doctoral Program in the FAHS

This opportunity is intended for exceptional students who show a rare talent commensurate with Doctoral work during their first year of their Master's program. A student in the Master's Program in the FAHS who meets *all* of the criteria below is eligible to apply to transfer directly to the PhD program:

- Completion of all Master's coursework.
- A minimum grade of 88% in each of the Master's courses and an overall average of 90% for these courses.
- Successful defence of the Master's research proposal.
- A publication record appropriate for the applicant's stage of career (as documented in their CV).
- Letter of support from each Supervisory Committee member (including the supervisor and appointed committee member(s)).
- Submission of a completed application package (see Application Form, Appendix B) to the FAHS Graduate Program Office by June 1st in the first year of the Master's Program.
- There must be available spots in the PhD program after all eligible applicants for the upcoming academic year have been considered.

The application package will be reviewed by the FAHS Graduate Committee, which may require additional information and/or an interview. Members of the Committee who are a supervisor or member of the applicant's supervisory committee will not be present for the discussion and will not vote on the motion.

If the transfer is approved by the FAHS Graduate Committee, an admission recommendation will be forwarded to FGSPA in time for a September 1st entry. January transfer admissions will not be considered.

Relevant 500-level credits previously earned will be transferred to fulfill the PhD course requirements, except for AHSC/SPMA 5N01, as it is a non-credit course.

After being transferred to the Doctoral program, students who may have difficulties advancing in the program are eligible to return to the Master's program and earn their Master's degree without reapplying for admission.

9.5 Final Stage Status

If an additional term beyond the standard length of their program is required to finish the program, students can apply for Final Stage Status for reduced tuition in the final academic term. Students approved for Final Stage Status by their graduate program must have completed all course work, other program requirements and must have a complete draft of their Thesis that their supervisory committee agrees requires no additional chapters/sections. Students approved for Final Stage Status must be able to complete their exit requirement within the subsequent term.

Note: Final Stage Status will be awarded only once and for only one term. If a student fails to complete their thesis requirements during the Final Stage Status term, they will have to pay full tuition for the following term to finish their program requirements.

The Final Stage Status form is available on the FGSPA [Student Forms](#) webpage under Registration and Student Status.

9.6 Application to Graduate

To graduate, all degree requirements must be completed, and the necessary documentation must be submitted by the Graduate Program (via the GPAC) to the FGSPA office six weeks prior to the ceremony desired by the graduate student. A student must apply to graduate through their my.brocku portal even if not planning to attend a convocation ceremony. If a student has paid the fee and cannot graduate at the requested ceremony, their application will be forwarded to the next ceremony date with no additional fee. Brock has two graduation ceremonies in June and October of each year. The deadline to apply to graduate is February 1st for the June (Spring) ceremony and July 1st for the October (Fall) ceremony.

Please refer to the FGSPA [Apply to Graduate](#) webpage for details on applying to graduate, and the FGSPA [Important Dates](#) page for convocation deadlines and dates.

Details about post-graduation work permits (PGWPs) can be found on the [Brock International](#) website.

10 ACADEMIC INTEGRITY, ACADEMIC MISCONDUCT, APPEALS

10.1 Academic Integrity

In accordance with the Brock University [Academic Integrity Policy](#), all students are expected to display the highest standards of academic integrity. Academic integrity means upholding a strong personal and professional ethic within your own work, and that of your colleagues. In upholding the principles of academic integrity, graduate students are expected to demonstrate respect and acknowledgement of others' words and ideas when conducting research, writing, publishing, and teaching.

For more information, visit Brock's [Academic Integrity](#) webpage and the [Graduate Calendar](#) Academic Regulations page (XII. Academic Integrity/Academic Misconduct).

10.2 Academic Misconduct

Integrity is fundamental to the process of research and scholarship, and misconduct damages the entire academic enterprise. Academic dishonesty, while traditionally defined as plagiarism, also includes inappropriate collaboration with other students, data falsification, fabrication of results, and the unauthorized resubmission of previous work.

In the event a student is suspected of engaging in academic dishonesty, professors will contact the GPD and there will be an interview between the GPD and the student. During this interview students have the right to have an advisor present such as Brock's [Ombudsperson](#). Additional procedures covering academic misconduct can be found on the [Graduate Students - Academic Integrity](#) webpage and in the [Graduate Calendar](#) under Academic Regulations (XII. Academic Integrity/Academic Misconduct).

