



UNIVERSITY OF TORONTO
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

Kinesiology Handbook

MA, MSc and PhD Programs 2022-2023

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KIN Sessional Dates 2022-2023

Fall Session 2022

July 18.....	Registration for Fall session begins
August 1.....	Civic Holiday (University Closed)
August 2.....	Course enrollment on ACORN begins
September 1.....	Last date for tuition fee deferral or payment of minimum required payment to ensure registration for 2022-23
September 1.....	Final date to submit Master's Final Defence request form to the KPE Office of the Registrar and Student Services (in order to avoid paying fees for Fall term)
September 1.....	Final date for KIN7001H/KIN7002H (Summer session) grades to be submitted by instructors
September 5.....	Labour Day (University closed)
September 12.....	First day of KIN courses
September 14.....	Summer session grades available for viewing by students on ACORN
September 15.....	Final date to submit PhD thesis (final version) to SGS to avoid fee charges for 2022-23
September 19.....	Final date to submit KIN7001H/KIN7002H enrolment forms (for Fall session) to KPE Office of the Registrar and Student Services
September 19.....	Final date to submit Course Add/Drop forms (for courses in other departments) to KPE Office of the Registrar and Student Services
September 23.....	Final date to hold a Master's Final Defence (to be eligible to avoid fee charges for 2022-23)
September 26.....	Final date to enrol in Fall session KIN courses (via ACORN)
September 27.....	Final date for supervisor to submit approval of Master's defence revisions to KPE Office of the Registrar and Student Services
September 29.....	Final date to submit Master's thesis (final version) to SGS to avoid paying fees for 2022-23 and be eligible for November convocation
September 30.....	Final date to submit PhD thesis (final version) to SGS to be eligible for November convocation (some tuition fees still apply)
October 10.....	Thanksgiving Day (University closed)
October 31.....	Final date to drop Fall session courses without academic penalty
November 7-11.....	Reading Week
November TBA.....	November (Fall) Convocation - dates to be posted on convocation.utoronto.ca
December 21.....	Winter Break (December 21 - January 1 inclusive, University closed)

Winter Session 2023

January 2.....	University re-opens
January 9.....	First day of KIN courses for Winter term
January 9.....	Final date for KIN7001H/KIN7002H grades to be submitted by instructors
January 18.....	Fall session grades available for viewing by students on ACORN
January 16.....	Final date to submit KIN7001H/KIN7002H enrolment forms (for Winter session) to KPE Office of the Registrar and Student Services
January 16.....	Final date to submit Course Add/Drop forms (for courses in other departments) to KPE Office of the Registrar and Student Services
January 16.....	Final date to submit PhD thesis (final version) to SGS to avoid fee charges for Winter session (See Final Year Fees)
January 18.....	Final date for supervisor to submit approval of Master's defence revisions to KPE Office of the Registrar and Student Services
January 20.....	Final date to submit a Master's thesis (final version) to SGS to avoid paying fees for Winter session and be eligible for March convocation (in absentia)
January 20.....	Final date to submit PhD thesis (final version) to SGS for March convocation (in absentia)
January 23.....	Final date to enrol in Winter session KIN courses (via ACORN)
January 31.....	Supervisory Committee form due to KPE Office of the Registrar and Student Services
February 20.....	Family Day (University closed)
February 20-24.....	Reading Week
February 27.....	Final date to drop full year and Winter session courses without academic penalty
March 6.....	Final date to submit Master's Final Defence Request form to the KPE Office of the Registrar and Student Services (to be eligible for June convocation)
April 7.....	Good Friday (University closed)
April 10.....	Final date to hold a Master's Final Defence (to be eligible for June Convocation; fees still apply)
April 17.....	Final date for supervisor to submit approval of Master's defence revisions to KPE Office of the Registrar and Student Services
April 21.....	Final date to submit Master's thesis (final version) to SGS to be eligible for June convocation
April 21.....	Final date to submit PhD thesis (final version) to SGS for June convocation

Summer Session 2023

May 3.....	Final date to submit KIN7001H/KIN7002H enrolment forms (for Summer session) to KPE Office of the Registrar and Student Services
May 3.....	Final date to submit Course Add/Drop forms (for courses in other departments) to KPE Office of the Registrar and Student Services
May 8.....	Final date to enrol in May - June or May - August session courses
May 9.....	Final date for KIN7001H/KIN7002H grades to be submitted by instructors
May 17.....	Winter session grades available for viewing by students on ACORN
May 22.....	Victoria Day (University closed)
May 26.....	Final date to drop May - June F section courses without academic penalty
June TBA.....	June Convocation - dates to be posted on convocation.utoronto.ca
June 26.....	Final date to drop May - August Y section courses without academic penalty
June 30.....	Annual Supervisory Committee Meeting form due to KPE Office of the Registrar and Student Services
July 1.....	Canada Day (University closed)
July 10.....	Final date to enrol in July - August courses
July 19.....	Grades for May - June F section courses are available for viewing by students on ACORN
July 28.....	Final date to drop July - August S section courses without academic penalty
August 7.....	Civic Holiday (University Closed)
August 8.....	Course enrollment on ACORN begins
August TBD.....	Last date for tuition fee deferral or payment of minimum required payment to ensure registration for 2023-24
August TBD.....	Final date to submit Master's Final Defence Request form to the KPE Office of the Registrar and Student Services (in order to avoid paying fees for Fall term)

Welcome to KIN

Graduate Department of Kinesiology

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The Graduate Department of Kinesiology

Welcome to the Graduate Department of Kinesiology (KIN). The Graduate Department of Kinesiology provides graduate students with access to a research experience under the guidance of researchers renowned for their expertise across the exercise and physical activity spectrum. Such an experience prepares graduates for careers in research or careers where knowledge of the research process and how to interpret and apply cutting new knowledge is critical. Courses and research experience are offered in three disciplinary areas of study: behavioural, biophysical and physical cultural. Research topics may include, but are not limited to:

- Behavioural:** exercise psychology, sport psychology, health psychology, psycho-social aspects of stress.
- Biophysical:** muscle physiology, cardiovascular function and health, physiological responses to exercise in health and aging, women's health, biomechanics, neural control of motor function, motor learning and control and nutrition.
- Physical Cultural:** sport policy, physical cultural, ethical and philosophical issues in health and physical activity, sport and development, sport history and health communication.

Students choose to study a specific stream or adopt a multidisciplinary approach that incorporates many areas of study. The Graduate Department of Kinesiology is governed by the mission of the Faculty:

To develop, advance and disseminate knowledge about physical activity, health and their interactions through education, research and leadership.

KIN students will find the common theme across all areas of study is physical activity, health and their interactions, where “physical activity” includes exercise, sport, dance and play, and “health” is the state of complete physical and social well-being; and not merely the absence of disease. Both the master and doctoral degree programs are designed to enhance students’ understanding of the ongoing interaction between health and physical activity, to strengthen their ability to perform independent research and significantly advance their knowledge of Kinesiology.

This handbook focuses on the procedures related to progression through the degree. More information on graduate courses and on other aspects of the program (e.g., [seminar series](#)) can be found on the website at kin.utoronto.ca.



Registration

Students are considered registered once they have either had their fees deferred, if eligible, or paid the minimum payment to register as noted on their tuition invoice. Students are expected to register every year and remain continuously registered until all degree requirements have been fulfilled unless they take an approved leave, regardless of whether or not they are taking courses. Students who do not register as required, or are not permitted to register because they have reached the time limit for the degree and a program extension was not approved or appropriate, will have their registration end. Students who fail to register may not make demands upon the resources of the University, attend courses, or expect advice from their supervisor.

If you fail to register and wish to return to your studies, you must request to be reinstated in your program. Reinstatement is permitted, upon approval, if you are still within the maximum allowable time for your degree program. For more information, please contact the KPE Office of the Registrar and Student Services at grad.kpe@utoronto.ca.

Reinstated students in programs requiring continuity of registration must pay fees owing for any session(s) in which they did not register before and after the time limit including program extension session(s). More information available on the School of Graduate Studies webpage, [Manage Your Program](#). Please note that students cannot be enrolled in more than one full-time program at the same time.

Policies, Guidelines And Student Responsibilities

It is your responsibility to be aware of policies, procedures and deadlines during the course of the degree. You are expected to comply with the School of Graduate Studies (SGS) policies as detailed in the [School of Graduate Studies Calendar](#).

Find out about U of T policies, SGS regulations, memos and guidelines on intellectual property by visiting the [SGS Policies, Guidelines, Student Responsibilities](#) website.

Student Code of Conduct

KIN students are expected to act in accordance with the Code of Student Conduct outlined in the current [School of Graduate Studies Calendar](#) as defined by the Office of Governing Council, University of Toronto.

Avoiding Cheating and Plagiarism

U of T prohibits cheating and plagiarism and enforces severe penalties against students who break the rules outlined in the Code of Behaviour on Academic Matters, which include:

- Using unauthorized aids on an exam or test
- Looking at someone else's answers during an exam or test
- Falsifying documents or grades
- Making up sources or facts for an essay or report
- Submitting the same work in more than one course (without permission)
- Submitting someone else's work as your own

Official Correspondence with Students University of Toronto Policy

The University and its divisions and the Department of Kinesiology will communicate with students primarily via email, and all students are required to obtain and maintain a University of Toronto email address. This is the only email address that will be used for official correspondence. Official correspondence may include, but is not limited to, matters related to students' participation in their academic programs, important information concerning University and program scheduling, fees information, and other matters concerning the administration and governance of the University.

Postal Addresses and Electronic Mail Accounts

Students are responsible for maintaining and updating their contact information on the student information system (**ACORN**). This information must include current and valid mailing and permanent addresses as well as a University of Toronto email address. Failure to provide and maintain this information may result in a student missing important information and will not be considered an acceptable rationale for failing to receive official correspondence from the University.

Leaves of Absence

Students considering a leave of absence from the program, must contact the KPE Office of the Registrar and Student Services at grad.kpe@utoronto.ca to discuss options. Once on leave, students will neither be registered nor will they be required to pay fees for this period. In general, students on leave may not make demands upon the resources of the university, attend courses, or expect advice from their supervisor.

Withdrawal

Students considering program withdrawal, must contact the KPE Office of the Registrar and Student Services at grad.kpe@utoronto.ca to discuss options.

Any student that withdraws from the kinesiology program and is interested in rejoining, must re-apply to the program in the following year to continue the program. Re-admission is not guaranteed.

Petitions

Petitions and procedures are intended to ensure that all students in the Faculty are treated equitably and fairly. However, in some cases there are valid reasons why students should be granted an exception from these policies and procedures. Consideration will be given to the needs of students who are experiencing problems that are beyond their power to foresee or control. Most of these situations concern illness, personal problems, accidents, family difficulties, etc. Appropriate documentation is required for all petitions. Petitions are not always granted.

Students considering a petition, or who are having problems that are interfering significantly with academic work are advised to seek assistance from the KPE Office of the Registrar and Student Services.

Petitions and other special requests must be accompanied with supporting documentation, e.g. a petitions form along with a Verification of Student Illness or Injury form (if applicable). Students have 24 hours from the date of the missed assessment to submit their written request for a petition. You should seek assistance from the KPE Office of the Registrar and Student Services as soon as you can to discuss your situation and begin the process of filing your petition. If you are unwell or unable to come to the Office, please

contact grad.kpe@utoronto.ca with your information. The paperwork may follow. Students have one week from the missed assessment to submit all the required paperwork to the KPE Office of the Registrar and Student Services for review by the Graduate Committee.

Course Work Extensions

Occasionally due to unforeseen circumstances (usually documented medical or similar) students may require additional time beyond the grade submission deadline to complete course work. Course work extensions must be signed by the course instructor and submitted to the KPE Office of the Registrar and Student Services for review by the Graduate Committee through the submission of an **Extension to Complete Coursework form**. Approved extensions will be marked as SDF on the student's transcript until the final course grade is received. Students requiring additional time beyond the initial extension must contact the KPE Office of the Registrar and Student Services at grad.kpe@utoronto.ca.

Appeals

The Department of Kinesiology will follow the SGS policies for student appeals. For information regarding appeals and the nature of appeals, please contact grad.kpe@utoronto.ca.

Financial Assistance

Additional information on funding your graduate education can be found on the [School of Graduate Studies website](#).

a) KIN Funding

MA, MSc and PhD degree students admitted to full-time studies in the Department of Kinesiology will receive a funding package. KIN provides two years of funding for full-time students admitted in the MA and MSc programs and four years of funding for full-time students admitted in the PhD program. Full-time students who are admitted into the direct-entry PhD program (upon completion of a bachelor's degree) receive five years of funding. Eligible master's students who transfer to the PhD program after one-year in either the MA or MSc programs receive an additional 4 years beyond any funding already received.

KIN funding is calculated by adding the base funding amount (provided to all students in the research-stream funded cohort) and the cost of tuition plus fees (calculated each academic calendar year) to calculate the total minimum, base funding package for each academic year.

The funding package may include funds from a variety of sources, including University of Toronto Fellowship (UTF) Stipend, Teaching Assistant positions and/or Research Assistant positions, Internal and External Awards. Individual funding package breakdowns (annual funding letter) will be provided to students before the start of each academic year. This letter includes the total funding for the academic year, including awards and the expected installments of each. Details about the calculation of funding packages is in the Appendix of the funding letter.

Guidelines to Maintain Funding Eligibility

Continued eligibility for funding depends on maintaining good academic standing and registering and maintaining status as a full time student (students who are not registered for the full academic year – e.g., on approved leave – will have their funding revised to reflect their enrolment status).

b) Awards

The Department of Kinesiology offers several admission and in-program awards in addition to the funding package. The KIN internal awards announcement will be sent out annually by the KPE Office of the Registrar and Student Services, inviting students to submit applications. You must be a full-time student in order to apply for internal awards.

MA, MSc and PhD students are eligible for a variety of external awards and scholarships, for example NSERC, CIHR, SSHRC and OGS. Scholarship competitions begin in the early fall each academic year and all eligible students are encouraged to apply for external funding in order to maintain good academic standing. The KPE Office of the Registrar and Student Services will send detailed information about external awards (deadlines, application process, etc.) to current students. Information on these awards can be found by consulting the section on Government Funded Awards on the [School of Graduate Studies website](#).

Tuition Fees

Tuition fee invoices will be available in mid-July on [ACORN \(acorn.utoronto.ca\)](#). More information about tuition fees and payment instructions, available at: [fees.utoronto.ca](#)

Tuition Fee Deferral

Students are eligible to defer their tuition fee in order to register if they are in the funded cohort or if they are on OSAP. Students beyond their funded cohort who are receiving TAs in the amount that exceeds the minimum payment to register amount are also eligible for deferral of tuition fees to register. For more information, please contact [grad.kpe@utoronto.ca](#).

SUPERVISION

All MA, MSc and PhD students must have a supervisor. Supervisors oversee their student's program of study, including selection of courses, delineation of material and reading lists for comprehensive exams (for PhD students), development and defence of the research proposal, progress through ethics review, conduct of research, and the writing and defence of the dissertation. MA, MSc and PhD students have only one primary supervisor on record in the Graduate Department of Kinesiology. Formal co-supervision of a graduate student is not permissible.

The success of good supervision is a shared responsibility between the student and the supervisor. Students are responsible for communicating well, committing to a regular mutually agreed upon meeting schedule, and being responsive to supervisor feedback. For more information on supervision, please visit the [SGS webpage on Supervision](#).

STRUCTURE OF THE SUPERVISORY COMMITTEE

The Supervisory Committee must consist of three members:

Supervisor

This is the primary member and your direct supervisor. This member must have an appropriate School of Graduate Studies (SGS) appointment in the Department of Kinesiology.

Supervisory Committee Members:

This committee should include **two** additional faculty members holding appointments with the SGS.

For questions about acquiring SGS appointments for supervisory committee members (if not already in place), please email [grad.kpe@utoronto.ca](#).

Once the supervisory committee is formed (by the end of January of Year 1), you need to submit the [Supervisory Committee Form](#) to the KPE Office of the Registrar and Student Services.

ANNUAL SUPERVISORY COMMITTEE MEETINGS

The School of Graduate Studies requires that all graduate students have at least one official Supervisory Committee Meeting each academic year. These meetings are necessary to maintain good standing and to make satisfactory progress to degree completion. An official meeting requires that all members of the supervisory committee participate and offer feedback to the student. The [Annual Supervisory Committee Meeting form](#) must be completed and submitted to the KPE Office of the Registrar and Student Services before the end of June each academic year. [Guidelines for Graduate Supervision](#) for students and faculty are available on the SGS website. Please note that Proposal Defences cannot replace an Annual Supervisory Committee meeting.

CODE OF STUDENT CONDUCT

KIN students are expected to act in accordance with the Code of Student Conduct outlined in the current [School of Graduate Studies calendar](#) as defined by the Office of the Governing Council at the University of Toronto.

GOOD STANDING REQUIREMENT

Satisfactory progress through the graduate program is a shared responsibility between the Graduate Department of Kinesiology (KIN), the graduate student and the supervisor. Understanding and being in compliance with the conditions and regulations of "Good Standing," as well as maintaining satisfactory academic progress, ultimately remains the responsibility of the graduate student.

To be in good academic standing, a student registered in a degree program in the School of Graduate Studies must:

1. Comply with the [General Regulations](#) of the School of Graduate Studies as well as with the Degree Regulations and program requirements governing that degree program.
2. Make satisfactory progress towards the completion of the degree.

Please check [Appendix A](#) on page 28 for details.

MA/MSc TRANSITION

Occasionally, exceptional MA and MSc students may be invited by their supervisor and/or committee to transfer to the PhD Program. The decision to transfer will be determined and approved by the Graduate Committee. Details regarding MA/MSc to PhD transfers can be obtained from the KPE Office of the Registrar and Student Services, [grad.kpe@utoronto.ca](#).

KIN COURSE DESCRIPTIONS

KIN1150H: Safeguarding Youth in Sport

While the vast majority of young people experience positive benefits from their sport participation, some however, experience harmful behaviours in the sport context. In order to optimize the sport experiences of young athletes, it is paramount that adults in positions of responsibility over young people in sport are aware of the potential for these negative experiences and are educated about specific strategies for prevention and intervention. As issues of athlete maltreatment continue to emerge through research and media outlets, the need for athlete protection and positive athlete development models increases. In this course students will be introduced to concepts, theories and ideologies of maltreatment and protection as they apply to sport. Students will have the opportunity to critically discuss current dilemmas within the field of athlete welfare and will be challenged to critique present research as well as educational, advocacy, and policy initiatives intended to safeguard young people in sport.

KIN1152H: Psychological Issues in Sport-Related Concussion

The course examines psychological and psychosocial issues related to sport concussion. It reviews the development of sport neuropsychology, and identifies theory, research, and best practice in the management of sport-related concussions. Current trends in empirical research and its implications for clinical practice and return to play are emphasized.

Prerequisite: Undergraduate introductory psychology, sport psychology, and research methods and evaluation or statistics.

KIN5503H: Adaptations to Habitual Activity

This course is designed to deepen your understanding of the physiological bases of adaptation to regular exercise. Specific topics relevant to how adaptations relate to health and performance for particular populations will be addressed. You will be exposed to alternative approaches to the physiology of adaptation to exercise. Models of physiological systems, and in particular quantitative approaches, will be explored. The role of the cardiorespiratory system in health and performance will be emphasized.

KIN5505H: Neuromotor Behaviour

This course is designed to expose the student to current issues in sensorimotor and perceptual-motor behaviour. The focus of the selected course material is on how humans plan and control goal-directed actions. A large emphasis will be on the use of sensory feedback during movement execution and upper limb control. The theoretical context will be discussed in relationship with fundamental neuroscience, while considering applications in physical activity, rehabilitation, sport, music, cognitive psychology and human-machine interfaces.

Prerequisites: It is highly recommended that the student have a background in kinesiology, psychology, movement rehabilitation, neuroscience or related discipline.

KIN5507: Power, Pleasure/s and the Body: Issues for Physical Cultural Studies

The myriad of practices, politics and epistemological concerns that surround and shape (post)modern conceptions and experiences of power, pleasures, bodies and spaces have garnered much attention in critical physical cultural studies. The relationships between power, pleasure and embodiment and the conditions under which peoples' lives are governed, subjected to practices of normativity, (dis)placement, inclusion/exclusion, othering, differentiation and/or agency and freedom are important to examine. This course will interrogate a range of theoretical frameworks in order to enhance examinations of bodies, pleasure and power relations. The course will be more than descriptive. It will explore the effects and widespread implications – philosophical, social and political – of the production of power and pleasure with respect to bodies. It will also examine theoretical critiques and applied questions of freedom, resistance and agency.

KIN5509H: Applied Muscle Physiology

This course provides a detailed discussion and description of the unique features of skeletal muscle as they apply to muscle adaptation. Specific topics including techniques, fibre types, stress responses, atrophy, hypertrophy, muscle damage, genetics, aging, and inflammation will be discussed and evaluated. The goal is to communicate important and relevant aspects of muscle physiology and biochemistry as well as relevant laboratory techniques to the learner such that they will have a solid understanding of investigation.

KIN5510H: Qualitative Inquiry and Physical Cultural Studies

This course is intended to familiarize students with qualitative research approaches and methodologies used in sport, physical activity, and health-related research, and to offer an opportunity to learn and practice skills for developing, implementing, analyzing and articulating/disseminating research projects based on qualitative data. By reading, discussion, and practice, you will gain an awareness of the appropriate qualitative procedures associated with particular research questions, how to interpret and represent qualitative data in various ways, how to critically assess and employ qualitative data, and how to articulate (in a preliminary way) a theoretical point of view through oral/written reports.

KIN5513H: Current Issues in Exercise Psychology

This course examines research, literature, and applied skills related to the psychology of physical activity, exercise, and health. The course takes a biopsychosocial approach to understanding health behaviour and draws from research and practice in exercise psychology, health psychology and behavioural medicine. A variety of topics will be presented and discussed, including but not limited to: physical activity theories, measurement of behaviour, self-concept and body image, identity and schema, affect and emotion, social relationships and support, clinical populations and exercise, quality of life and behavioural interventions.

KIN5514H: Sensori-Motor Neurophysiology

The objective of the course is for students to develop of a comprehensive knowledge of the neural networks underlying the processes of perception and action from the micro to the macroscopic levels. Topics include: neural anatomy and physiology, neurotransmitters, cortical and subcortical structures of the central nervous system, and neurophysiological techniques employed to study the structure and function of the human nervous system. Students will then use the principles and theories uncovered during the course to develop an appreciation of neural dysfunctions leading to a cognitive or motor disorder of their choosing.

KIN5515H: Quantitative Research Methods in Kinesiology

The objective of the course is for students to develop an understanding of common research approaches and procedures, and the application of statistical techniques in current use in the study of physical activity and health. Topics include: research design, descriptive and inferential statistics, non-parametric, univariate and multivariate analysis of variance, correlation, and regression.

KIN5518H: Physical Cultural Studies and Social Theory and Social Justice

This course is intended to provide students with a graduate level (re) introduction to the development and current status of physical cultural studies (PCS) theories. In this course, we approach the physical cultural studies oeuvre as an inter- and trans-disciplinary approach to the analysis of human movement, embodiment and corporeal representation within and across social and cultural institutions. In the process of unpacking the theoretical bases of PCS, we will be visiting and revisiting classic and core theoretical statements in sociology, philosophy and the humanities on the nature of the society.

We will pay attention to key thinkers who have contributed to the study of PCS in the context of the self and culture, and on key political and social/cultural scholars across domains and disciplines whose theoretical paradigms continue to offer PCS alternative and radical visions for social justice.

KIN5525H: Qualitative Motion Analysis

Through any combination of assigned readings, presentations, tutorials, laboratory activities, and a directed project, students will learn basic principles and practices of motion analysis used to study the biomechanics and motor control of human movement. Topics covered vary in accordance with student needs/interests, but generally relate to the acquisition, processing, and analyses of kinematic, kinetic, and electromyographic signals. The overarching objective of this course is to provide kinesiology students with knowledge and skills necessary to conduct, critically evaluate and disseminate research that incorporates motion analysis equipment, tools, and techniques.

KIN5531H: Skeletal Muscle Plasticity

Skeletal muscle is an extremely plastic tissue capable of altering its structure and function to a range of physiological stimuli. This course will discuss how changes in activity (either exercise or disuse) contribute to the remodelling of skeletal muscle. An emphasis will also be placed on understanding the role nutrition plays in enhancing the recovery from and/or adaptation to exercise. Populations to be discussed may include recreationally active individuals, elite and sub-elite athletes, and/or special populations (e.g. older adults). Focus will be placed on understanding the role protein metabolism plays in the dynamic remodeling of this tissue.

Prerequisites: Undergraduate courses in exercise physiology, nutrition, and cell biology, or permission of the instructor.

KIN5533H: Sport Psychology

This course seeks to further our understanding of psychosocial aspects of sport participation and competition. Main outcomes include: a) developing an awareness of the foundational areas of sport psychology research and theory; b) critically examining the theory and methods used in sport psychology research; c) understanding the theoretical bases of sport psychology intervention/applications; and d) developing skills related to academic writing, presentation, and critical thinking. The course will consist of faculty-led sessions and student-led sessions. All sessions will include some lecturing, however, the emphasis will be placed on student participation and discussion of assigned readings.

KIN5534H: Sport, Politics and Social Development

Sport has long been understood to have significant social and political implications, both positive and negative. The significance of these implications has only been bolstered by the recent institutionalization of sport in the service of international development and peace building. For example, in announcing the new Sustainable Development Goals, the United Nations referred to sport as an “important enabler of sustainable development.” With this context in mind, this course is designed to stimulate and propel scholarly discussion and analysis of the relationship between sport and social development. The course materials and discussion will approach this relationship from a variety of viewpoints, including but not limited to: history, politics, policy studies, social theory and political economy. The goal is that students will draw on the materials, discussions and activities in the course in order to conceptualize, contextualize and eventually conduct their own research and theorizing on the topic of sport and social development.

KIN5535H: Neurorehabilitation and Exercise

Engagement in physical exercise has been commonly reported as being associated with a reduction in risk for various neurological disorders, notably for cognitive decline, dementia, Alzheimer’s, Parkinson’s and stroke incidence. Physical activity has recently drawn interest for its potential use in neurorehabilitation. That is, what is the role of physical exercise with respect to cognition, plasticity, and overall brain health for those who

already suffer from such disorders? This course will discuss theoretical concepts and evidence-based literature of the role of physical exercise and their implications for rehabilitation in various neurological disorders.

Prerequisites: Undergraduate courses in human anatomy, exercise physiology and psychology, or permission of the instructor.

KIN5536H: Qualitative Inquiry in Sport and Physical Activity

Qualitative inquiry represents a diverse range of approaches to studying the experiences of individuals participating in sport and physical activity. This course seeks to examine qualitative research methods and methodologies in sport and physical activity settings. This course will examine foundational issues of epistemology, ontology, and paradigms, methods of data collection, analysis and forms of representing qualitative research findings.

KIN5537H: Health, Media & Social Change

This interdisciplinary graduate course combines cultural studies of media and health, physical cultural studies of sport and fitness, and critical approaches to social change. Topics to be addressed include foundations for social change, power and biopedagogy, intersectionality and communicating the social determinants of health, media advocacy for policy and program change, activism in sport and physical cultures, media framing and representations of health.

KIN5538H: Special Topics in Oncology

This course is designed to provide an overview of the role of physical activity in cancer control. Evidence for the effectiveness of physical activity in coping with treatments, recovery after treatments, and survivorship will be examined. The objectives of the course are to: (1) obtain a basic understanding of cancer including its epidemiology, treatments, and side effects, (2) gain a comprehensive understanding about the role of exercise for cancer survivors during and after treatment, and (3) identify the key outcomes and determinants of physical activity. A multidisciplinary perspective will be taken drawing from kinesiology, oncology, epidemiology, psychology, rehabilitation medicine, and health promotion. Each lecture will present an overview of a selected topic within the field of exercise oncology. Emphasis within the module is, however, on self-directed reading and learning. Course emphasis will be placed on student participation, critiques, presentations, and a final grant proposal.

KIN5539H: Disordered Movement and Neurorehabilitation

The course provides an overview of topics relevant to the field of neurorehabilitation and is designed for students conducting fundamental research in motor control and learning, and/or students beginning research in neurorehabilitation. Students will develop knowledge about how injury to the central nervous system affects the control of movements, and approaches that rehabilitate motor dysfunction. The course is divided into three sections. First, we will review foundational principles of the motor system that include neuromotor control, neuroplasticity and motor learning. Second, we will discuss normal and abnormal movement in the context of posture, mobility, and reaching and grasping. We will also examine how changes in movements are measured, using clinical, kinematic and brain-based tools. Third, we will discuss therapeutic approaches that aim to rehabilitate motor dysfunction.

KIN5540H: Narrative Methods in Health Research

Narrative methodologies and their associated techniques of research practice have ascended to popularity in health-related research across the social sciences, humanities, and medical sciences. In this course, we examine the rise of narrative methods in the pursuit of phenomenological and existential accounts of pain, illness, disease, and more patient-oriented healthcare. Specific attention is given to the ontological and epistemological underpinnings of narrative methods, and several narrative-producing and representational methodologies such as interviewing, life history analysis, discourse analysis, arts-based techniques, visual and documentary approaches, and narrative ethnography.

Emphasis is also given to the complex and evolving relationship between narrative methods, the field of narrative ethics, and the practice of narrative medicine by healthcare practitioners. The use of case studies, first-hand assignments conducted by students, and patient accounts of pain, illness, and suffering will highlight the personal significance and translational impact of narrative methods within healthcare.

KIN5541H: Advanced Exercise Metabolism

This course explores the regulation of skeletal muscle energy metabolism during exercise in humans. Focus will be placed on the regulation of carbohydrate and fat metabolism in response to acute and chronic exercise and the potential impact of factors such as nutrition, biological sex, training and inactivity. In addition, students will explore the metabolic dysregulation that occurs in obesity and type 2 diabetes and how exercise-induced changes in skeletal muscle metabolism can result in improved health at the whole-body and tissue-specific level.

KIN5542H: Special Topics in Sport Related Concussion

This course focuses on sport-related concussion and emerging evidence related to its diagnosis, assessment, intervention, and potential long-term consequences. The course has three major sections. In the first part of the course, we will review the conceptualization of the pathophysiology of sport-related concussion, and explore recent advances to our understanding in humans. The main component of the course we will explore predominant clinical presentations with concussion and discuss prevalence of these issues, current best practices with respect to assessment and interventions, as well as highlight emerging approaches. The third section will focus two unique populations: (1) youth and (2) those exposed to repetitive head trauma. During this course, we will critically evaluate the evidence on a given topic or intervention, as well as discuss future research opportunities.

KIN5543H: Lifestyle Toxicity and Chronic Disease

The top two causes of death and chronic disease burden in Canada are cancer and cardiovascular disease. Although commonly thought of as two separate disease entities, an emerging paradigm recognizes that cancer and cardiovascular disease possess various similarities and possible interactions. The two diseases share common biological mechanisms and risk factors including inflammation, oxidative stress, obesity and smoking. Further, poor lifestyle behaviors (or lifestyle toxicity) increase the risk of development of both conditions, in addition to most other chronic diseases, and negatively affect prognosis after diagnosis. This advanced seminar-based course will discuss the intersectionality among chronic diseases, the role of lifestyle toxicity in development and prognosis as well as the role of healthy lifestyle behaviours in prevention and treatment. The content will include a mix of epidemiology and pathophysiology topics. The primary focus of course content will be on cardiovascular disease and cancer, but students will have opportunities to complete individual assignments on other chronic diseases. An important secondary learning outcome is the development of scientific skills including presentations, facilitating group discussions, and giving and receiving peer-based feedback.

KIN5544H: Decolonizing Sport Studies

This course begins with a recognition that Indigenous and racialized communities are simultaneously hyper-surveilled and invisibilized by the state and by academia. In sport studies the experiences of, and oppressions faced by, various groups are inadequately accounted for due to the Eurocentric and colonial approach to scholarship and education. This course will introduce students to theories and practices of decoloniality to comprehend how structures of power and domination are interconnected and co-constitutive. Decolonization rejects generalised narratives, masterful figurations of universal subjects and Eurocentric epistemologies, which

occlude histories of violent and racialised exclusion. This course will clarify linkages among colonialism, capitalism, sexism, ableism, racism, and other forms of dehumanization and resistance in sport. KIN5544H will share how sport researchers can engage artistic, political and intellectual movements to return land, form feminisms of color, and challenge settler dominance. This course will shift our understanding of ourselves as pedagogues and writers, change our relationships to land, and transform our research populations, partners, and questions.

KIN5546H: Oxygen Delivery and Exercise Performance

This course provides students with an opportunity to explore the relationship between oxygen delivery and exercise performance, while developing a strong capacity to critically assess the literature and present evidence to support their scientific interpretation. This course will address the oxygen delivery pathway from the lung to the active skeletal muscle. In doing so, factors controlling oxygen delivery, and in particular local control of muscle blood flow, will be explored while applying transferable physiological models to develop a working knowledge of course material. Students will have the opportunity to develop communication skills, both verbal and written, through participation in guided scientific debates and drafting of journal article reviews.

KIN5547H: Instrumentation and Signal Processing

This course is designed to expose students to methods and instruments used to collect and process data in kinesiology practice and research. This course will balance the theory of data acquisition and signal processing with the practical application of these instruments in various settings. Emphasis will be placed on electronic transducers (e.g., strain gauges, motion analysis, force transducer), Fourier analysis, sampling rate, and signal filtering concepts. A large practical focus of this course will be on the implementation, collection, and processing of electromyography data. This course will also introduce students to various types of computational modeling with emphasis on model development and validation. Finally, we will spend time discussing evidenced-based best practices in signal data collection with ongoing reference to current and previously peer-reviewed literature.

SRM3335H/SRD4445H: Graduate Seminar Series (Masters/Doctoral)

The KIN Department offers monthly graduate seminars featuring speakers from across U of T and Canada. They present a broad variety of topics. Graduate students are expected to attend all of the graduate seminars. This is a credit/no credit course. Students will be pre-enrolled in the Graduate Seminar Series.



COURSE REQUIREMENTS FOR STUDENTS ADMITTED AS OF SEPTEMBER 2013*

Coursework: Students must successfully complete a total of 2.0 full-course equivalents (FCEs) as follows. All courses must be approved in advance by the student's supervisor and the Graduate Department of Kinesiology.

- 0.5 FCE in Kinesiology
- 0.5 FCE Statistics or Methodology course (in Kinesiology or other department)**
- 1.0 FCE from Kinesiology or another department
- SRM3335H Graduate Seminar Course (attendance required in all Graduate Seminars)***

Additional Requirements

- A thesis proposal written under the supervision of a thesis committee and its oral defence before an examination committee.
- An original thesis written under the supervision of a thesis committee and its oral defence before an examination committee.
- Annual meeting of student and supervisory committee.

*Note that these course requirements are a minimum and the student's supervisor and/or advisory committee members may recommend additional courses.

**Students who wish to take a course at another department to count towards this requirement must submit the Add/Drop course form along with a written request/appeal to the Graduate Committee via a letter explaining the rationale for taking the course elsewhere and a detailed course outline. Written request should be made 2 months prior to the course start date and submitted to grad.kpe@utoronto.ca. Keep course add/drop dates in mind. See Sessional Dates on [page iii](#).

***MA and MSc students are required to attend all graduate seminars for two years. Students may miss up to one seminar per year due to valid reasons. If students miss a second seminar, they are required to attend an alternate graduate seminar (at another department) and provide a brief one page (single spaced) write-up about the seminar (date, speaker, topic, details, etc) by the end of the term. Students who fail to meet this requirement may not receive credit for the course.

Notes: FCE = full course equivalent

[1.0 FCE can mean either one full course or two (0.5) half courses]

New students should make their course selections in consultation with their supervisor and/or supervisory committee. All students must satisfy their degree requirements. There are no exclusions or exceptions to the number or type of courses a student is required to complete.

COURSE WORK EXTENSIONS

Occasionally due to unforeseen circumstances (usually documented medical or similar) students may require additional time beyond the grade submission deadline to complete course work. Course work extensions must be approved by the course instructor and submitted to the KPE Office of the Registrar and Student Services for review by the Graduate Committee through the submission of an [Extension to Complete Coursework form](#). Approved extensions will be marked as SDF on the student's transcript until the final course grade is received. Students requiring additional time beyond the initial extension must contact the KPE Office of the Registrar and Student Services at grad.kpe@utoronto.ca.

MASTER OF ARTS

The MA in Kinesiology is designed as a two-year, full-time program involving a combination of coursework and original research. The purpose of the Master of Arts is intended to broaden students' understanding of the various aspects of kinesiology from a social sciences and/or humanities disciplinary perspective, as well as to provide them with the necessary scholarly and technical research skills so that they may pursue a high-quality research project. The research project will culminate in the presentation of a formal written thesis and oral defence.

COURSE REQUIREMENTS FOR STUDENTS ADMITTED AS OF SEPTEMBER 2022

Coursework: Students must successfully complete a total of 2.5 full-course equivalents (FCEs) as follows. All courses must be approved in advance by the student's supervisor and the Graduate Department of Kinesiology.

- 0.5 FCE in Methods/Methodology
- 1.0 FCE in Kinesiology Category A
- 1.0 FCE other courses
- SRM3335H Graduate Seminar Course (attendance required in all Graduate Seminars)***

Additional Requirements:

- A thesis proposal written under the supervision of a thesis committee and its oral defence before an examination committee.
- An original thesis written under the supervision of a thesis committee and its oral defence before an examination committee.
- Annual meeting of student and supervisory committee.

MASTER OF SCIENCE

The MSc in Kinesiology is designed as a two-year, full-time program involving a combination of coursework and original research. It is the intent of the program to broaden the students' understanding of the various interdisciplinary aspects of kinesiology as well as to provide them with the necessary scholarly and technical research skills so that they may pursue a high quality research project. The research project will culminate in the presentation of a formal written thesis and oral defence.

GRADING

Graduate students must obtain no less than 70 per cent (or a B-) in any graduate courses (or undergraduate courses if applicable) taken as a graduate student. In accordance with the [University Assessment and Grading Practices Policy](#) any grade below B- will be recorded as a failure (FZ).

TRANSFER CREDITS

Transfer credit for graduate work completed in another program is limited to ONE full course equivalent (1.0 FCE) or 25 per cent of the course requirements for the degree, whichever is greater, provided the courses have not been credited to another degree, diploma or certificate. Such credit may be given on the recommendation of the Graduate Department of Kinesiology, with the approval of SGS. Students participating in an approved exchange program, on the recommendation of the Graduate Department of Kinesiology, may receive transfer credit for up to 50 per cent of the course requirements for their degree. In all cases, transfer credit arrangements for exchange program participants must be approved in advance by the Graduate Department of Kinesiology and the Vice Dean, Programs of SGS or designate.

ORIGINAL RESEARCH AND THESIS

The purpose of the research project and thesis in the Master of Arts and Master of Science programs is to introduce students to the basic technical and scholarly skills of research in the exercise sciences. Students may choose to focus on a particular aspect of the exercise sciences or may take a multidisciplinary approach and examine a broader issue within the exercise sciences. The thesis must be based on research conducted while registered in the MA or MSc program. The research project should be one that can be completed, from proposal to successful defence, in 18 to 24 months.

The format of the thesis document should be determined by the supervisor and student in consultation with the advisory committee. In Kinesiology both “traditional” and “paper-based” formats are acceptable. The table below outlines the general formats.

	Traditional Format	Paper Format
Front Pieces	Title page Abstract Table of Contents Acknowledgements List of Tables and Figures	Title page Abstract Table of Contents Acknowledgements List of Tables
Introduction	Introduction with research question, purpose and/or hypothesis	Introduction with research question, purpose and/or hypothesis
Review of Literature	Review of literature (theory and content) and assessment of related methods	Review of common elements of literature (theory and content) and assessment of related methods
Methodology and Methods	Methodology and Methods	Common Methods and Methodology
Data and Analysis	Results and Discussion. May separate findings and discussion or integrate	Paper(s) in publication format (student's version)
Conclusion	Conclusion Recommendations Future Directions	Integrated and extended discussion and conclusion Future Directions
References Appendices	References Appendices	References Appendices

The decision as to which format to use is best made early in the writing process, in consultation with your supervisor. In general, the choice depends upon the stage you are at in the preparation of publications and whether your thesis is most readily viewed as one continuous work or a set of discrete, but related studies that together tell your story. Subject to the approval of the Supervisory Committee, you may decide to omit some of your work from the results and include it instead in an appendix.

After successful defence of the thesis in an oral examination, a copy of the thesis must be provided to the School of Graduate Studies electronically. Instructions on providing a finished copy of the thesis can be found on the [SGS website](#).

MA/MSc DEGREE TIME LIMIT

Full-time students registered in both the MA and MSc programs are strongly encouraged to complete all program requirements within two years. The maximum time allowed to complete the degree is three years from the first date of registration for full-time students and six years for part-time students. Should a student be unable to complete their degree requirements within the defined degree time limit, a program extension may be requested. Students should reach out to the KPE Office of the Registrar and Student Services at grad.kpe@utoronto.ca for more information concerning program extension requests.

MA/MSc DEFENCES

Both an MA and MSc student is formally evaluated at two stages of the research process. The first of these evaluations will be the presentation and defence of the thesis proposal. The second evaluation is the formal presentation and examination of the thesis.

a) MA and MSc Thesis Proposal Defence

The thesis proposal defence should take place after the student, in consultation with their supervisory committee, has developed a research plan, and prior to submission of the project for ethics review. The student must have had a formal supervisory committee meeting in advance of defence being scheduled. Refer to the Program Timeline (page 32). It is the purpose of the proposal defence to establish the student's level of understanding of the research topic and to ensure that the proposed research design and methodology are consistent with standardized practice in the student's area of study. The proposal defence also serves to determine whether the methods chosen will enable the student to develop a scholarly piece of research. The proposal defence is seen as an opportunity for the student to give and receive feedback so that weaknesses can be identified and addressed in preparation for the final oral examination of the thesis. The proposal defence is viewed as public.

While it is important that this evaluation be viewed as a positive opportunity for scholarly exchange and discussion of the topic between the student, their committee and other members of the academic community; it must also be recognized that this defence is an evaluation of the student's readiness to move further with the research phase of their degree.

It is advised that this time also be used to update the committee on other aspects of the student's progress (e.g., coursework) and academic preparation (e.g., conference attendance, teaching experience, etc.).

i) Planning the Proposal Defence

Examination Committee Composition

The student's supervisory committee forms the core of the proposal defence examination committee, although additional members may be added. The committee must be approved by the Director of Graduate Studies in advance of the defence. The quorum for the proposal defence is THREE SGS appointed members. For questions about acquiring SGS appointments for supervisory committee members (if not already in place), please contact the KPE Office of the Registrar and Student Services and Student Services by emailing grad.kpe@utoronto.ca.

Voting Members:

- i. Supervisor
- ii. Thesis Committee (two SGS appointed members in addition to supervisor)

Once the committee has read the thesis and thinks that the student is ready for the proposal defence, the student should discuss and confirm a prospective defence date and time with the Committee. All exam committee members must attend the defence. If a member cannot attend the proposal defence, they must contact the KPE Office of the Registrar and Student Services immediately.

ii) Booking the Defence

- Three weeks prior to the date of the Proposal Defence, the student must submit the [Thesis Proposal Defence Request form](#) to the KPE Office of the Registrar and Student Services by emailing grad.kpe@utoronto.ca.
- The KPE Office of the Registrar and Student Services will book the room and confirm the defence booking. A confirmation email will be sent to the student and committee by the KPE Office of the Registrar and Student Services.
- A reminder email will be sent to the student and committee members one day prior to the defence.
- The KPE Office of the Registrar and Student Services will also prepare the Defence Record Form for the committee for voting purposes.

iii) At the Defence

Format of the Defence

The proposal defence will be scheduled for two hours. All members of the supervisory committee must participate in this meeting (either in person or through teleconference). The supervisor must attend in person. The proposal defence, includes:

1. Student presentation of the thesis proposal, (duration: 20 minutes): introduction, review of literature, objectives, hypotheses, methods and proposed statistical analyses.
2. Summary of progress to date: coursework (completed / pending grades), teaching experience, research progress, details of publications, conference presentations, lectures and other scholarly or academic activities.
3. Other activities: seminar attendance, journal club participation, student council activities, etc.
4. Proposed timeline for completing graduate program.

Evaluation

Written Thesis Proposal

Since the thesis proposal often represents the first three chapters of the thesis, it is important that there is critical discussion about both the content and the written presentation of the proposal. It is advisable that the proposal be evaluated using criteria similar to those which will form the basis of the evaluation of the final defence. The student is then aware of the expectations of the various committee members. Specific suggestions regarding content, writing style and presentation should be incorporated into the final written document.

Presentation

The presentation should be evaluated on the basis of both content and style. It is important that the student be made aware of features associated with good scientific presentation style and format. Feedback from the presentation should serve to better prepare the student for the presentation associated with the final defence of the thesis.

Defence of the Proposal

The student should be evaluated on their ability to defend the scientific merit of the study; to clearly explain the rationale and need for the study based on existing literature, and to discuss the strengths/potential weakness of the methods and design of the study. Whenever possible, the format of questioning and the type of questions should be similar to what would occur at the final defence.

Notification of the Candidate and Record of Defence

Upon completion of questioning of the candidate and the discussion of the thesis proposal, the committee should ascertain what remains to be done before the student can apply for ethics approval, and subsequent to ethics approval, to begin the collection of data. Verbal and written follow up instructions should be provided to the candidate by the supervisor and copied to the KPE Office of the Registrar and Student Services. It is both the student and the supervisor's responsibility to ensure that each committee member approves the thesis proposal prior to the onset of data collection. Formal approval is verified by the signature of each committee member on the Record of Thesis Proposal Defence Form (provided at the time of the defence by the KPE Office of the Registrar and Student Services), which is retained in the student's file.

In the instance when the proposal is deemed "unsatisfactory," a second defence of the proposal should be scheduled after the student has had an opportunity to follow up with each committee member and ensure that the changes being made to the proposal are in accordance with the requirements of the committee.

b) MA/MSc Final Defence

The defence of the master's degree should serve to determine whether the completed thesis is representative of proper standards of scholarship, and to examine the student on both the substance and implications of the research. It is also the responsibility of the examining committee to ensure that all other requirements for the degree have been completed satisfactorily before the defence. The oral defence is viewed as public and all members of academic staff and graduate students are welcome to attend.

i) Planning the MA/MSc Final Defence

When planning the MA/MSc Final Defence, please review the SGS thesis submission deadlines for convocation and fees implications (see [page iii](#) for thesis submission deadlines). For example, if a student plans to graduate in June, they must submit their completed thesis (defended and corrections made according to defence result) in April to SGS. As the deadline date changes each year, please contact the KPE Office of the Registrar and Student Services (grad.kpe@utoronto.ca) for the current deadline dates or check the KIN Sessional Dates (see [page iii](#)). Allow at least four weeks to organize a final defence and keep in mind that there may be scheduling difficulties if a defence is planned around holidays/busy times of year. See Section iii) Booking the Defence for detailed instructions.

It is the supervisor's responsibility to propose an external examiner and submit the contact information and CV to the KPE Office of the Registrar and Student Services for approval by the Program Director. Once approved, the supervisor needs to confirm the external examiner's availability to participate in the defence.

The supervisor needs to be confident that the final draft of the thesis is defensible before it is given to members of the supervisory committee. Students are strongly urged to submit chapters to their supervisor throughout the process of writing. This will reduce the chance of the thesis moving too far in an inappropriate direction. Depending on the nature of the research, it is often wise to submit selected chapters to appropriate members of the advisory committee as well.

ii) Examination Committee Structure

The student should select a committee in collaboration with their supervisor. The committee must be approved by the Director of Graduate Studies. The quorum for the examination is FOUR SGS appointed members and the Chair.

Voting members:

i. Supervisor

ii. Thesis Committee (two SGS appointed members in addition to supervisor)

iii. External Examiner: This individual must have an arms-length relationship to the Candidate and the project and the Candidate's supervisor, as well as be a recognized expert in the field. This individual should be "external" to the Department of Kinesiology and KPE. The supervisor is responsible for contacting potential external examiners/appraisers after consultation with the candidate and supervisory committee on a potential date for the defence. The final Committee composition must be approved by the Director of Graduate Studies before the thesis is distributed to the external examiner. The external examiner will have two weeks to review the thesis and is responsible to submit an appraisal one week prior to the MA or MSc Departmental Defence date.

The appraisal will be shared with the student and committee members one week prior to the defence date.

All exam committee members must participate in the defence. In the absence of a quorum, the defence will be cancelled.



Non-Voting:

Chair of Examination Committee

The KPE Office of the Registrar and Student Services will find a Chair for the defence. In some cases, the supervisor may be asked to help find a Chair.

iii) Booking the Defence

Four weeks prior to the defence date, students must submit the [Master's Departmental Defence request form](#) and the [Thesis Approval Form](#) and an electronic copy of their thesis (approved by the committee).

- The KPE Office of the Registrar and Student Services will confirm the defence booking.
- The KPE Office of the Registrar and Student Services will send the thesis to the external examiner with detailed instructions.

iv) Before the Defence

The External is required to submit the appraisal to the KPE Office of the Registrar and Student Services one week prior to the defence date.

The KIN Graduate Program Office will distribute the appraisal to the student and the committee members.

A reminder email will be sent to the student, committee members, external examiner and the defence chair one day prior to the defence.

v) At the Defence

Responsibilities of the Chair of the Examination Committee: The Chair acts on behalf of the Director of Graduate Studies and is responsible for ensuring that the examination is conducted within the guidelines outlined in this document. The Chair is expected to exercise full control over the examination and does not participate directly in the questioning of the candidate.

It is the responsibility of the Chair:

- To guarantee that the candidate is given a fair opportunity to defend the thesis.
- To ensure that the candidate alone, and not the supervisor, or other members of the committee defends the thesis.
- To protect the candidate from harassment by one or more of the committee members.

Responsibilities of the Members of the Examination Committee:

The Examination Committee operates within the full authority of the Graduate Department of Kinesiology with respect to the examination of the candidate and the thesis. The committee's specific responsibilities are:

- To verify that there has been satisfactory completion of all degree requirements and to ascertain that the appropriate documentation is available to confirm completion of these degree requirements.
- To consider the appraisal of the thesis prior to the oral defence.
- To examine the candidate on the content and implications of the thesis.
- To assess whether the thesis meets the proper standards of scholarship.
- To vote on whether the thesis and its defence are acceptable.

Examination Format

Following introductions, the candidate and any observers will be asked to leave the room. The procedures for the examination are then reviewed by the Chair with the members of the examining committee. Procedures to be followed are:

The Chair must confirm that a quorum of four appointed members is present. Should there not be a quorum it is the responsibility of the Chair to decide whether to delay the examination or to postpone it to another date.

The Chair confirms that each member of the committee has sufficient knowledge of the thesis to form a judgment as to its acceptability. This ensures that there will be no abstentions during voting on the grounds of lack of knowledge of the contents of the thesis.

The Chair reminds the members of the committee of the scope of the examination, specifically that the candidate is to be judged on both the content of the thesis and the oral defence of the thesis and that all modifications, other than minor corrections (e.g., typographical errors), must be raised in the questioning of the candidate.

The Chair also reminds the committee that the study must be an independent piece of scholarship/research. This is particularly important when the study is part of a larger investigation, or when an individual other than the candidate is the principal/co-investigator. The Examination Committee must fully establish that the candidate's personal contribution is sufficient to meet the requirements of the master's degree.

The written assessment of the thesis is read by the external examiner. No other written statements are permitted other than a written report which can be made by the supervisor. All other examiners, should they wish, may make an oral statement at this time.

The Chair discusses the order of questioning, the number of rounds of questioning, and the time allotment per examiner with the committee. The recommended sequence is: external examiner, members of the supervisory committee and supervisor. It is recommended that there be two rounds of questions, with each examiner being allotted 10 to 12 minutes for questions in the first round and 5 to 10 minutes in the second round. A third round of questioning may occur if an examiner has issues concerning the thesis which have not been raised, and which are important to the outcome.



Conduct of the Examination

Once the format of the examination has been agreed upon, the completion of the course requirements confirmed, and the appraisal read, the Chair will ask the candidate and any other non-voting participants to return to the room. The candidate will be asked to give a twenty-minute presentation summarizing their research and conclusions. The defence will be conducted in accordance with the previously outlined format. It is the responsibility of the Chair to intervene at any time during this questioning if the examination is becoming an inquisition of the candidate and/or is being unduly dominated by a committee member.

Following the rounds of questioning, the non-voting participants will be given an opportunity to question the candidate for no longer than ten minutes, after which all non-voting participants will be asked to retire. As part of the dialogue of learning and as a collegial courtesy, the candidate is given an opportunity to make final remarks or address questions for clarification to the Exam Committee. Once complete, the Chair will ask the candidate to retire.

Evaluation and Voting

Prior to voting, the thesis and the oral defence of the thesis should be discussed amongst the examination committee, and the options regarding the status of the candidate's performance on the defence should be considered. Upon conclusion of the discussion, there will be a vote to accept, or not to accept the thesis. If this vote is positive, a second vote will be taken to determine the terms of acceptance of the thesis.

Note: more than one negative vote and/or abstention will result in the thesis not being accepted and the examination will be adjourned.

The candidate has the option of re-working, re-submitting and re-defending the thesis ONCE more within six months of the original defence.

After the Defence

After the defence, the student is responsible for making corrections (according to the result of the defence). The corrected thesis should be sent to the supervisor for review. Once approved, the supervisor needs to inform the KPE Office of the Registrar and Student Services (via email).

The KPE Office of the Registrar and Student Services will send the student a follow-up email with instructions and next steps for submitting the final thesis to SGS.

The KPE Office of the Registrar and Student Services will send the confirmation to SGS about program requirements completion for graduation.

DOCTOR OF PHILOSOPHY

The PhD candidate strives to demonstrate the ability to conduct research independently, and develop a program of research that is both original and capable of making a significant contribution to the candidate's field. The PhD program is designed as a four-year program involving a combination of coursework, written and oral comprehensive examinations, and original research. Students are encouraged to develop a program of study that will enhance their basic understanding of critical areas within exercise sciences and have a direct impact on their research program. PhD students are also expected to further develop their scholarly and technical research skills so that they may pursue a high quality research project. This research project will culminate in the presentation of a major formal written dissertation and an internal and external defence of their research.

Effective September 2013 the department changed the program requirements for this degree as follows. Students admitted in September 2013 and future sessions will follow these new requirements. Students admitted prior to September 2013 will follow the requirements in place for the year in which they were first registered.

PhD Degree Requirements

COURSE REQUIREMENTS FOR STUDENTS ADMITTED AS OF SEPTEMBER 2013*

Coursework: Students must successfully complete a total of 1.5 full-course equivalents (FCEs) as follows. All courses must be approved in advance by the student's supervisor and the Graduate Department of Kinesiology.

- 1.0 FCE in Kinesiology or another department
- 0.5 FCE Statistics or Methodology course (in Kinesiology or other department**)
- SRD4445H Graduate Seminar Course (attendance required in all Graduate Seminars***)

*Note that these course requirements are a minimum and the student's supervisor and/or advisory committee members may recommend additional courses.

** Students who wish to take a course at another department to count towards this requirement must submit a written request/appeal to the Graduate Committee via a letter explaining the rationale for taking the course elsewhere and a detailed course outline. Ideally, this written request should be made 2 months prior to the course start date. Email it to grad.kpe@utoronto.ca. Keep course add/drop dates in mind. See Sessional Dates on [page iii](#).

***PhD students are required to attend all graduate seminars for two years. Students may miss up to one seminar per year due to valid reasons. If students miss a second seminar, they are required to attend an alternate graduate seminar (at another department) and provide a brief one page (single spaced) write-up about the seminar (date, speaker, topic, details, etc) by the end of the term. Students who fail to meet this requirement may not receive credit for the course.

Additional Requirements

1. Written and Oral Comprehensive Examinations.
2. A thesis proposal written under the supervision of a thesis committee and its oral defence before an examination committee.
3. Internal (departmental) defence of an original thesis written under the supervision of a thesis committee and its oral defence before an examination committee.
4. Final Oral Exam (defence) of an original thesis written under the supervision of a thesis committee and its oral defence before an examination committee.
5. Annual meeting of student and supervisory committee.

Doctoral students must have completed all degree requirements exclusive of thesis defence (courses and comprehensive exam and proposal defence) by the end of their third year (fourth for direct entry) in order to continue in the PhD program and achieve PhD candidacy. Due to the nature of the program, it is recommended that candidacy is achieved by June 30 of their second year. Detailed timeline available in the Appendix..

Notes: FCE = full course equivalent [1.0 FCE can mean either one full course or two (0.5) half courses]

New students should make their course selections in consultation with their Supervisor and/or supervisory committee. All students must satisfy their degree requirements. There are no exclusions or exceptions to the number or type of courses a student is required to take.

PhD Degree Requirements (Direct-Entry 5 Year Program)

STUDENTS MUST SUCCESSFULLY COMPLETE A TOTAL OF 2.5 FULL-COURSE EQUIVALENTS (FCE) AS FOLLOWS. ALL COURSES MUST BE APPROVED IN ADVANCE BY THE STUDENT'S SUPERVISOR.

- **2.0 FCE from either Kinesiology or another department**
- **0.5 FCE Statistics or Methodology course ***
- **SRD4445H+, a graduate seminar in Kinesiology *****

Additional Requirements

1. Written and Oral Comprehensive Examinations.
2. A thesis proposal written under the supervision of a thesis committee and its oral defence before an examination committee.
3. Internal (departmental) defence of an original thesis written under the supervision of a thesis committee and its oral defence before an examination committee.
4. Final Oral Exam (defence) of an original thesis written under the supervision of a thesis committee and its oral defence before an examination committee.
5. Annual meeting of student and supervisory committee.

STUDENTS REGISTERED IN THE PhD PROGRAM PRIOR TO SEPTEMBER 2013 MUST COMPLETE THE FOLLOWING REQUIREMENTS:

- 1.0 FCE required courses
- 2.0 FCE elective courses
- Yearly committee meetings
- Comprehensive examinations (both written and oral)
- Thesis and defence of the thesis

1.0 FCE Required Courses:

- 0.5 FCE course from the area of concentration
- 0.5 FCE statistics/research methods course at the graduate level

2.0 FCE Elective Courses:

- 1.0 FCE graduate courses in Exercise Sciences in addition to the EXS required course
- 0.5 FCE graduate course from a department outside Exercise Sciences in addition to their statistics/research methods course
- 0.5 FCE graduate course of their choice, including EXS courses

Students must have a committee meeting each year they are registered in the degree program. All members of the supervisory committee must attend the committee meeting. Meetings must be recorded on the [Supervisory Committee Meeting Form](#).

GRADING

Graduate students must obtain no less than 70 per cent (or a B-) in any graduate courses (or undergraduate courses if applicable) taken as a graduate student. In accordance with the [University Assessment and Grading Practices Policy](#) any grade below B- will be recorded as a failure (FZ).

Course Work Extensions

Occasionally due to unforeseen circumstances (usually documented medical or similar) students may require additional time beyond the grade submission deadline to complete course work. Course work extensions must be approved by the course instructor and submitted to the KPE Office of the Registrar and Student Services for review by the Graduate Committee through the submission of an [Extension to Complete Coursework form](#). Approved extensions will be marked as SDF on the student's transcript until the final course grade is received. Students requiring additional time beyond the initial extension must contact the KPE Office of the Registrar and Student Services at grad.kpe@utoronto.ca.

TRANSFER CREDITS

Transfer credit for graduate work completed in another program is limited to ONE full course equivalent (1.0 FCE) or 25 per cent of the course requirements for the degree, whichever is greater, provided the courses have not been credited to another degree, diploma, or certificate. Such credit may be given on the recommendation of the Graduate Department of Kinesiology with the approval of SGS. Students participating in an approved exchange program, on the recommendation of the Graduate Department of Kinesiology, may receive transfer credit for up to 50 per cent of the course requirements for their degree. In

all cases, transfer credit arrangements for exchange program participants must be approved in advance by the Graduate Department of Kinesiology and the Associate Dean of SGS or designate.

ORIGINAL RESEARCH AND DISSERTATION

The purpose of the research and dissertation in the Doctor of Philosophy program is to give the student an opportunity to undertake advanced research and writing on a significant problem in the exercise sciences. The candidate will present a dissertation embodying the results of original investigation that was conducted by the candidate. The dissertation shall constitute a significant contribution to the knowledge of the field and must be based on research conducted while registered for the PhD degree. The results of the dissertation should be publishable, either in whole, or in part, by the student as first author. Upon successful completion of the dissertation, the graduate will be qualified to conduct original, authoritative, independent research.

PHD DEGREE TIME LIMIT

All program requirements exclusive of defence must be completed within three years from first registration. Students are strongly encouraged to complete the degree within the four years (plus one year for direct entry PhD students). The maximum time for degree completion is six years (plus one year for direct entry) from the first registration. Should a student be unable to complete their degree requirements within the defined degree time limit, a program extension may be requested. Students should reach out to KPE Office of the Registrar and Student Services at grad.kpe@utoronto.ca for more information concerning program extension requests.

STRUCTURE OF THE SUPERVISORY COMMITTEE

Supervisor:

Must hold an appropriate SGS appointment in the Graduate Department of Kinesiology.

Supervisory Committee members:

This Committee includes two additional faculty holding appointments to the School of Graduate Studies, one of whom must be a Department of Kinesiology faculty member.

a) PhD COMPREHENSIVE EXAMINATION

The purpose of the comprehensive examination is to provide the student with an opportunity to demonstrate their ability to synthesize current research, discuss strengths and weaknesses of area specific research methodology and design, and to engage in knowledgeable academic discourse with other individuals in their chosen field of study. In light of the professional requirements necessary to achieve ongoing success in these objectives in multiple settings, all students in both written and oral formats should achieve these goals.

The written phase provides an opportunity to organize and integrate material from the reading lists in response to specific questions. The questions will touch on theory, methods and substantive elements of the student's preparation. The oral phase will provide an opportunity to elaborate on areas which were identified in the written phase and to explore additional components of the reading lists so that the student may demonstrate the ability to engage in knowledgeable academic

PhD COMPREHENSIVE TIMELINE:

- **2 weeks** prior to the start of the Preparation Phase (reading) ➔ Supervisor sends the reading lists to the KPE Office of the Registrar and Student Services for approval
- **3-4 months** ➔ Preparation Phase (reading)
- **2 weeks** prior to the start of the Written Questions Phase ➔ Supervisor sends the three questions to the KPE Office of the Registrar and Student Services for approval
- **10 days** duration ➔ Written Questions Phase
- **72 hours** duration ➔ Committee Evaluation of written responses
- **6 days** within the submission of responses ➔ Oral Examination Phase

Preparation Phase

It is strongly recommended that students have completed all coursework before starting the Comprehensive Exam Process. Only in extenuating circumstances will the student be allowed to write the Comprehensive Exam without coursework completion.

The preparation phase should start within eight months of the student joining the Graduate Department of Kinesiology. The first step in the formal process is a graduate supervisory committee meeting.

The graduate supervisory committee, in consultation with the graduate student, will identify three areas of knowledge which should be developed by the student. If additional expertise is required, another member may be added to the comprehensive examination committee with the approval of the Director of Graduate Studies. The areas of knowledge may inform development of the student's thesis but should not be co-extensive.

Once the areas of knowledge have been agreed upon, the members of the comprehensive examination committee will develop, in consultation with the graduate student, reading lists and a preparation plan to prepare the student for examination. The number of readings will vary by discipline. However, graduate student reading lists should in total require a minimum of three but no more than four months to complete taking into consideration the other academic demands placed on the student. Development of the reading lists should be completed following the committee meeting (detailed dates available in the PhD Program Timeline). Reading lists must be submitted to the KPE Office of the Registrar and Student Services by the supervisor for approval by the Director of Graduate Studies prior to the student's beginning to study the contents of these lists. Once approved, the KPE Office of the Registrar and Student Services will send the reading lists to the student. The Preparation/Reading Phase is 3-4 months.

Written Questions Phase

After receiving the reading lists and at the end of the Preparation Phase, the student will receive a set of three written questions which are based on the reading lists. The dates for distribution of the written questions to the student, receipt of the completed answers, and the date for the oral component of the comprehensives will be determined at this time point. The supervisory committee, along with the student, needs to decide on a date for the Oral Comprehensive Defence (please ensure it is a Friday). The three questions will be developed by the comprehensive examination committee and submitted to the KPE Office of the Registrar and Student Services for approval from the

Director of Graduate Studies two weeks in advance of the date for releasing the questions to the student. The Director of Graduate Studies will review the questions to ensure they are distinct, relate to the reading lists and meet the expectations for a doctoral comprehensive examination in the Department.

The graduate student will have 10 days to prepare written answers to the three questions which will be submitted to the KPE Office of the Registrar and Student Services. Students may consult written sources and must adhere to academic standards in referencing source material. They cannot ask questions of the members of the graduate examination committee or consult other individuals during the written phase of the examination. Questions related to clarification must be submitted to the KPE Office of the Registrar and Student Services. The KPE Office of the Registrar and Student Services will liaise with the committee to provide the necessary information to the student.

The committee will have 72 hours to evaluate the responses, decide on a pass or fail, and notify the KPE Office of the Registrar and Student Services. If the student fails the written component, the oral examination will be cancelled and the student will be asked to withdraw from the Program. A student will have the right to appeal any academic decision as per the guidelines outlined in the [General Regulations](#) related to Academic Appeals in the School of Graduate Studies Calendar. If the student passes the written component, the members of the graduate examination committee will each develop questions and probes to be employed in the oral examination.

In the event that a student may not be able to proceed with completing the written exam after it has commenced due to serious illness or other event, the student must inform the KPE Office of the Registrar and Student Services and the Supervisory Committee immediately. The exam will be immediately terminated. The student will be required to submit a Verification of Illness and Injury form and submit a formal request for a re-examination which will be reviewed by the Graduate Committee. If the request for a re-write is approved, the supervisory committee will have 5 business days to produce new questions for review and approval by the Graduate Committee and the student will re-sit the exam no later than 30 days from the date of the original exam.

Oral Examination Phase

The oral examination will take place within six days of submission of answers for the written examination and the reporting of positive results for the student by the committee in the written phase. The oral examination will be based on both further probing of responses to the written and additional questions based on the reading lists. The expected duration for the oral examination is two hours but may last up to three hours. Each member of the graduate examination committee will have equal opportunity to examine the candidate. A Chair who is external to the graduate supervisory and the graduate examination committee will be responsible for the conduct of the exam.

Students will be expected to demonstrate knowledge of the theory, methods and content of the agreed upon areas of knowledge. They will be expected to synthesize information from within and across the reading lists. In the written responses they should demonstrate the ability to construct a logical and clearly written presentation of the materials and their critical analysis of the material. In the oral examination they should demonstrate the ability to present a brief synopsis on a topic area and to engage in scholarly discussion. The student will be expected to identify important contributions by particular individuals or groups to the body of knowledge.

Evaluation of Performance

On completion of the oral examination, the graduate examination committee will assess whether the student passes or fails the oral examination. If the student fails the oral examination, they will be asked to withdraw from the program. A student will have the right to appeal any academic decision as per the guidelines outlined in the [General Regulations](#) related to Academic Appeals in the School of Graduate Studies Calendar.

Follow up to Examination

Regardless of the examination outcome the graduate examination committee is responsible for contributing to a written assessment of the student and their performance which will be written by the supervisor. The written assessment of performance will be given to the student and the KPE Office of the Registrar and Student Services within one week of the oral examination.

If the student passes the combined examinations, they will be ready to proceed to development of a proposal for doctoral research.

PhD DEFENCES

A PhD degree candidate is evaluated at three stages of the research phase during their program. The first of these evaluations is the thesis Proposal Defence. The second evaluation is the Departmental Defence, a formal presentation and examination of the thesis and the third is a University of Toronto Final Oral Exam (FOE).

a) PhD Thesis Proposal Defence

The thesis proposal defence should take place after the student, in consultation with their supervisor and selected committee members, has developed a research plan, and prior to submission of the project to ethics review. The student should have a supervisory committee meeting before the proposal defence. It is the purpose of the proposal defence to establish the student's level of understanding of the research topic and to ensure that the proposed research design and methodology are consistent with standardized practice in the student's area of study. The proposal defence also serves to determine whether the methods chosen will enable the student to develop a scholarly piece of research. The proposal defence is seen as an opportunity for the student to give and receive feedback so that weaknesses can be identified and addressed in preparation for the final oral examination of the thesis. The proposal defence is viewed as public and all members of academic staff and graduate students are welcome to attend.

Finally, while it is important that this evaluation be viewed as a positive opportunity for scholarly exchange and discussion of the topic between the student, their committee and other members of the academic community; it must also be recognized that this defence is an evaluation of the student's readiness to move further with the research phase of their degree.

It is advised that this time also be used to update the committee on other aspects of the student's progress (e.g., coursework) and academic preparation (e.g., conference attendance, teaching experience, etc.).

i) Planning the Proposal Defence

Examination Committee Composition

The supervisory committee forms the core examination committee, additional members may be added; committee composition must be approved by the Director of Graduate Studies before the defence can go forward. The quorum for the proposal defence is THREE SGS appointed members.

Voting members:

- i. Supervisor
- ii. Thesis Committee (two SGS appointed members in addition to supervisor)

After the committee is approved by the Director, the student should discuss and confirm a prospective defence date and time with the committee. All exam committee members must attend the defence. If a member cannot attend the proposal defence, they must contact the KPE Office of the Registrar and Student Services immediately.

ii) Booking the Defence

- Three weeks prior to the Proposal Defence, the student should submit the Thesis Proposal Defence Request form to the KPE Office of the Registrar and Student Services.
- KPE Office of the Registrar and Student Services will book the room and confirm the defence booking.
- A reminder email will be sent to the student and committee members one day prior to the defence.

iii) At the Defence

Format of the Defence

The proposal defence will be scheduled for two hours. All members of the supervisory committee must be present at this meeting.

1. Thesis proposal, (duration: 20 to 30 minutes): introduction, review of literature, objectives, hypotheses, methods, proposed statistical analyses.
2. Summary of progress to date: coursework (completed / pending grades), teaching experience, research progress, details of publications, conference presentations, lectures, other scholarly or academic activities.
3. Proposed timeline.
4. Other activities: seminar attendance; journal club participation, student council activities, etc.



iv) Evaluation

Written Thesis Proposal

Since the thesis proposal often represents the first three chapters of the thesis it is important that there is critical discussion about both the content and the written presentation of the proposal. It is advisable that the proposal be evaluated using criteria similar to those which will form the basis of the evaluation of the final defence. The student is then aware of the expectations of the various committee members. Specific suggestions regarding content, writing style and presentation should be incorporated into the final written document.

Presentation

The presentation should be evaluated on the basis of both content and style. It is important that the student be made aware of features associated with good scientific presentation style and format, and has an opportunity to present to an audience of varied backgrounds. Feedback from the presentation should serve to better prepare the student for the presentation associated with the final defence of the thesis.

Defence of the proposal

The student should be evaluated on their ability to defend the scientific merit of their study; to clearly explain the rationale and need for the study based on existing literature, and to discuss the strengths/potential weakness of the methods and design of the study. Whenever possible, the format of questioning and the type of questions should be similar to what would occur at the final defence.

v) Notification of the Candidate and Record of Defence

Upon completion of questioning of the candidate and the discussion of the thesis proposal, the committee should ascertain what remains to be done before the student can apply for ethics approval, and subsequent to ethics approval, to begin the collection of data. Verbal and written follow up instructions should be provided to the candidate and copied to the KPE Office of the Registrar and Student Services. It is both the student's and the supervisor's responsibility to ensure that each committee member approves the thesis proposal prior to the onset of data collection. Formal approval is verified by the signature of each committee member on the Record Proposal Defence Form (provided at the time of the defence).

In the instance when the proposal is deemed "unsatisfactory", a second "defence" of the proposal should be scheduled after the student has had an opportunity to follow up with each committee member and ensure that the changes being made to the proposal are in accordance with the requirements of the committee.

Once the student satisfactorily passes the PhD Proposal Defence, the KPE Office of the Registrar and Student Services confirms achievement of PhD Candidacy to SGS.

	Traditional Format	Paper Format
Front Pieces	Title page Abstract Table of Contents Acknowledgements List of Tables and Figures	Title page Abstract Table of Contents Acknowledgements List of Tables
Introduction	Introduction with research question, purpose and/or hypothesis	Introduction with research question, purpose and/or hypothesis
Review of Literature	Review of literature (theory and content) and assessment of related methods	Review of common elements of literature (theory and content) and assessment of related methods
Methodology and Methods	Methodology and Methods	Common Methods and Methodology
Data and Analysis	Results and Discussion. May separate findings and discussion or integrate	Paper(s) in publication format (student's version)
Conclusion	Conclusion Recommendations Future Directions	Integrated and extended discussion and conclusion Future Directions
References Appendices	References Appendices	References Appendices

b) PhD Departmental Defence

The departmental defence of the Doctoral degree program should serve to determine whether the dissertation can be successfully defended before external examiners. The dissertation should be representative of proper standards of scholarship, and the committee should examine the student on both the substance and implications of their research. It is the examining committee's responsibility to ensure that all other requirements for the degree have been satisfactorily completed before the departmental defence. The departmental defence is viewed as public and all members of academic staff and graduate students are welcome to attend.

Thesis Format

The format of the thesis document should be determined by the supervisor and student in consultation with the advisory committee. In Kinesiology both "traditional" and "paper based" formats are acceptable. The table above outlines the general formats.

The decision as to which format to use is best made early in the writing process, in consultation with your supervisor. In general, the choice depends upon the stage you are at in the preparation of publications and whether your thesis is most readily viewed as one continuous work or a set of discrete, but related studies that together tell your story. Subject to the approval of the supervisory committee, you may decide to omit some of your work from the results and include them instead in an appendix.

i) Planning the PhD Departmental Defence

When planning the PhD Departmental defence, please carefully review SGS deadlines for convocation and fee implications. For example, if a student would like to graduate in June, they must submit their completed thesis (defended and corrections made according to defence result) in April. As the deadline date changes each year, please see the "[KIN Sessional Dates on page iii](#)" for the exact deadline dates. You should aim to have your departmental defence at least 12 weeks before your proposed Final Oral Exam (FOE), allowing for sufficient time for any revisions. Remember to keep in mind that there may be scheduling difficulties if you are planning your defence around holidays/busy times of year.

The supervisor needs to be confident that the final draft of the dissertation is defensible before it is given to members of the supervisory committee. The final draft of the dissertation should be submitted to the supervisor at least two months before the defence. Students are strongly urged to submit chapters to their supervisor throughout the process of writing. This will reduce the chance of the dissertation moving too far in an inappropriate direction. Depending on the nature of the research, it is often wise to submit selected chapters to appropriate members of the advisory committee as well.

ii) Examination Committee Structure

The examination committee consists of the supervisor and the members of the thesis advisory committee and the Chair.

Voting members:

- i. Supervisor
- ii. Thesis Committee Voting Members

All exam committee members must attend the defence.

Non-Voting members:

i. Chair of Examination Committee

The KPE Office of the Registrar and Student Services will find a Chair for the defence. In some cases, the supervisor may be asked to help find a Chair.

iii) Booking the Defence

- **Four** weeks prior to the defence date, the student must submit the **PhD Departmental Defence Request form** and the signed **PhD Thesis Approval** form to the KPE Office of the Registrar and Student Services. The Director of Graduate Studies must approve the request to defend before a date can be confirmed.
- The KPE Office of the Registrar and Student Services will confirm the defence booking.
- A reminder email will be sent to the student, committee members and chair one day prior to the defence.

iv) At the Defence

Responsibilities of the Chair of the Examination Committee:

The Chair acts on behalf of the Director of Graduate Studies and is responsible for ensuring that the examination is conducted properly, within the guidelines outlined in this document. The Chair is expected to exercise full control over the examination and does not participate directly in the questioning of the candidate.

It is the responsibility of the Chair:

- To guarantee that the candidate is given fair opportunity to defend the thesis.
- To ensure that the candidate alone, and not the supervisor or other members of the committee defends the thesis.
- To protect the candidate from harassment.

Responsibilities of the Members of the Examination Committee:

The Examination Committee operates within the full authority of the Graduate Department of Kinesiology with respect to the examination of the candidate and the thesis. The committee's specific responsibilities are:

- To verify that there has been satisfactory completion of all degree requirements and to ascertain that the appropriate documentation is available to confirm completion of these degree requirements.
- To examine the candidate on the content and implications of the thesis.
- To assess whether the thesis meets the proper standards of scholarship.
- To vote on whether the thesis and its defence are acceptable.
- To determine whether the thesis is ready to be defended at a Final Oral Exam (FOE).

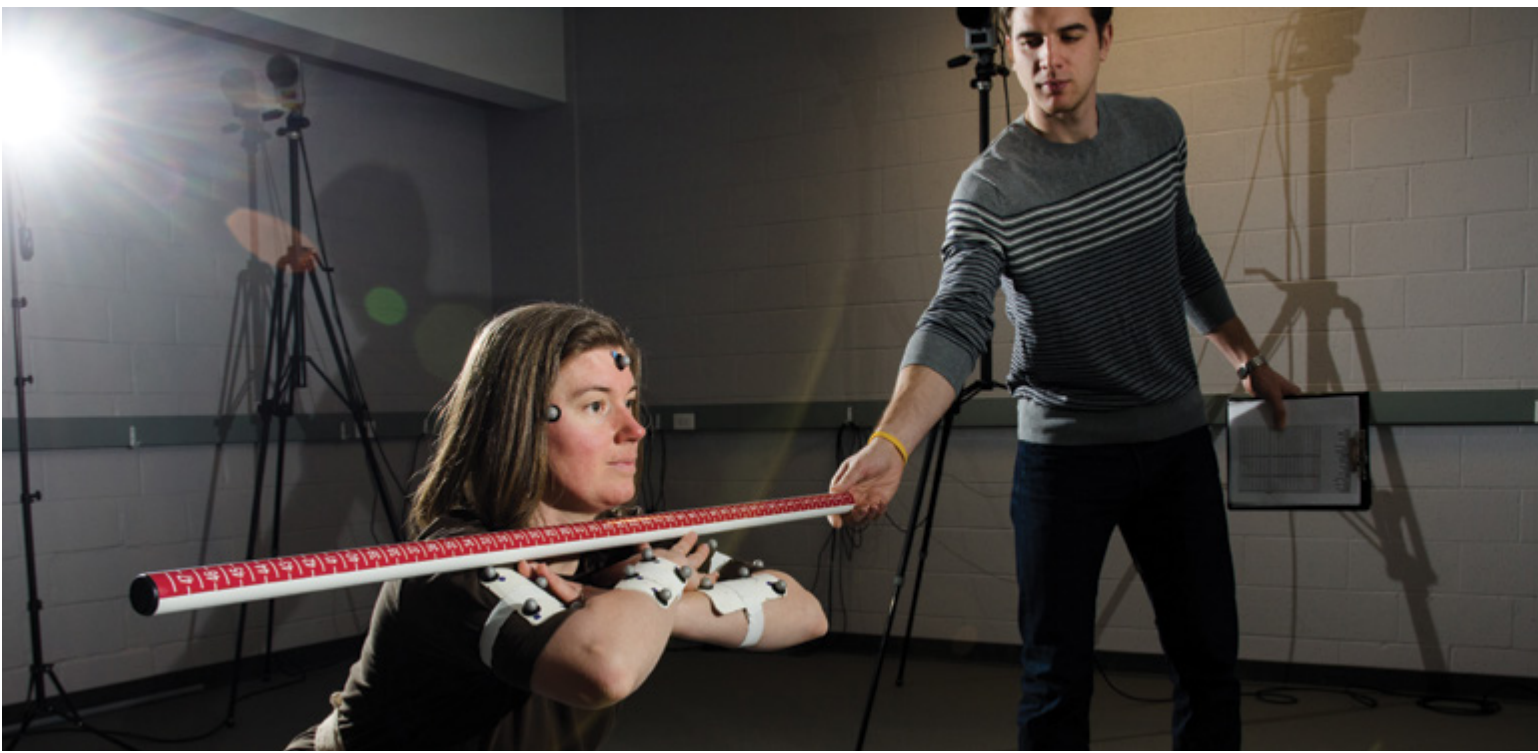
Examination Format

Following introductions, the candidate and any observers will be asked to leave the room. The procedures for the examination are then reviewed by the Chair with the members of the examining committee. Procedures to be followed are:

- The Chair of the Examination must confirm that there is a minimum of four appointed members present. Should there not be a quorum it is the responsibility of the Chair to decide whether to delay the examination or to postpone it to another date.
- The Chair confirms that each member of the committee has sufficient knowledge of the thesis to form a judgment as to its acceptability. This will ensure that there will be no abstentions in voting on the grounds of lack of knowledge of the contents of the thesis.
- The Chair reminds the members of the committee of the scope of the examination, specifically that the candidate is to be judged on both the content of the thesis and the oral defence of the thesis and that all modifications, other than minor corrections (e.g., typographical errors), must be raised in the questioning of the candidate.
- The Chair also reminds the committee that the study must be an independent piece of scholarship/research. This is particularly important when the study is part of a larger investigation, or when an individual other than the candidate is the principal/co-investigator. The Examination Committee must fully establish that the candidate's personal contribution is sufficient to meet the requirements of the doctoral degree.
- A written report can be made by the candidate's supervisor; however, no other written statements are permitted.
- All other examiners, should they wish, may make an oral statement at this time.
- The Chair discusses the order of questioning, the number of rounds of questioning, and the time allotment per examiner with the committee. The recommended sequence is: Members of the Thesis Advisory Committee, Supervisor.
- It is recommended that there be two rounds of questions, with each examiner being allotted 10 to 12 minutes for questions in the first round and 5 to 10 minutes in the second round. A third round of questioning may occur if an examiner has issues concerning the thesis which have not been raised, and which are important to the outcome of the defence.

Conduct of the Examination

Once the format of the examination has been agreed upon and the completion of the course requirements confirmed, the Chair will ask the candidate and any other non-voting participants to return to the room. The candidate will be asked to give a twenty-minute presentation summarizing their research and conclusions. The defence will be conducted in accordance with the previously outlined format. It is the responsibility of the Chair to intervene at any time during this questioning if the examination is becoming an inquisition of the candidate and/or is being unduly dominated by a committee member. Following the rounds of questioning, the non-voting participants will be given an opportunity to question the candidate for no longer than ten minutes, after which all non-voting participants will be asked to retire. As part of the dialogue of learning and as a collegial courtesy, the candidate is given an opportunity to make final remarks or address questions for clarification to the Exam Committee. Once complete, the Chair will ask the candidate to retire.



v) Evaluation and Voting

Prior to voting, the thesis and the oral defence of the thesis should be discussed amongst the examination committee, and the options regarding the status of the candidate's performance on the defence should be considered. Upon conclusion of the discussion, there will be a vote to accept, or not to accept the thesis. If this vote is positive, a second vote will be taken to determine the terms of acceptance of the thesis.

Note: more than one negative vote and/or abstention will result in the thesis not being accepted and the examination will be adjourned.

The candidate has the option of re-working, re-submitting and re-defending the thesis ONCE more within six months of the original defence.

Waiving Departmental Defence

In exceptional circumstances a student, with the written support of their supervisory committee, can formally request to have the Departmental Defence waived prior to their Final Oral Examination. Students will need to submit a Departmental Defence Waiver Form to the KPE Office of the Registrar and Student Services for review by the Graduate Committee. Waiving of the Departmental Defence is not a method of shortening the timeline to completion.

Please note that students will not be permitted to submit their Thesis Approval Form or request for the Final Oral Examination until the Graduate Committee has reviewed and approved the Departmental Defence Waiver Form.

c) Final Oral Exam

The Final Oral Exam is the final step a PhD candidate must complete in order to receive their PhD degree. The Final Oral Exam (FOE) is a closed exam, conducted with external examiners. It should serve to determine whether the completed thesis is representative of proper standards of scholarship, and to examine the student on both the substance and implications of their research.

Once the student has received confirmation that the corrections from the departmental defence have been approved, the student can book the Final Oral Exam.

i) Planning the Final Oral Exam

Please note that effective July 2012 the School of Graduate Studies requires that both external examiners participate as part of the quorum. In the event that one or both of the external examiners cannot participate the School of Graduate Studies will cancel the Final Oral Examination.

It is the supervisor's responsibility to contact a potential external examiner and confirm their availability. The supervisor then, needs to send the proposed external examiner's CV and contact info to the KPE Office of the Registrar and Student Services for approval by the School of Graduate Studies.

ii) Examination Committee Structure

The quorum for a Final Oral Exam is no less than four voting members. There can be no more than six voting members on the examination committee. The Exam Committee consists of one to three voting members from the candidate's supervisory committee and one to three voting members who have not been closely involved in the supervision of the thesis. Eligible for inclusion in the latter group are the external examiners (two minimum). Detailed information below.

Voting members:

- i. Supervisor
- ii. Thesis Committee Voting Members
- iii. External Examiner
- iv. Internal-External Examiner

Non-Voting members:

- i. Chair of Final Oral Exam

External examiners: There is one external examiner and one internal-external examiner involved in the final oral exam. The external examiner is not part of the University of Toronto, but should have a background in the student's thesis topic. The internal-external examiner can be external to the department but part of the University of Toronto (must have an SGS appointment). Both the external examiner and internal-external examiner must have an arm's length relationship to the supervisor and the student, and have not have collaborated in any way with the research.

iii) Booking the Defence

EIGHT weeks prior to the defence date, the student must submit the **PhD Final Oral Defence Request form** to the KPE Office of the Registrar and Student Services with an electronic copy of the thesis and the abstract. Please ensure the supervisor has already confirmed an external examiner.

Once the appraisers are approved, a copy of the thesis along with an appointment letter (with instructions) will be sent to the external examiner at least six weeks before the final oral exam by the KPE Office of the Registrar and Student Services. The external examiner is required to write an appraisal for the student and submit it to the KPE Office of the Registrar and Student Services at least two weeks before the final oral exam. The KPE Office of the Registrar and Student Services will be responsible for distributing copies of the appraisal to the candidate and to all members of the examination committee (at least two weeks before the examination). Please note that the candidate may not discuss the appraisal with the external examiner and the internal-external examiner prior to the defence. A copy of the thesis will also be sent to the internal-external examiner, but no appraisal is required.

If the appraisal is not available two weeks prior to the exam, the KPE Office of the Registrar and Student Services will contact the candidate to determine if they wish to proceed with the exam under these circumstances. If the student wishes to proceed despite the delay in receiving the appraisal, the student must sign a waiver; otherwise, the oral exam will be postponed.

Appointing the Chair: SGS will appoint the Chair after an FOE has been scheduled.

A reminder email will be sent to the student, committee members, external examiners and chair one day prior to the defence.

iv) At the Defence

Responsibilities of the Chair of the Examination Committee: The Chair acts on behalf of the Dean of the School of Graduate Studies and is responsible for ensuring that the examination is conducted properly, within the guidelines outlined in regulations for the Final Oral Exam (FOE) as established by SGS. The Chair is expected to exercise full control over the examination and does not participate directly in the questioning of the candidate. It is the responsibility of the Chair:

- To guarantee that the candidate is given fair opportunity to defend the thesis.
- To ensure that the candidate alone, and not the supervisor or other members of the committee, defends the thesis.
- To protect the candidate from harassment.

Responsibilities of the Members of the Examination Committee:

The Examination Committee operates within the full authority of the School of Graduate Studies with respect to the examination of the candidate and the thesis. The committee's specific responsibilities are:

- To verify that there has been satisfactory completion of all degree requirements and to ascertain that the appropriate documentation is available to confirm completion of these degree requirements.
- To consider the appraisals of the thesis prior to the oral defence.
- To examine the candidate on the content and implications of the thesis.
- To assess whether the thesis meets the proper standards of scholarship.
- To vote on whether the thesis and its defence are acceptable.

Examination Format

Following introductions, the candidate and any non-voting members will be asked to leave the room. The procedures for the examination are then reviewed by the Chair with the members of the examining committee. Procedures to be followed are:

- The Chair of the Examination must confirm that there is a minimum of four appointed members present. Should there not be a quorum it is the responsibility of the Chair to decide whether to delay the examination or to postpone it to another date.
- The Chair confirms that each member of the committee has sufficient knowledge of the thesis to form a judgment as to its acceptability. This will ensure that there will be no abstentions in voting on the grounds of lack of knowledge of the contents of the thesis.
- The Chair reminds the members of the committee of the scope of the examination, specifically that the candidate is to be judged on both the content of the thesis and the oral defence of the thesis and that all modifications, other than minor corrections (e.g., typographical errors), must be raised in the questioning of the candidate.



- The Chair also reminds the committee that the study must be an independent piece of scholarship/research. This is particularly important when the study is part of a larger investigation, or when an individual other than the candidate is the principal/co-investigator. The Examination Committee must fully establish that the candidate's personal contribution is sufficient to meet the requirements of the Doctoral degree.
- The Chair reports on the student's course requirement status (complete/incomplete).
- The written assessments of the thesis are read by both external examiners. No other written statements are permitted other than a written report which can be made by the supervisor. All other examiners, should they wish, may make an oral statement at this time.
- The Chair discusses the order of questioning, the number of rounds of questioning, and the time allotment per examiner with the committee. The recommended sequence is: External Examiner 2, External Examiner 1, Members of the Thesis Advisory Committee and Supervisor.
- It is recommended that there be two rounds of questions, with each examiner being allotted 10 to 12 minutes for questions in the first round and 5 to 10 minutes in the second round. A third round of questioning may occur if an examiner has issues concerning the thesis which have not been raised, and which are important to the outcome of the defence.

Conduct of the Examination

Once the format of the examination has been agreed upon, the completion of the course requirements confirmed, and the appraisals read, the Chair will ask the candidate and any other non-voting participants to return to the room. The candidate will be asked to give a twenty-minute presentation summarizing their research and conclusions. The defence will be conducted in accordance with the previously outlined format. It is the responsibility of the Chair to intervene at any time during this questioning if the examination is becoming an inquisition of the candidate and/or is being unduly dominated by a committee member.

Following the rounds of questioning, the non-voting participants will be given an opportunity to question the candidate for no longer than ten minutes, after which all non-voting participants will be asked to retire. As part of the dialogue of learning and as a collegial courtesy, the candidate is given an opportunity to make final remarks or address questions for clarification to the exam committee. Once complete, the Chair will ask the candidate to retire.

v) Evaluation and Voting

Prior to voting, the thesis and the oral defence of the thesis should be discussed amongst the examination committee, and the options regarding the status of the candidate's performance on the defence should be considered. Upon conclusion of the discussion, there will be a vote to accept, or not to accept the thesis. If this vote is positive, a second vote will be taken to determine the terms of acceptance of the thesis.

Note: more than one negative vote and/or abstention will result in the thesis not being accepted and the examination will be adjourned.

The candidate has the option of re-working, re-submitting and re-defending the thesis ONCE more within six months of the original defence.

vi) Postponement of Exams

In the rare instances where a final oral examination is postponed, it is for a very limited amount of time and it is as a result of exceptional circumstances, more specifically, illness, challenges for travel and so on. A defence can only be postponed by the School of Graduate Studies and with the permission of the Office of the Vice Dean, Students.



Adjourned Oral Exams

In the case of an adjourned oral exam, the procedures outlined below should be followed:

1. **Written Statement:** The Examination Committee must provide the candidate, as soon as possible after the adjournment, with a written statement that specifies clearly the reasons for the adjournment and sets out the Examination Committee's requirements for a reconvened oral examination, making reference both to the written and oral components of the exam.
2. **Scheduling the exam:** The examination committee must decide the approximate date of the reconvened exam. The time between the adjourned exam and the reconvened exam should be as short as circumstances will permit and in no case shall exceed one year. The Committee should inform SGS as soon as it has determined the approximate date of the reconvened exam; SGS shall advise the candidate of this in writing, sending a copy to the KPE Office of the Registrar and Student Services.
3. **Appointing a Chair:** normally, the SGS Associate Dean, Life Sciences will chair any reconvened oral exams. If the Dean is a member of the graduate faculty of the candidate's graduate unit, the Associate Dean of another division will chair the exam.
4. **Abstract:** a new abstract is required only if there have been changes to it.
5. **No new committee members shall be added, except for necessary replacements.** It is the obligation of the members of the original examiners to attend the reconvened examination if they are able to do so.
6. **External Appraisal:** a new appraisal should be obtained from the external examiner if the thesis has been changed substantially. This requirement may be waived by the SGS Associate Dean of Life Sciences at the request of both the student and the graduate unit.
7. **No further adjournment will be allowed if the candidate is not successful at the reconvened exam and the candidate will be ineligible for further PhD candidacy at the University.** The Examination Committee must provide the candidate, as soon as possible, with a written statement that explains clearly and directly why the examiners found the candidate's performance unsatisfactory on the written or oral components of the examination, as may be relevant.

After the Defence

After a successful defence, the chair will submit the necessary paperwork to the School of Graduate Studies (SGS). The student will receive an email from SGS regarding next steps on submitting corrections and thesis.

Student Services and Resources

SUPPORT SERVICES AND RESOURCES

Academic success requires support beyond the classroom. The Faculty of Kinesiology and Physical Education and the University of Toronto offer many services to make your campus experience a positive one.

Below are some key resources to get you started:

- **Accessibility Services**
Supports students through academic accommodations to achieve academic and co-curricular success
- **Health Sciences Writing Centre**
Supports students through the various stages and potential challenges of academic writing
- **Housing Services**
Information on campus and non-campus accommodation, vacancies, online registry and FAQs
- **Sexual and Gender Diversity Office**
Promotes the sexual diversity of the students, staff and faculty at U of T
- **Student Life**
Learn about resources to encourage a balanced and dynamic campus life, beyond the classroom

If you do not find the resources you require on these websites, please feel free to contact the KPE Office of the Registrar and Student Services directly via email at grad.kpe@utoronto.ca or via phone at 416-978-6087.

DAVID L. MACINTOSH SPORT MEDICINE CLINIC

A comprehensive sport medicine care facility, the clinic's staff includes certified athletic therapists, sport and manual physiotherapists, sport massage therapists, sport physicians, orthopaedic surgeons, a certified podiatrist and a registered psychologist (in clinical neuropsychology). The clinic's services are available to anyone with sport or exercise-related injuries or inquiries. kpe.utoronto.ca/david-l-macintosh-sport-medicine-clinic

SEXUAL VIOLENCE PREVENTION & SUPPORT CENTRE

The Centre has a mandate to conduct intake, accept disclosure and reporting of sexual violence, and provide support to individual members of the university community who have experienced or been affected by sexual violence. Please visit The Centre's website for more information: svpcentre.utoronto.ca You are encouraged to review the online sexual violence prevention module at uoft.me/SVEPtraining before attending Orientation day.

ANTI-RACISM AND CULTURAL DIVERSITY OFFICE (ARCDO)

The office is mandated to provide support to students, staff and faculty across the three campuses. The Office engages collaboratively with stakeholders on campus to enable the University's academic mission through the integration of its commitment to equity, diversity and inclusivity. For more information, please visit the website: <https://antiracism.utoronto.ca/about/>.

SCHOOL OF GRADUATE STUDIES

The School of Graduate Studies offers an immense array of services that cater to any need a student may have. These include, but are not limited to:

- Conflict resolution
- Campus life
- Equity and diversity
- Family resources
- Health and safety

For more information, please visit the [SGS Services for Students](#).

GRAD LIFE

Grad Life is a hub to help you navigate grad life at U of T and connect you to workshops, social events, campus services and resources. They provide community through programs where you can gain balance, build skills, seek support and connect with other graduate students across disciplines. To view more information on activities and support resources, visit the [GradLife](#) website.

GRADUATE COUNSELLING SERVICES

Health and Wellness Partnership – The School of Graduate Studies and the Office of Student Life are pleased to announce a new partnership to expand the outreach provided by Health and Wellness to our graduate student community.

To better meet the diverse needs of the graduate student population, graduate students can access counselling services at the School of Graduate Studies. The Wellness Counsellor will offer brief counselling services tailored to the challenges presented by graduate-level university life. The focus of counselling is on strengths, resiliency and skills-building.

FINANCIAL ADVISING

It's best to seek help early so your problems don't get out of control. Most financial problems only get worse unless you seek help. Financial advising can help relieve your stress, resolve your immediate financial problems and help you plan for the future. The financial advisor is trained to assist currently registered students in all aspects of financial management, including planning a budget and debt load management. For more information or to schedule an appointment, please visit the [SGS Financial Aid & Advising](#) website.

WELLNESS WORKSHOPS

Wellness workshops are offered by the Health and Wellness Centre. Topics of these workshops range from balanced living and emotional regulation to healthy behaviours and many others. For more information and to view the schedule of the workshops, please visit the [Wellness Workshop](#) website.



KPE STUDENT RESOURCES

ACADEMIC LEARNING STRATEGIST

Learning strategist appointments are recommended for students who wish to achieve academic success in their university studies and improve their grades, learning skills and study habits.

CAREER EDUCATOR

Career Advising appointments are for those facing challenges in identifying, strategizing, and moving forward in their own career journey.

To book an appointment with a learning strategist or career educator please email grad.kpe@utoronto.ca with your request. Ensure that you include the following information with your appointment request:

- Full name
- Student Number
- UTORid
- Name of the advisor you would like to meet with
- Appointment dates and times that work for you
- Topic(s) you would like to discuss during the appointment

KPE WELLNESS COUNSELLOR

The Faculty, in partnership with the U of T Health and Wellness Centre, offers confidential counselling services to graduate students enrolled in KPE degree programs. Many students find it helpful to meet with a counsellor to learn how to manage stress around schedules, exams, relationships, or any unexpected challenge.

To book an appointment, contact the Health and Wellness Centre at 416-978-8030 and ask to book a time with the KPE counsellor.

KINECTIONS

KINections is all about helping students connect with each other and get involved beyond the classroom. An initiative of the KPE Office of the Registrar and Student Services, KINections presents curated virtual and on-campus activities that support wellness and connection, at KPE and with the local and global community. www.kinections.utoronto.ca

PROFESSIONAL DEVELOPMENT WORKSHOPS

A series of workshops designed to support research graduate students during their program.

FACULTY OF KINESIOLOGY AND PHYSICAL EDUCATION FACILITIES

Athletic Centre (Corner of Harbord St. and Spadina Ave.)

With seven gymnasia, three pools (including the only Olympic-sized pool in downtown Toronto), a strength and conditioning centre, indoor track, dance studio, cardio machines, tennis and squash courts and steam rooms, there really is something for everybody! Facilities are available for use by U of T students and all other Athletic Centre members.

Goldring Centre for High Performance Sport (100 Devonshire Place)

The Goldring Centre for High Performance Sport is a multi-storey sport and exercise facility housing a 2,000-seat, internationally rated field house for basketball, volleyball and other court sports, a state-of-the-art strength and conditioning centre, fitness studio, sport medicine clinic and research and teaching laboratories.

Varsity Centre (Corner of Bloor St. and Devonshire Place)

The Varsity Centre – which includes a 5,000-seat stadium, 400m eight-lane track, state-of-the-art artificial turf field with a dome for winter use and 4,000-seat arena – is a sport and recreation facility like no other. Home to international, intercollegiate and intramural competitions throughout the year, Varsity Centre also hosts recreational and instructional classes, children's programs and high performance athlete training. During the winter months, the field continues to be a hive of activity under the dome, where students and members can make use of the driving range and a range of drop-in recreational activities.

ACORN – STUDENT WEB SERVICE

The Accessible Campus Online Resource Network (ACORN) is U of T's user-friendly and intuitive student web service. ACORN will be your main online resource for updating contact information, student account information and student life resources. Access ACORN using your UTORid and password. Use ACORN to:

- View your daily schedule and upcoming key dates at a glance
- Defer fees
- View tuition invoices and financial account
- Update contact information
- Order transcripts
- Print tax forms
- Access information on housing, health and support, co-curricular programs and more in one place

For more information: www.acorn.utoronto.ca
ACORN FAQs and How-Tos: www.help.acorn.utoronto.ca



TCard INFORMATION/LIBRARY INFORMATION

The TCard is the campus ID card, which provides access to services and facilities such as Quercus, libraries, athletic facilities, exams, meal plans, printing services, and more. Once students have their TCard, they are also able to enable their UTORid, U of T email address, and access U of T WiFi.

As of May 1, 2022 students can begin initiating their TCards by uploading a photo for their TCard. In-person pick up from the Koffler Student Services Centre (214 College Street) can be done by appointment through [CLNx](#).

More information available at: tcard.utoronto.ca.

Set Up Your Email Address and Activate Your UTORid

Once you have your TCard, activate your UTORid account, which will automatically create your UTMail+ account. All U of T students are given a U of T email address through the UTMail+ service. It's your responsibility to activate and maintain this account. Enter this new email address on your ACORN record. U of T uses email to communicate with you. It's your responsibility to update your email on ACORN and to check your UTMail+ account daily.

QUERCUS

Quercus is U of T's online course communication system that some of your instructors will use to communicate important course information to you. The majority of instructors will post their course outline, lab and tutorial schedules, and various course notices and policies via Quercus. Some instructors will also post your course assignment, midterm test and essay grades on Quercus. The majority of your courses will become active on Quercus during the firstweek of classes.

Login to [Quercus](#) using your UTORid.

CONTACT INFORMATION

KPE Office of the Registrar and Student Services

If you have any questions regarding administrative matters such as registration, enrollment, grades, fees, financial support and awards, please feel free to contact Alison Grossman, Assistant Registrar, Graduate Programs.

320 Huron Street, Room BN 110

(Clara Benson Building, enter via 320 Huron Street doors)

Email: grad.kpe@utoronto.ca

Tel: 416-978-6087 or 416-946-3645

Fax: 416-971-2118

Faculty Website: kin.utoronto.ca

OFFICE HOURS

Monday to Thursday: 8:30 a.m. – 12 p.m. and 1 p.m. – 4:30 p.m.
Friday: 8:30 a.m. – 12 p.m.

APPENDIX A. Satisfactory Academic Progress and Good Standing Guidelines for Kinesiology Graduate Students (MA, MSc and PhD)

I. Introduction

Satisfactory progress through the graduate program is a shared responsibility between the Graduate Department of Kinesiology (KIN), the graduate student and the supervisor. Understanding and being in compliance with the conditions and regulations of “Good Standing”, as well as maintaining satisfactory academic progress, ultimately remains the responsibility of the graduate student. For questions, clarifications and details regarding the good standing process please contact the Assistant Registrar, Graduate Programs (Alison Grossman) at grad.kpe@utoronto.ca. To be in good academic standing, a student registered in a degree program in the School of Graduate Studies must:

1. Comply with the **General Regulations** of the School of Graduate Studies as well as with the Degree Regulations and program requirements governing that degree program.
2. Make satisfactory progress towards the completion of the degree.

II. What Constitutes “Good Standing” for a Master’s student?

To be in good academic standing, both MA and MSc students must comply with the **General Regulations** of the School of Graduate Studies as well as with the KIN program requirements. More specifically, these requirements include:

1. Grades of at least a B- for required coursework.
2. A minimum of one supervisory committee meeting per year with an assessment of satisfactory progress through the completion and submission of an **Annual Supervisory Committee Meeting Form** to the KPE Office of the Registrar and Student Services. Please note that two consecutive committee meetings with assessments of unsatisfactory progress may constitute grounds for termination. A student who, through their own neglect, fails to meet with the supervisory committee in a given year will be considered to have received an unsatisfactory progress report from the committee.
3. Satisfactory progress towards the completion of the degree within the timeframe of a two-year period. Important milestones and expectations regarding the approximate timing of achieving such milestones are identified below.

Milestone*	Dates
Complete one course	December 31 of Year 1
Committee established	January 31 of Year 1
Completion of two courses	April 30 of Year 1
First committee meeting	August 31 of Year 1
Proposal defended	August 31 of Year 1
All courses completed	December 31 of Year 2
Second committee meeting	August 31 of Year 2
Final defence	By August 31 of Year 2

4. For Master’s students, an audit result of unsatisfactory progress will be linked with the determination of not being in “Good Standing.” After each milestone achievement (except for coursework), the graduate student or the supervisory committee is required to submit relevant documentation (i.e., Annual Supervisory Committee Meeting forms) to the KPE Office of the Registrar and Student Services. The documentation will be retained in the student file. The coursework completion will be checked by the KPE Office of the Registrar and Student Services during the annual audit.

**For a full program timeline, refer to Appendix B in this handbook.*

III. What Constitutes “Good Standing” for a PhD student?

To be in good academic standing, a PhD student must comply with the [General Regulations](#) of the School of Graduate Studies as well as with the KIN program requirements. More specifically, these requirements include:

1. Grades of at least a B- for required coursework.
2. A minimum of one committee meeting per year with an assessment of satisfactory progress through the completion and submission of an [Annual Supervisory Committee Meeting Form](#) to the KPE Office of the Registrar and Student Services. Please note that two consecutive committee meetings with assessments of unsatisfactory progress may constitute grounds for termination. A student who, through their own neglect, fails to meet with the supervisory committee in a given year will be considered to have received an unsatisfactory progress report from the committee.
3. Achievement of candidacy by the end of Year 3 (Year 4 for direct entry). To achieve candidacy, students in doctoral degree programs must complete all requirements for the degree exclusive of thesis research and courses such as ongoing research seminars that run continuously through the program; and have an approved thesis topic, supervisor, and supervisory committee.
4. Make satisfactory progress towards the completion of the degree within the timeframe of a four-year period. Important milestones and expectations regarding the approximate timing of achieving such milestones are identified below.

Milestones *	Dates
Complete one course	December 31 of Year 1
Committee established	January 31 of Year 1
Completion of two courses	April 30 of Year 1
First committee meeting	August 31 of Year 1
Reading lists submitted and approved	August 31 of Year 1
Comprehensive exams completed	January 31 of Year 2
All courses completed	January 31 of Year 2 (Year 3 for direct entry)
Second committee meeting	August 31 of Year 2
Proposal defence	June 30 of Year 2
Final Oral Exam	August 31 of Year 4

5. For PhD students, two sequential assessments of unsatisfactory progress will be linked with not being in “Good Standing.” After each milestone achievement (except for coursework), the graduate student or the supervisory committee is required to submit relevant documentation (i.e., Annual Supervisory Committee Meeting forms) to the KPE Office of the Registrar and Student Services. The documentation will be retained in the student file. The successful completion of program milestones, including coursework will be verified annually by the KPE Office of the Registrar and Student Services upon the submission of the Annual Supervisory Committee Meeting form. **For a full program timeline, refer to Appendix B in this handbook.*

IV. Milestone Achievement

To also be in compliance with SGS policy, all graduate students are required to have an annual committee meeting. At each annual meeting, the current progress (milestone achievement) of each student is to be discussed and documented through the completion and submission of an [Annual Supervisory Committee Meeting Form](#) to the KPE Office of the Registrar and Student Services. At the end of each meeting the progress of each milestone will be communicated to the student by the supervisor and where necessary additional information and guidance provided.

Please note that additional tuition fees may still apply even if students are in good standing as those deadlines are determined by thesis submission to SGS.

V. Special Circumstances

There may be occasions when a graduate student is unable to successfully complete the milestone activities within the recommended timeframe due to extenuating circumstances. Such circumstances may range from medical (e.g., illness) or research-related (e.g., change in protocol, ethics review challenges) issues. Please note that working or voluntarily taking on EXTRA work are not acceptable grounds for special circumstances. Provided that these extenuating circumstances are documented in the student's file, they will be considered in the determination of satisfactory progress and good standing. Special circumstances will be reviewed by the KPE Office of the Registrar and Student Services and are not automatically approved; students will be notified of the result of any requests. For questions, clarifications and details regarding good standing process, please contact the Assistant Registrar, Graduate Programs (Alison Grossman) at grad.kpe@utoronto.ca.

VI. Process for Addressing Satisfactory Progress and “Good Standing”

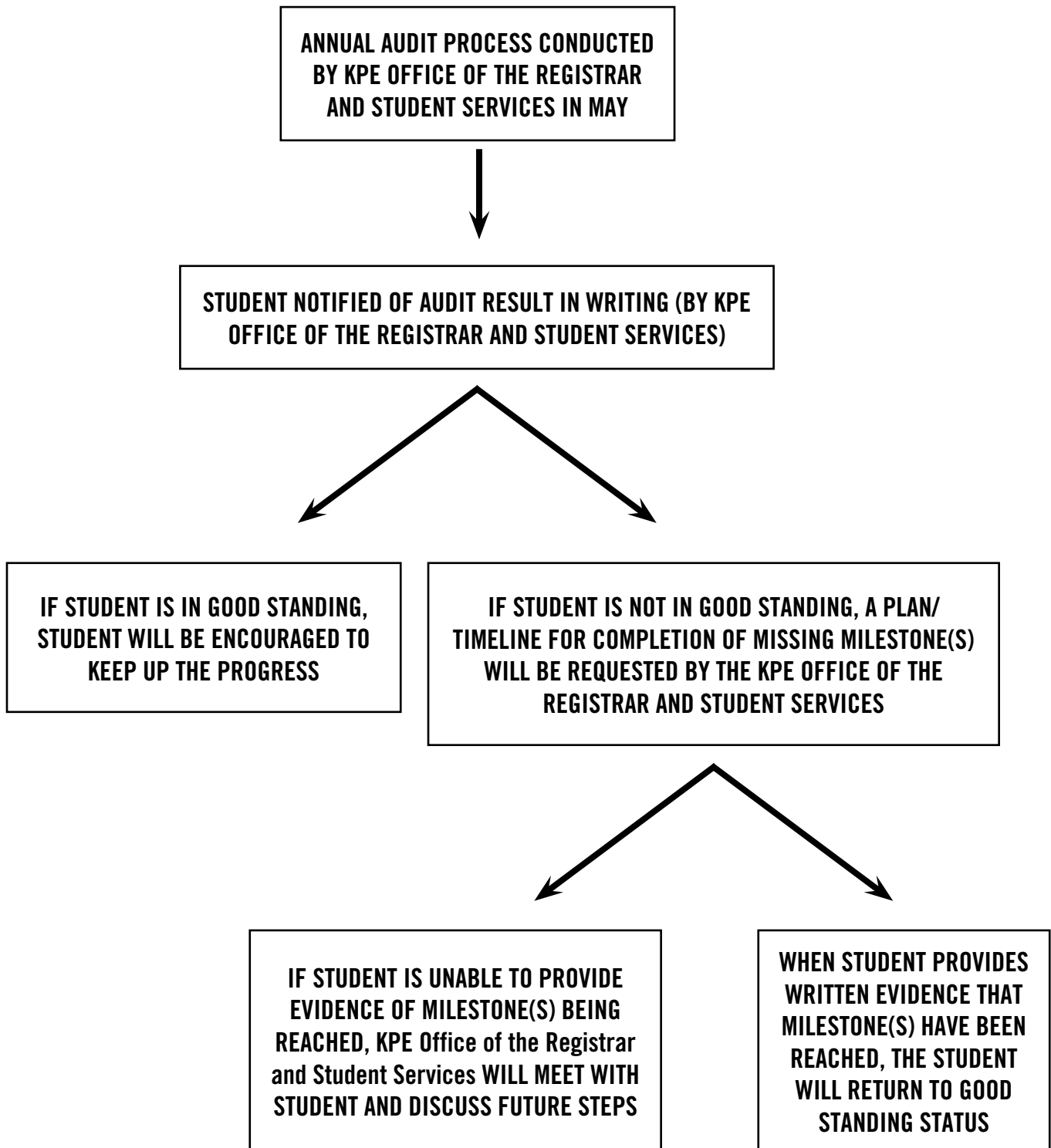
1. Once per year, coinciding with the submission of the Annual Supervisory Committee Meeting form, an academic audit will be conducted by the KPE Office of the Registrar and Student Services. This academic audit consists of a review of the documents in the student's file including notes from the annual committee meeting, coursework grades and notations of successful completion of program milestones.
2. If the appropriate indicators of satisfactory progress are not achieved, the student will be contacted for further information. Should the student be unable to demonstrate evidence of satisfactory progress or extenuating circumstances, an assessment of unsatisfactory progress will be made. Notice of unsatisfactory progress will be made in writing to the student and supervisor with a request for a plan for redress. Should the student provide evidence of extenuating circumstances that may account for unsatisfactory progress, the KPE Office of the Registrar and Student Services/Committee will consider these circumstances in determining whether or not “Good Standing” will be maintained.
3. A student who has been assessed as not being in “Good Standing” may return to “Good Standing” by providing written evidence to the KPE Office of the Registrar and Student Services that the appropriate milestones have been reached.

VII. What are the Consequences of not being in “Good Standing”?

Failure to maintain good academic standing may result in various sanctions, (including ineligibility for financial assistance internal awards, travel support grants, lowest priority for bursaries, external awards and assistantships) and possible termination of registration (in repeated or extreme cases). The School of Graduate Studies may terminate the registration and eligibility of a student:

1. Who fails to comply with the [General Regulations](#) of the School of Graduate Studies, the relevant Degree Regulations, or the specific degree requirements of the graduate unit in which the student is registered; or
2. Who fails to maintain satisfactory progress in the degree program in which the student is registered, as measured either by the general standards of the School of Graduate Studies or by the specific standards of the graduate unit.

Graduate Department of Kinesiology Annual Program Audit Process



APPENDIX B. Tracking Degree Progress

MA and MSc Program Timeline — Target Dates

This timeline is to be used as a guideline for the MA and MSc programs. You may use this as a checklist to ensure you are on track for completion of the program.

YEAR I

<input type="checkbox"/> Approval of first-year courses	September
<input type="checkbox"/> Completion of one course	By December 31
<input type="checkbox"/> Establish advisory committee (Submit signed Supervisory Committee Form to KPE Office of the Registrar and Student Services)	By January 31
<input type="checkbox"/> Completion of two courses	By April 30
<input type="checkbox"/> First annual committee meeting (Submit signed Annual Supervisory Committee Meeting form to KPE Office of the Registrar and Student Services)	By August 31
<input type="checkbox"/> Prepare thesis proposal	May to August
<input type="checkbox"/> Defend thesis proposal	By August 31
<input type="checkbox"/> Submit proposal for ethics review	After successful Master's thesis proposal defence

YEAR II

<input type="checkbox"/> Complete review of literature	August
<input type="checkbox"/> Approval of second-year courses	September
<input type="checkbox"/> Begin data collection	September
<input type="checkbox"/> Course completion	By December 31
<input type="checkbox"/> Data collection and analysis complete	January/February
<input type="checkbox"/> First draft of thesis to supervisor	March/April
<input type="checkbox"/> Revision process with supervisor	April/May
<input type="checkbox"/> Distribute thesis to committee	May
<input type="checkbox"/> Second annual committee meeting (Submit signed Annual Supervisory Committee Meeting form to KPE Office of the Registrar and Student Services)	By April 30
<input type="checkbox"/> Book Master's departmental defence with KPE Office of the Registrar and Student Services (Submit Defence Booking Request form , Thesis Approval form and thesis (pdf format) to the KPE Office of the Registrar and Student Services)	By July 25
<input type="checkbox"/> Final departmental defence	By August 31
<input type="checkbox"/> Thesis corrections and submit to supervisor	TBD (Depending on defence result. Please contact grad.kpe@utoronto.ca for details)

PhD Program Timeline — Target Dates

This timeline is to be used as a guideline for your PhD program. You may use this as a checklist to ensure you are on track for completion of the program.

YEAR I

<input type="checkbox"/> Approval of first-year courses	September
<input type="checkbox"/> Completion of one course	By December 31
<input type="checkbox"/> Establish advisory committee (Submit signed Supervisory Committee Form to KPE Office of the Registrar and Student Services)	By January 31
<input type="checkbox"/> Completion of two courses	By April 30
<input type="checkbox"/> First annual committee meeting (Submit signed Annual Supervisory Committee Meeting Form to KPE Office of the Registrar and Student Services)	By August 31
<input type="checkbox"/> Reading lists to be submitted by supervisor to KPE Office of the Registrar and Student Services	By August 31

YEAR II

<input type="checkbox"/> Reading lists for comprehensive examination preparation phase	September to December
<input type="checkbox"/> Comprehensive examination	By January 31
<input type="checkbox"/> Course completion	By December 31
<input type="checkbox"/> Prepare thesis proposal	January to May
<input type="checkbox"/> Second annual committee meeting (Submit signed Annual Supervisory Committee Meeting Form to KPE Office of the Registrar and Student Services)	By August 31
<input type="checkbox"/> Defend thesis proposal	By June 30
<input type="checkbox"/> Submit ethics	By August 31
<input type="checkbox"/> Complete review of literature and methods	August

YEAR III

<input type="checkbox"/> Begin data collection	September to TBD
<input type="checkbox"/> Third annual committee meeting (Submit signed Annual Supervisory Committee Meeting Form to KPE Office of the Registrar and Student Services)	By August 31

YEAR IV

<input type="checkbox"/> Data collection and analysis complete	September/October
<input type="checkbox"/> First draft of thesis to supervisor	January/March
<input type="checkbox"/> Distribute thesis to supervisor committee	April
<input type="checkbox"/> Book departmental defence with KPE Office of the Registrar and Student Services (Submit Defence Booking Request form and Thesis Approval form to the KPE Office of the Registrar and Student Services)	By mid-May
<input type="checkbox"/> Fourth annual committee meeting (Submit signed Annual Supervisory Committee Meeting Form to KPE Office of the Registrar and Student Services)	By April 30 of anticipated final year
<input type="checkbox"/> Departmental defence	By first week of June
<input type="checkbox"/> Book Senate/Final Defence with KPE Office of the Registrar and Student Services (Submit Defence Booking Request form and thesis (pdf format) to the KPE Office of the Registrar and Student Services)	By end of June
<input type="checkbox"/> Final Oral Exam	By August 31
<input type="checkbox"/> Thesis corrections and submit to supervisor	TBD (Depending on defence result. Please contact grad.kpe@utoronto.ca for details)

Notes

How we move.



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