

# Graduate Handbook for Students and Supervisors Graduate Programs

<http://www.health.uOttawa.ca/shk/prmdshk.htm>

School of Human Kinetics



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Faculté des sciences de la santé  
Faculty of Health Sciences



# Table of Contents

<b>Professor – Student Guidelines</b> .....	<b>2</b>
Supervisor’s roles and responsibilities .....	2
Student’s roles and responsibilities .....	3
Responsibilities of the student and the professor .....	3
Academic Resources .....	4
<b>Master’s Degree Requirements</b> .....	<b>6</b>
Course Requirements .....	6
Registering the Thesis Topic .....	6
Completing the Research Progress Form .....	6
Thesis Supervisory Committee .....	6
Thesis Proposal .....	7
Thesis Writing .....	8
Thesis Evaluation .....	9
Thesis Defence .....	9
Final Submission of Thesis .....	9
Transfer to PhD .....	10
<b>Doctoral Degree Requirements</b> .....	<b>11</b>
Course Requirements .....	11
Registering the Thesis Topic .....	11
Completing the “Research Progress Form” .....	11
Thesis Supervisory Committee .....	11
Comprehensive Exam .....	12
Thesis Proposal .....	13
Thesis Writing .....	14
Thesis Evaluation .....	15
Thesis Defence .....	15
<b>Graduate Teaching Training</b> .....	<b>17</b>
<b>Thesis Prize</b> .....	<b>18</b>

# Professor – Student Guidelines

## Supervisor's roles and responsibilities

1. Meet with the incoming student before the end of September to discuss the project (or possible projects) on which the student will work. During this meeting, review the content of the graduate Handbook for the students and Supervisors, and agree upon a timeline for successful program completion.
2. Inform the student of all ethical requirements for conducting research at the University of Ottawa, and provide him or her with support when preparing the Research Ethics Board application forms.
3. Discuss financial needs with the student and go over possible funding opportunities (internal and external scholarships and potential financial assistance from the supervisor)
4. Provide support during the scholarship application process (letters of reference, draft of the proposal, review of the application form, etc).
5. Establish a schedule of meetings to successfully monitor the student's progress.
6. Inform the student of any prolonged absence, and provide supervisory alternatives/options during such absences.
7. Meet with the student before each semester to establish a work plan based on objectives and tasks. Hold a similar meeting at the end of each semester in order to review and evaluate the work done. During these meetings, if any concerns are identified, establish a plan of action with the student to resolve any difficulties.
8. Provide support and guidance while the student is writing articles.
9. As agreed upon between the student and the supervisor, give feedback on written work within a reasonable timeframe.
10. Intellectual property is to be shared with the student as defined under University of Ottawa guidelines.
11. Formally recognize contributions students make to the dissemination of research.
12. Wherever possible, provide students with opportunities to develop their research through scholarly presentations and publications.

## Student's roles and responsibilities

1. Meet the deadlines set for each semester as agreed during supervisor-student meetings (see supervisor roles and responsibilities).
2. Conduct research according to University of Ottawa Research Ethics Board guidelines (See section D of this document).
3. Be present in the office/laboratory during previously determined work hours (laboratories, meetings, follow-ups, etc.)
4. Use research equipment for professional purposes only (no personal use). Respect the University of Ottawa rules regarding the use of university facilities and services (see University Policy 28 online at: [web5.uOttawa.ca/admingov/policy\\_28.html](http://web5.uOttawa.ca/admingov/policy_28.html))
5. In the event of prolonged absences, consult with the supervisor to determine if a formal leave of absence will be required. [See Faculty of Graduate and Postdoctoral Studies ([FGPS](#)) regulations] The supervisor must first approve and sign the [form](#), which must be submitted to the Secretary of FGPS. As stipulated in the general regulations, upon return from a leave of absence, the supervisor must reconfirm the Thesis Supervisory Committee.
6. Consult with the supervisor prior to accepting additional work (courses, research/teaching assistantships, part-time jobs internal or external to the University).
7. Share all intellectual property rights with the supervisor (See section D of this document).
8. Always recognize the supervisor's contribution to scholarly output.
9. Inform the supervisor as soon as possible of things that might disrupt the entire research process.
10. Take the opportunity to discuss supervisor/student relationship at the end of each semester.
11. Ensure that all raw data gathered to complete the thesis be delivered to the supervisor at the completion of the project.
12. Turn over to the supervisor all rights to the research data in the event the student temporarily suspends his/her studies for more than 12 consecutive months for non-medical reasons and/or minor personal problems. The student must notify the supervisor, in writing, as to whether or not he or she wishes to be associated with the published work following completion of the research.
13. Obtain the supervisor's and co-authors' approval prior to the submission of any scientific paper related to the thesis program.

## Responsibilities of the student and the professor

1. By the end of each semester, the supervisor and the student must review goals and accomplishments to make sure that all of the agreements have been respected.

## Academic Resources

### 1. Co-authorship

- 1.1. [Co-authorship guidelines from the International Committee of Medical Journal Editors](#) *Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication* .

### 2. University of Ottawa intellectual property rights

- 2.1. [Research and Thesis](#)

### 3. Plagiarism

- 3.1. [Beware of plagiarism](#)

### 4. Ethical Booklet

Online at: <http://www.grad.uottawa.ca/Default.aspx?tabid=1385>

### 5. Electronic thesis submission

Graduate students are required to submit the final version of their thesis electronically using [uO Research](#). Please address your concern by e-mail or by phone to [ruor@uottawa.ca](mailto:ruor@uottawa.ca), or 613-562-5800 x4563

### 6. Graduate Student Resource and Mentoring Centre

In collaboration with the Morisset Library and the Faculty of Graduate and Postdoctoral Studies, the Student Academic Success Service ([SASS](#)) has created a Resource and Mentoring Centre for Graduate Students of the University of Ottawa. This new initiative gives master's and PhD students the opportunity to meet and talk with graduate student-mentors and address the concerns they may have during the course of their studies.

### 7. Academic Writing Help Centre

The [Academic Writing Help Centre](#) is an academic support service. In working with their writing advisors, students can acquire the abilities, strategies and writing tools that will enable them to:

- Master the written language of their choice
- Expand their critical thinking abilities
- Develop their argumentation skills
- Learn what the expectations are for academic writing

### 8. University of Ottawa Services

- a) **School of Human Kinetics Graduate Academic Secretariat**  
613-562-5800 ext. 2236  
[Sante.health@uOttawa.ca](mailto:Sante.health@uOttawa.ca)

- b) **Faculty of Graduate and Postdoctoral Studies**  
613-562-5742      [www.grad.uOttawa.ca](http://www.grad.uOttawa.ca)

- c) Graduate Students' Association of the University of Ottawa (GSAÉD)  
613-562-5935      [www.uOttawa.ca/gsaed](http://www.uOttawa.ca/gsaed)
  - i) *Health and Dental Insurance* : <http://gsaed.ca/en/section/13>
  - ii) Human Kinetics Graduate Student Association  
[hkgasa@hotmail.com](mailto:hkgasa@hotmail.com)
  
- d) Canadian Union of Public Employees (CUPE2626)  
613-562-5345      [www.cupe2626.ca/english/home\\_en.htm](http://www.cupe2626.ca/english/home_en.htm)
  
- e) Student Academic Success Service (SASS)  
613-562-5101      [www.sass.uOttawa.ca/graduate/](http://www.sass.uOttawa.ca/graduate/)
  
- f) Health Services  
613-562-3945      [www.uOttawa.ca/health/](http://www.uOttawa.ca/health/)
  
- g) uOttawa Library – Access to books, journal articles, databases, etc.  
613-562-5882

## 9. Registration

- a) Course Timetable  
[www.timetable.uOttawa.ca](http://www.timetable.uOttawa.ca)
  
- b) Tuition Fees  
[www.uOttawa.ca/academic/info/regist/fees/fees2008\\_en.htm](http://www.uOttawa.ca/academic/info/regist/fees/fees2008_en.htm)

## 10. Funding

- a) Graduate Student Travel Grants from the Faculty of Health Sciences  
[www.health.uOttawa.ca/grants/6.htm](http://www.health.uOttawa.ca/grants/6.htm)
  
- b) Faculty of Graduate and Postdoctoral Studies
  - i) *For Canadian students and permanent students:*  
[www.grad.uOttawa.ca/Default.aspx?tabid=1459](http://www.grad.uOttawa.ca/Default.aspx?tabid=1459)
  - ii) *For International students*  
[www.grad.uOttawa.ca/Default.aspx?tabid=1460](http://www.grad.uOttawa.ca/Default.aspx?tabid=1460)
  
- c) GSAÉD  
<http://gsaed.ca/en/section/15>
  
- d) Financial Aid and Awards Office – Online Scholarships and Bursaries  
<https://web3.uOttawa.ca/bel/en/BELv2Main.jsp>
  
- e) CUPE 2626 – Financial Aid Funds  
[www.cupe2626.ca/english/aid\\_en.htm](http://www.cupe2626.ca/english/aid_en.htm)

## 11. Degree

- a) Registration for Degree  
<http://www.grad.uottawa.ca/Default.aspx?tabid=2276>

## 12. Other Forms for Graduate Students

[www.etudesup.uOttawa.ca/Default.aspx?tabid=1673](http://www.etudesup.uOttawa.ca/Default.aspx?tabid=1673)



# Master's Degree Requirements

## Course Requirements

The Master of Arts and Master of Science programs in Human Kinetics require full-time and part-time students to complete the two compulsory seminars and the four compulsory courses listed in their specific program of study over two academic semesters. Students wishing to take out-of-program courses must fill out the “course attendance form” and have it approved and signed by their supervisor and by the School of Human Kinetics (SHK) Assistant Director of Graduate Studies. The form is available at the Academic Secretariat's office (Montpetit Hall Room 241).

## Registering the Thesis Topic

By the end of the second semester of registration (normally, the winter semester), the student, in consultation with the thesis supervisor, must complete the “[Registration of Thesis Topic](#)” form. The form must be submitted to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234) who will have it signed by the Assistant Director of Graduate Studies before being submitted to the Academic Secretariat (Montpetit Hall Room 241).

## Completing the Research Progress Form

By the end of the second semester of registration (normally, the winter semester), and once a year thereafter, the student, along with the thesis supervisor, must complete the “[Annual Research Progress Report](#)”. The completed form must be submitted to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234), who will have it signed by the Assistant Director of Graduate Studies and submit it to the FGPS. Please note that if the annual research progress report is not completed, registration for the following semester will not be permitted by the FGPS.

## Thesis Supervisory Committee

The Thesis Supervisory Committee (TSC) 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 from the SHK. All examiners must be members of the University of Ottawa FGPS.

In some cases, and granted that no costs be incurred by the University of Ottawa, an examiner may be a professor or a researcher from another institution whose dossier must be submitted and approved by the FGPS. In such cases, the SHK Graduate Secretary is responsible for: (1) obtaining the external examiner's updated resume using the OCGS format, (2) assuring that a support letter is received from a regular full-time University of Ottawa SHK professor, (3) completing and submitting a “[Nomination of Thesis Examiners](#)” form, and (4) forwarding the necessary documentation to FGPS for approval. The student, in collaboration with the thesis supervisor, is responsible for ensuring that all required documents are completed and submitted to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234). Following approval from the FGPS the final version of the thesis proposal can be submitted to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234).

