Graduate Student and Supervisor Guide (rev. 2019)

School of Human Kinetics
Faculty of Health Sciences
University of Ottawa

uOttawa

Graduate Studies Administration

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Preamble and First Steps

Please note that the information presented here supplements the information provided by the University of Ottawa Academic Regulations and the Graduate and Postdoctoral Studies (GPS) regulations. All students are encouraged to read that information. Should there be any discrepancy between the information posted on the University's website and the information presented here, the regulations provided by the University will take precedence. The information herein is subject to change without notice and does not represent a commitment from the University of Ottawa. If the information you are seeking is not included here, please consult the Graduate and Postdoctoral Studies website.

Application and Admission

If you are considering applying to one of the graduate programs in human kinetics at the University of Ottawa, you can find the most accurate and up-to-date information on application deadlines, language tests and other admission requirements, at the specific requirements webpage.

Applications are made via the Graduate and Postdoctoral Studies Application website.

Before being admitted to a thesis-based program (MA, MSc, PhD), the applicant must contact a professor willing to act as the thesis supervisor. The supervisor guides the student throughout the research and the writing of the thesis. It is strongly recommended that you find a supervisor before submitting your application. See the Thesis Supervision section of the Graduate and Postdoctoral Studies regulations for information on finding a suitable supervisor.

Note: A supervisor is required only for those research programs with a thesis or major research paper option. A supervisor is not required for the Master of Human Kinetics (MHK) course-based programs.

*Please note that for thesis-based programs (MA, MSc, PhD), the admissions file is **not considered complete until a letter of acceptance is received from the Supervising Professor**. Although a professor may express a willingness to accept a particular student, oftentimes professors get more applications than they can accommodate, and thus acceptance can't be considered as final until a letter of acceptance is provided by the Professor. Professors must submit the letter via email to healthsc@uottawa.ca, indicating that they are willing to supervise a particular student. A student file that is missing the letter of supervision will appear as "incomplete" in the student portal; however, the application will still be processed for admission. If no letter is received before the start of the academic session, the application will be rejected.

Basic Information

See the Graduate and Postdoctoral Studies webpage for information related to Graduate programs.

Visit the uOttawa Student Guide webpage for basic student information.

Prior to each term, be sure to check the University's Important Dates and Deadlines webpage.

For course scheduling, see the uOttawa Course Timetable.

During your studies at the University of Ottawa, you will rely on the uoZone online portal. There you will find links to the email portal, Online Course Learning and Management System (Brightspace), and other applications, including links for submitting service requests.

Your @uOttawa.ca account is the official University student email account through which the University communicates with you. University administrators, professors, teaching assistants, and other students will easily recognize this email address. Note that some professors may screen out student emails that do not end in @uOttawa.ca or that cannot be easily identified.

Supervisor – Student Guidelines

Graduate Student Roles and Responsibilities

1. Become familiar with the University of Ottawa's academic regulations.

2. Maintain the highest standards of academic integrity. This includes understanding and avoiding acts of academic fraud and plagiarism.

3. Become familiar with uoZone, the University of Ottawa's student portal, and be sure you are enrolled each term.

4. Become familiar with the University of Ottawa's Office of Research Ethics and Integrity procedures and guidelines. Only conduct research according to the regulations set out by the Research Ethics Board.

5. Be present in the office/laboratory during work hours that you have previously agreed upon with the supervisor (laboratories, meetings, follow-ups, etc.).

6. Meet the deadlines set for each term, as agreed to during supervisor-student meetings (see Supervisor Roles and Responsibilities).

7. Be aware of graduate program milestones and deadlines (e.g., progress reports, registration of thesis topic — see below for more information).

8. Use research equipment for professional purposes only. Comply with University of Ottawa rules regarding the use of University facilities and services (see University Policy 28).

9. In the event of a prolonged absence, check with your supervisor to determine whether you require a formal leave of absence (See Academic Regulation 3.2).

10. Check with your supervisor prior to accepting additional work (courses, research/teaching assistantships, part-time jobs internal or external to the University).

11. Share all intellectual property rights with your supervisor (e.g., data, manuscripts, patents).

12. Always recognize the supervisor's contribution to scholarly output.

13. Inform the supervisor as soon as possible of anything that might disrupt the research process.

14. Make time to discuss the supervisor/student relationship at the end of each term.

15. Ensure that you submit to the supervisor all raw data gathered to complete the thesis at the completion of the project.

16. If the student temporarily suspends their studies for more than 12 consecutive months for non-medical reasons and/or minor personal issues, they must turn over all rights to the research data to the supervisor. Once the research is complete, the student must notify the supervisor, in writing, whether they wish to be associated with the published work.

17. Obtain the supervisor's and co-authors' approval prior to submitting any scientific paper related to the thesis program.

Supervisor's Roles and Responsibilities

1. In the weeks prior to the student's start date, contact the incoming graduate student to set up an initial meeting to discuss the project (or possible projects) on which the student will work. During this meeting, review the content of the Graduate Student and Supervisor Guide, and agree upon a timeline for successful program completion.

2. Discuss expectations, the terms of the collaboration, and the requirements for a thesis. Make sure that questions on research ethics, copyright, intellectual property, and joint publications are clarified very early on.

3. Discuss financial support with the student and go over possible funding opportunities (internal and external scholarships, teaching and research assistantships, travel awards, and potential financial assistance from the supervisor). See the Graduate and Postdoctoral Studies Awards and Financial Support webpage.

4. Assist and counsel students applying for scholarships and financial support. This includes writing high quality letters of reference.

5. By the end of the third term of enrolment for PhD students, and the second term of enrolment for master's students, help the student choose a research topic.

6. Establish a schedule of meetings to successfully monitor the student's progress. At a minimum, meet with the student before each term to establish a work plan based on objectives and tasks. Assess the student's self-evaluation reports. Complete and sign each progress report. Forward this report to the academic unit and provide a copy to the student.

7. Inform the student when their progress is unsatisfactory and advise the student on what can be done to improve it.

8. Inform the student of all ethical requirements for conducting research at the University of Ottawa, and provide the student with support when preparing the Research Ethics Board application forms.

9. Be available for discussions with the student. Notify the student of any absences longer than a week and ensure appropriate support mechanisms are available during absences (e.g., telephone number and email address).

10. As appropriate, provide infrastructure, materials, and equipment for data gathering and analysis.

11. Provide support and guidance while the student is writing articles.

12. Help the student with the interpretation of raw data and findings.

13. Give timely responses to written materials (research papers, thesis chapters) submitted by the student—normally within two weeks, unless alternative arrangements have been mutually agreed upon.

14. Formally recognize contributions the student makes to the dissemination of research.

15. Wherever possible, provide the student with opportunities to develop their research through scholarly presentations and publications.

Service Requests

Service requests are electronic requests, submitted through [uoZone,](#) that graduate students can use to submit documents to meet their milestones or to request assistance from supervisors or faculty. Service requests play an important role in the academic process and must be completed at the appropriate time to ensure that the student progresses smoothly to graduation.

There are currently 19 types of service requests that students can use to electronically submit requests and documents to their supervisor, program director, or academic unit for review or processing. These requests include (but are not limited to):

- Submission of progress report for approval

- Modifying or adding a supervisor

- Submission of the thesis for evaluation

- Request for a leave of absence

Several other service requests are described in the "Milestones" section.

Please note that all forms attached to service requests should be filled out electronically whenever possible. If a form must be filled out by hand, it must be scanned and saved as a PDF. If you try to submit a document as a picture or as a JPEG, the service request will be refused and you will need to resubmit it.

How to access service requests:
1. From the [uoZone](#) **Applications** tab, click **Service Requests**.
2. The **My Service Requests** screen appears. If you have not yet created a service request, the service request table will be empty.

How to create a service request:
1. In the [uoZone](#) **Applications tab**, select **Service Requests**.
2. On the **My Service Requests** page, click **New Request**.
3. Under **Select a Request Category**, click **Research related** or **General**, then click **Next**.
4. Select the service request you would like to create and click **Next**.
5. Enter any required comments in the **Comment** box.
6. If you need to attach a file, under **File Attachments**, click **Add attachment**, select the attachment to add, and click **Upload**.
7. Click **Submit**.

How to access the required forms that need to be attached:
- From the websites listed below, click the form title to open the form, then complete the electronic form and save it. Once you have saved the form, you can attach it to a service request, if necessary.
  - Visit the Graduate and Postdoctoral Studies website for [general graduate program forms](#).
  - Visit the [Faculty of Health Sciences Forms Page](#) to display the list of forms specific to that faculty.

How to view or update service requests:
- From the **Applications** tab in [uoZone,](#) click **Service Requests**.
- Your service requests are displayed in a table with the following columns: Request Number, Request Type, Request Subtype, Request Date, Status and Status Date.
- The following navigation options are available at the top of the Service Request table:
  - Personalize: choose how your Service Requests are displayed
  - Find: access specific requests you have created (when many are displayed)

- o   View All: display all your service requests
- To view more information about a service request or to update it, click the desired request in the **Request Type** column.
- **My Request Detail** displays your service request. From this screen, you can view, add or update comments and view attachments submitted with the request.
- To add a comment, click **Add comment**; to update a previous comment, click **Update last comment**.
- To view the content of an attachment submitted with a request, click **View** next to the desired attachment.
- To save your modifications, click **Save**, or click **Cancel** to return to the My Service Requests screen.

To view a list of available service requests, or for further details, see the [Service Requests Guide](#).

MA/MSc Degree Requirements

Course Requirements

The Master of Arts (MA) and Master of Science (MSc) programs in human kinetics require students to complete a minimum of 9 units of compulsory coursework, which are listed in their specific program of study. These courses are normally taken in the first two terms of full-time study. Course requirements specific to the MA and MSc can be found in the University of Ottawa online catalogue.

Note that the passing grade for all courses is C+ (65%).

Thesis Requirement

The Master of Arts (MA) and Master of Science (MSc) programs in Human Kinetics require the completion of a master's thesis.

Because students must maintain continuous enrolment, students must enrol in the thesis course (THM7999) by the end of their second term, or earlier if they are not taking any other courses. Once enrolled in the thesis course, **continuous enrolment will automatically be maintained until the student has finished the program, unless enrolment is blocked** due to unpaid fees, a missing progress report, or other similar circumstance. See the Course Enrolment section below for more details.

A student who incurs failures in two items (courses or thesis) shall be withdrawn from the program.

Note that all master's degree requirements must be completed within four years of the student's initial enrolment in the program.

MA / MSc Thesis Milestones and Procedures

Prior to each term, be sure to check the University's [Important Dates and Deadlines](#)**.**

*Important note on service requests:
Many of the milestones below are completed using service requests, which are electronic requests submitted by graduate students to their supervisors or faculty to assist students in their academic progress and in meeting their milestones. For a full listing of service requests and a "How To," see the [Service Requests Guide](#)**.**

Registration of Thesis Supervisor

Before being admitted to a thesis-based master's program, the student must ensure that a professor has formally agreed to act as their thesis supervisor. Hence, this step is normally completed before initial enrolment. If it is decided that a co-supervisor is desired or required, the student must submit a service request to add the new thesis supervisor before the end of the second term.

The School of Human Kinetics (SHK) requires that either the primary supervisor or the co-supervisor be a regular, full-time professor from the SHK, unless an exception is made by the School of Human Kinetics Teaching and Personnel Committee (STPC) and approved by the director of the School.

In some circumstances, a student may wish to have a co-supervisor who is a professor or researcher from another institution. In such cases, the proposed co-supervisor's dossier must also be submitted by email to the SHK graduate administrative assistant, and approved by the SHK assistant director of graduate studies and research, and by the vice-dean, academic of the Faculty of Health Sciences. A student may also complete a joint program under a process known as a cotutelle. For more information, review the ["Types of Supervision"](#) section of the Graduate and Postdoctoral Studies website.

Procedure:
- To register a new thesis (co)supervisor, create a new service request under **Add a new supervisor**. The name of the supervisor/co-supervisor must be added in the comments box along with the preference (primary supervisor or co-supervisor). Service requests are found in [uoZone](#) , under the **Applications** tab (see [Service Requests Guide](#) for more information).
- The thesis supervisor must then approve the service request by logging into their [VirtuO](#) account, visiting the service request dashboard, and marking the request as **D3-APPR_SUP (Approved by supervisor)**.
- The assistant director, graduate studies and research will then review the service request for approval.
- The Academic Office will then approve the service request.
- To change a thesis supervisor after admission, submit a service request under **Modify or Delete a Supervisor**. The current supervisor, proposed supervisor, and academic unit director (or their delegate) must approve the request for modification.

Course Enrolment

Enrolment takes place online using the Student Centre in [uoZone](#). Enrolment is your responsibility; be sure to check the [Important Dates and Deadlines](#) calendar and carefully read the following procedures. Students should normally have completed all course requirements by the end of the second term of enrolment.

