

Program Handbook

Master of Arts in Sport Management

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About This Handbook

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

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

1 WELCOME

Welcome to the Master of Arts (MA) in Sport Management program. We take pride in offering a degree program that encourages students to develop critical thinking skills and engage in groundbreaking research in the sport industry. The skills developed in the MA Sport Management degree provide a foundation for a career in research in the sport industry or as an academic in the university context. We challenge our sport management students to think big and think differently.

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 MA in Sport Management program offers a unique educational opportunity emphasizing an individualized program of study, including mentored learning and concentrated inquiry in the candidate's area of specialization. Required coursework is designed to provide students with depth of conceptual and theoretical knowledge, the refinement of superior research skills (from both academic and practitioner-focused lenses), and an understanding of rigorous research design and analytical processes.

Coursework complements the individual's research focus through (1) the provision of enhanced breadth and depth of knowledge and (2) targeted application of research skills. Upon completion of their degree, graduate students will have gained in-depth training, knowledge, and research experience in an environment that supports a broad pedagogical approach, with extensive small-group and one-on-one learning related to the management, governance, and consumption of sport.

2.2 Program Objectives

The objectives of the program are to:

1. Develop students' abilities to produce high-quality and rigorous empirical and/or theoretical research.
2. Develop students' breadth and depth of knowledge regarding concepts, theories, and research practices in sport management.
3. Enhance students' abilities to apply and disseminate new knowledge to sport management stakeholders, including other academics and industry professionals.
4. Prepare students to pursue careers as industry professionals or sport management academics.

2.3 Program Outcomes

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

3 PROGRAM GOVERNANCE AND ADMINISTRATION

The MA in Sport Management program has several governance and administrative bodies that support students and faculty.

3.1 Program Governance

An overview of Brock University's governance structure can be found on the [University Secretariat](#) webpages. The following committees and units are responsible for varying aspects of the governance and administration of the MA in Sport Management program.

Faculty of Graduate Studies and Postdoctoral Affairs (FGS-PA)

FGS-PA works closely with Brock University's six academic Faculties — Applied Health Sciences, Education, Humanities, Mathematics and Science, Social Sciences, and the Goodman School of Business — to:

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

Academic regulations and University policies are outlined in the [Graduate Calendar](#) and the [Faculty Handbook \(section 3\)](#). All students are required to be aware of and adhere to these regulations and policies. Students who have maintained enrolment in each calendar year (May to April) may complete the degree program using the Academic Regulations section and program degree requirements operative in the year in which that program was entered, or any subsequent Calendar published while enrolled. Students who interrupt their studies for more than one calendar year (by not enrolling in at least 1 credit) become subject to the Calendar regulations in effect at the time of their re-registration.

For more information, visit the [FGS-PA](#) website.

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.

Department of Sport Management

The Department of Sport Management is known and respected for its comprehensive curriculum, which expands students' understanding of the multifaceted sport industry. Knowledgeable faculty members are dedicated to quality research and ensuring students can apply what they have learned in the classroom in practical ways. Within the program, there are opportunities to engage with the public, nonprofit, and/or commercial sectors of sport, while learning about topics ranging from human resource management to marketing to event management to legal issues in sport.

Brock University Graduate Council

Brock University's Graduate Council normally meets monthly and is chaired by the Dean of the Faculty of Graduate Studies and Postdoctoral Affairs. The Council provides a forum for exchanging and discussing ideas and information about graduate programs, and for advising the Dean of Graduate Studies on all matters pertaining to graduate studies at Brock University.

Senate Graduate Studies Committee (SGSC)

This Senate standing committee oversees and makes recommendations on all matters directly related to graduate academic programs and related policies, considering and pursuing policy initiatives to enhance the academic programs, well-being and reputation of the University. Meeting schedules and minutes are available from the [University Secretariat's website](#).

Graduate Program Committee (GPC)

Graduate Programs at Brock University 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 is responsible 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 program's structure, and the selection of the Graduate Program Director. The Graduate Program Committee is normally composed of the Graduate Program Director (who serves as chair), faculty members, and a graduate student representative.
- **Graduate Program Director (GPD):** The GPD is appointed by the Graduate Program Committee to oversee the graduate program. The GPD carries out all duties in regular

consultation with the Graduate Program Committee. The Director has the support of an administrator/coordinator, and the usual term is three years.

- **Graduate Program Administrative Coordinator (GPAC):** The GPAC oversees the day-to-day operations of the program and provides administrative support to the Graduate Program Director.
- **Graduate Student Representative (GSR):** Each September, the Graduate Program Committee selects a student representative who serves on the Graduate Program Committee for a year. Responsibilities include providing a graduate student perspective in discussions of program issues, bringing graduate student concerns to the attention of the Graduate Program Director (GPD), serving as an information resource for other students, and facilitating graduate student social interaction (in-person or online, as appropriate).