## Thesis Proposal

1. Before the end of the third registered semester, copies of the thesis proposal should be deposited at the SHK Secretary of Graduate Studies (Montpetit Hall Room 234) (one copy for each examiner including the supervisor and, in the case of HK/Women's Studies (WS) students, one extra copy) along with a completed "[Nomination of Thesis Examiners](#)" form. Please note that an electronic copy of the thesis proposal may be submitted to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234) in lieu of a hard copy if this arrangement has been made between the supervisor and the student. It is the student's responsibility to ensure that examiners who prefer hard copies of the thesis proposal are provided with such.
2. The thesis proposal usually consists of an introduction, a review of the literature and/or a theoretical framework and methodology. In the case of HK/WS students, the thesis proposal must also include a half-page statement, in the Introduction, of how the thesis will contribute to WS. The maximum length of the thesis proposal excluding references should be 15-25 pages.
3. The SHK Secretary of Graduate Studies (Montpetit Hall Room 234) will send the proposal to the examiners and give them 15 business days to read and evaluate the proposal. In the case of HK/WS, the extra copy of the proposal will be sent to the WS Graduate Studies Committee for approval. In certain circumstances, the examiner may require more days. This should be discussed with the TSC and the student should be informed if more time is needed.
4. The SHK Secretary of Graduate Studies (Montpetit Hall Room 234) will schedule the oral presentation as soon as possible after the 15-day period considering that all examiners find the document adequate for the oral presentation. This oral presentation will consist of the student and members of the TSC; it may be open to the public and this decision is at the discretion of the thesis supervisor. In the rare event that the thesis proposal document is not acceptable, it will be returned to the supervisor and student with comments.
5. The purpose of the thesis proposal oral presentation is to give the student an opportunity to present his or her research plans for a maximum of 10 to 15 minutes (if a presentation is desired) and to seek approval of this plan (with or without modifications) from the TSC. At the end of the meeting, the student and the TSC must sign the "Report on Thesis Proposal" form and return it to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234). Revisions may be required and the TSC may ask to review the document before a final approval.
6. 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). A copy of the signed "Report on Thesis Proposal" form is compulsory and must be submitted to the REB with the ethics application. This signed copy is available from the Academic Secretariat office (Montpetit Hall Room 241).



## Thesis Writing

1. The thesis may be written in traditional monograph format or article format (one or two articles, as determined by the TSC). Whatever format is submitted, the same standards of quality (described in the FGPS General Regulations, Section G.1) apply.
2. In addition to the above regulations, the SHK stipulates that when an article format is used, the thesis must consist of:
  - Part I** An updated and corrected version of Chapters 1 and/or 2, which introduce the topic and a review of the literature and/or a theoretical framework already presented in the thesis proposal document. Students are encouraged to consult theses in their domain by contacting the SHK Secretary of Graduate Studies (Montpetit Hall Room 234) and the library.
  - Part II** One or two regular feature **articles**. Each article must be ready to be submitted for publication or a peer review 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 discussion.
  - Part III** A **global discussion** as well as a conclusion that integrates the material previously addressed in the two articles in the thesis.
  - Part IV** A **statement of contribution** of collaborators detailing the student's contribution to the articles as well as that of the other authors.
  - Part V** A **list of references** based on the whole thesis excluding the article(s) and the necessary appendices, that is, depending on the thesis: 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 the tables, figures and other materials necessary but not contained in the articles or previous chapters.
3. Once the thesis is deemed by the thesis supervisor to be acceptable for evaluation by the examiners, the thesis supervisor must complete the "[Statement of Thesis Supervisor](#)" form and return it to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234). At this point, the student must also submit to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234) the required number of hard copies of the final thesis document (for the supervisor and all examiners). Upon request of the Thesis Supervisory Committee, the student may be asked to submit an electronic copy.

## Thesis Evaluation

1. The SHK Secretary of Graduate Studies (Montpetit Hall Room 234) sends the final thesis document to the examiners. The examiners have 30 business days to read, evaluate the thesis, and submit a written report.
2. Once evaluation forms have been received from all examiners, one of four verdicts is determined:
  - a) The thesis is accepted for the oral defence
  - b) The thesis is accepted for the oral defence but must be revised after defence
  - c) The thesis cannot be 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 to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234)
  - d) The thesis fails to meet the standards required for the degree

A TSC meeting may be needed if one or more examiners deem the final thesis document unacceptable for defence. At this meeting the TSC will determine what modifications are needed to make the thesis acceptable.

## Thesis Defence

1. When written comments from examiners have been received and the thesis is deemed acceptable for oral defence, the SHK Secretary of Graduate Studies, in consultation with the student, the TSC, 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.
2. The purpose of the oral thesis defence is to give the student an opportunity to present his or her research results during a 10-15 minute presentation. The student, thesis supervisor, and a minimum of one examiner must be physically present at the oral defence; the other examiner(s) can join via video/teleconference or submit his or her questions to the defence chair. The thesis oral defence is open to the public and everyone is welcome.
3. For more information on the defence procedures and evaluation outcomes, please refer to [Research Papers and Theses Regulations and Procedures](#)

## Final Submission of Thesis

If the thesis is approved at the oral defence, the final version of thesis (with all required modifications) must be submitted electronically (at [www.ruor.uottawa.ca](http://www.ruor.uottawa.ca)) no later than one month after the oral defence. At this time, the student must also submit the “[Final Version Approval](#)” form signed by the thesis supervisor to attest that all required modifications have been made.

## Transfer to PhD

1. Students in the SHK MA and MSc programs who have achieved an A- (80%) average in their last two years of undergraduate studies may be allowed to transfer to the Ph.D. program without being required to write a Master's thesis provided they meet the following conditions:
  - a) Completion of all compulsory Masters' graduate courses with a grade of A- or better in each of these courses.
  - b) Exceptional progress in the research program distinguishing the student from his or her peers at similar stages in the program as assessed by the SHK Graduate Studies Committee;
  - c) Written recommendation by the TSC after the Master's thesis proposal defence;
  - d) Approval by the SHK Graduate Studies Committee.
2. The transfer must take place within sixteen months of initial registration in the Master's program and the completion of the required 15 credits (6 courses) of coursework. Following transfer, *all the requirements of the doctoral program* must be met: six credits of coursework, the comprehensive exam, and the thesis.

## For More Information

4. For more information regarding thesis regulations please refer to The [Faculty of Graduate and Postdoctoral Studies](#).

# Doctoral Degree Requirements

## Course Requirements

The PhD program in Human Kinetics requires completion of a minimum of 2 graduate courses (six credits). 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 3 credits being 7000-level offered in the SHK within the student's domain group. Before initially registering for courses, students must complete the "Student-Supervisor Course Selection Agreement" form. The SHK Assistant Director of Graduate Studies must approve each student's course selection. Students wishing to take out-of-program courses must fill out the "Course Attendance Form" and have it approved and signed by their supervisor and by the SHK Assistant Director of Graduate Studies. These forms are available from the Academic Secretariat office (Montpetit Hall Room 241).

## Registering the Thesis Topic

By the end of the third semester of registration, the student, in consultation with the thesis supervisor, must complete the "[Registration of Thesis Topic](#)" form. The form must be submitted to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234) who will have it signed by the SHK Assistant Director of Graduate Studies before submitting it to the Academic Secretariat office (Montpetit Hall Room 241). For more information, please refer to the [FGPS](#).

## Completing the "Research Progress Form"

By the end of the second semester of registration and once a year thereafter, the student, along with the thesis supervisor, must complete the "[Annual Research Progress Report](#)." The completed form must be submitted to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234), who will have it signed by the SHK Assistant Director of Graduate Studies and submit it to the FGPS. Please note that if the annual research progress report is not completed, subsequent registration will not be permitted by the FGPS.

## Thesis Supervisory Committee

The thesis supervisor chairs the student's Thesis Supervisory Committee (TSC). The TSC consists of at least three (3) members, including the thesis supervisor, and must be formed by the end of the second semester of registration. One committee member (excluding the thesis supervisor) must be a regular full-time professor from the SHK. In the case of a co-supervision, one member must be a regular full-time professor from the SHK. All committee members must be members of the FGPS. The TSC is responsible for guiding the student throughout the program, including the Comprehensive Exam, thesis proposal, and in most cases the thesis defence.

## Comprehensive Exam

The comprehensive examination (CE) serves to evaluate the student's knowledge of concepts, principles and theories, as they relate to his or her specific field of study within Human Kinetics.

The CE takes place after the completion of the required courses. By the end of the 4<sup>th</sup> semester, PhD students should have completed their 1<sup>st</sup> attempt (written and oral) of the CE. If the 1st attempt is not satisfactory, students must complete their 2<sup>nd</sup> (and final) attempt of the CE (written and oral) by the end of the 6<sup>th</sup> semester at the latest, with a pass/fail decision rendered prior to the deadline to register for the 7th semester (usually the Fall semester).

In order to give students sufficient time to prepare for the CE, the TSC should meet by the end of the 2<sup>nd</sup> semester to determine suggested readings.

### Exam requirements

The CE is a take-home exam with an oral component. It must be written solely by the individual registered for APA 9998. The student must answer two out of the three questions selected by the TSC from the approved list of questions. This list is approved and revised annually by the SHK Graduate Studies Committee. The CE consists of a maximum of 15 double-spaced pages for each question, excluding references, and must be submitted within 28 days of receiving the CE questions to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234).