*Important: Once all courses are completed, students need to enrol in the SHK master's degree thesis course (THM7999) to maintain continuous full-time enrolment. Once enrolled in THM7999 the first time, the student will automatically be re-enrolled the following term until completion of the degree, unless enrolment is blocked for reasons such as non-payment of fees, failure to submit a progress report, etc. If full-time enrolment is not maintained, funding may be interrupted, and tuition late fees/penalties may be imposed.

In some cases (e.g., directed studies, out-of-program courses, auditing a course), a student may not be able to enrol online through the self-serve option and must take additional steps. For information and further details specific to individual circumstances, see the SHK enrolment instructions.

Procedure for out-of-program courses
- Students wishing to take out-of-program courses must complete a Course Attendance form, available on the Graduate and Postdoctoral Studies Forms webpage, and submit it by email to the SHK graduate administrative assistant. Note that the thesis supervisor must also sign the form.
- The assistant director, graduate studies and research will then review the form.
- The approval of the host instructor and/or academic unit may be required (e.g., by email).
- The Academic Office will then approve the request and allow you to enrol in this course.
- Note that these courses may not count toward the requirements of the degree program.

Procedure for directed studies (APA 5997)
A directed studies course is a personalized course designed by you and a professor to expand your knowledge in a field of special interest. The course is an elective and counts toward your requirements.
- Students wishing to take a directed studies course must complete an Abstract of Directed Study form and submit it by email to the SHK graduate administrative assistant. Note that the thesis supervisor must also sign the form.
- The assistant director, graduate studies and research will then review and approve the form.
- The Academic Office will then approve the request and allow you to enrol in this course.

Procedure for auditing courses
Auditing a course means attending lectures without having to complete assignments or examinations. As a result, students auditing a course receive no credit and their transcript indicates "AUD" as the grade. Full time students may audit courses for free, while part-time students will be charged a fee of 15% of the tuition fee for the audited course.
- Students wishing to audit a course must complete a Course Attendance form, and submit a request by email, along with the form, to the SHK graduate administrative assistant. Note that the thesis supervisor must also sign the form.
- Approval from the host instructor and/or academic unit may be required (e.g., email approval).
- The assistant director, graduate studies and research will then review the request for approval.
- The academic office will then approve the request and allow you to enrol in this course.
- Note that audited courses do not count toward the requirements of the degree program.

Registration/Modification of the Thesis Topic
Master's students must register their thesis topic by the end of their second term. The thesis topic must be selected in consultation with the student's thesis supervisor.

Procedure:
- To register the thesis topic, create a new service request under **Add a thesis title**. To modify the thesis topic, create a new service request under **Modify a thesis title**. The thesis title must be added to the comments box. Service requests are found in uoZone under the **Applications** tab. (See Service Requests Guide for more information.)
- The thesis supervisor must then approve the service request by logging into their VirtuO account, visiting the service request dashboard, and marking the request as **D3-APPR_SUP (Approved by supervisor).**
- The Academic Office will then approve the service request.

Completing the Annual Progress Report
Important: Before the end of the first year of enrolment, and once a year thereafter, all students enrolled in a thesis

program must complete and submit an annual progress report.

The progress report allows supervisors to monitor the progress of students in their program. It also serves to evaluate the academic progress made over the past year and to define objectives for the following year. The information provided in the report ensures that all students are making systematic and consistent progress in their research.

This is also an opportunity for the student and thesis supervisor to meet and take stock of the research and adjust accordingly. It is important to take advantage of these meetings to review the research goals and agree on the expected progress in the months to come. Several versions of the progress report may be required before coming to a final version.

Note: A student who receives two (2) unsatisfactory progress reports shall be withdrawn from the graduate program.

Procedure:
- The student must complete the Annual Progress Report form and submit the progress report to the thesis supervisor. The supervisor will then assess the student's progress. The supervisor will decide whether or not the report is satisfactory by comparing the objectives achieved by the student with the objectives established in the previous progress report.
- When submitting a progress report for approval, allow for at least two weeks before receiving final approval.
- Once the progress report has been reviewed and approved by the thesis supervisor, the student must create a new service request under **Progress report**. Be sure to attach the file that has been filled out by both the student and the supervisor. Service requests are found in uoZone under the **Applications** tab (see Service Requests Guide for more information).
- The thesis supervisor must then approve the service request by logging into their VirtuO account, visiting their service request dashboard, and marking the request as **D3-APPR_SUP (Approved by supervisor).**
- The assistant director, graduate studies and research will then review the progress report service request for approval.
- The Academic Office will then approve the service request.

Note: If the annual research progress report is not completed, enrolment in the following term will be blocked until the student remedies the situation, and the student will not be automatically re-enrolled in the thesis course (THM7999). Failure to enrol in the thesis course could have major financial consequences and could eventually lead to the student's academic file being closed without further notice. Any scholarships may also be suspended or cancelled.

See the Graduate and Postdoctoral Studies section on progress reports for more information.

Thesis Advisory Committee (TAC)

The TAC must be composed of a thesis supervisor and at least two, but no more than four, examiners. At least one of the examiners must be a regular full-time professor in the SHK. The composition of the TAC is normally decided during the student's first year in the program. Once the TAC has been established, and prior to the submission of the thesis proposal, the student must a complete and submit the "Composition of Thesis Advisory Committee (TAC)" form (see procedure below).

The roles and responsibilities of the TAC are:
- to provide guidance to the student on thesis planning, research and writing;
- to discuss ideas and provide advice on any other matter related to the thesis; and
- to evaluate the thesis after submission.

Thesis committees meet according to a schedule set by the committee members themselves. Meetings usually take

place every 6 or 12 months and normally, the student is responsible for initiating them. If concerns about the progress of the research arise, the supervisor and/or academic unit may require meetings at more frequent intervals. Once the thesis topic has been chosen and registered, the thesis supervisor will normally approach colleagues who have the requisite expertise and invite them to join the student's TAC.

*In some cases, and provided that no costs are incurred by the University of Ottawa, a TAC member may be a professor or researcher from another institution. In such cases, the proposed TAC member's dossier must also be submitted and approved by the SHK assistant director of graduate studies and research. In such cases, the student, in collaboration with the thesis supervisor, is responsible for ensuring that the SHK graduate administrative assistant receives:

- the Composition of TAC form
- the external member's current CV, including a list of relevant publications, and
- a letter of support from a regular full-time professor from the SHK.

Final approval is at the discretion of the assistant director of graduate studies and research.

Procedure:

- Once the composition of the TAC has been established, the student must complete the "Composition of Thesis Advisory Committee (TAC)" form and send the completed form by email directly to the SHK graduate administrative assistant (note: **not as a service request**).
- If a TAC member is from another institution, the external member's current CV, including a list of relevant publications, and a letter of support from a regular full-time professor from the SHK must also be attached to the email.
- The SHK graduate administrative assistant will then forward the TAC form (and dossier if required) to the assistant director, graduate studies and research, who will review the TAC form for approval.

Thesis Proposal and Procedures

The thesis-based master's programs at the SHK require students to submit a formal thesis proposal. The thesis proposal is an excellent planning tool that helps bring the thesis topic into sharper focus: it may start out as a vague idea, but as the student revises the proposal and discusses it with the supervisor, the proposal becomes clearer.

The proposal should outline:
- the topic or the central research question
- the background literature and resources from which the topic or research question is drawn; and
- when relevant, the strategies and instruments used for data collection and analysis

The research conducted to draft the proposal will be a useful foundation in preparing the thesis. With this in mind, during the proposal writing stage, the student should start compiling what will eventually become footnotes or endnotes, and a full bibliography or list of references. This means taking meticulous notes and keeping track of the author, title, place and date of publication, and any relevant page numbers in works consulted.

Where appropriate, the proposal should outline the actual papers that will be submitted should the work proceed as planned, including authorships in the case of collaborative projects. This will give the student and the supervisor a clear idea of responsibilities and expectations.

The student will also need to present the proposal formally as part of the approval process. This is an opportunity to sharpen the student's focus and to set out exactly how to proceed.

Special note: Because of health considerations related to COVID-19, all oral defenses (thesis proposal, thesis defense, and comprehensive examination) can currently only be held by videoconference (MS teams, Adobe Connect). Visit the Faculty of Health Sciences website for updated guidelines or contact the Administrative Assistant to Graduate Studies

for up-to-date information.

Some research projects require other approvals, such as ethical clearances. The thesis supervisor should know what approvals are required and how they can be obtained, but the student is ultimately responsible for obtaining these approvals.

The thesis proposal usually consists of an introduction, a review of the literature and/or a theoretical framework and methodology. In the case of students taking the Specialization in Feminist and Gender Studies, the thesis proposal must also include a half-page statement, in the introduction, explaining how the thesis will contribute to feminist and gender studies. **The maximum length of the thesis proposal, excluding title page, figures, references and appendices, is 25 pages.**

Procedures:

- Normally before the end of the third registered semester, an electronic copy of the thesis proposal is submitted to the SHK Graduate Administrative Assistant (**normally via email; *not as a service request**) along with a completed "Composition of TAC" form if not previously submitted. It is the student's responsibility to ensure that examiners who prefer hard copies of the thesis proposal are provided with them.
- The SHK Graduate Administrative Assistant will then forward the TAC form (and dossier if required) to the Assistant Director, Graduate Studies and Research, who will then review the TAC form for approval, if not previously approved.
- The SHK Graduate Administrative Assistant will send the proposal to the TAC/examiners. Examiners have 15 business days to read and evaluate the proposal. For students in the Specialization in Feminist and Gender Studies, the extra copy of the proposal will be sent to the Feminist and Gender Studies Graduate Studies Committee for approval. In certain circumstances, an examiner may require more days. This should be discussed with the TAC and the student should be informed if more time is needed.
- If, following the 15-day evaluation period, all examiners find the document adequate to proceed to oral presentation The SHK Graduate Administrative Assistant will schedule the oral presentation as soon as possible. This oral presentation will consist of the student and members of the TAC. The thesis supervisor chairs the oral defence. The oral defence may be open to the public and this decision is at the discretion of the thesis supervisor. In the event that the thesis proposal document is deemed not acceptable by one or more examiners, it will be returned to the supervisor and student with comments and the process may begin anew.
- The purpose of the thesis proposal oral presentation is to give the student an opportunity to present the research plans (normally a maximum 15 minutes) and to seek approval of this plan (with or without modifications) from the TAC. At the end of the meeting, the student and the TAC must sign the "Report on Thesis Proposal" form (provided to the supervisor at the oral defence) and return it to the SHK Graduate Administrative Assistant. Revisions may be required and the TAC may ask to review the document before a final approval.
- After the thesis proposal oral presentation and once the required modifications have been made, students whose research project requires ethics approval must prepare an ethics application and submit it for approval by the Research Ethics Board (REB). In this case, a copy of the signed "Report on Thesis Proposal" form is compulsory and must be submitted to the REB with the ethics application.
- The SHK Graduate Administrative Assistant will then send a copy of the signed "Report on Thesis Proposal" form to the academic office to attach to the student's record.

Thesis Writing

A master's thesis must show that the student is able to work in a scholarly manner and is acquainted with the principal works published on the subject of the thesis. As much as possible, it should be an original contribution to the field. Some disciplines require that the thesis be of publishable quality. The master's thesis is usually about 25,000 words long, excluding the bibliography/list of references. In some disciplines, the text may be shorter. Students should discuss the

thesis requirements with their supervisor. There is an oral examination for a master's thesis, in the presence of examiners.

The thesis may be written in a monograph format or article format (one or more articles, as determined by the TAC). The same ethical and quality standards apply, regardless of the format. Students are encouraged to review theses in their domain by contacting the SHK administrative assistant to graduate studies and the library.

In a **monograph**, the student presents a proposal or thesis, along with related research findings. The student draws on existing research, which may be supported or refuted. The monograph is described in detail by Graduate and Postdoctoral Studies and includes:

- A **preface** that specifies the approvals obtained to conduct the research, clearly identifies the student's contribution and distinguishes it from those of collaborators, co-authors or other researchers, if any;
- An **abstract**;
- A **general introduction**;
- The **main body** of the text, which may be divided into sections;
- A **conclusion**;
- A **bibliography / list of references**;
- All the necessary **appendices,** which, depending on the thesis, could include: the REB approval letter and ethics documents (e.g., consent form, payment form, etc.), the research instrument(s) (e.g., questionnaire, interview guide, research protocol, etc.) as well as other materials necessary but not contained in the articles or previous chapters.

Note that it is also necessary to include: **a title page, table of contents, list of tables, list of figures, and it is customary to provide acknowledgements.**

A thesis **by articles** consists of one or more articles written by the student for publication in peer-reviewed journals. All articles comprising the thesis must be written while the student is enrolled in the program in which the thesis is being submitted. When an article format is used, the thesis must consist of:

- A **preface** that specifies the approvals obtained to conduct the research, clearly identifies the student's contribution, and distinguishes it from those of collaborators, co-authors or other researchers, if any;
- An **abstract;**
- A **general introduction,** including an updated version of the literature review/introduction sections from the thesis proposal document, which introduces the topic and a review of the literature and/or a theoretical framework. Note: this is often a more generalized literature review, while each subsequent article usually includes a more focussed introduction leading to the proposed aim and/or hypotheses;
- One or more regular feature **articles**. Each article must be ready to be submitted for publication in a peer-reviewed journal. The format of each article can follow the specific requirements of the selected refereed journal. In some cases, the student may have a supplementary chapter before the general discussion;
- A **general discussion** as well as a conclusion that integrates the material previously addressed in the articles in the thesis. This section will usually situate the study/research in the broader context of the literature and synthesize the results of multiple studies if applicable. This section often also sets out general limitations;
- A **list of references** for the whole thesis, excluding the article(s);
- All the necessary **appendices,** which, depending on the thesis, would include: the REB approval letter and ethics documents (e.g., consent form, payment form, etc.), the research instrument(s) (e.g., questionnaire, interview guide, research protocol, etc.) as well as other materials necessary but not contained in the articles or previous chapters.

Note that it is also necessary to include: **a title page, table of contents, list of tables, list of figures, and it is customary to provide acknowledgements.**

For further details and information, see the Graduate and Postdoctoral Studies website section on thesis writing.

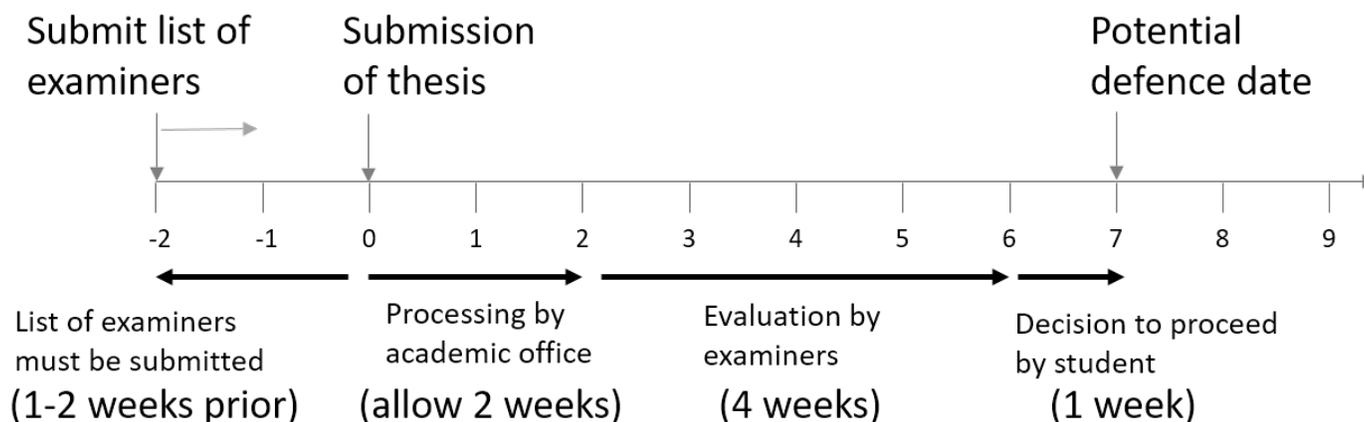## Thesis Submission / Evaluation and Procedures

Important: For detailed and current University of Ottawa thesis regulations, review Academic Regulation II-7.
A hypothetical timeline is presented in the figure below:

Masters Thesis Submission to Defence timeline
(in weeks referenced to thesis submission date)

Thesis Evaluation Committee

One-to-two weeks prior to the submission of the thesis, the student, in collaboration with the supervisor (and co-supervisor when applicable) must decide upon and submit the list of proposed examiners. The Master's Thesis Examining Committee must be composed of a thesis supervisor and at least two, but no more than four, examiners. The examining committee usually consists of all Thesis Advisory Committee (TAC) members. At least one of the examiners (excluding the supervisor) must be a regular full-time professor from the SHK. Note that in some cases, and provided that no costs are incurred by the University of Ottawa, an examining committee member may be a professor or a researcher from another institution. In such cases, the proposed examining committee member's dossier must also be submitted and approved by the assistant director of graduate studies and research.

Procedure:
- Create a new service request under "List of Examiners for Thesis Evaluation" and attach the "List of Examiners for the Evaluation of the Thesis" form. Service requests are found in uoZone , under the **Applications** tab (see Service Requests Guide for more information).
- The thesis supervisor must then approve the service request by logging into their VirtuO account, visiting the service request dashboard, and marking the request as **D3-APPR_SUP (Approved by supervisor).**
- The assistant director of graduate studies and research will then review the service request for approval.
- The SHK administrative assistant to graduate studies will then approve the request.

Note: Any delays in the submission or approval of the Nomination of Examiners form may result in delays in the evaluation process and defence dates.

Thesis Submission

Once the thesis supervisor deems the thesis to be acceptable for evaluation by the examiners, the thesis can be formally submitted for evaluation. ***Please note that registrations for evaluation have deadlines.** Refer to the Important Dates and Deadlines (under *Reports, major research papers, and thesis*) to find out if you must enrol or if you are eligible for a 50% or 100% tuition fee credit. Also note that **students wishing to subsequently enrol in a PhD program at the University of Ottawa** must have successfully defended their thesis prior to the last date of enrolment for the subsequent term, failing which admission and enrolment in the PhD program may be delayed. Accordingly, a

recommended deadline for thesis submission is one month prior to the end of the final term. Refer to the timeline above and the Important Dates and Deadlines.

Procedure:
- Create a **Submission of Thesis for Evaluation** service request and attach the thesis (PDF format). Service requests are in uoZone, under the **Applications** tab (see Service Requests Guide for more information).
- The thesis supervisor must then approve the service request by logging into their VirtuO account, visiting their service request dashboard, and marking the request as **D3-APPR_SUP (Approved by supervisor).**
- The Academic Office will then approve the service request.
- Please allow two weeks to receive final approval and for the evaluation process to begin.
- The SHK administrative assistant to graduate studies will then provide the thesis to the examiners for evaluation through the professor or examiner's VirtuO account. An email will provide instructions on completing the evaluation. Examiners have twenty (20) business days (typically four weeks) to read and evaluate the thesis, and to submit a written report and verdict.

Written Thesis Evaluation

There are three steps in the evaluation of a thesis: 1) the written evaluation, 2) the oral defence, and 3) the final submission. A failing grade, namely NS (not satisfactory) or EIN (incomplete), may be assigned to any of these steps.

If two grades of NS or EIN are assigned during the evaluation process, the student will be withdrawn from the program. The student will not be withdrawn from the program if only one mark of NS or EIN is assigned during the thesis evaluation.

Procedure:
- The thesis document is provided to the examiners via the faculty VirtuO portal. The thesis can be located by clicking the **Applications** tab, clicking **Evaluations Worklist**, clicking **Select** next to the appropriate student's name, and then locating the **View Attachments** link.
- The examiners have 20 business days (typically four weeks) to read and evaluate the thesis, and submit a report in the form of comments in the faculty VirtuO portal under the **Evaluations Worklist** application. Each examiner must submit a detailed written evaluation report. All these reports, including the name of each examiner, will be sent to the student, to the thesis supervisor(s) and to the other examiners, including the chair of the jury, before the thesis defence. The examiners' reports must contain enough detail to enable the student to prepare for the defence. A report must clearly indicate whether the examiner feels that the thesis is ready to be defended. If an examiner's report does not contain sufficient detail, the dean (or delegate) of the faculty (or equivalent) may ask that the report be rewritten. Examiners may write their reports in the official language of their choice.
- Once evaluation forms have been received from all examiners, one of three verdicts is determined:
  - The thesis is accepted for the oral defence;
  - The thesis is not accepted for the oral defence and must undergo extensive revisions before an oral defence is considered. In this case, a revised version must be submitted.
  - The thesis fails to meet the standards required for the degree.
- *A TAC meeting may be needed if one or more examiners deem the final thesis document unacceptable for defence. At this meeting, the TAC will determine what modifications are needed to make the thesis acceptable.

Important: For details on the evaluation process, please consult the Evaluations Worklist User Guide.

Thesis Defence

The purpose of the oral defence is for the candidate and the examiners to discuss the thesis. This is a valuable exercise during which experts in the area of research will provide feedback to the student. In the spirit of academic discourse and the advancement of knowledge, they will ask questions, mention positive aspects of the thesis, and make suggestions for further work.

The oral thesis defence gives the student an opportunity to present their research results during a presentation normally lasting a maximum of 15 minutes, followed by direct questioning by the Thesis Examining Committee. The student, the thesis supervisor, and at least one examiner must be physically present at the oral defence; the other examiner(s) can join via video/teleconference or submit questions to the defence chair. The thesis oral defence is open to the public, except in the case of a confidential thesis.

Special note: Because of health considerations related to COVID-19, all oral defenses (thesis proposal, thesis defense, and comprehensive examination) can currently only be held by videoconference (MS teams, Adobe Connect). Visit the Faculty of Health Sciences website for updated guidelines or contact the Administrative Assistant to Graduate Studies for up-to-date information.

Procedure:

- For master's programs, the student's academic unit will work to set a tentative thesis defence date shortly after the evaluation period has begun. There is a minimum interval of seven weeks between the beginning of the evaluation period and a potential defence date. Note that if the thesis was submitted (in acceptable form) before the deadline date, the student **will not be** required to be enrolled during this timeframe. Refer to the Important Dates and Deadlines (under *Reports, major research papers, and thesis*) to find out more.
- Within five working days of receiving the evaluation reports, the student must confirm via the Student Centre in uoZone using a service request whether they wish to:
    a) defend the thesis,
    b) amend the thesis before defending it, or
    c) withdraw from the program.
    See Academic Regulation II-7 for the repercussions of these latter two options (section 7.11.1.3).
- Once the student confirms their wish to defend the thesis, the SHK administrative assistant to graduate studies, in consultation with the student, the TAC, and the defence chair, will:
    a) set a date for the defence;
    b) reserve a room; and
    c) publicly announce the oral defence, which will include an abstract of the thesis as well as the date, time and place of the defence. The oral thesis defence will be scheduled as soon as possible once the thesis is deemed acceptable.
- Videoconference requests can be made to the SHK administrative assistant to graduate studies.
- If possible, the examiners will render one of the following three unanimous verdicts:
    o **Verdict 1**. The thesis meets the requirements for the degree, but minor corrections may be required. The thesis supervisor(s) or other individuals named by the jury will ensure that all the corrections required by the jury are made. The corrections must be completed and the final version of the thesis submitted (see below) **no later than thirty days** after the defence. After this period, the student **must be enrolled** and the corrections and the approved final version of the thesis must be submitted no later than **one hundred and twenty (120) days** after the defence.
    o **Verdict 2**. The thesis meets the requirements for the degree, but major corrections/revisions are required. The jury, in consultation with the thesis supervisor(s), must decide whether these revisions and corrections need to be verified by the thesis supervisor(s) alone or by the thesis supervisor(s) and one or more examiners. The student will have **one hundred and twenty (120) days** after the date of the defence to complete the required revisions and to submit the final version of the thesis. The student must be enrolled for at least one term within this 120-day period. An enrolled student who completes the corrections/revisions and submits the approved final version of the thesis within thirty (30) days after the defence may be entitled to a reimbursement of the tuition fee portion of enrolment (see Frequently Asked Questions below).
    o **Verdict 3**. The thesis DOES NOT meet the requirements for the degree. The thesis must be amended and the evaluation process and defence before the same jury must be repeated. Verdict 3 is equivalent to a failure and will appear on the student's transcript as a grade of NS (unsatisfactory). The student must submit the revised thesis for evaluation within three (3) consecutive terms after the initial defence. The student must be enrolled for all of these terms and must make satisfactory progress during each term. If

the submission deadline is missed or the student does not enrol, a second failure for the thesis (NS) will be recorded on the student's transcript and the file will be closed.

Important: Regardless of the verdict received for the defence, **if the student does not submit the final version of the thesis within 120 days**, a **failure** for the thesis will be recorded on the student's transcript as NS (not satisfactory).

For more information on the defence procedures and evaluation outcomes, please refer to [Academic Regulation II-7](#).

Final Submission of Thesis

After a successful defence and correction of the thesis, the student must secure the approval of the thesis supervisor. Once the service request is approved, the student must submit the final version electronically in uO Research, the institutional repository of the University of Ottawa. The University of Ottawa participates in the Thesis Canada program, whereby the electronic version of the thesis is harvested by Library and Archives Canada and added to the latter's online collection.

Important: Be sure to adhere to the final submission deadline corresponding to the verdict rendered (see above).

Procedure:
- In order to obtain approval to submit the final version of the thesis, the student must use a service request to submit the final corrected version of the thesis. Create a new service request under **Approval of Final Version of Thesis**. Attach a PDF copy of the final version of the thesis. The student will also need to request to receive the degree using the **Apply for Graduation** tab in [uoZone](#) (if online registration is open) or by filling out a [Registration for Degree and Request for Diploma](#) form.
- The thesis supervisor must then approve the service request by logging into their [VirtuO](#) account, visiting their service request dashboard, and marking the request as **D3-APPR_SUP (Approved by supervisor).**
- The Academic Office will then approve the service request.
- Once the service request is approved, the student must submit the final version electronically in [uO Research](#), the institutional repository of the University of Ottawa.
- The final version will be rejected by uOResearch if the student submits the thesis without prior Academic Office approval.
- For more details regarding final submission formatting requirements, visit the [uO Research website](#).

Note that all requirements for the master's degree must be completed within four years of the student's initial enrolment in the program.

Fast track from master's to PhD

Students enrolled in thesis-based master's programs in human kinetics at the University of Ottawa may be eligible to fast track directly into the doctoral program without writing a master's thesis, provided they meet the following conditions:

- Have achieved an 80% (A-) average in the last two years of undergraduate studies
- Completion of nine (9) units of graduate courses (three term-length courses) with a grade of A- or better **in each**;
- Satisfactory progress in the research program;
- Written recommendation from the supervisor and the Thesis Advisory Committee (normally after successful master's proposal);
- Approval by the Graduate Studies Committee after evaluation of the student's dossier, including an academic curriculum vitae;
- The transfer must take place within 16 months of initial enrolment in the master's program.

Following the transfer, *all the requirements of the doctoral program* must be met: six (additional) credits of coursework, the comprehensive exam, the thesis proposal, and the thesis. Note that once the fast track has been approved, the student must complete all degree requirements within **seven years of first enrolling** in the master's program. For more information, see Academic Regulation II-1.4. See also SHK PhD admission requirements.

Procedure:
- The student may begin the fast-track process by sending an email to healthsc@uottawa.ca to request a fast-track transfer into the PhD program;
- The Faculty of Health Sciences Admissions Office will determine if the student is eligible (see PhD admission requirements for more information);
- The admissions office will assemble the dossier, including letters of support from the supervisor and TAC members;
- The dossier is then reviewed by the SHK Graduate Studies Committee for approval;
- The decision is communicated back to the Faculty of Health Sciences Graduate Admissions Office, which will follow up with the student and supervisor.

Doctoral Degree Requirements

Course Requirements

The PhD program in human kinetics is only offered as a full-time program and requires completion of a minimum of six units of graduate coursework. The type and number of courses is dependent on the student's background (research experience and skills) and chosen field of research, but the maximum number of credits is 18, with at least three credits being 7000-level offered in the SHK (normally related to the student's field of study). These courses are normally taken in the first two terms of full-time study. Course offerings for the PhD in human kinetics can be found on the University of Ottawa online catalogue.

Please note: The passing grade for all courses is C+ (65%).

Thesis Requirement

The PhD program in human kinetics requires the completion of a PhD thesis.

Because students must maintain continuous registration, they must enrol in the thesis course (THD 9999) by the end of the second term, or earlier if they are not taking any other courses. Once enrolled in THD 9999, continuous registration will automatically be maintained until the student has completed the program *unless enrolment is blocked due to failure to pay fees, missing progress report, or other similar circumstance. See course enrolment section below for more details.

Any student who incurs a failure in any two items (courses/comprehensive examination/thesis) will be withdrawn from the program.

Note that all requirements for the PhD must be completed within six years of the student's initial enrolment in the program.

PhD Milestones and Procedures

Prior to each term, be sure to check the University's Important Dates and Deadlines

*Important note on service requests:
Many of the milestones below are completed using service requests, which are electronic requests submitted by graduate students to their supervisors or faculty assist students in their academic progress and in meeting their milestones. For a full listing of service requests, and how to submit them, see the Service Requests Guide.

Registering a thesis supervisor

Before being admitted to the PhD program, the student will have contacted a professor who has formally agreed to act as the thesis supervisor. Thus, this step is normally completed before initial enrolment. If it is decided that a co-supervisor is desired or required, the student must use a service request to register the co-supervisor at any time before the end of the second term.

The School of Human Kinetics (SHK) requires that either the primary supervisor or the co-supervisor be a regular, full-time professor from the SHK unless an exception is made by the School of Human Kinetics Teaching and Personnel Committee (STPC) and approved by the director of the School.

In some circumstances, a student may wish to have a co-supervisor who is a professor or researcher from another institution. In such cases, the proposed co-supervisor's dossier must also be submitted by email to the SHK graduate administrative assistant, and approved by the SHK assistant director of graduate studies and research, and by the vice dean, academic of the Faculty of Health Sciences. A student may also complete a joint program under a process known as a cotutelle (for more information, review the Types of Supervision section on the Graduate and Postdoctoral Studies website).

Procedure:
- To register a new thesis (co)supervisor, the student creates a new service request under **Add a new supervisor**, adding the name of the supervisor/co-supervisor in the comments box along with the preference (primary supervisor or co-supervisor). Service requests are found in uoZone under the **Applications** tab (see service request guide for more information).
- The thesis supervisor must then approve the service request by logging into their VirtuO account, visiting their service request dashboard, and marking the request as **D3-APPR_SUP (Approved by supervisor).**
- The assistant director, graduate studies and research will then review the service request for approval.
- The academic office will then approve the service request.
- To modify a thesis supervisor after admission, submit a **Modify or Delete a Supervisor** service request. The current supervisor, proposed supervisor, and director of the academic unit, or their delegate, must approve the request for modification.

Course Enrolment

Enrolment takes place online using the Student Centre in uoZone. Registration is your responsibility; be sure to check the important dates and deadlines calendar and carefully read the following procedures. Students should normally have completed all course requirements by the end of the second term of enrolment.

*Important: Once they have completed all courses, students must enrol in the doctoral thesis course (THD 9999) to maintain continuous, full-time enrolment. Once enrolled in THD 9999, the student will be automatically re-enrolled each following term until completion of the degree unless their enrolment is blocked for reasons such as non-payment of fees, not submitting a progress report, etc. If the student does not maintain full-time enrolment, funding may be interrupted and tuition late fees/penalties may be imposed.

In some cases (e.g., directed studies, out-of-program courses), a student may not be able to enrol online through self-

serve options and must take additional steps. For information and further details specific to individual circumstances, see the SHK enrolment instructions.

Procedure for out-of-program courses:
- Students wishing to take out-of-program courses must complete a Course Attendance form, available on the Graduate and Postdoctoral Studies Forms webpage, and submit it by email to the SHK graduate administrative assistant. Note that the thesis supervisor must also sign the form.
- The assistant director, graduate studies and research will then review the request for approval.
- Approval from the host instructor and/or academic unit may be required (e.g., email approval).
- The academic office will then approve the request and open enrolment for this course.
- Note that these courses may not count towards the requirements of the degree program

Procedure for directed studies (APA 5997):
A directed studies course is a personalized course designed by you and a professor to expand your knowledge in a field of special interest. The course is an elective and counts toward your requirements.
- Students wishing to take a directed studies course must complete an Abstract of Directed Study form and email the request along with the form to the SHK graduate administrative assistant. Note that the thesis supervisor must also sign the form.
- The assistant director, graduate studies and research will then review the request for approval.
- The academic office will then approve the request and open enrolment in this course.

Procedure for auditing courses:
Students who audit a course do not need to complete assignments or examinations. As a result, they receive no credit and their transcript indicates "AUD" as the grade. Full-time students do not pay extra fees to audit courses, while part-time students will be charged 15% of the cost of the audited course.
- Students wishing to audit a course must complete the requisite form and email the request along with the form to the SHK graduate administrative assistant. Note that the thesis supervisor must also sign the form.
- Approval from the host instructor and/or academic unit may be required (e.g., email approval).
- The assistant director, graduate studies and research will then review the request for approval.
- The academic office will then approve the request and allow you to enrol in this course.
- Note that audited courses do not count towards the requirements of the degree program

Registration/Modification of the Thesis Topic

For PhD students, the topic must be registered by the end of the third term. The thesis topic is to be determined in consultation with the student's research supervisor.

Procedure:
- To register the thesis topic, create a new service request under **Add a thesis title**. To modify the thesis topic, create a **Modify a thesis title** service request. Include the thesis title in the comments box. Service requests are found in uoZone under the **Applications** tab (see service request guide for more information).
- The thesis supervisor must then approve the service request by logging into their VirtuO account, visiting their service request dashboard, and marking the request as **D3-APPR_SUP (Approved by supervisor).**
- The academic office will then approve the service request.

Completing the Annual Progress Report

Important: Before the end of the first year of enrolment, and once a year thereafter, all students enrolled in a thesis program must complete and submit an annual progress report.

The progress report helps professors monitor the progress of students in the program, evaluate the progress that has occurred over the past year, and define objectives for the coming year. The information provided in the report ensures that all students are making systematic and consistent progress in their research.

It is also an opportunity for the student and the thesis supervisor to meet, take stock of the research, and adjust accordingly. It is important that students and supervisors take advantage of these meetings to review the research goals and agree on the expected progress in the months to come. The student may need to submit several versions of the progress report before student and supervisor agree on a final version.

Note: A student that receives two (2) unsatisfactory progress reports shall be withdrawn from the graduate program.

    Procedure:
- The student must complete the progress report and submit it to the thesis supervisor. The supervisor will then assess the student's progress. The supervisor will decide if the report is satisfactory or not by comparing the objectives achieved by the student with the objectives established in the previous progress report.
- When submitting a progress report for approval, take into account a minimum two-week delay to receive final approval.
- Once the thesis supervisor has reviewed and approved the progress report, the student creates a new service request under **Progress report**. Make sure to attach the file that has been filled out by both the student and the supervisor. Service requests are found in uoZone under the **Applications** tab (see service request guide for more information).
- The thesis supervisor must then approve the service request by logging into their VirtuO account, visiting their service request dashboard, and marking the request as **D3-APPR_SUP (Approved by supervisor).**
- The assistant director, graduate studies and research will then review the progress report service request for approval.
- The academic office will then approve the service request.

Note: If the annual research progress report is not completed, the student's enrolment in the following term will be blocked until the student remedies the situation, and the student will not be automatically re-enrolled in the thesis course (THD 9999). Failure to enrol can have major financial consequences and could lead to the student's withdrawal from the program without further notice. Any scholarship(s) may also be suspended or cancelled.

    See the Graduate and Postdoctoral Studies website section on progress reports for more information.

Thesis Advisory Committee (TAC)

The doctoral TAC must be composed of a thesis supervisor(s) and at least two examiners. At least one of the examiners (excluding the thesis supervisor) must be a regular full-time professor in the SHK. The composition of the TAC is normally decided during the student's first year of the program. Once the TAC has been determined, and prior to the comprehensive examination, the student must a complete and submit the Composition of Thesis Advisory Committee (TAC) form (see procedure below).

The TAC is responsible for guiding the student throughout the program, including the comprehensive exam, thesis proposal, and in most cases the thesis defence. In addition, the roles and responsibilities of the TAC are to guide the student in their thesis planning, research and writing and be available to discuss ideas or for consultation on any other matter related to the thesis.

Thesis committees meet according to a schedule set by the committee itself. Meetings usually take place every 6 or 12 months, and the student is usually responsible for initiating them. When concerns about the progress of the research arise, the supervisor and/or academic unit may require meetings at more frequent intervals. Once the thesis topic is decided and registered, the thesis supervisor will normally approach colleagues who have the requisite expertise and

invite them to join the student's Thesis Advisory Committee (TAC).

*In some cases, and granted that the University of Ottawa will not incur additional costs, a TAC member may be a professor or a researcher from another institution. In such cases, the proposed TAC member's dossier must also be submitted and approved by the SHK assistant director of graduate studies and research. In such cases, the student, in collaboration with the thesis supervisor, is responsible for ensuring that the SHK graduate administrative assistant receives the names of the TAC members along with (1) the external member's updated CV including a list of relevant publications, and (2) a letter of support from a regular, full-time professor from the SHK. Final approval is at the discretion of the assistant director of graduate studies and research.

Procedure:

- Once the composition of the TAC has been decided on, the student must a complete the "Composition of Thesis Advisory Committee (TAC)" form and email it directly to the SHK graduate administrative assistant (***not as a service request**).
- If a TAC member is from another institution, the external member's current CV, including a list of relevant publications, and a letter of support from regular full-time professor from the SHK must also be attached to the email.
- The SHK graduate administrative assistant will then forward the TAC form (and dossier if required) to the assistant director, graduate studies and research, who will then review the TAC form for approval.

Comprehensive Exam (APA 9998)

The Comprehensive Examination (CE) is a take-home exam with an oral component. The written portion must be written solely by the individual enrolled in APA 9998. The student must answer two of the three questions submitted by the TAC and approved by the SHK Graduate Studies Committee.

The CE is intended to test the candidate's *comprehensive* knowledge of concepts, principles, and theories as they relate to the student's specific field of study within human kinetics. Questions may pertain to a literature review of the area, can be methodological or theoretical in nature, and are intended to have the candidate discuss, integrate, and critically analyze the appropriate literature within the response.

The CE takes place after the student has completed all of the required courses. By the end of the fourth term, PhD students should have completed their first attempt (written and oral) of the CE. If the first attempt is not satisfactory, students must complete their second (and final) attempt of the CE (written and oral) by the end of the sixth term, with a pass/fail decision rendered prior to the deadline to enrol in the seventh term.

In order to give students sufficient time to prepare for the CE, the TAC and student should meet by the end of the second term. At this meeting, the student will present an overview of the thesis topic and possible research directions. With the student absent, the TAC will then determine suggested readings and formulate the CE questions. The questions are at the discretion of the TAC but are subject to oversight by the Graduate Studies and Research Committee. The CE will normally include one question directly related to the thesis topic, one question indirectly/peripherally related to the thesis topic, and one question concerning methods. The supervisor, in collaboration with the other members of the TAC, must complete a "Comprehensive Examination Questions" form and return it to the SHK graduate administrative assistant following the CE meeting (normally via email). The student shall not be present while the questions are being formulated and will not be provided with the content of the questions until the examination start date.

The SHK Graduate Studies and Research Committee provides oversight of the CE questions, and thus the requested CE start date may be delayed if the Committee requests changes or clarifications.

Special note: Because of health considerations related to COVID-19, all oral defenses (thesis proposal, thesis defense, and comprehensive examination) can currently only be held by videoconference (MS teams, Adobe Connect). Visit the

Procedure for the CE written component:

- The student must first **enrol in Comprehensive Examination course APA 9998**. This enrolment will be automatically renewed until the student passes the CE (unless enrolment is blocked – see Course Enrolment section).
- The supervisor must send the Comprehensive Examination Questions form by email to the SHK graduate administrative assistant no fewer than 10 business days prior to the requested examination start date.
- The SHK Graduate Studies Committee will review the questions and, if necessary, request modifications. Note that if modifications are required, this may delay the CE start date.
- Once the CE questions are approved, the SHK graduate administrative assistant will send the questions to the student on the CE exam start date indicated on the form. The CE questions are typically emailed to the student's uOttawa email address.
- **During the CE process, the student must not discuss the exam questions with any members of the TAC, faculty, or other graduate students.**
- The student has 28 days (four weeks including weekends, but not holidays) to complete the written component of the exam.
- The student must email the written portion of the CE to the SHK graduate administrative assistant from their official uOttawa email address on or before the due date.

Evaluating the CE written component

- Once the SHK graduate administrative assistant receives the CE's written component, the SHK graduate administrative assistant will email the written responses, as well as the "Comprehensive Examination – Written Component" evaluation form, to the CE examiners. The examiners (excluding the supervisor) must submit their independent evaluation of the written component of the CE within fifteen (15) business days by completing the "Comprehensive Examination – Written Component" evaluation form and sending it by email to the SHK graduate administrative assistant.
- If all examiners deem the answers to the CE written component to be Satisfactory (S), then the SHK graduate administrative assistant will schedule the oral component.
- If one or more of the evaluators deems that one or more of the answers in the CE written component as not satisfactory (NS), the thesis supervisor must schedule a meeting with the TAC within ten (10) business days of receiving notice of the student's completed exam to discuss the evaluation outcome. The thesis supervisor chairs the meeting and does not evaluate the written responses. Following this meeting, the committee will inform the SHK graduate administrative assistant if the student is able to proceed to the oral component.
- In all cases, the SHK graduate administrative assistant will immediately inform the student, the thesis supervisor, and the SHK assistant director of graduate studies, of the evaluation verdict and include the evaluation comments.

Procedure for the CE oral component

- If the written component is deemed satisfactory by all examiners, the SHK graduate administrative assistant will schedule the oral component as soon as possible after the student and thesis supervisor have been notified that the written exam is satisfactory.
- The content of the oral defense pertains only to the written component of the CE (scope of questions and/or content provided in written answers).
- The TAC will notify the student in advance of the format expected for the oral defence.
- All members of the TAC and the student must be present at the oral defence.
- In the event that an examiner cannot attend the CE oral component in person, they must submit a request to attend via teleconference by sending an email to the assistant director, graduate studies and research.
- The thesis supervisor chairs the oral examination and does not ask questions during the oral examination.
- The CE oral examination is not open to the public.

Evaluating the CE oral component
- With the student absent, all TAC examiners (excluding the thesis supervisor) will discuss their independent evaluation of the oral component of the CE immediately following the student's defence and determine one of two final verdicts based on a majority: 1) Satisfactory or 2) Non-Satisfactory.
- In the event of a tie verdict, the chair (thesis supervisor) will cast the deciding vote.
- The student is invited back into the room and notified of the verdict.
- The supervisor will then submit a completed "Final Report on Comprehensive Examination" form to the SHK graduate administrative assistant.
- The final grade for the CE is either satisfactory (S) or non-satisfactory (NS). The two questions must both receive a passing grade to constitute a pass.
- The SHK graduate administrative assistant will then forward the "Final Report on Comprehensive Examination" form to the assistant director, graduate studies and research, who will then review it for approval.
- The SHK graduate administrative assistant will then send a copy of "Final Report on Comprehensive Examination" form to the academic office to attach to the student's record.
- In the event that the written and/or oral component of the CE is non-satisfactory, the TAC must provide the reasons in writing in the "Final Report on Comprehensive Examination" form. The student must then complete a new and final CE by completing two of three new questions selected by the TAC.

*Note: Successful completion of the CE is a <u>prerequisite</u> to enrol in the PhD thesis proposal.

Thesis Proposal and Procedures
SHK doctoral programs require students to submit a formal thesis proposal. The thesis proposal is an excellent planning tool. It helps bring the thesis topic into sharper focus. A thesis proposal may start out being vague, but as the student works on the proposal and discusses it with the supervisor, the proposal becomes clearer.

The proposal should outline:
The topic or the central research question; the background literature and resources from which the topic or research question is drawn; and, where relevant, the strategies and instruments used to collect and analyse data.

The research conducted to write the proposal will be a useful foundation in preparing the thesis. With this in mind, during the proposal writing stage, the student should start "building" what will eventually become footnotes or endnotes, and a full bibliography or list of references. This means taking meticulous notes and keeping track of the author, title, place and date of publication, and any relevant page numbers in works consulted.

Where appropriate, it is helpful to outline in the proposal the actual papers that will be submitted should the work proceed as planned, including authorship in the case of collaborative projects. This will give the student and the supervisor a clear idea of responsibilities and expectations.

The student will also need to present the proposal formally as part of the approval process. This is an opportunity to sharpen the student's focus and to set out exactly how to proceed.

Some research projects require other approvals, such as ethical clearances. The thesis supervisor should know what approvals are required and how they can be obtained, but the student is ultimately responsible for obtaining these approvals.

The thesis proposal is normally a two-stage process:
1. In the first stage, the thesis supervisor schedules a TAC meeting, which can occur simultaneously with the initial Comprehensive Examination meeting in which readings are suggested to the student. Normally, the student presents a brief outline of the proposed project (3-to-5 pages, double-spaced) to the TAC. This meeting should occur within the first two (2) terms of the student's registration in the PhD program.
2. The second stage consists of developing the written proposal document. This stage can only occur after

successful completion of the Comprehensive Examination. The document must include a literature review, the objectives/hypotheses/research questions, the proposed methodology, a theoretical framework if applicable, and the significance of the research. **The maximum length of the thesis proposal, excluding title page, figures, references, and appendices, is 25 pages.**

> **Special note:** Because of health considerations related to COVID-19, all oral defenses (thesis proposal, thesis defense, and comprehensive examination) can currently only be held by videoconference (MS teams, Adobe Connect). Visit the Faculty of Health Sciences website for updated guidelines or contact the Administrative Assistant to Graduate Studies for up-to-date information.

Procedures:

- The student must first <u>enroll in Thesis Proposal APA 9997.</u>
- Normally before the end of the eighth term of enrolment, an electronic copy of the doctoral thesis proposal is submitted to the SHK graduate administrative assistant (**normally via email; *not as a service request**) along with a completed Composition of TAC form if members have changed. The student is responsible for providing hard copies of the thesis proposal to examiners who prefer hard copies.
- The SHK graduate administrative assistant will then forward the TAC form (and dossier if required) to the assistant director, graduate studies and research, who will then review the TAC form for approval, if not previously approved.
- The SHK graduate administrative assistant will send the proposal to the TAC examiners. Examiners have 30 business days to read and evaluate the proposal. In certain circumstances, an examiner may require more time. This should be discussed with the TAC, and the student should be informed if more time is needed.
- If, following the 30-day evaluation period, all examiners find the document adequate to proceed to oral presentation, the SHK graduate administrative assistant will schedule the oral presentation as soon as possible. This oral presentation will consist of the student and members of the TAC. The thesis supervisor chairs the oral defence. The oral defence may be open to the public and this decision is at the discretion of the thesis supervisor. In the event that the thesis proposal document is deemed not acceptable by one or more examiners, it will be returned to the supervisor and student with comments and the process may begin anew.
- The purpose of the oral presentation of the thesis proposal is to give the student an opportunity to present the research plan (normally a maximum 15 minutes) and to seek approval of this plan (with or without modifications) from the TAC. At the end of the meeting, the student and the TAC must sign the "Report on Thesis Proposal" form (provided to the supervisor at the oral defence by the SHK graduate administrative assistant) and return it to the SHK graduate administrative assistant. Revisions may be required and the TAC may ask to review the document before a final approval.
- After the oral presentation of the thesis proposal, and once the required modifications have been made, students whose research project requires ethics approval must prepare an ethics application and submit it to the Research Ethics Board (REB) for approval. In this case, a copy of the signed "Report on Thesis Proposal" form is compulsory and must be submitted to the REB with the ethics application.
- The SHK graduate administrative assistant will then send a copy of the signed "Report on Thesis Proposal" form to the academic office to attach to the student's record.

Thesis Writing

The PhD thesis is based on original research carried out while enrolled in the PhD program and builds on the expertise and substantive interests of the student, under the direction of the thesis supervisor and the other members of the TAC. The thesis involves the generation of new knowledge within the disciplinary areas of human kinetics and is expected to be of publishable quality. The thesis must demonstrate the student's detailed understanding of the field of study and ability to apply knowledge independently to a specific problem. The thesis should also make a significant contribution to the literature.

The doctoral thesis is often up to 75,000 words long, excluding the bibliography, but there is considerable variation

between disciplines, and the text may be shorter. It may be advisable to consult other previously completed doctoral theses in your specific domain of study. Students are encouraged to review theses in their domain by contacting the SHK graduate administrative assistant and the library. A doctoral thesis may build upon and continue the work done by a student in the master's thesis, but must go significantly beyond the master's thesis and be substantially different from that thesis. Students should discuss the thesis requirements with their supervisor. There is an oral examination for a doctoral thesis, in presence of examiners.

The thesis may be written in a monograph format or article format (one or more articles, as determined by the TAC). Regardless of its format, the same ethical and quality standards apply.

In a **monograph**, the student presents a proposition or "thesis" as well as related research findings. The student draws on existing research, which may be supported or refuted. The monograph is [described in detail by Graduate and Postdoctoral Studies](#) and includes:

- A **preface** that specifies the approvals obtained to conduct the research and clearly identifies the student's contribution, distinguishing it from those of collaborators, co-authors, or other researchers, if any;
- An **abstract**;
- A **general introduction**;
- The **main body** of the text, which can be divided into sections;
- A **conclusion**;
- A **bibliography/reference list**;
- All the necessary **appendices**, the content of which will depend on the thesis, but could include: the REB approval letter and ethics documents (e.g., consent form, payment form, etc.), the research instrument(s) (e.g., questionnaire, interview guide, research protocol, etc.) as well as other materials necessary but not contained in the articles or previous chapters.
- Note that it is also necessary to include: **a title page, table of contents, list of tables, list of figures, and it is customary to provide acknowledgements.**

A thesis **by articles** consists of one or more articles written by the student for publication in peer-reviewed journals. All articles comprising the thesis must be written while the student is enrolled in the program in which the thesis is being submitted. When an article format is used, the thesis must consist of:

- A **preface** that specifies the approvals obtained to conduct the research and clearly identifies the student's contribution, distinguishing it from those of collaborators, co-authors or other researchers, if any
- An **abstract;**
- A **general introduction** including an updated and corrected version of the literature review / introduction sections from the thesis proposal document, which introduces the topic and a review of the literature and/or a theoretical framework. Note this is often a more generalized literature review, while each subsequent article usually includes a more focussed introduction leading to the proposed aim and/or hypotheses.
- Three more regular feature **articles**. Each article must be ready to be submitted for publication in a peer-reviewed journal. The format of each article can follow the specific requirements of the selected refereed journal. In some cases, the student may include a supplementary chapter before the general discussion.
- A **general discussion** as well as a conclusion that integrates the material previously addressed in the articles in the thesis. This section will usually situate the study / research in the broader context of the literature and synthesize the results of multiple studies if applicable. This section often also includes general limitations.
- A **list of references** based on the whole thesis, excluding the article(s).
- All the necessary **appendices** the content of which will depend on the thesis, but could include: the REB approval letter and ethics documents (e.g., consent form, payment form, etc.), the research instrument(s) (e.g., questionnaire, interview guide, research protocol, etc.) as well as other materials necessary but not contained in the articles or previous chapters.
- Note that it is also necessary to include**:** a title page, table of contents, list of tables, list of figures, and it is customary to provide acknowledgements.

For further details and information see the Graduate and Postdoctoral Studies website section on thesis writing.
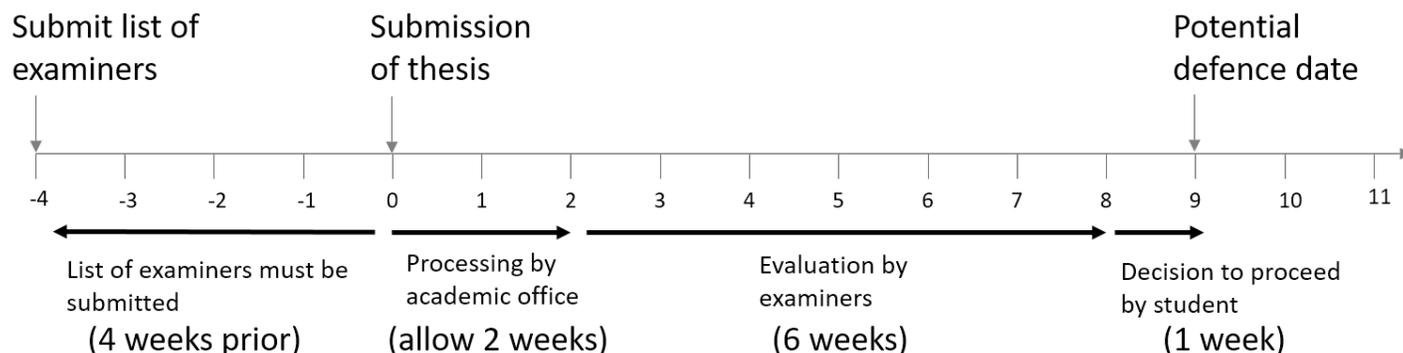
Thesis Submission / Evaluation and Procedures
Important: For detailed and current University of Ottawa Thesis Regulations please consult Academic Regulation II-7.
A hypothetical timeline is presented in the figure below:

PhD Thesis Submission to Defence timeline
(in weeks referenced to thesis submission date)

Submit list of examiners	Submission of thesis		Potential defence date

-4 -3 -2 -1 0 1 2 3 4 5 6 7 8 9 10 11

List of examiners must be submitted
(4 weeks prior)

Processing by academic office
(allow 2 weeks)

Evaluation by examiners
(6 weeks)

Decision to proceed by student
(1 week)

Evaluation Committee
At least one month prior to the submission of the thesis, the student, in collaboration with the supervisor (and co-supervisor when applicable) must decide upon and submit the list of proposed examiners. The list of examiners must include the names of at least three internal examiners and two potential external examiners (only one of the potential externals will eventually examine the thesis). The proposed external examiners should be at arm's length from the PhD candidate, from the thesis research, and from the thesis supervisor. Examiners must be seen to be able to examine the student and the thesis free of substantial conflict of interest. In addition, the complete CV (including all publications and grant information) must be attached for any potential external examiners. The doctoral thesis Evaluation Committee must be composed of a minimum of four and maximum of seven examiners (supervisor not included), one of whom must be an external examiner approved by the Faculty of Health Sciences' Office of the Vice-Dean of Academics. Proposed external examiners must not be in conflict of interest, must have expertise in the field of study of the thesis, and must have experience with thesis evaluation. Proposed external examiners must meet the criteria specified in Academic Regulation 11-7– Theses.

Procedure:
- Create a new service request under **List of examiners for thesis evaluation** and attach the "List of Examiners for the Evaluation of the Thesis" form, including a current CV for each potential external examiner. Service requests are found in uoZone under the **Applications** tab (see service request guide for more information).
- The thesis supervisor must then approve the service request by logging into their VirtuO account, visiting their service request dashboard, and marking the request as **D3-APPR_SUP (Approved by supervisor).**
- The SHK assistant director, graduate studies and research will then review the service request for approval.
- The vice dean, academics will review the List of Examiners to approval the external examiner(s).
- The SHK graduate administrative assistant will then approve the request.

*Note: Any delays in submitting or approving the List of Examiners for the Evaluation of the Thesis form may result in delays in the evaluation process and defence dates. *If such delays occur, the thesis supervisor must then approve the service request by logging into the VirtuO, visiting their service request dashboard and marking the request as **D3-APPR_SUP (Approved by supervisor)**

Submitting the thesis
Once the thesis supervisor deems that the thesis is acceptable for evaluation by the examiners, the thesis can be

formally submitted for evaluation. ***Please note that deadlines to submit the thesis are imposed to meet enrolment requirements**. Please refer to the Important Dates and Deadlines (under *Reports, major research papers, and thesis*) to find out if you must enroll or whether you are eligible for a 50% or 100% tuition fee credit.

Procedure:
- Create a new service request under **Submission of Thesis for Evaluation** and attach the thesis (PDF format). Service requests are found in uoZone under the **Applications** tab (see service request guide for more information).
- The thesis supervisor must then approve the service request by logging into their VirtuO account, visiting their service request dashboard, and marking the request as **D3-APPR_SUP (Approved by supervisor).**
- The academic office will then approve the service request.
- Remember to account for a delay of up to two weeks to receive final approval and for the evaluation process to begin.
- The SHK graduate administrative assistant will then send the thesis to the examiners for evaluation through the professor or examiner's VirtuO account. An email will provide instructions for completing the evaluation. Examiners have thirty (30) business days (typically 6 weeks) to read and evaluate the thesis, and submit a written report and verdict.
- To facilitate organization of the oral defence, the assistant to the vice-dean, academics of the Faculty of Health Sciences will suggest dates for the oral defence in the case that all verdicts are satisfactory to proceed to oral defence.

Written Thesis Evaluation
There are three steps in evaluating a thesis: 1) the written evaluation, 2) the oral defence and, 3) the final submission. A failing grade, namely NS (not satisfactory) or EIN (incomplete), may be assigned to any of these steps.

If two grades of NS or EIN are assigned during the evaluation process, the student will be withdrawn from the program. The student will not be withdrawn from the program if only one mark of NS or EIN is assigned during the thesis evaluation.

Procedure:
- The thesis document is provided to the examiners via the faculty VirtuO portal. The thesis can be located by clicking the **Applications** tab, clicking **Evaluations Worklist**, clicking **Select** next to the appropriate student's name, and then locating the **View Attachments** link.
- Examiners have thirty (30) business days (typically six weeks) to read and evaluate the thesis, and submit a report in the form of comments on the faculty VirtuO in the **Evaluations Worklist** application. Each examiner must submit a detailed, written evaluation report. All these reports, including the name of each examiner, will be sent to the student, to the thesis supervisor(s), and to the other examiners, including the chair of the jury, before the thesis defence. The examiners' reports must contain enough detail to enable the student to prepare for the defence. Reports must clearly indicate whether the examiner feels that the thesis is ready to be defended. If an examiner's report does not contain sufficient detail, the dean (or delegate) of the faculty (or equivalent) may ask that the report be rewritten. Examiners may write their reports in the official language of their choice.
- Once evaluation forms have been received from all examiners, one of three verdicts is determined:
  - The thesis is accepted for oral defence
  - The thesis cannot be accepted for oral defence and must undergo extensive revisions before an oral defence is considered. In this case a revised version must be submitted
  - The thesis fails to meet the standards required for the degree
- *A TAC meeting may be needed if one or more examiners deem the final thesis document unacceptable for defence. At this meeting the TAC will determine what modifications are needed to make the thesis acceptable.

Important: For details on the evaluation process, see the Evaluations Worklist User Guide.

Thesis Oral Defence

The purpose of the oral defence is for the student and the examiners to discuss the thesis. This is a valuable time when experts in the area of research will provide feedback to the student. In the spirit of academic discourse and the advancement of knowledge, they will ask questions, mention positive aspects of the thesis, and make suggestions for further work.

The oral thesis defence provides the student with an opportunity to present their research results during a presentation normally lasting at maximum 15 minutes followed by direct questioning by the Evaluation Committee, also known as the jury. The chair of the jury, the student, the thesis supervisor, and all examiners should be physically present at the oral defence. In most cases, costs for the external examiner to attend the oral defence will be paid for by the Faculty of Health Sciences; in some cases, the dean (or delegate) may allow an examiner to participate in the defence remotely. The thesis oral defence is open to the public except in the case of a confidential thesis.

Special note: Because of health considerations related to COVID-19, all oral defenses (thesis proposal, thesis defense, and comprehensive examination) can currently only be held by videoconference (MS teams, Adobe Connect). Visit the Faculty of Health Sciences website for updated guidelines or contact the Administrative Assistant to Graduate Studies for up-to-date information.

Procedure:

- For PhD programs, the assistant to the vice-dean, academics of the Faculty of Health Sciences will work to set a tentative thesis defence date shortly after the evaluation period has begun. There is a minimum interval of nine weeks between the beginning of the evaluation period and a potential defence date. Note that if the thesis was submitted (in acceptable form) before the deadline dates, the student will not be required to be enrolled during this timeframe. Refer to the Important Dates and Deadlines (under *Reports, major research papers, and thesis*) to find out more.

- Within five working days of receiving the evaluation reports, the student must confirm via the Student Centre in uoZone using a service request whether they wish to (a) defend the thesis, (b) amend the thesis before defending it, or (c) withdraw from the program. See Academic Regulation II-7 for the repercussions of these latter two options (section 7.11.1.3).

- Once the student confirms the wish to defend the thesis, the assistant to the vice-dean, academics of the Faculty of Health Sciences, in consultation with the student, the TAC, and the defence chair will: (a) set a date for the defence; (b) reserve a room; and (c) publicly announce the oral defence, which will include a title of the thesis as well as the date, time and place of the defence. The oral thesis defence will be scheduled as soon as possible once the thesis is deemed acceptable.

- Videoconference requests can be made to the assistant to the vice-dean, academics of the Faculty of Health Sciences (fssvd@uottawa.ca).

- If possible, the examiners will render one of the following three unanimous verdicts:
    - **Verdict 1**. The thesis meets the requirements of the degree but minor corrections may be required. The thesis supervisor(s) or other individuals named by the jury will ensure that all the corrections required by the jury are made. The corrections must be completed and the final version of the thesis submitted (see below) **no later than thirty (30) days** after the defence. After this period, the student must be enrolled and the corrections and the approved final version of the thesis must be submitted no later than one hundred and twenty (120) days after the defence.
    - **Verdict 2**. The thesis meets the requirements of the degree, but major corrections/revisions are required. The jury, in consultation with the thesis supervisor(s) must decide whether these revisions and corrections must be verified by the thesis supervisor(s) alone or by the thesis supervisor(s) and one or more examiners. The student will have **one hundred and twenty (120) days** after the date of the defence to complete the required revisions and to submit the final version of the thesis. The student must be enrolled for at least one term within this 120-day period. An enrolled student, who completes the corrections/revisions and submits the approved final version of the thesis within thirty (30) days of the defence, may be entitled to a reimbursement of the tuition fees portion of enrolment (see

Frequently Asked Questions).

- o **Verdict 3**. The thesis DOES NOT meet the requirements of the degree. The thesis must be amended and the evaluation process and defence before the same jury must be repeated. Verdict 3 is equivalent to a failure and will appear on the student's transcript as a grade of NS (unsatisfactory). The student must submit the revised thesis for evaluation within three (3) consecutive terms after the initial defence. The student must be enrolled for any and all of these terms and must make satisfactory progress during each term. If the submission deadline is missed, or if the student does not enroll, a second failure for the thesis (NS) will be recorded on the student's transcript and the student will be withdrawn from the program.

Important: Regardless of verdict received for the defence, **if the student does not submit the final version of the thesis within 120 days**, the student's transcript will reflect a **failure** for the thesis and will be marked as NS (not satisfactory).

For more information on defence procedures and evaluation outcomes, please refer to Academic Regulation II-7

Final Submission of Thesis

After the successful defence and correction of the thesis, the student must obtain the approval of the thesis supervisor and the academic office. Once the service request is approved, the student must submit the final version electronically to uOResearch, the institutional repository of the University of Ottawa. The University of Ottawa participates in Thesis Canada, a program through which the electronic version of the thesis is collected by Library and Archives Canada and added to their online collection.

I**mportant: Be sure to note final submission deadlines depending on verdict above.**

Procedure:
- In order to obtain approval to submit the final version of the thesis, the student must submit the final corrected version thesis online by creating a service request. Create a new service request under **Approval of Final Version of Thesis**. Attach a PDF copy of the final version of the thesis. Service requests are found in uoZone under the **Applications** tab (see service request guide for more information). The student will also need to register to receive the degree by using the **Apply for Graduation** tab in uoZone (if online registration is open) or filling in the corresponding paper form.
- The thesis supervisor must then approve the service request by logging into their VirtuO account, visiting their service request dashboard, and marking the request as **D3-APPR_SUP (Approved by supervisor).**
- The academic office will then approve the service request.
- Once the service request is approved, the student must submit the final version electronically to uOResearch, the institutional repository of the University of Ottawa.
- The final version will be rejected by uOResearch if the student submits the thesis without its prior approval by the academic office
- For more details on the formatting requirements of final submissions, visit the uOResearch website.

Note that all requirements for the doctoral degree must be completed within six years of the student's initial enrolment in the program.

MHK Degree Requirements

Course Requirements

The master's in human kinetics (MHK) programs requires full-time or part-time students to complete a minimum of 30 units of compulsory coursework as listed in their specific program of study. Course requirements for the MHK programs can be found on the University of Ottawa online catalogue.

Please note: The passing grade in all courses is C+ (65%).

Internship requirement

The MHK Concentration in Intervention and Consultation, and MHK Concentration Sport Management programs require the completion of an internship and internship report (these components are included in the 30 units noted above).

A student who incurs failures in <u>two</u> units (courses or internship) will be withdrawn from the program

Note that all requirements for the master's degree must be completed within four years of the student's initial enrolment in the program.

Course Enrolment

Enrolment takes place online using the Student Centre in uoZone. Enrolment is your responsibility; be sure to check the important dates and deadlines calendar and carefully read the following procedures. Students should normally have completed all course requirements by the end of the fourth term of enrolment.

In some cases (e.g., directed studies, out-of-program courses), a student may not be able to register online through the self-serve options and must take additional steps. For information and further detail specific to individual circumstances see the SHK enrolment instructions.

Procedure for out-of-program courses:
- Students wishing to take out-of-program courses must complete a request (https://www.uottawa.ca/graduate-studies/students/forms#enrolment) and email it, along with the form, to the SHK graduate administrative assistant.
- The assistant director, graduate studies and research will then review the request for approval.
- Approval from the host instructor and/or academic unit may be required.
- The academic office will then approve the request and allow the student to enrol in this course.
- Note these courses may not count towards the requirements of the degree program

Procedure for directed studies (APA 5997):
A directed studies course is a personalized course designed by the student and a professor to expand the student's knowledge in a field of special interest. The course is an elective and may count toward program requirements.
- Students wishing to take a directed studies course must complete an Abstract of Directed Study form and email the request, along with the form, to the SHK graduate administrative assistant. Note that the supervising professor must also sign the form.
- The assistant director, graduate studies and research will then review the request for approval.
- The academic office will then approve the request and allow the student to enrol in the course.

Service Requests for Other Important Situations

Leaves of Absence:

Students may apply for temporary leave from their program only on medical, compassionate, or parental grounds. See Academic Regulation II-3.2.

Note that students returning from a leave of absence must be enrolled in the term prior to submission of the thesis in order to be eligible for any possible tuition fee refunds based on thesis submission date.

Procedure:
- If a leave of absence is required, create a new service request under **Leave of Absence** and attach the Request for Leave of Absence form. Service requests are found in uoZone under the **Applications** tab (see service request guide for more information).
- The thesis supervisor must then approve the service request by logging into their VirtuO account, visiting their service request dashboard, and marking the request as **D3-APPR_SUP (Approved by supervisor).**
- The assistant director, graduate studies and research will then review the service request for approval.
- The academic office will then approve the service request.

Exception to the 10-hour rule

University of Ottawa Academic Regulation 3.3.1.2 states:

> "Full-time students shall not engage in paid employment that is not directly related to their studies for more than an average of ten hours per week, or a maximum of 170 hours per term. These numbers include the total time spent in connection with such employment (e.g., in the case of students employed as research or teaching assistants, correctors, demonstrators or part-time professors, hours worked include all time spent on class preparation, grading, meeting students, or other related activities). Thesis-related research work for which students receive a soft-funded research bursary is not included in calculations of paid employment."

The above regulation is often referred to as the "**10-hour rule**". You can request an exception to the 10-hour rule if you plan to work for more than 170 hours during a given term by filling out the appropriate form (the Request for Exception to the 10-hour Rule form). You will need to clearly indicate whether the work is related to research in the "Justification of the request" box. Please note that there may be consequences associated with requesting such an exception, as discussed in this 2016 Fulcrum article. In general, students must continue to make normal progress in their studies when granted an exception.

Procedure:
- Students who wish to request permission to work more than 10 hours per week must create a new service request under **Exception to 10-hour rule** and attach the Request for Exception to the 10-hour Rule form. Service requests are created in uoZone under the **Applications** tab (see service request guide for more information).
- The thesis supervisor must then approve the service request by logging into their VirtuO account, visiting their service request dashboard, and marking the request as **D3-APPR_SUP (Approved by supervisor).**
- The assistant director, graduate studies and research will then review the service request for approval.
- The academic office will then approve the service request.

Extension of the time limit

Master's degree students must complete all their degree requirements within four years of the date of initial enrolment in the master's program.

Doctoral degree students must submit a thesis for defence within six years of the date of initial enrolment in the doctoral program.

Students initially enrolled in a master's program who transfer to a doctoral program must submit their doctoral thesis for defence within seven years of their initial enrolment in the master's program.

In exceptional circumstances, an extension to the above time limits may be granted.

Procedure:
- To request an extension to the time limit to complete the program, create a new service request under **Extension of the time limit** and attach the Request for Extension of the Time Limit form. Service requests are found in uoZone under the **Applications** tab (see service request guide for more information).
- The thesis supervisor must then approve the service request by logging into their VirtuO account, visiting their service request dashboard, and marking the request as **D3-APPR_SUP (Approved by supervisor).**
- The SHK Graduate Studies and Research committee will then review the request for approval.
- In exceptional circumstances, the vice dean, academics of the Faculty of Health Sciences will then review the service request for approval.

Modification or cancellation of enrolment

In some cases, a student may wish to change their academic program/plan, change their classification (part-time/full-time), or withdraw from the program. Note that changes between full-time and part time status are not available for all programs, are not reversible, and must be approved by the vice-provost, graduate and postdoctoral studies (see Academic Regulation II-3.3).

Procedure:
- To request a modification or withdrawal from a program, create a new service request under **Modification or cancellation of registration** and attach the Modification or Cancellation of Registration form (https://www.uottawa.ca/graduate-studies/students/forms#enrolment). Service requests are found in uoZone under the **Applications** tab (see service request guide for more information).
- The thesis supervisor must then approve the service request by logging into their VirtuO account, visiting their service request dashboard, and marking the request as **D3-APPR_SUP (Approved by supervisor).**
- The vice-provost, graduate and postdoctoral studies will then review the service request for approval.

Student Resources

The University of Ottawa and the Faculty of Health Sciences provides an impressive list of resources available across its campuses. The Office of the Vice-Provost, Graduate and Postdoctoral Studies provides a list Resources offered to graduate students. This list includes resources to assist students in areas such as health and wellness, financial planning, professional development, and academic resources, among others.

In addition, you may wish to visit
- Student Academic Success Service (SASS)
- Graduate Students Association (GSAED)
- Human Kinetics Graduate Students Association (HKGSA)
- International Student Office

Graduate Student Awards and Financial Support

The Office of Graduate and Postdoctoral Studies offers a **comprehensive guide to financial support** opportunities whose eligibility are based on a student's degree level and citizenship status. These opportunities include scholarships and awards from the University of Ottawa, external organizations, and uOttawa-affiliated associations. **Additional funding details specific to the School of Human Kinetics are provided below**:

Admissions Scholarship

The University of Ottawa Graduate Admissions Scholarship applies to individuals (Canadian students and permanent residents) who will study in a **thesis-based master's or PhD program**. The admission scholarship will be given on the recommendation of the academic unit to any student whose admission average is 8.0/10 or higher and who enrolls full-time for the duration of the scholarship in an eligible graduate program. Part of this funding (master's $7500; PhD $9000) is provided by the University of Ottawa as a tuition-fee credit. The other part of this funding (master's $7500; PhD $9000) is provided by the Faculty of Health Sciences in the form of a teaching assistantship (TA) and/or research assistantship (RA). Students with an admission scholarship will obtain one or several TA/RA (and/or corrector/proctor) positions.

The International Admissions Scholarship applies to International Students. However, each Faculty is allocated only a very small number of these scholarships. Depending on allocation, incoming international students with the highest GPAs across the Faculty will automatically be recommended to the Office of the Vice-Provost, Graduate and Postdoctoral Studies for an International Admissions Scholarship by the Faculty of Health Sciences. Funding levels are equal to that of Canadian students (see above).

*Please note that <u>TA/RA funding will not necessarily be evenly distributed throughout the year</u>, so you may need to plan accordingly to budget your expenses.

Graduate Studies Scholarship

For the **course-based master's programs (MHK),** the graduate scholarship in the amount of $2000 per term (total $6000) will be awarded on the recommendation of the academic unit for the eligible programs for the three or six terms of the program of study. This recommendation is normally given for students in the MHK program with a concentration in Sports Management or in Intervention and Consultation in Sport whose admission average is 9.0/10 or higher and who enrolls full-time in the first year of the program (three consecutive terms).

International Doctoral Scholarship

The International Doctoral Scholarship is automatically awarded to reduce tuition fees to the equivalent of tuition fees charged to Canadian students. No application is necessary. International tuition fees will be reflected on the student account; however, after the credit from the scholarship, international PhD candidates will pay the equivalent of Canadian tuition fees for the duration of their studies.

Excellence Scholarship

Excellence scholarships equivalent to the University of Ottawa tuition fees, up to $10,000 per year, are awarded to recipients of major external awards (e.g., CIHR, FRQ, NSERC, OGS, SSHRC). They are awarded for each year that the external award is held. For those students who also received an Admission Scholarship, a Graduate Scholarship or an International Scholarship, these will be replaced with the Excellence scholarship.

*Note that the Excellence Scholarship does not include a guaranteed matching funding contribution offered by the Faculty of Health Sciences, meaning that income from the TA or RA positions given as part of the Admissions Scholarship ($7500 or $9000; see above) is no longer guaranteed. While you can still apply for TA/RA positions, you may not be offered any (subject to terms of the CUPE2626 collective agreement).

Teaching Assistantships (TA) and Research Assistantships (RA)

Teaching assistantship (TA) and research assistantship (RA) positions are paid employment positions offered by the Faculty of Health Sciences to qualified applicants based on provisions governed by the collective agreement between the University of Ottawa and the Union of Student Workers at the University of Ottawa (CUPE2626). Students in the School of Human Kinetics who have received an Admissions Scholarship will receive part of their funding in the form of a paid TA and/or RA position. Check the current postings for TA and RA positions.

Research and Conference Travel Funding

Travel grants from the Faculty of Health Sciences in the amount of $550 to $800 are available to graduate students to supplement the cost of transportation when travelling to present their research at a recognized conference. Master's (one per degree) and PhD students (three per degree) are eligible.

A conference travel fund is available to CUPE 2626 members that provides financial help of up to $800 for the purpose of presenting research that is not related to the thesis.

The Graduate Students Association of the University of Ottawa (GSAÉD) offers an Academic Project Fund that will cover conference accommodation expenses up to $100 per day for a maximum of four days.

An Academic and Professional Development Fund (up to $2500) is available from the Association of Part-time Professors at the University of Ottawa (APTPUO). This fund aims to promote research and participation in scholarly activities on the part of part-time academic staff (APTPUO members).

Check with the manufacturer of your laboratory equipment who may have travel grants available.

Check with the conference you are applying to for available travel grants.

Part-time professor positions

Part-time professor positions are paid employment positions offered by the Faculty of Health Sciences to qualified applicants to fill temporary teaching needs and vacancies based on provisions governed by the collective agreement between the University of Ottawa and Association of Part-time Professors at the University of Ottawa (APTPUO). Students in the School of Human Kinetics who have the requisite qualifications and experience may be eligible to apply. For more information, check the APTPUO information on Postings, Hiring, and General Applications.

Thesis Prize

Each year, the University of Ottawa awards ten prizes for theses: four for masters' theses and six for doctoral theses.

Any thesis recommended for a prize at the oral defence is eligible for a prize. In order to be eligible, the final version of the thesis must have been submitted electronically through uOResearch between January 1 and December 31 of the previous year. A thesis submitted after December 31 will be considered for the next year's competition.

A sub-committee of the regular SHK Graduate Studies Committee is formed to determine which thesis will be nominated for each prize, based on the criteria given. The sub-committee gives its recommendations to the SHK Assistant Director of Graduate Studies and Research.

The thesis supervisor must provide a letter of nomination (maximum two pages) outlining: the merits of the thesis; the student's contribution to the thesis research and to the field; if appropriate, the student's contribution in other areas of academic endeavour; and the student's potential as a researcher. The SHK assistant director of graduate studies and research will also sign this letter of nomination.