Student representatives are excused from those parts of Graduate Program meetings that discuss student admissions, student progress/evaluation, or any other confidential matters as determined by the Director.

Graduate Student Representatives are responsible for organizing at least one meeting for all interested graduate students to collect student feedback on the program, which can inform GPAC decisions. The program also encourages students to elect a representative to the Graduate Students' Association (GSA).

3.2 Program Administration & Faculty

Administrative Contacts

Important: All inquiries regarding the Master of Arts in Sport Management should be directed to mastersahs@brocku.ca.

Graduate Program Director (GPD)

Shannon Kerwin, PhD
skerwin@brocku.ca

Graduate Program Administrative Coordinator (GPAC)

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

Faculty

A full Department of Sport Management faculty listing, along with profiles and research interests, can be found in the Department's [faculty directory](#).

3.3 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 a student's thesis course each term (SPMA 5F90).

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 & FUNDING

6.1 Fees

The fee structure of degree programs offered through the Faculty of Applied Health Sciences is as outlined by Brock University and the Faculty of Graduate Studies. Students should consult the [Graduate Calendar](#), the [Graduate Tuition and Fees](#) webpage, and the information provided in their offer letter for the most current fee scale.

6.2 Funding and Financial Assistance

Many students require financial assistance to pursue their studies.

- Check your eligibility to apply for loans through the [Ontario Student Assistance Program \(OSAP\)](#). Additional information is also available on [Brock's OSAP webpages](#).
- Students in the Faculty of Applied Health Sciences are eligible for a variety of scholarships, bursaries, and awards administered by Brock University.
- **Brock University internal funding support packages** are available to eligible full-time, research-based Master's students. Personalized funding package details are typically included in your offer of admission and may 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).
- **External funding** is generally secured by students through applications for grants and fellowships offered by provincial or federal governments, foundations, or other agencies. These applications may be accepted before a student begins their studies or during their graduate studies.
- A complete listing of available awards may be obtained by consulting the Faculty of Graduate Studies' [Funding Information](#) and [Awards and Scholarships](#) webpages.

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 TAs, including duties and rates of pay, see the [CUPE 4207 Collective Agreement](#).

7 SUPERVISION & COMMITTEES

To complete the thesis, each MA in Sport Management 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: selection of courses, development and defence of the research proposal, progress through ethics review (if applicable), 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 GPD to ensure the continuity of graduate students supervision.

Students should be aware that only members of the Department of Sport Management or Participating Faculty 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: 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.

Note: In situations where graduate students request a change in supervisors, they are not permitted to continue in the program for more than 6 months without a designated supervisor.

7.2 Supervisory Committee Composition

A Master's thesis supervisory committee must, at a minimum, comprise two members, the graduate supervisor and one additional faculty member. 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 relevant GPD, who confirms their appointment. The Supervisory Committee must include:

- **Supervisor:** a Department of Sport Management faculty member, appointed to the Faculty of Applied Health Sciences 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 Department of Sport Management faculty member:

- **Committee Member 1:** must be a Department of Sport Management 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.

If an additional committee member is included:

- **Committee Member 2:** one member who need not be from the Department of Sport Management 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.
- *Post-doctoral researchers are considered to hold academic appointments at Brock; Individuals from outside of Brock, must be approved by the GPD.

If Supervisor is a Participating Faculty member:

- **Any Committee Member (1 or 2):** must be a Department of Sport Management 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, Faculty of Applied Health Sciences.

7.3 Meetings

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 coursework, 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 the graduate student and the 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 contact between a graduate student and a supervisor is desirable, if only to convey progress updates in the interim.

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

7.4 Monitoring Student Progress

It is the responsibility of the thesis supervisor and supervisory committee to monitor progress. The GPD and GPC will provide communication that supports progress as students move through the six terms of their program.

8 DEGREE REQUIREMENTS

8.1 Overview

The MA in Sport Management is a two-year program that culminates in a thesis. The research project for the thesis will be chosen in consultation with the student's supervisor. Students are expected to complete their course requirements within the first three terms of study, and conclude all requirements within six academic terms (two years).

8.2 Courses

8.2.1 Required Courses

A research thesis course (SPMA 5F90) must be completed. **Students must officially register in SPMA 5F90 in each term of their program.** The research project for the thesis will be chosen in consultation with the student's supervisor.

Course Requirements. Beyond registering for SPMA 5F90, students must complete at least 4 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:

- SPMA 5N01 Critical Issues in Applied Health Sciences (D2) and SPMA 5N01 Professional Seminar in Sport Management (D3)
- SPMA 5P08 Theories and Critical Issues in Sport Management Research
- SPMA 5P38 Research Design
- One 0.5 credit course selected from the following research design, methodology and/or methods courses: AHSC 5P07, AHSC 5P17, AHSC 5P37, or AHSC 5P57
- One 0.5 credit elective numbered 5PXX or above

Note: Students are expected to complete their course requirements within the first three terms of study.

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

8.2.2 Elective Courses

Students in the MA in Sport Management program are encouraged to select an elective course in collaboration with their thesis supervisor. Beyond SPMA 5P03 (Principles of Management in Sport), courses with codes AHSC 5PXX are viable elective options, and courses outside the Faculty of Applied Health Sciences can be considered with the approval of the supervisor and GPD. Students can also choose to undertake only ONE unscheduled Directed Study (AHSC 5P60) OR Directed Reading (AHSC 5P61) course.

8.2.3 Course Evaluation

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.

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 ([Graduate Studies Calendar](#)).

8.3 Thesis / Research Proposal

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 (approx. ~4-5 pages)	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 (approx. ~8-10 pages)	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.
Methodology (approx. ~6-8 pages)	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 (variable)	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 FGS-PA ([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.

8.3.3 Evaluation

The proposal defence will be coordinated with the GPC 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 GPC 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. 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

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 relevant GPD 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 Faculty of Graduate Studies and Postdoctoral Affairs, 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 GPC). 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 GPC), 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 member(s) (minimum of one committee member per above committee composition requirements).

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 (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

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
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 two 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.

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

After students successfully defend their thesis, the Chair will notify the GPC via email, providing a copy of their defence notes and the signed forms sent prior to the defence. The GPC will then send an email to the student and supervisor advising of the next steps, including the completion of the following forms:

- Thesis Non-Exclusive Licence – information and form
- Thesis and Major Research Paper Copyright Licence
- Request to Restrict the Circulation of Thesis (if applicable)
 - Request to restrict the circulation of a thesis up to a maximum of one year
 - There is a defined 2-step process that is required to make this action successful in the repository
 - **Step 1:** submission of the complete Request to Restrict form
 - **Step 2:** noting the restriction to circulate the thesis within the online submission process when uploading your thesis to Brock University's digital repository. Please refer to the instructions for uploading. Students must select "embargo" and include the date for the "grant access form" within the digital repository.
- MA/MSc Student Progress Report (Appendix A)

8.5.2 Submission to the Brock University Digital Repository

Upon completing thesis revisions, students must upload their final dissertation to the [Brock University Digital Repository](#). Further information on processes can be found on the Faculty of Graduate Studies' [Master's Thesis](#) webpage.

Important: Students will not be approved to graduate by FGS-PA until their thesis is finalized in the digital repository.

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

9 ACADEMIC PERFORMANCE & PROGRESS

9.1 Academic Performance and Continuation

Graduate students must achieve and maintain a 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, FGS-PA 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.

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 & 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 Faculty of Applied Health Sciences (MA in Sport Management) 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. Students must maintain continuous registration each term in the thesis course, SPMA 5F90, from the time of initial registration until degree requirements are complete. The MA in Sport Management program is designed to be completed in two years and offers a funding package for the same period. All data collection for the thesis should be completed no later than the end of the fifth term after initial registration. Six months should be allowed for data analysis and thesis writing. There are maximum time limits for completing Graduate Programs. ***Master's students must complete all degree requirements within three years from the date of first registration.***

Application for extension beyond these terms can be made to the relevant GPD and must be approved by FGS-PA. 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.

9.3 Progress Reports

The Graduate Program Committees will review the performance of their enrolled graduate students regularly, 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 form.

9.4 Application Procedures for Direct Transfer from the MA in Sport Management to the Doctoral Program

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 MA in Sport Management program 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 MA in Sport Management 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 FGS-PA 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

FGS-PA provides opportunities for graduate students to apply for Final Stage Status (FSS) for their final academic term if all degree requirements (i.e., all coursework) have been completed except for the thesis. *The full thesis draft, approved by all committee members, must be submitted with the FSS application.* FSS provides reduced tuition for the student. FSS is granted only to students who are outside their fellowship funding period. Alternatively, students during the funding period will receive reduced fees but will not receive graduate fellowship funding. Students must meet all FSS requirements.

Note: FSS can only be granted once. If students fail to complete their thesis requirements during the FSS term, they will have to pay full tuition for the following term to finish their program requirements.

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 GPC) to the FGS-PA office six weeks prior to the ceremony desired by the graduate student. If students have paid the fee and cannot graduate at the requested ceremony, their application will be forwarded to the next ceremony date with no additional fee.

FGS-PA will try to accommodate graduate programs that encounter extenuating circumstances in meeting the six-week deadline date. Please contact graduatestudies@brocku.ca in these circumstances.

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.

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 University's [Academic Integrity](#) webpages.

11 HEALTH, SAFETY & 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

N.A.

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 GPD, or your GPC, 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: