

PhD 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.

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1 Contacts

Graduate Studies https://brocku.ca/graduate-studies/contact-us/		
Department of Child and Youth Studies https://brocku.ca/social-sciences/child-and-youth-studies/contact-us/		
Department Chair Dr. John McNamara (until June 30, 2021)	3835	jmcnamara@brocku.ca
Department Chair Dr. Heather Chalmers (effective July 1, 2021)	3191	hchalmers@brocku.ca
Graduate Program Director Dr. Hannah Dyer	4323	chysgpd@brocku.ca
Graduate Administrative Coordinator Kimberly Anderson	5148	kanderson2@brocku.ca
Student Counselling Services https://brocku.ca/mental-health/ 1-833-BROCK-33		

2 Web Page References

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

3 CHYS PhD Program Description

The doctoral program reflects the growing importance of multidisciplinary/transdisciplinary perspectives and Child and Youth Studies. Students are expected to show evidence of integration across disciplines. The program provides a theoretical foundation for the study of children and youth and the application of social science research methods through the completion of a research-based dissertation. It is anticipated that graduates will pursue careers in academia, various public, NGO, and private employment opportunities.

Students should expect to study for 12 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 may include participating in graduate committee meetings, handling student forms and 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 PhD 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 dissertation 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 PhD 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 PhD 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 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 PhD Program Degree Requirements

Admitted applicants should consult with the Graduate Program Director and their dissertation supervisor when planning a program of study. Basic degree requirements include successful completion of four required CHYS courses, plus two CHYS professional seminar courses, plus two comprehensive exams, and a dissertation.

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

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

Required courses:

CHYS 7F90 (Dissertation – must register for this course every term until you defend);

CHYS 7N01 and 7N02;

one of CHYS 7P10 or CHYS 7P15;

CHYS 7P20;

CHYS 7P30 and CHYS 7P40;

CHYS 7P91 and CHYS 7P92 (comprehensive exams).

Additional credits may be required of candidates without sufficient preadmission background.

6.1 Core Courses

CHYS 7F90

PhD Dissertation

The preparation and public defence of a dissertation that makes a substantial contribution to scientific knowledge and demonstrates the candidate's ability for independent research, integration of knowledge and depth of understanding.

CHYS 7N01

Introductory Transdisciplinary Professional Seminar in CHYS

Introduction to transdisciplinary theory and practice as it intersects with children and youth, and an introduction to professional skills. Topics may include historical foundations of trans disciplinaryity, grant writing, research ethics, presenting at conferences, teaching dossiers, community-based engagement, and scholarly writing. Opportunities for interaction among MA and PhD students will be offered.

Note: This course will be evaluated as Satisfactory/Unsatisfactory.

CHYS 7N02

Advanced Transdisciplinary Professional Seminar in CHYS

Advanced exploration of transdisciplinary theory and practice as it intersects with children and youth, and support for the comprehensive examinations. Topics may include transdisciplinary research teams, critical and Indigenous knowledge systems, digital and/or global citizenship, chaos and complexity theory, and Quantum theory as each of these topics intersect and re-define constructions of child and youth theory/research/policy and professional practice. Opportunities for interaction among MA and PhD students will be offered.

Note: This course will be evaluated as Satisfactory/Unsatisfactory.

CHYS 7P10

Advanced Qualitative Methods in Social Research with Children and Youth

Explores ethical, epistemological, ontological, and methodological issues related to qualitative research with a particular focus on children and youth. Philosophical assumptions and interpretive frameworks in qualitative research will be discussed, as will the design, conduct, critical interpretation and evaluation of research.

CHYS 7P15

Advanced Quantitative Methods in Social Research with Children and Youth

Statistical analysis and computer implementations of quantitative methods, emphasizing methodology issues in research with children and youth. Advanced longitudinal, multivariate methods such as structural equation modeling, latent growth curve modeling and related techniques.

CHYS 7P20

Advanced Special Topics in Child and Youth Development

An exploration of child and youth development from scientific principles aimed at better understanding normative and formative processes. The theoretical and methodological application of developmental psychology to issues within child and youth studies.

CHYS 7P30

Advanced Special Topics in Exceptionalities Amongst Children and Youth

An exploration of research and applied clinical issues. Methodological and theoretical tools used to understand children and youth with exceptionalities.

CHYS 7P40

Advanced Special Topics in the Sociocultural Study of Children, Childhood and Youth

An exploration of advanced topics in child and youth studies using a sociocultural lens. The application of sociocultural theories and methods within child and youth studies.

CHYS 7P91

Comprehensive Examinations: Part I

The form and content of comprehensives is determined by the student's supervisory committee and in consultation with the Graduate Program Director.

Restriction: Subject to approval by the Graduate Program Director

Note: This course will be evaluated as Credit/No-Credit.

CHYS 7P92

Comprehensive Examinations: Part II

The form and content of comprehensives is determined by the student's supervisory committee and in consultation with the Graduate Program Director.

Restriction: Subject to approval by the Graduate Program Director

Note: This course will be evaluated as Credit/No-Credit.

6.2 Comprehensive Examinations

Students are expected to complete their two comprehensive examinations by the end of the second year of their program. The comprehensive examinations include two components, each representing three to four months of work. The first component is a breadth component that requires students to study a topic significantly different from the dissertation topic. The second component emphasizes depth of study related to the student's dissertation topic. The specific format of each comprehensive component is determined in consultation with the student's supervisory committee, the Graduate Program committee and/or external individuals (breadth component). The diversity in the format and content of these examinations will ensure that students obtain the skills and knowledge required for their targeted sector of employment.

Students will select two out of four options for their comprehensive examinations. The options are:

- Examination focusing on three bodies of literature
- Article prepared for publication
- Community placement
- Teaching in a Brock University classroom and related duties

6.3 General Overview of Comprehensive Exam Options:

- Forms for comprehensive exams can be found on the CHYS Graduate Programs web page <https://brocku.ca/social-sciences/child-and-youth-studies/programs/graduate-programs>.
- Each comprehensive (comp) is intended to represent 3-4 months of work (approx. 300 hours).
- One comprehensive should represent depth of knowledge and the other breadth of knowledge.
- Each comprehensive has a written and oral component.
- Students may have a different comp committee for each comp and for their dissertation committee. Students are not required to have their graduate supervisor on their comp committee. This is an opportunity to build relationships with faculty and examine diverse facets of students' research interests. The comp committee will have three members.
- Only one comp can be completed at a time.
- It is recommended that both comprehensive exams be completed by the end of year two to ensure the student's progress through the program within the four-year funding span.
- A written proposal outlining the timeline and scope of the exam must be approved by the student's comp committee and submitted to the GPD by email with signatures before the Graduate Committee can provide final approval of the comprehensive plan. The application for a comprehensive exam can be found on the CHYS website under [Graduate Programs](#).
- The Graduate Committee may have feedback to be integrated into the proposal plan before approval.
- After the Graduate Committee approves the comp proposal, the GPD will email the student and the graduate administrative coordinator requesting an override for CHYS 7P91 (comp 1) or CHYS 7P92 (comp 2). **Students may not register themselves online without an override.**
- During the term of the comprehensive exam, students are required to meet with their full committee at least once, in order to gauge progress.

6.3.1 Option A: Examination Focusing on Three Bodies of Literature

Written Component: 3 short papers based on three bodies of literature; 5-10 double-spaced pages.

Oral Component: Student will answer questions from the committee based on the three questions in their written component, as well as orally addressing a fourth question. The oral component will last approximately 1 hour.

Required Forms:

[Application](#)
[Assessment](#)

Details:

- The student, in consultation with each committee member, will develop the reading list.
- General guideline is that each area (3) examined would equal about one month of reading. The length of the reading list will depend on the nature of the readings selected. Each committee member will produce a question based on their reading list, and collectively come up with an overarching fourth question that is addressed orally by the student 1-2 weeks after the written portion of the exam.

- GPD will email all 4 questions to the student at 8:50 am on the day of the exam.
- Student will respond in writing to the 3 individual questions, leaving the fourth overarching question to be addressed at the oral component of the exam.
- Students have 12 hours to complete the 3 papers.
- Students will email their final paper to the GPD by 9 pm on the day of the exam.
- Oral component will occur 1-2 weeks after the exam is returned to give student time to prepare for the oral examination. In the intervening time, students should prepare to answer the fourth question based on their amassed research.
- During the oral defence, each committee member will have 15 minutes to engage with the student about their written response. In the remaining 15 minutes the student will be asked to address the fourth question. Any committee member may ask a question during this time.
- The oral component is to be attended by all committee members.
- Supervisor will let the GPD know when the comp has been successfully completed.

Comp Evaluation Policy:

i) Comp satisfactory and accepted as complete.

- All three committee members have passed the student on both the written and oral components.
- Requires no further revision.

ii) Comp requires revisions.

- This will normally involve adding information or literature and rewriting sections of the exam response or an entire question.
- Student response will be resubmitted to the committee, but student is not required to redo their oral exam.
- Student will have two weeks from the date of the oral defence to complete all revisions and resubmit to their committee.

iii) Comp is unsatisfactory to one or more committee members.

- Comp must be re-done using three new questions and a new oral defence.
- If the student fails a second time, they have failed the comp and will be asked to withdraw from the program.
- Students must schedule their new exam with the GPD within three weeks of notice of failure.

6.3.2 Option B: Publishable Paper

Written Component: Publishable paper (Submitted but not accepted).

Oral Component: Conference style presentation to committee.

Required Forms:

[Application](#)

[Assessment](#)

Details:

- In consultation with the comp committee, the student will take the lead on writing a publishable paper. This paper can be a re-write of a class paper, a conference paper, a literature review, or a paper based on original research. Should the student be working with material already submitted as coursework or their MA thesis, for example, the comp application must explain what new writing/method/learning will be accomplished.
- In the comp proposal students will outline the paper they intend to complete for the comp with a clear timeline. This comprehensive requires students to not just to write a paper, but to submit it to a peer reviewed journal for publication. Included in their proposal to the graduate committee, students must provide a rationale for their journal selection.
- While the student must write the first draft of the paper with very limited guidance from the comp committee, members may offer feedback on subsequent drafts, in moderation. For example, a committee member may offer feedback in the form of questions or comments but may not do any substantial writing. The student is required to make edits based on this type of feedback until the committee is satisfied that the paper is ready for peer review. These edits may comprise multiple rounds of back and forth between the student and committee members until all committee members feel the paper is ready for submission. Once submitted, it is assumed that the student has completed the written portion to the committee's satisfaction.
- While the student will always be first or sole author, the student and committee will discuss authorship of the final paper. This conversation will happen AFTER the committee has approved the paper for submission, but before it is submitted, and should be based on the following guidelines:
 - Authorship credit should be based on whether someone satisfies at least two of the following categories:
 - Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data;
 - Drafting the article or revising it critically for important intellectual content;
 - Final approval of the version to be published;
 - Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
- Once the paper has been accepted by the comp committee, all authors are able to add writing and make edits as needed on any revision and re-submit drafts.
- To satisfy the oral portion of the exam, students will make a presentation to their comp committee or deliver a presentation at a colloquium, conference, Mapping New Knowledges

(MNK) presentation, or class presentation (any kind of public presentation). To complete this portion of the exam, if a committee member is not present, students must show proof of the oral presentation either in the form of a conference program or completed PowerPoint presentation.

Comp Evaluation Policy:

- Barring extenuating circumstances, students will have four months (one term) to submit a completed draft of 6000-8000 words to their committee for feedback.
- This draft will have all the components required for the paper. No sections will be missing.
- Committee and student will meet to check-in and discuss the timeline for feedback and edits.
- The committee will then offer feedback to the student in a timely manner so that the student may make edits. This may encompass multiple rounds of edits.
- Usually, the student will submit the paper to the journal of choice within 56 days from the end of term.
- Barring extenuating circumstances, failure to submit a completed draft of 6000-8000 words to the committee for feedback within four months +56 days will result in failure of the comp.

6.3.3 Option C: Teaching

Written Component: Development of a teaching dossier which includes: the role of the instructor, a teaching philosophy, a course outline written by the student (may be for the course taught or for another course that is either similar or different), a rationale for assignments including grading rubrics, and any formative feedback solicited during the course.

Oral Component: Give two or more of the in the class lectures (all committee members do not have to be present if the instructor committee member is present to offer feedback) and then, a meeting with comp committee to discuss the course. This meeting should include discussion of the student's teaching dossier. All committee members must be present for this meeting.

Required Forms:

[Application](#)
[Teaching Feedback Form](#)
[Assessment](#)

Details:

- Student is to be mentored by the instructor of the course and offered advice and feedback by comp committee members. This mentorship model is meant to strengthen the student's teaching abilities and offer practical experience in teaching a university-level course.
- Students will produce a teaching dossier that must include the following documents:
 - The role of the instructor in the class.
 - A teaching philosophy that should include a summary of the student's efforts to improve and expand their pedagogical knowledge and practice, teaching responsibilities, a discussion of teaching effectiveness (to include committee members' evaluations and where applicable student evaluations of instructor), and teaching strategies employed and a discussion of why the student chose them and their effectiveness.

- A full syllabus completed by the student (may be for the course taught or for another course that is either similar or different) that includes a course description, learning objectives, a breakdown of marks and assignments, 12 weeks of lecture including appropriate readings, and rubrics for assignments.
- To complete the course students must schedule at least one teaching evaluation by a member of their committee. Students are responsible for organizing the time of this teaching evaluation before the end of the teaching experience.
- Must use an undergraduate course at Brock University (second, third, or fourth year course).
- The student will be involved in planning, developing tests, and selecting readings for the course. As much as possible, the instructor will allow the student to participate in decisions that are course related.
- The student will guest lecture a **minimum** of two times, co-teach a course or teach their own course under CUPE contract. If the latter is selected, the student must ensure that all the requirements of the comp are met.
- The student is not allowed to be the teaching assistant (TA) in the course they select for their teaching comp.
- The student will meet with their committee members after the committee has read the student's dossier to offer feedback and guidance in relation to the teaching experience. During this meeting the student will answer questions about the dossier, answer questions about their teaching experience, discuss their pedagogical goals and influences, and address their teaching evaluation. This meeting will be attended by all members of the committee.

Comp Evaluation Policy:

i) Comp satisfactory and accepted as complete.

- All three committee members have passed the student on both the written and oral components.
- Requires no further revision.

ii) Comp Requires Revisions

- This will normally involve adding information or literature and rewriting sections of the teaching dossier.
- Written material will be resubmitted to the committee, but the student is not required to redo the meeting to address the dossier.
- Students will have two weeks from the date of the dossier meeting to complete all revisions and resubmit to their committee.

iii) Comp is unsatisfactory to one or more Committee members and must be re-done.

- Student will be asked to choose from one of the other three exam formats.

6.3.4 Option D: Community Placement**

** The student is responsible for setting up these opportunities themselves and should work with their committee to identify an appropriate community organization and on-site supervisor.

Written Component: Paper that situates the organization's purpose in the community, including a body of literature and the student's reflections on what they saw and accomplished in their time with the organization. A main component of the paper should be a reflection on the practical experience of working in a community organization. Students should use their written portion to draw links between their experience and the theoretical grounding of the literature. The paper should also include the role of the student in the organization and how that role was negotiated.

Oral Component: Presentation to members of the community organization or to the comp committee (depending on practicalities, such as location of the organization) that offers an overview of the student's paper, including questions from the committee or community organization.

Required Forms:

[Application](#)

[Placement Expectations and Agreements](#)

[Timesheet](#)

[Progress Report](#)

[Assessment](#)

Details:

- Ensure enough time to obtain a police check if placement involves working with the vulnerable sector. This can take up to 8 weeks, so start early. The procedure and online application can be found on the Niagara Police website.
- Prior to the start of the comp, students will need to identify and reach out to a community organization that does work that is linked to the student's field of study. Community organizations can be any organization in the community, country, or located internationally.
- Students may be paid for their work during their community placement but pay should be disclosed at the start of the comp. Students may not use current job positions as their community placement.
- The student should work with the organization of choice to identify an on-site supervisor that will stand as a member of the student's comp committee and will be the student's supervisor and first point of contact. This relationship between supervisor and student is vital to both the achievement of the student's learning goals and the successful completion of the comp. The student should have continued discussions with the supervisor about their role so that it is transparent and respectful.
- Most of the 300 hours should be spent in the community with some used for reading and building a literature review. These details will be developed in conjunction with the community organizer, the student, and their other committee members. After choosing their organization, students will discuss the scope and purpose of their project with their on-site supervisor and committee members. Both students and supervisor will outline the details of the comp in the Community Placement Agreement. Before signing, parties should work together to clarify the expectations of Brock and the community organization.

- Check in with the research ethics board to ensure you do not require approval and that the comprehensive “project” falls under Article 2.5 of the TCPS2 for research ethics. Guidelines and applications for an ethics review can be found at the [Office of Research Services](#).
- Once a student reaches the halfway point of the comp (150 hours or roughly one and a half to two months into the placement), students are required to meet with the head of their comp committee and their on-site supervisor. This will allow the student to discuss challenges they have faced in their position as well as help ensure the student is on track to finish the comp and meet the expectation of the Community Placement Agreement. This meeting, with all the principal parties, will provide feedback that the student will then incorporate into their final written product.
- One member of the student’s committee must be from the organization and present at the oral component.

Comp Evaluation Policy:

i) Comp satisfactory and accepted as complete.

- All three committee members have passed the student on both the written and oral components.
- Requires no further revision.

ii) Comp requires revisions.

- This will normally involve adding information or literature and rewriting sections of the report.
 - Written material will be resubmitted to the committee, but the student is not required to redo the oral component.
 - Students will have two weeks from the date of the oral defence to complete all revisions and resubmit to their committee.
- **Comp is unsatisfactory to one or more committee members and must be re-done.**
 - Student will be asked to choose from one of the other three exam formats, and will not be permitted to retake the community placement comp.

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 PhD program, students must ensure they are enrolled in CHYS 7F90 each term until the completion of their PhD.

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 doctoral students (not awarded external scholarship funding) receive graduate fellowship funding from the Faculty of Graduate Studies for a maximum of 12 terms in the CHYS PhD 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.

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. 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 four years of full-time study, CHYS PhD students will be offered a 240 hour/year Teaching Assistantship contract. These hours equate to two seminars in each of the Fall and Winter terms for each year, within the first four 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

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. Research Assistantship amounts vary and are specified by the faculty researcher. Research Assistantships 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 On-Campus Employment Hours form. 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 faculty 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 Canada Graduate Scholarships Program Doctoral Scholarships, SSHRC Doctoral Fellowships, and the Ontario Graduate Scholarship. Students will be encouraged to apply for each of these scholarships in the CHYS Pro-seminar class (CHYS 7N01/7N02).

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 CUPE Teaching Contracts

In addition to a student's teaching assistantship offered as part of their funding package through Child and Youth Studies, students may also seek employment through CUPE 4207. Jobs available under CUPE 4207 can be found [HERE](#).

Please note that if students wish to seek additional employment appointments for on-campus work (including TA or RA hours) that result in more than an average of 10 hours per week (160 hours per term), they must first seek and obtain the approval of their 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 extra hours form can be found [here](#) and can be submitted to the CHYS Graduate Administrative Coordinator.

8.10 Bursaries

8.10.1 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.

8.10.2 Graduate Student Association

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

8.10.3 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](#).

8.10.4 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

Below is an example timeline for a student to complete within their funding period. Please note that this is a soft timeline and not all students will progress through the same stages at the same time.

Year	Fall	Winter	Spring
1	7F90 Dissertation 7N01 Pro-seminar One of the following <ul style="list-style-type: none"> • 7P20 • 7P30 • 7P40 TAship	7F90 Dissertation 7N01 Pro-seminar One of the following <ul style="list-style-type: none"> • 7P20 • 7P30 • 7P40 Comp 1 proposal approved TAship	7F90 Dissertation 7P91 Comp exam 1 - register and complete
1 or 2	One of the following methods courses in year 1 or 2: 7P10 (Qualitative) or 7P15 (Quantitative)		
2	7F90 Dissertation 7N02 Pro-seminar One of the following <ul style="list-style-type: none"> • 7P20 • 7P30 • 7P40 TAship	7F90 Dissertation One of the following <ul style="list-style-type: none"> • 7P20 • 7P30 • 7P40 Comp 2 proposal approved TAship	7F90 Dissertation 7P92 Comp exam 2 - register and complete Begin dissertation proposal and ethics application
3	7F90 Dissertation TAship Complete and defend dissertation proposal and complete ethics application	7F90 Dissertation TAship Research and data collection	7F90 Dissertation Research and data collection and analysis
4	7F90 Dissertation TAship Dissertation write up	7F90 Dissertation TAship Dissertation write up completed by end of term	7F90 Dissertation Dissertation revisions, oral defence and submission

9.2 Progress Reports

A [Progress Report](#) is to be completed once per year, beginning at the end of the first year, and is due 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 Dissertation Proposal Form

During the second year or early in the third year, students should arrange to meet with their dissertation committee members to discuss and formally approve their dissertation proposal. The nature of the dissertation proposal meeting will vary according to the agreement made between students and their faculty supervisors. In some cases, students may be asked to give a formal presentation of their dissertation proposal, while in other cases students may simply have a discussion or meeting with their dissertation committee. Once the student's dissertation committee members have approved the dissertation proposal, the [dissertation proposal form](#) should be signed by each member of the dissertation committee and submitted to the CHYS Graduate Program Director.

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 dissertation. 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 dissertation 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 supervisor and the other two supervisory committee members are asked to review the dissertation 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.