The winners are chosen by the Office of Graduate and Postdoctoral Studies (GPS) Selection Committee

The Office of the Vice-Provost, Graduate and Postdoctoral Studies will strike a selection committee to review the nominees' files. The winners are chosen in February-March from among recommendations from all University of Ottawa academic units. The decision is based on the examiners' pre-defence reports, the academic unit's letter of support, the candidate's C.V., and University of Ottawa transcripts. Please note that in the case of a doctoral thesis, the external examiner's report plays a major role in the decision.

For further details, see the Graduate and Postdoctoral Studies Thesis Prizes and Contests

Teaching Assistantships (TA) and Research Assistantships (RA)

Teaching assistantship (TA) and research assistantship (RA) positions are paid employment positions offered by the Faculty of Health Sciences to qualified applicants based on provisions governed by the collective agreement between the University of Ottawa and the Union of Student Workers at the University of Ottawa (CUPE2626). Students in the School of Human Kinetics who have received an Admissions Scholarship will receive part of their funding in the form of a paid TA and/or RA position. Priority for the attribution of these positions is given to University of Ottawa admission scholarship holders; however, the School of Human Kinetics may nevertheless award assistantships to other students based on the availability of positions and funding.

Graduate students in the School of Human Kinetics and students who have been members of CUPE2626 will receive an email notifying them to monitor TA/RA position postings. Every effort will be made to inform new incoming students of postings, although under certain circumstances, this may not be possible (e.g., late admission). **The email informing students of postings will be sent to the student's uOttawa email address**.

*Note that it is the **student's responsibility to apply online**. Students who do not apply, or who miss the deadline for postings, **may forfeit** the Faculty portion of funding for the term, and may **miss their opportunity**.

Check the current postings for TA and RA positions.

Notes on Teaching Assistantships

Applications: An application is by default made for specific, posted positions. However, making an application for a teaching assistantship also implies that the candidate may be considered for all other positions for which they are qualified in the same unit in which they have explicitly applied. A candidate may indicate that they do not want to be considered for positions other than those for which they have explicitly applied.

Employee communication: Once a student has been offered a position, they will be assigned a University of Ottawa employee number and uOttawa employee email address. If you do not receive this email address information, contact the Information Technology (IT) help desk.

Important: **All future employer-employee (University – TA) communication will occur through the employee email address or employee uoZone portal (VirtuO)**. Instructions for employees, tax forms, and other information will be sent to the employee email address, so it is vital that the student monitor this address. Note that students **must respond to any employment offer** they receive by return email, indicating your acceptance of the offer, **within five working days**. Students may be deemed to have declined if they failing to accept within this timeline.

Offers of employment: Once an offer for a position is accepted, and the employee has been assigned to a professor, **the professor shall complete** the Description of Duties and Allocation of Hours Form (Appendix B), in accordance with the Job Description Guidelines (Appendix C), which will include a detailed list of tasks and indicate the approximate time to be spent on each task and its preparation. The employee may request to discuss with their supervising professor any potential modification to the tasks assigned. In cases where an employee is employed for the first time in a course or with a different professor, **the supervising professor shall ensure** that a meeting occurs in person within the first month of the contract to discuss scheduling and the list of tasks.

Note that a student who refuses an offer of employment without appropriate justification (see CUPE 2626 Collective Agreement section 18.7.9) may lose that portion of the admission scholarship or entitlement.

Hours: While University regulations stipulate that graduate students may be employed a maximum of 170 hours in one term (ten hours per week **on average**), due to the nature of teaching assistant positions, the workload can vary from week to week. Nevertheless, except in exceptional circumstances, TAs and correctors shall not be required to work more than twenty-five (25) hours in a single week, and no more than a total of forty (40) hours in any two (2) consecutive weeks. It is advised that TAs and correctors maintain an accurate and complete log of hours worked.

Evaluation: At or about the mid-point of the appointment, **professors shall be responsible** for meeting at least once individually with each employee to conduct a review of each employee's job description, to ensure that employee's hours of work as set out in their job description continue to be appropriate, and to discuss the informal evaluation (Appendix F).

Important: Please keep track of the contracts you receive in order to plan your budget accordingly. To calculate any remaining scholarship funds, deduct the amounts of each contract (in the form of a teaching assistantship (TA), research assistantship (RA), or other Faculty paid endeavour) from the part of the admission scholarship provided by the Faculty of Health Sciences.

Notes on Research Assistantships

Purpose: Research assistantships are not intended for students to work on their own thesis. A Research assistant position is a paid employee position intended to support the advancement of the scholarly research of professors employed by the University of Ottawa.

Offers of Employment: Once an offer is made and accepted, and the employee has been assigned to a supervisor, the offer of employment will include a proposed detailed list of tasks and time assigned to each task. The offer of employment shall reference the fact that the employee may request to meet with their supervisor to discuss any potential modification to the tasks assigned.

Hours: While University regulations stipulate that graduate students may be employed a maximum of 170 hours in one term (ten hours per week **on average**), due to the nature of research assistant positions, the workload may vary from week to week. In the case of research assistantships, hours of work may exceed more than twenty-five (25) hours per week up to a maximum of forty (40) hours per week for four (4) consecutive weeks at the request of the employee and with the agreement of the supervisor, it being understood that there can only be one such contract per term. It is advised that RAs maintain an accurate and complete log of hours worked.

Important: Please keep track of the contracts you receive in order to budget accordingly. To calculate any remaining scholarship funds, deduct the amounts of each contract (in the form of a teaching assistantship (TA), research assistantship (RA), or other Faculty paid endeavour) from the part of the admission scholarship provided by the Faculty of Health Sciences.

Graduate Teaching Assistant Training

Mandatory Training

All students who have been assigned a teaching assistant position **for the first time** at the University of Ottawa must attend the Teaching Assistants Orientation Day offered by the Teaching and Learning Support Service (note this is not required for corrector/proctor positions). For students taking the orientation for the first time, the time spent will be considered time worked, up to five (5) percent of the total hours of the employee's contract. The teaching assistant must sign an attendance form to be eligible. Those who have previously attended the orientation day are welcome to participate in the workshop, but will not be paid.

Please note: Once the training is completed, the student will need to send the certificate of completion via email to the graduate administrative assistant (graduate.HK@uottawa.ca), and the Faculty of Health Sciences will credit the student with the required compensation.

All teaching assistants and correctors are also be required to successfully complete training mandated by Ontario legislation during **their first contract period**. These online training workshops are available through the employee login account and include, but are not limited to,:

- Worker Health and Safety Awareness
- Supervisor Health and Safety Awareness
- Violence Prevention
- Respect in the workplace
- Accessibility Standards for Customer Service
- Working Together: The Code and the AODA

The Labour Relations Office will provide teaching assistants with $200 in compensation for completing these mandatory training sessions, (allow six weeks for payment to be processed). Students may then contact the Faculty Affairs Office.

Optional Training

Graduate students in the School of Human Kinetics are encouraged to participate in teaching training provided by the Teaching and Learning Support Service. For information regarding teaching training, please visit the TLSS website.

The Excellence Award for Teaching Assistants

Each year, the Teaching and Learning Support Service (TLSS) recognizes the achievement of exceptional teaching assistants by offering three excellence awards in the form of $500 prizes. Visit the TLSS website for more details on the eligibility criteria, application procedure, and deadlines.

Frequently Asked Questions

How do I enrol in courses?
See the Graduate and Postdoctoral Studies Enrolment Guide.
See the SHK registration instructions for information and further details specific to individual circumstances.

Why is the self-serve tool in uoZone not letting me enrol?
You may have a hold on your file preventing you from enrolling (e.g.: outstanding fees, not submitting a progress report).
You can see whether you have holds by checking the right-hand side of the **Student Center** dashboard in uoZone.
- If you have a hold, click **Details** in the **Holds** section for more information about it and the steps to take to remove it.
- If you have none, No Holds will be displayed in that section.

For more information, consult the Student Guide, **About your Student Centre** under **Check your Holds** in uoZone.

In some cases (e.g., directed studies, out-of-program courses), you cannot register online through self-serve, and must take additional steps through uoZone (for details see the SHK registration instructions).

What is the passing grade for graduate courses?
Graduate students must maintain a minimum grade of C+ (65%) in each course and examination (including qualifying program and additional courses).

If you fail a course at the graduate level, you must either repeat it or take another course specified by the academic unit. If you have two failures (equivalent to six units) on record fora qualifying master's or doctoral program, you will be withdrawn from the program.

Can I appeal a mark I received?
The University recognizes the right of every student to see, on request after grading, all documents that have been used to establish their grade for courses in which they are duly renrolled. These documents include those produced by the students themselves or evaluations written by supervisors (as part of work terms, clinical placements or internships).
The University also recognizes students' right to ask for a grade review and to appeal grades.
The provisions and processing of appeals are covered in University of Ottawa Academic Regulation 10.3

Why do I need to submit another progress report when I completed one less than a year ago?
In specific cases, at the request of your supervisor, director, and/or TAC member, you may be asked to submit a progress report each term instead of annually.

If my progress report is deemed not satisfactory (NS) , will I be withdrawn from the graduate program?
You will be withdrawn from the graduate program if you receive two (2) unsatisfactory progress reports.
For more information, see Academic Regulation II-4.3.

Can I change thesis supervisors?
While it is not recommended that students change supervisors partway through a thesis, it may be unavoidable in some circumstances. Please see "Changing Supervisors" under the "Useful information" section of *Thesis supervision* on the Graduate and Postdoctoral Studies website.

How do I reserve a room for my TAC meeting?
To reserve a room for your TAC meeting, send your request by email to the SHK graduate administrative assistant. You will receive a confirmation by email that the room has been reserved.

Please request to reserve the room as early as possible in order to ensure availability.

Who will select my thesis examiners?

Your thesis supervisor will nominate examiners who are willing and able to evaluate the thesis. The SHK assistant director of graduate studies and research approves the examiners.

For PhD theses, the supervisor also will also nominate an external examiner.
Following the approval of the assistant director, the list of examiners is approved by the vice-dean of the Faculty of Health Sciences

Can I contact my thesis examiners while they are reviewing my thesis?

Once the thesis has been submitted for evaluation, the student and the thesis supervisor(s) may not communicate with the examiners about the thesis evaluation until the thesis has been defended.

Upon receipt of the written evaluations, one or more examiners did not recommend to proceed to oral defence. Do I need to enrol in the thesis again?

Once the thesis evaluation reports have been received, the student may defend the thesis. However, the student may decide, in consultation with the thesis supervisor(s), to amend the thesis before defending it. If the latter option is selected, the student must enrol (if not currently enrolled in a term) to make the amendments and resubmit the thesis for evaluation.
Please refer to Academic Regulation II-7.11 Thesis Defence.

Am I eligible to receive a financial credit if I submit my thesis before the end of the term?

Please refer to the Important Dates and Deadlines (under *Reports, major research papers, and thesis*) to find out the deadline before which you can submit your thesis without having to enrol in the subsequent term, or if you are eligible for a 50% or 100% tuition fee credit. Note that the date you submit your thesis to uoZone applies when calculating if the deadline was met, and supervisor approval may occur after this date. If the thesis is not approved by the supervisor, the next date of (re)submission will apply in calculating if the deadline was met.

Tuition fee credits do not apply where a thesis must be revised and re-submitted prior to defence, or for revised theses which require the student to re-register following defence and where corrections take more than 30 days (specific circumstances may apply based on individual timelines: visit InfoService for more information).

*Please note that you will have to log into uoZone and **Request a Refund of Tuition Fees**. **Note: Refunds are limited to tuition fees and do not apply to other student fees (e.g., U-Pass)**. Important: remember to change your mailing address and/or banking information if necessary. You can change your address on uoZone under **Applications**.

I received a verdict 2 at my oral defence: do I need to re-enrol in the thesis?

Yes: a student receiving a verdict 2 will have one hundred and twenty (120) days after the date of the defence to complete the required revisions and to submit the final version of the thesis. If not currently enrolled, the student must enrol for a term within this 120-day period. An enrolled student, who completes the corrections/revisions and submits the approved final version of the thesis within thirty (30) days after the defense, will be eligible to receive a partial or full reimbursement of the tuition fees portion of registration.

I've been accepted into the program with "conditions" (e.g., proof that a degree was obtained), but I won't receive my degree until after the start of the program. Can I still enroll?

Students with "conditional acceptance" are still able to enrol in graduate classes. However, they must still fulfill the acceptance condition. Normally, if the Faculty of Health Sciences Academic Office does not receive proof that the condition has been fulfilled by the end of the first term of enrolment, the student will be withdrawn from the program.

I am an international student. What funding options are available to me?

For information about scholarship opportunities for international students, visit the [University of Ottawa Graduate and Postdoctoral Studies Awards website](#).

For doctoral students an international doctoral scholarship will automatically be awarded to reduce tuition fees to the equivalent of the PhD Canadian tuition fees.

If you hold a valid work permit, you may be eligible for the [University of Ottawa Work-Study program,](#) or you may be able to work part-time off campus. Note that the [10-hour rule](#) applies.