10.3 Appeals

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 to the pre-appeals procedures and appeal timelines as summarized in Faculty Handbook section III, [Appendix 1](#). Additional details are outlined in the [Graduate Calendar](#) (Academic Regulations, XIII. Graduate Student Appeals) and the [Student Senate Appeals](#) webpage.

11 HEALTH, SAFETY, AND WELLNESS

The health and safety of individuals is to be a primary objective in every area of operation at Brock University. Every person utilizing University premises must comply with this policy and all related regulations, standards, programs, and procedures. [Health, Safety and Wellness](#) provides information, resources, tools, and support to assist the Brock community in creating and fostering a healthy, safe, and environmentally sustainable place to visit, study, live, and especially, work. Students should also be aware of Brock's [Occupational Health and Safety Policy](#), as well as [Lab Safety](#) and the process for [incident reporting](#).

As outlined in the Ontario Occupational Health and Safety Act, students employed by the University are required to complete the mandatory [Health and Safety Awareness Training](#) available on SharePoint in the Health Safety and Wellness Toolbox (requires a Brock employee login).

Under the Accessibility for Ontarians with Disabilities Act (AODA) and the Human Rights Code, students employed at Brock University are legally obliged to undertake [mandatory online training](#) through Brightspace, Brock's learning management system.

11.1 Program-Specific Details

Some students in the Master's Program may require additional Health and Safety training (e.g., working in wet labs). Supervisors and students should discuss the specialized safety training that is required beyond the mandatory training.

12 STUDENT RESOURCES

Below are details about some of the services and resources available to students across Brock University, including those offered by the FGSPA. For a full list of services and supports available at Brock, please visit the University's [Services, Departments and Offices directory](#).

12.1 Program-Specific Resources

Connect with your GPAC to link to relevant program resources.

12.2 FGSPA Graduate-Specific Resources

Academic Writing Supports

All graduate students have access to FGSPA's [academic writing supports](#) to help develop their writing skills. The Graduate Academic Support Specialist, in partnership with [Learning Services](#), offers a variety of one-on-one and group support and events (with in-person, online, and hybrid options) to help graduate students at all levels of study, including bookable sessions, workshops, and events to support their writing development.

Graduate Advising

[Graduate-specific academic advising](#) is available to all graduate students to discuss a variety of topics related to their studies in a safe, confidential environment. FGSPA's Graduate Academic and International Specialist helps students navigate their graduate studies and overcome barriers that may impact their success. Students are encouraged to reach out at any point during their studies for guidance and support.

GRADvantage

[GRADvantage](#) is a centralized hub of academic and professional development resources, workshops, and events, aimed to help guide graduate student success. This framework is organized into five areas based on a student's unique interests and goals for the future: Communicator, Community Builder, Innovator, Leader, Researcher. Current graduate students can also complete the GRADvantage pathway on ExperienceBU to earn a certificate.

Additional Development Opportunities

Graduate students are encouraged to explore other [development opportunities](#), such as the Three Minute Thesis (3MT) Competition, Mapping the New Knowledges Graduate Student Conference, and GRADflix to share their research and practice their knowledge translation.

12.3 Additional Resources at Brock

Office of Research Services

The [Office of Research Services \(ORS\)](#) provides support to graduate students on internal and external grant funding opportunities, improving research communications and knowledge mobilization, and discovering real-world applications to research. Students are encouraged to contact ORS for further support.

Student Wellness and Accessibility Centre

Brock's [Student Wellness and Accessibility Centre \(SWAC\)](#) offers a range of services that support student mental health (e.g., crisis management, personal counselling), wellness, medical care, and accessibility. Students requiring accommodations during their graduate studies can contact [Student Accessibility Services](#) within SWAC.

Brock University Library

The [Brock University Library](#) offers a variety of resources to students, including scholarly content in digital and print format, diverse study spaces, innovative technologies, an institutional repository and open access publication platforms, and guidelines for research strategies. Hours of operation at Brock's various library locations, including the James A. Gibson Library in Schmon Tower, can be found on the library's website.

Career Services

Brock's [Career Education](#) team helps students with career exploration, feedback on documents (CV, resume, cover letter, statement of intent), job search strategies, interview preparation, and personal branding. Students can contact the Career Education team for further support.

Centre for Pedagogical Innovation

Brock's [Centre for Pedagogical Innovation \(CPI\)](#) supports excellence in teaching and learning across Brock University, including instructional development, support on digital tools for teaching and learning, curriculum support, and fostering effective teaching. Graduate students can explore workshops and supports tailored for teaching assistants through CPI's website.

Brock International

[Brock International](#) offers in-person and virtual support services tailored specifically to international students, including immigration consulting, academic coaching, language support, transitioning to life in Canada and living in the Niagara region, and working as an international student. Details about these services and a listing of events and workshops for international students are available on the Brock International website.

13 APPENDICES

Appendix A: MA/MSc Student Progress Report

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



BROCK UNIVERSITY
FACULTY OF APPLIED HEALTH SCIENCES
Appendix A: MA/MSc Student Progress Report

All MA/MSc graduate students must complete and submit this report electronically to the Graduate Administrative Coordinator at mastersahs@brocku.ca.

Student Information

Student Name:

Student #

Program:

Entry Point:

Funding Term Ending Date (month/year):

Advisory Committee

(please provide email address for non-Brock faculty)

Supervisor:

Member #1:

Member #2 (if applicable):

Member #3 (if applicable):

Course Requirements and Grades

(for courses in progress, please enter a grade of "IP")

Seminar Course: AHSC/KINE/SPMA 5N01:

Research Methods:

Grade:

Course #1:

Grade:

Course #2:

Grade:

Course #3:

Grade:

Course #4:

Grade:

Thesis Proposal

Thesis Proposal Title:

Date of Proposal Defence:

Committee Members Present:

Result of Proposal Defence:

Ethics Reviews

Human Ethics Review Required:

Protocol Review Required:

Bio-hazard Review Required:

Date of Ethics Approval Received:

Protocol Number:

Data Collection

Date Data Collection Began:

Date Data Collection Completed:

Thesis Defence

Thesis Defence Date:

Approved External Examiner:

Name:

Institution:

Chair of Thesis Defence:

Defence Results:

Teaching and Research Assistantships

List all teaching assistantship, marker/grader positions, etc. held and the number of hours allocated to each.

Career and Professional Development Training

Outline the training, workshops, and professional development opportunities you have completed or have participated in.

Publications

List all publication activities including status of each (e.g., published, in press and/or submitted).
Please indicate which publications are peer-reviewed and include full bibliographic information.

Conferences, Lectures and Presentation Attended

List all conferences you have attended and presented at (include month/year), as well as the papers presented.

Student Signature:

Date:

Supervisor's Signature:

Date:

Comments:



Faculty of Applied Health Sciences

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

Section 1: Criteria for Consideration

- Completion of all Master's coursework
- A minimum grade of 88% in each of the Master's courses and an overall average of 90% for these courses
- Successful defence of the Master's research proposal
- Submission of a 2-page PhD research proposal
- A publication record appropriate for the applicant's stage of career (as documented in the CV)
- Letter of support from each member of the advisory committee
- Submission of a completed application package to the FAHS Graduate Program Office (ahsgradstudies@brocku.ca) by June 1st in the first year of the MA/MSc program
- There must be available spots in the PhD program after all eligible applicants for the upcoming academic year have been considered.

Section 2: To be completed by the student and submitted to the student's supervisor for review and approval.

Applicant's Name:

Student #:

Program:

Current Term of Program:

Date Coursework Completed:

Overall Average:

Seminar Course:

Grade:

Course:

Mark:

Course:

Mark:

Course:

Mark:

Course:

Mark:

Course:

Mark:

Course:

Mark:

Date of Master's Research Proposal Defence:

Title of Master's Research Proposal:

PhD Proposal Document (2 pages) attached:

CV attached:

Student Signature:

Date:

Section 3: We have read the requirements for the applicant to transfer to the doctoral program and agree that the student's academic record, and research proposal meet the requirements for the doctoral program.

Supervisor Name:

Supervisor Signature:

Date:

Committee Member Name:

Committee Member Signature:

Date:

Committee Member Name:

Committee Member Signature:

Date:

Committee Member Name:

Committee Member Signature:

Date:

Section 4: The supervisor must submit a complete application package to the FAHS Graduate Office (ahsgradstudies@brocku.ca) before June 1st in the student's first year in the program.

Documents to be included in the Application Package:

Signed Application Form

Student's PhD Research Proposal (maximum 2 pages)

Student's CV

Letter of Support from Supervisor

Letter of Support from Committee Member #1

Letter of Support from Committee Member #2

Letter of Support from Committee Member #3 (if required)

The supervisor confirms the student meets the criteria as noted in Section 1 and the application is complete.

Supervisor's Signature:

Date of Approval by FAHS Graduate Committee:

Associate Dean, FAHS Graduate & Research Signature: