

**MA HANDBOOK**

**Department of Child & Youth Studies**

**Brock University**

*These policies and procedures are intended to be guidelines for the operation of the graduate program and are subject to change.*

Last Revised: August 16, 2024

## Table of Contents

<b>1</b>	<b>CONTACTS .....</b>	<b>4</b>
<b>2</b>	<b>WEB PAGE REFERENCES .....</b>	<b>4</b>
<b>3</b>	<b>CHYS MA PROGRAM DESCRIPTION .....</b>	<b>5</b>
<b>4</b>	<b>GOVERNANCE AND ADMINISTRATION OF THE CHYS GRADUATE PROGRAM .....</b>	<b>5</b>
4.1	CHYS GRADUATE PROGRAM DIRECTOR (GPD) .....	5
4.2	CHYS GRADUATE PROGRAM COMMITTEE .....	5
4.3	CHYS GRADUATE ADMINISTRATIVE COORDINATOR .....	5
4.4	THE FACULTY OF GRADUATE STUDIES .....	5
4.5	BROCK UNIVERSITY GRADUATE COUNCIL .....	6
4.6	SENATE COMMITTEE ON GRADUATE STUDIES .....	6
<b>5</b>	<b>SUPERVISION .....</b>	<b>6</b>
5.1	FACULTY SUPERVISOR .....	6
5.2	STUDENT RESPONSIBILITIES .....	6
5.2.1	<i>Academic Policies</i> .....	6
5.2.2	<i>Academic Integrity</i> .....	7
<b>6</b>	<b>CHYS MA PROGRAM DEGREE REQUIREMENTS .....</b>	<b>7</b>
6.1	CORE COURSES .....	8
6.2	ELECTIVE COURSES .....	8
<b>7</b>	<b>REGISTRATION PROCEDURES .....</b>	<b>9</b>
7.1	COURSE REGISTRATION .....	9
7.2	INACTIVE STATUS, LEAVE OF ABSENCE, WITHDRAWAL FROM THE PROGRAM .....	10
<b>8</b>	<b>FINANCIAL SUPPORT .....</b>	<b>10</b>
8.1	GRADUATE FELLOWSHIP .....	10
8.2	BROCK UNIVERSITY INTERNATIONAL FELLOWSHIP .....	10
8.3	TEACHING ASSISTANTSHIP .....	11
8.4	RESEARCH FELLOWSHIP .....	11
8.5	RESEARCH ASSISTANTSHIP .....	11
8.6	HOURS OF WORK .....	11
8.7	INTERNATIONAL STUDENTS .....	12
8.8	INTERNAL AND EXTERNAL SCHOLARSHIPS AVAILABLE TO GRADUATE STUDENTS .....	12
8.9	BURSARIES .....	12
8.9.1	<i>CHYS Bursary</i> .....	12
8.9.2	<i>Graduate Student Association</i> .....	12
8.9.3	<i>Faculty of Graduate Studies</i> .....	<b>Error! Bookmark not defined.</b>
8.9.4	<i>CUPE 4207</i> .....	12
<b>9</b>	<b>ACADEMIC PROGRESS .....</b>	<b>13</b>
9.1	TIMELINE TO COMPLETION .....	13
9.2	PROGRESS REPORTS .....	13
9.3	THESIS PROPOSAL FORM .....	13
9.4	FINAL STAGE STATUS (REDUCED TUITION) .....	14
9.5	APPLICATION TO GRADUATE .....	14

<b>10</b>	<b>THESIS DEFENCE PROCEDURES.....</b>	<b>15</b>
10.1	THESIS FORMAT .....	15
10.1.1	<i>Title Page Template</i> .....	15
10.1.2	<i>Thesis Format Guidelines</i> .....	15
10.2	SUBMITTING THESIS FOR DEFENCE.....	16
10.2.1	<i>External Examiner Notes</i> .....	16
10.2.2	<i>Securing External Examiner and Booking Defence Date</i> .....	16
10.3	FINAL MA REQUIREMENTS.....	17
10.3.1	<i>Post Defence Forms</i> .....	17
10.3.2	<i>Upload of Thesis to Brock Digital Repository</i> .....	17
<b>11</b>	<b>PROFESSIONAL DEVELOPMENT.....</b>	<b>17</b>
11.1	CONFERENCE TRAVEL .....	18
<b>12</b>	<b>OTHER INFORMATION.....</b>	<b>18</b>
12.1	STUDENT MENTAL HEALTH .....	18
12.2	CHYS GRADUATE STUDENT SPACE .....	18