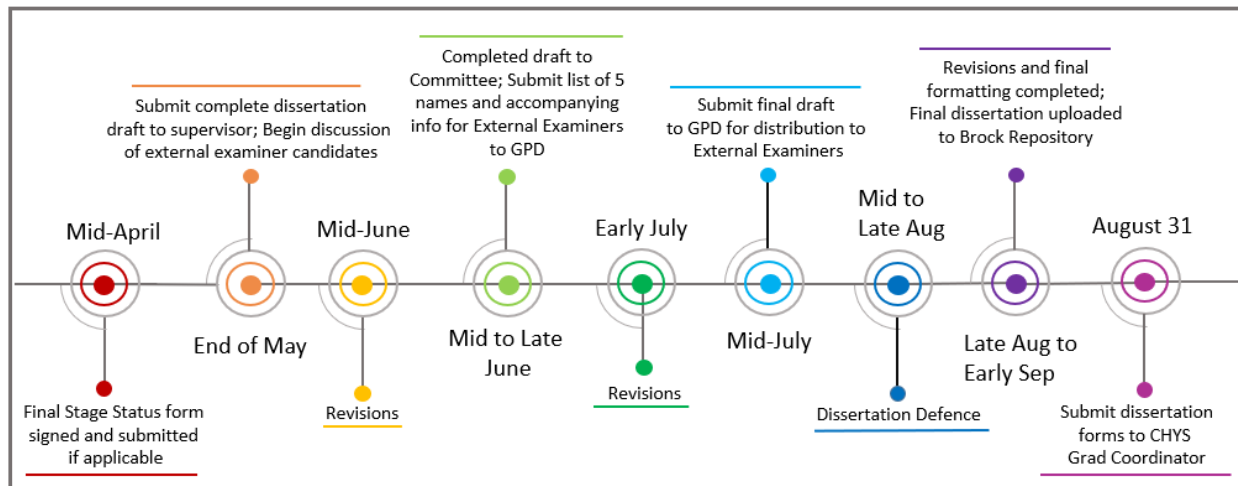
Graduate students apply to graduate in their Brock portal under the Applicant & Student Self-Serve tab. The menu option to select is GraduationApp = Intent to Graduate page. In order to graduate at the requested ceremony, all degree requirements must be completed and the necessary documentation (all grades recorded, thesis forms submitted, and dissertation uploaded to digital repository) must be submitted 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 1st for the June (Spring) ceremony and July 1st 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 Dissertation Defence Procedures

There are several steps that are required by the university before a student's dissertation can be considered "passed" and they can graduate. Below is an example of a rough timeline of what is necessary to successfully defend a dissertation in Child and Youth Studies.



10.1 Dissertation Format

See the Faculty of Graduate Studies [Doctoral 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 Dissertation Format Guidelines

See the Faculty of Graduate Studies [Doctoral 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 Dissertation for Defence

Once students have completed the final draft of their dissertation, they should arrange to have all their dissertation committee members read and approve the dissertation. The dissertation 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:

- [Dissertation Approval Form](#) signed by all members of student's committee.
- Electronic pdf copy of the dissertation.
- 3 names, academic rank, rationale, and contact information for external examiner. Academic rank should be associate professor or full professor. There is a Faculty of Graduate Studies form for this. <https://brocku.ca/graduate-studies/student-resources/forms>
- 3 names, academic rank, rationale, and contact information for internal external examiner. Academic rank should be associate professor or full professor. May use the same Faculty of Graduate Studies form above.
- 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.

Graduate Studies houses all the required forms for a dissertation defence. Some of that information is on the student forms page: <https://brocku.ca/graduate-studies/student-resources/forms> and some of it is on the Graduate Studies SharePoint site: <https://brocku.sharepoint.com/sites/Graduate-Studies/SitePages/Faculty-and-Staff-Forms.aspx>

10.2.1 External Examiner Notes

The external examiner or reader must be a recognized authority in the student's discipline area and be experienced in evaluating doctoral theses. The proposed external must be in a position to review the thesis objectively and to provide a critical analysis of the dissertation and the oral defence.

It is essential that the external examiner does not have a current or previous association with the student, the supervisor, or the graduate program, as this would hinder objective analysis. For example, a proposed examiner who has recently been associated with the student as a research collaborator or co-author would not be eligible. Also, a proposed external examiner must not have had recent association with the doctoral candidate's supervisor (as a former student, supervisor, or close collaborator, for instance).

In addition to attending the oral defence, the External Examiner is responsible for providing an independent evaluation of the academic quality of the dissertation via a report to Faculty of Graduate Studies Dean's office, 10 business days before the defence.

10.3 Final PhD 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 Dissertation to Brock Digital Repository

After students defend their dissertation, they may have revisions to make. Once dissertation is final, the student must upload their dissertation document 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 dissertation 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 dissertation document. 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 dissertation 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 4th 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.