## 1 Contacts

<b>Graduate Studies</b> <a href="https://brocku.ca/graduate-studies/contact-us/">https://brocku.ca/graduate-studies/contact-us/</a>		
<b>Department of Child and Youth Studies</b> <a href="https://brocku.ca/social-sciences/child-and-youth-studies/contact-us/">https://brocku.ca/social-sciences/child-and-youth-studies/contact-us/</a>		
Department Chair Dr. John McNamara (until June 30, 2025)	3835	<a href="mailto:jmcnamara@brocku.ca">jmcnamara@brocku.ca</a>
Department Chair Dr. Heather Chalmers (effective July 1, 2025)	3191	<a href="mailto:hchalmers@brocku.ca">hchalmers@brocku.ca</a>
Graduate Program Director Dr. Heather Ramey	4069	<a href="mailto:chysgpd@brocku.ca">chysgpd@brocku.ca</a>
Graduate Administrative Coordinator Lora Nero	3740	<a href="mailto:Lnero@brocku.ca">Lnero@brocku.ca</a> <a href="mailto:chysgpd@brocku.ca">chysgpd@brocku.ca</a>
<b>Student Counselling Services</b> <a href="https://brocku.ca/mental-health/">https://brocku.ca/mental-health/</a> <b>1-833-BROCK-33</b>		

## 2 Web Page References

CHYS main Graduate Web page	<a href="https://brocku.ca/social-sciences/child-and-youth-studies/programs/graduate-programs/">https://brocku.ca/social-sciences/child-and-youth-studies/programs/graduate-programs/</a>
CHYS Graduate Student forms (See sections at bottom of the page)	<a href="https://brocku.ca/social-sciences/child-and-youth-studies/programs/graduate-programs">https://brocku.ca/social-sciences/child-and-youth-studies/programs/graduate-programs</a>
Graduate Calendar (Regulations and program specific information)	<a href="https://brocku.ca/webcal/">https://brocku.ca/webcal/</a>
Important Dates (Faculty of Graduate Studies)	<a href="https://brocku.ca/important-dates/graduate-studies/">https://brocku.ca/important-dates/graduate-studies/</a>
Important Dates (Registrar’s Office)	<a href="https://brocku.ca/important-dates/">https://brocku.ca/important-dates/</a>
Faculty of Graduate Studies (main page)	<a href="https://brocku.ca/graduate-studies/">https://brocku.ca/graduate-studies/</a>
Faculty of Graduate Studies Student forms	<a href="https://brocku.ca/graduate-studies/student-resources/forms/">https://brocku.ca/graduate-studies/student-resources/forms/</a>
Graduate tuition and fees	<a href="https://brocku.ca/safa/tuition-and-fees/overview/graduate/">https://brocku.ca/safa/tuition-and-fees/overview/graduate/</a>
Drops, withdrawals and refunds	<a href="https://brocku.ca/safa/drops-withdrawals-and-refunds/">https://brocku.ca/safa/drops-withdrawals-and-refunds/</a>
Timetable (Includes registration instructions for students)	<a href="https://brocku.ca/guides-and-timetables/registration/graduate">https://brocku.ca/guides-and-timetables/registration/graduate</a>
Brock Mental Health and Wellness	<a href="https://brocku.ca/mental-health/">https://brocku.ca/mental-health/</a>
Brock Office of Research Services	<a href="https://brocku.ca/research-at-brock/office-of-research-services/">https://brocku.ca/research-at-brock/office-of-research-services/</a>

### **3 CHYS MA Program Description**

This program is part of a growing movement for multidisciplinary perspectives in Child and Youth Studies and students are encouraged and expected to show evidence of integration across disciplines. The program provides theoretical foundation for the study of childhood and youth and the application of social science research methods through the completion of a research-based thesis. The program will also provide advanced learning opportunities for students intending to continue their education and professionals who currently work in research or service settings. We anticipate that some graduates will pursue further study at the doctoral level while others may pursue a wide variety of occupations related to children and youth.

Students studying on a full-time basis should expect to study for 6 terms, each 16 weeks in length (Fall: September-December, Winter: January-April, Spring/Summer: May-August).

### **4 Governance and Administration of the CHYS Graduate Program**

The Graduate Program in Child and Youth Studies has many administrative bodies that support students and faculty.

#### **4.1 CHYS Graduate Program Director (GPD)**

The CHYS Graduate Program Director is the coordinating officer for the administration of the CHYS Graduate Program. The Graduate Program Director serves as the primary liaison with the Faculty of Graduate Studies (FGS) and represents the CHYS Graduate Program on Graduate Council. The CHYS Graduate Program Director is the Chair of the CHYS Graduate Program Committee.

#### **4.2 CHYS Graduate Program Committee**

The CHYS Graduate Program Committee is the advising administrative body reporting to the CHYS Department. The CHYS Graduate Program Committee normally consists of the CHYS Graduate Program Director, CHYS Department Chair, one core faculty member from each of the CHYS curriculum banks, and two graduate student representatives (normally one MA and one PhD). The call for student nominations will normally occur in September. The CHYS Graduate Program Committee normally meets monthly to discuss graduate-related issues and when appropriate makes reports and recommendations to the CHYS department at departmental meetings.

#### **4.3 CHYS Graduate Administrative Coordinator**

The CHYS Graduate Administrative Coordinator is the administrative assistant for the graduate program. Duties include participating in graduate committee meetings, handling student forms and thesis/dissertation defence procedures, keeping track of student progress and timelines to completion, and other administrative duties that help run the program.

#### **4.4 The Faculty of Graduate Studies**

The Faculty of Graduate Studies at Brock University is the central office for graduate programs at Brock. Students should become familiar with the policies and procedures associated with [Faculty of Graduate Studies](#).

## 4.5 Brock University Graduate Council

Brock's Graduate Council normally meets monthly and is chaired by the Dean of the Faculty of Graduate Studies. The Committee meets to discuss and recommend issues related to graduate studies at Brock. A link to the meeting schedule and minutes can be found [HERE](#).

## 4.6 Senate Committee on Graduate Studies

The [Senate Committee on Graduate Studies](#) is the central administrative body making decisions about policies related to graduate studies at Brock. This committee reports to Brock University's Senate about of graduate studies at Brock.

# 5 Supervision

## 5.1 Faculty Supervisor

At the beginning of the CHYS MA program, the CHYS graduate program committee will assign each student a faculty supervisor. This assignment is based on potential research match compatibility or previous conversations between student and faculty member. Faculty supervisors will meet with students as they begin their program to discuss the program and future directions. Each student, in consultation with their faculty supervisor, will strike a formal thesis committee consisting of at least two additional faculty members. At least one of the three must be a full-time Brock University faculty member. The formal policies associated with faculty supervision are indicated in the Academic Regulations section of the [Graduate Calendar](#).

## 5.2 Student Responsibilities

Graduate students in the CHYS MA program are encouraged to meet with their faculty supervisor and the CHYS Graduate Program Director before commencing their first term in the program. Due to the transdisciplinary nature of the CHYS program, this meeting is an important step to designing the most effective individualized direction through the CHYS MA program.

The Graduate Student Rights and Responsibilities section in the [Graduate Calendar](#) lays out the rights and obligations of all Brock graduate students. If graduate students have concerns about their supervisor-student relationship, a recommended course of action would be to try to talk with their supervisor first and then talk to the GPD. The Brock [Ombudsperson](#) is also available to help.

### 5.2.1 Academic Policies

There are of policies and procedures in place at Brock University to support and protect Students, Faculty, and Staff. Please visit the [Grad Studies Regulations and Policies website](#) for information about academic regulations, intellectual property and academic integrity.

You may also want to refer to the other sections of the [Graduate Calendar](#) (e.g. Graduate Students Rights and Responsibilities, Code of Student Conduct).

### 5.2.2 Academic Integrity

In accordance with the Brock University Academic Integrity Policy, Child and Youth Studies expects all students to display the highest standards of academic integrity. 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 that a student is suspected of engaging in academic dishonesty, professors will contact the Graduate Program Director and there will be an interview between Graduate Program Director and the student. During this interview students have the right to have an advisor present such as their academic advisor or [Brock's Ombudsperson](#). Students have the right to decline to attend this interview but should note that the investigation of academic dishonesty will continue, and they will forfeit their right to defend against the claims.

If the Graduate Program Director and the professor find the claims valid, they will be forwarded to the Dean's office for adjudication. In comprehensive exams and the production of a thesis, the department may recommend the student be removed from the program of study with a notation from the Dean appended to the student's record.

#### **Appeal**

You have the right to appeal the decision of the Office of the Dean to the [Senate Students Appeals Board](#) for review. Dissatisfaction with a penalty will not be considered sufficient grounds for an appeal. For more information about the Appeals process, visit the [Brock Ombudsperson](#) website.

## **6 CHYS MA Program Degree Requirements**

Admitted applicants should consult with the Graduate Program Director and their Supervisor when planning a program of study. Degree requirements include successful completion of three required CHYS courses, plus one-half credit elective, plus one CHYS professional seminar course, plus the production of a thesis. The elective may be an independent guided study, a 500 level course from within the Department of Child and Youth Studies, a 500 level course from another graduate department (requires supervisor and GPD approval) or an equivalent level course from another Ontario University (requires supervisor and GPD approval).

In addition, all students are expected to attend the Colloquium Seminar Series each year of the program, which will consist of guest lectures.

Reference: [Graduate Calendar](#) – Child and Youth Studies

#### **Required courses:**

CHYS 5F90 (Thesis – must register for this course every term until you defend);  
CHYS 5N01;  
CHYS 5F01;  
CHYS 5P00;  
CHYS 5P10;  
plus one half credit course elective.

Additional credits may be required of candidates without sufficient pre-admission background.

## 6.1 Core Courses

**CHYS 5N01** (Course runs from September to April each year)

### **Professional Seminar in Child and Youth Studies**

Introduction to professional skills relevant to graduate students. Topics may include grant writing, research ethics, presenting at conferences, and scholarly writing. Opportunities for interaction among MA and PhD students will be offered.

**CHYS 5F01** (Course runs from September to April each year)

### **Research Methods for Child and Youth Study**

Emphasis is on combining qualitative, quantitative, and applied approaches and linking research methodology to multidisciplinary theory on children and youth.

**CHYS 5P00** (Typically offered in the fall term each year)

### **Foundation I: Childhood, Youth and Society**

A multidisciplinary approach to current theoretical and conceptual issues of child and youth research encompassing the sociology, anthropology and political economy of childhood and youth.

**CHYS 5P10** (Typically offered in the winter term each year)

### **Foundation II: Issues in Child and Youth Development**

A multidisciplinary approach to the current theoretical and applied issues surrounding child and youth development. A comprehensive knowledge of some of the major contemporary issues, representing theoretical and applied approaches, will be explored within different philosophical and research tradition.

**CHYS 5F90** (students register for thesis each term until program completion)

### **MA Thesis**

Students will prepare a thesis by applying social science theory and methodology. Research may address a variety of issues involving children, youth, and families, including for example, the social worlds of children and youth, child and youth development, social policy analysis, and applied topics such as service provision and program evaluation. The preparation and public defense of a thesis which will demonstrate the candidate's capacity for independent study.

## 6.2 Elective Courses

Students are required to take one elective half credit within their degree. Students are encouraged to consult with their thesis advisor when planning their elective course. The elective may be an independent guided study, a 5000-level course from within the Department of Child and Youth Studies, a 5000 level course from another graduate department (requires supervisor and GPD approval) or an equivalent level course from another Ontario University (requires supervisor and GPD approval).

The following courses are elective courses offered in the Child and Youth Studies Department.

Note: Not all elective courses are offered each year.



### **CHYS 5P20**

#### **Independent Guided Study I**

Under the supervision of a faculty member with appropriate expertise, the candidate may complete a sustained program of study of a topic of current theoretical or applied interest within the program field leading to the writing of a substantial paper.

Restriction: Subject to approval by the Graduate Program Director

### **CHYS 5P21**

#### **Independent Guided Study II**

Under the supervision of a faculty member with appropriate expertise, the candidate may complete a sustained program of study of a topic of current theoretical or applied interest within the program field leading to the writing of a substantial paper. The supervisor may not be the same faculty member as in Independent Guided Study I.

Restriction: Subject to approval by the Graduate Program Director

### **CHYS 5P29**

#### **Risk and Resilience in Adolescence**

A critical analysis of adolescent risk and resilience research. General topics may include youth lifestyle choices, problem behaviour theory, risk and protective factors, competence, and developmental pathways in the context of community, family, peer, and intrapersonal factors.

**CHYS 5Q30** (typically offered every other year)

#### **Quantitative Methods in Social Science Research with Children and Youth**

Statistical analysis and computer implementations of quantitative methods, emphasizing applied methodology issues in research with children and youth. Covers traditional ANOVA, ANCOVA and multiple regression, including vector-coding of group information under regression and emphasis on data screening and evaluation of assumptions.

### **CHYS 5V01-5V09**

#### **Special Topics in Child and Youth Studies**

A specialized topic in child and youth studies that will vary by instructor.

## **7 Registration Procedures**

### **7.1 Course Registration**

At the beginning of each term students must complete on-line registration. Graduate course registration is completed through an on-line process using Brock's student-self serve system. Once completed, on-line registration is reviewed and approved by the CHYS Graduate Program Director. If students have questions about what courses to register for, they should consult with their graduate supervisor or CHYS Graduate Program Director.

To remain registered in the MA program, students must ensure they are enrolled in CHYS 5F90 each term until the completion of their MA.

For information and FAQs as well as a link to the on-line registration system students should visit the Office of the Registrar [Graduate Registration](#) page.

## 7.2 Inactive Status, Leave of Absence, Withdrawal from the Program

At times, graduate students may need to interrupt or discontinue their studies at Brock. Graduate students wishing to do so have a few options. Students may request an inactive term of study, a leave of absence, or voluntarily withdraw from the CHYS graduate program. In all cases students should consult with their Faculty Supervisor and the CHYS Graduate Program Director. Also, in all cases, students must complete and submit to the Faculty of Graduate Studies the appropriate leave request form. Forms are available from the [Graduate Studies](#) website.

Once the leave is processed, a student's financial account with respect to graduate funding and fees will be reviewed and any refunds/money owed will be determined. Graduate students who are receiving either internal or external graduate funding, and withdraw from the university, will have their student financial accounts assessed on a pro-rated basis for all fellowship/scholarship funds received.

## 8 Financial Support

Graduate students can see their funding items on the Funding page (GradStuFunding) in their Brock student portal.

**Note that funding amounts are subject to budget approvals and are subject to change.**

Students can view each transaction on their finance account by expanding the Financial History section at the bottom of the Finance screen in their student portal.

### 8.1 Graduate Fellowship

Full-time master's students (not awarded major external scholarship funding) receive graduate fellowship funding from the Faculty of Graduate Studies for a maximum of two years of full-time studies in the CHYS MA program. Graduate fellowship funding will be adjusted if a student receives Tri-Council external scholarship funds or OGS, QEII-GSST. In lieu of a graduate fellowship, students will receive a DGS Excellence Scholarship.

Part-time students are not eligible to receive this graduate fellowship.

Financial support is tied to registration. If you do not register for the term, you will not receive your funding. Once on-line registration is complete, the Faculty of Graduate Studies will add your Graduate Fellowship to your Finance account. In the CHYS MA program students normally receive a Graduate Fellowship payment at the beginning of each term for the first two years of full-time study (September, January, and May). If there are funds remaining in your account after tuition and fee deductions FGS Funding will arrange for the funds to be paid out to you. If you have registered late and missed the automatic payout window, then you can let the credit stay on your account for next term or you can request a refund manually on this web page: <https://brocku.ca/safa/contact-us/request-a-refund/>.

See the Faculty of Graduate Studies [Funding page](#) for more information.

### 8.2 Brock University International Fellowship

Full-time international master's and doctoral students in research-based programs will receive

additional funding from the Faculty of Graduate Studies for the defined length of the graduate program. This funding is to assist in reducing the international tuition fees. This is in addition to the Graduate Fellowship. International full-time funded graduate students are not eligible to receive the International Fellowship funding for the term they are approved for Final Stage Status.

### **8.3 Teaching Assistantship**

Normally, for the first two years of full-time study, CHYS Master's students will be offered 240 hours of Teaching Assistantship contract in each year. These hours equate to two seminars in each of the Fall and Winter terms for each year, for the first two years of full-time study. Please note that normally there are no Teaching Assistantship contracts offered to graduate students over the Spring/Summer Term. Salaries for Teaching Assistantships will be paid through regular payroll schedules. Normally students receive direct deposit for their TAships once every two weeks.

Teaching Assistantships are governed by the CUPE 4207 Unit 1 collective agreement. The collective agreement can be found here: <https://brocku.ca/human-resources/collective-agreements/>

In the first year, the Graduate Program Director and the Department Chair will assign courses. Beyond the first year (first Fall and Winter term), graduate students will apply for positions of interest.

### **8.4 Research Fellowship**

Some CHYS supervisors support their graduate students with research fellowships from their research grants. Research fellowship amounts vary and are specified by the graduate supervisor. Research fellowship funds are research training stipends and as such are not counted as employment. Research fellowships are not automatic or guaranteed.

### **8.5 Research Assistantship**

Research Assistant positions are non-union student positions. Some CHYS faculty support their students with research assistantship contracts as part of their research grants. Note that this is a work contract set up through Brock Human Resources. Research Assistantship amounts vary and are specified by the faculty researcher. Research Assistantships are not automatic or guaranteed.

### **8.6 Hours of Work**

It is advisable for full-time graduate students to notify their Graduate Program Director and supervisor of any employment undertaken outside the University; they must limit University employment to an average of no more than ten hours a week of university paid work in a given term. This ten hour per week rule applies to paid employment on campus and includes Graduate Teaching Assistantships and Research Assistantships. Approval to work on campus for more than an average of ten hours per week requires the approval of the graduate supervisor, the Graduate Program Director, and the Dean of Graduate Studies.

Students are required to fill out a Request for Approval of Extra Hours. Any student who does not complete the request and has exceeded the limit will be obliged to give up one of the appointments in compliance with university policy. The Request for Approval of Extra On-Campus Employment Hours form can be found [here](#).

## 8.7 International Students

Students who are registering at Brock as an international student can apply for work on campus and may be allowed to work off campus. For more information on Canadian immigration guidelines and work permit requirements students should check the [Graduate Studies website for international students](#).

## 8.8 Internal and External Scholarships Available to Graduate Students

There are many other funding opportunities available for graduate students. Students should work with their supervisor and Graduate Program Director to discuss the various internal and external scholarships for which they can apply. Of particular relevance to CHYS graduate students are the SSHRC MA scholarship and the Ontario Graduate Scholarship. Students will be encouraged to apply for each of these scholarships in the CHYS Pro-seminar class (CHYS 5N01).

For a listing of scholarships available to graduate students, see the Faculty of Graduate Studies [External scholarships](#) page and the [Internal](#) scholarships page.

## 8.9 Bursaries

### 8.9.1 CHYS Bursary

The Department of Child and Youth Studies solicits applications to its needs-based bursary. Amounts will vary from year to year. The application form will be sent out via email by the GPD each year.

### 8.9.2 Graduate Student Association

The [Graduate Student Association](#) may offer emergency bursaries at times.

### 8.9.3 Faculty of Graduate Studies

Graduate Studies has a monthly bursary fund that students can apply for. The application form, along with instructions and due dates, is on their website [here](#).

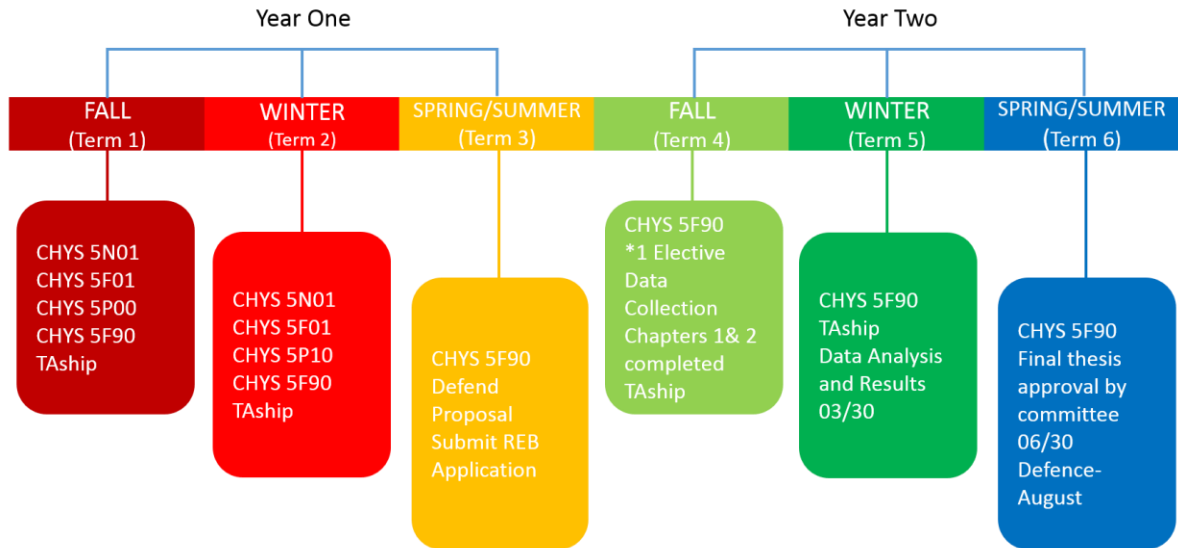
### 8.9.4 CUPE 4207

In addition to various employment opportunities offered through CUPE, they may also offer emergency bursaries for students at times. Please check the [CUPE](#) website.

## 9 Academic Progress

### 9.1 Timeline to Completion

The chart below is meant to serve as a guideline for finishing within your funded period. Not every student will follow this path, but it should be seen as the recommended timeline for moving through the program.



\*only 1 elective is required in the MA program and can be taken in any term, but is typically taken in terms 2, 3, or 4

### 9.2 Progress Reports

A [Progress Report](#) is to be completed at the end of each registered term (Due dates: January 15, May 15, and September 15). The report is used to evaluate student progression and allow the GPD to assist students in staying on track. The progress report should be completed in coordination with the student's supervisor. Once the form is completed and signed by both the supervisor and the student, the report should be submitted to the Graduate Program Director.

### 9.3 Thesis Proposal Form

At some time close to the end of the first year of the CHYS MA program, students should arrange to meet with their thesis committee members to discuss and formally approve their [Thesis Proposal Form](#). The nature of the thesis proposal meeting will vary according to the agreement made between students and their supervisor. In some cases, students may be asked to give a formal presentation of their thesis work to their thesis committee, while in other cases students may simply have a discussion or meeting with their thesis committee. Once students' thesis committee members have approved the thesis proposal, the thesis proposal form should be signed by each member of the thesis committee and submitted to the CHYS Graduate Program Director. Full-time students are encouraged to have their thesis proposal approved by no later than the end of their third full time term (typically by the end of the summer of Year 1 in the program).

#### **9.4 Final Stage Status (Reduced Tuition)**

FGS provides an opportunity 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. Final stage status provides reduced tuition for the student. See [this page](#) for amount.

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 in order to finish their program requirements. In evaluating FSS requests, the advisor and the other two supervisory committee members are asked to review the thesis draft and indicate in an email to the GPD whether the following statement is accurate: "Students approved for Final Stage Status by their graduate program must have a complete draft of their Major Research Paper or Thesis, that requires no further research or additional chapters/sections and must be deemed by their graduate program committee to be able to complete their exit requirement within the subsequent term."

The [Final Stage Status](#) application form is found on the Faculty of Graduate Studies Student forms web page.

#### **9.5 Application to Graduate**

In order to receive their diploma, students must apply to graduate (even if not planning to attend the convocation ceremony). Brock has two graduation ceremonies - June and October of each year. It is not necessary to wait until all grades are posted before applying to graduate.

Graduate students apply to graduate in their Brock portal under the Applicant & Student Self-Serve tab. The menu option to select is GraduationApp = Intent to Graduate page. In order to graduate at the requested ceremony, all degree requirements must be completed and the necessary documentation (all grades recorded, thesis forms submitted, and thesis uploaded to digital repository) must be submitted to the Faculty of Graduate Studies office six weeks prior to the ceremony. If you miss the deadline to be approved to graduate at the convocation for which you applied, the application and fee will automatically be deferred to the following ceremony. You may also defer your application to graduate yourself in your student portal.

The deadline to apply to graduate is February 1<sup>st</sup> for the June (Spring) ceremony and July 1<sup>st</sup> for the October (Fall) ceremony. Students may apply after the deadline, however there is an increased fee. Students pay the fee directly on the application page in their portal via credit card. The fee must be paid even if not attending the ceremony.

## 10 Thesis Defence Procedures

There are several steps that are required by the university before a student’s thesis can be considered “passed” and they can graduate. Below is an example timeline of what is necessary to successfully defend a thesis in Child and Youth Studies and graduate at the Fall convocation ceremony.



### 10.1 Thesis Format

See the Faculty of Graduate Studies [Master’s Thesis page](#) for guidelines.

#### 10.1.1 Title Page Template

Graduate theses completed at Brock University must include a standard title page. Please see the [Thesis Title Page Example](#) found on the Faculty of Graduate Studies [Thesis Forms](#) page.

#### 10.1.2 Thesis Format Guidelines

See the Faculty of Graduate Studies [Master’s Thesis page](#) for format guidelines. If the submitted thesis does not follow the published format guidelines it will not be accepted by the Faculty of Graduate Studies.

## 10.2 Submitting Thesis for Defence

Once students have completed the final draft of their thesis, they should arrange to have all their thesis committee members read and approve the thesis. The thesis approval form should be signed by all members of a student's committee. Once the form is signed by all committee members, supervisor submits the following to the Graduate Program Director and Graduate Administrative Coordinator:

- [Thesis Approval Form](#) signed by all members of student's committee.
- Electronic pdf copy of the thesis
- [MA External Examiner form](#) (found on the CHYS website) listing 5 possible external examiners.
  - Name
  - Rank
  - Department and university
  - Email
  - Short (sentence or two is fine) rationale for why they are a good fit for the thesis
  - Website to their academic profile at their university (so the associate dean can determine their credentials and fit)
- At least 5 possible defence dates that are available to **ALL** the student's committee members.

A defence will be scheduled approximately 6 – 8 weeks after submission of all of the above.

### 10.2.1 External Examiner Notes

In addition to attending the oral defence, the External Examiner is responsible for providing an independent evaluation of the academic quality of the thesis via a report due to the Faculty of Social Science Associate Dean's office, 7 business days before the defence.

Qualifications of the External Examiner:

- Must be external to the department and not have participated previously in the thesis project. Candidates must also be arms-length from the student's supervisor and committee members.
- They should be an associate professor or full professor.

### 10.2.2 Securing External Examiner and Booking Defence Date

- Once everyone has signed off on the external examiner form, the GPD will input the info into the online external examiner form and wait for the associate dean to indicate the order of preference for externals.
- The GPD/Grad Coordinator will send an email request to the candidates in order of preference. Once the GPD/Grad Coordinator has secured an external examiner, they will schedule the defence and book the room. No more changes can be made to the thesis once it is sent to the external. It must be completely finished by this stage.
- The GPD/Grad Coordinator will send a copy of the thesis to the external examiner.
- The external examiner requires at least 4 weeks to read the thesis. During this time the student will practice an oral defence in consultation with their supervisor.
- At the defence, a chair will preside over the process (usually, but not always, the associate dean). Students will speak about the thesis for 20 minutes. Following the presentation is a question period. The external examiner will ask questions first, followed by committee



members, and finally the supervisor – each has 15 minutes. After this round of questions, there is optional shorter round of 10 minutes each.

### 10.3 Final MA Requirements

#### 10.3.1 Post Defence Forms

After students successfully defend their thesis, they must complete the following forms and send them to the Graduate Administrative Coordinator:

- Mandatory - Library and Archives Canada Thesis Non-Exclusive License Form
- Mandatory - Copyright License form
- Circumstantial - Title change form (If thesis title has been changed during the defense. Chair will have original title on the thesis approval forms)
- Circumstantial - Request to restrict circulation

All of the above forms are found on the Faculty of Graduate Studies [student forms](#) web page.

#### 10.3.2 Upload of Thesis to Brock Digital Repository

After students defend their thesis, they may have revisions to make. Once thesis is final the student must upload their thesis to the Brock [digital repository](#).

Document uploaded must be PDF file named Brock\_Lastname\_Firstname\_year.pdf.

**Important Note: A student will not be approved to graduate by the Faculty of Graduate Studies until their thesis is finalized in the digital repository.** It is the student's responsibility to upload the thesis in a timely manner after the defence, to watch their Brock student email for notifications of any revisions required, and to make revisions and reload in a timely manner.

After upload, the Faculty of Graduate Studies will review the format of the submitted thesis. If there are format issues, the submission will be rejected, and the student will receive an email notification letting them know what revisions are required. After revisions, the student must upload the revised version to the digital repository. Once format is acceptable, the Faculty of Graduate Studies will contact the student's supervisor for final approval of the thesis submitted to the digital repository. Once that approval is received, the thesis will be published in the repository and the student will receive a notification email.

## 11 Professional Development

Students in the CHYS PhD program are encouraged to continually build and develop their academic and related professional portfolios. Throughout the course of the PhD program there are a number of professional development opportunities available to students. Many of these activities are related to a student's individual program of research (E.g. conference presentations, academic publishing) and should be discussed with the student's supervisor. The CHYS department, Brock's [Graduate Student Association](#), and the [Faculty of Graduate Studies](#) provide ongoing activities aimed at enhancing students' academic and professional portfolios. Students are encouraged to regularly check with each of the above-mentioned resources.

## 11.1 Conference Travel

Brock's Faculty of Graduate Studies and the CHYS department are committed to supporting CHYS graduate students in traveling and presenting at academic conferences. CHYS graduate students can be reimbursed for conference travel to one academic conference per year. Students are to speak with their supervisor regarding potential conference travel reimbursement PRIOR to travelling.

Note that reimbursement amounts are subject to change, based on budget.

The CHYS department will reimburse CHYS graduate students up to \$250 (dependent on budget availability).

The Faculty of Graduate Studies may also reimburse an additional \$300 of expenses. The FGS application for can be found on the Faculty of Graduate Studies Conference Funds page [here](#). Please note that graduate students are only eligible for FGS funding if they first receive departmental funding. The applications for both funding streams should be submitted at the same time to the CHYS Graduate Administrative Coordinator.

In addition, the Provost's office offers an additional \$300 for student conference travel for those who have been funded by the department. The Provost funding is for any expenses above and beyond those covered by CHYS and FGS. The application can be found on the Faculty of Graduate Studies Conference Funds page [here](#). Note: This funding may be awarded only once per fiscal year (May 1- April 30).

## 12 Other Information

### 12.1 Student Mental Health

If support is needed, students are encouraged to contact student counselling services and indicate they are a graduate student.

#### Student Counselling Services 1-833-BROCK-33

Confidential and free student specific counselling services are available to all graduate students.

The Brock Counselling office is located in the Schmon Tower – ST 400.

See the [Brock Mental Health and Wellness website](#) for more information.

### 12.2 CHYS Graduate Student Space

The grad lab is located on the 4<sup>th</sup> floor of the Cairns building. There are numerous desks with some computers for student workstations. Electrical hook ups are also available at the desks for those who bring their own laptops.

There are computers that have access to Mplus, SPSS, NVivo and other software. Lockers are also available for use. Please see the Graduate Administrative Coordinator for locker use.

Lockers are available for all first-year students. There are also a few day lockers that can be signed out. The Graduate Administrative Coordinator will assign keys/lockers.