#### Written component

- The thesis supervisor must send the CE questions and pre-determined start date to the SHK Secretary of Graduate Studies at least 4 weeks prior to the exam start date.
- The SHK Secretary of Graduate Studies sends the CE questions to the student on the CE exam start date. The CE questions are typically emailed to the student using his or her uottawa email address.
- During the CE process, the student must not discuss the exam questions with any members of the TSC and other graduate students.
- The student has a maximum of 28 days to complete the written component of the exam.
- The student must deposit signed and dated copies of the CE (student must include a copy for each examiner and the thesis supervisor) to the Secretary of Graduate Studies (Montpetit Hall Room 234) on or before the due date.

#### Oral component

- If the written component is deemed satisfactory by all examiners, the SHK Secretary of Graduate Studies schedules the oral component no later than three weeks after the student and thesis supervisor have been notified that the written exam is satisfactory.
- The oral defense pertains only to the written component of the CE.
- The TSC notifies the student in advance of the format expected for the oral defence.
- The TSC and student must be present at the oral defence.

### Evaluation

The final grade for the written component of the CE is either satisfactory (S) or non-satisfactory (NS). The two (2) questions must receive a passing grade to constitute a pass.

### Written component

- All TSC examiners (excluding the supervisor) have two (2) weeks to submit their independent evaluation of the written component of the CE to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234).
- The thesis supervisor must schedule a meeting with the TSC within 2 weeks 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.
- In all cases, the SHK Secretary of Graduate Studies (Montpetit Hall Room 234) immediately informs the student, the thesis supervisor, and the SHK Assistant Director of Graduate Studies, in writing, of the evaluation verdict and includes the evaluation comments.

### Oral component

- The thesis supervisor acts as chairperson during the oral examination phase and does not ask questions during the oral examination.
- The CE oral examination is not open to the public.
- All TSC examiners (excluding the thesis supervisor) share their independent evaluation of the oral component of the CE immediately following the student's defence and determine one of two verdicts based on the majority: 1) Satisfactory or 2) Non-Satisfactory.
- In the event of a tie verdict, the chair (thesis supervisor) gets the decisive vote.
- The student is invited back into the room and notified of the verdict.

The final evaluation results of the CE is indicated on the official FGPS [form](#), and submitted to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234).

In the event that the written and/or oral component of the CE is non-satisfactory, the TSC must provide the reasons in writing. The student must then complete a new and final CE with two new questions selected by the TSC from the approved list.

Successful completion of the CE is a prerequisite to register for the PhD thesis proposal.

## Thesis Proposal

1. The thesis proposal is a two-stage process:

**Stage 1** A TSC meeting is organized by the thesis supervisor and can occur simultaneously with the initial CE meeting in which readings are suggested to the student (see previous section). A brief outline of the proposed project (3-5 pages double spaced) is presented by the student to the TSC.

This meeting should occur within the first two (2) semesters of the student's registration in the PhD program.

**Stage 2** Consists of developing the written proposal document. This stage can only occur after successful completion of the CE. The document must include a review of literature, the objectives / hypotheses / research questions, the proposed methodology, a theoretical framework if applicable, and the significance of the research. The written document should be a maximum of 25 pages (double spaced) excluding references and appendices.

2. Normally by the end of the 8<sup>th</sup> semester, copies of the thesis proposal should be submitted to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234) (the student must provide a copy for each examiner and the thesis supervisor). The "[Nomination of Thesis Examiners](#)" form must also be submitted at this time.



3. The SHK Secretary of Graduate Studies sends the proposal to the examiners. The TSC has 30 business days to determine if the document is adequate for oral presentation and inform the SHK Secretary of Graduate Studies. In the rare event that the thesis proposal is not acceptable, it is returned to the thesis supervisor and student with comments.
4. Once the thesis proposal document is accepted, the SHK Secretary of Graduate Studies schedules a date for the oral presentation. The purpose of the thesis proposal oral presentation is to give the student an opportunity to present his or her research plans for a maximum of 10 to 15 minutes (if a presentation is desired) and to obtain approval of this plan (with or without modifications) from the TSC. At the end of the meeting, the student and the TSC must sign the “Report on Thesis Proposal” form and return it to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234).
5. After the thesis proposal oral presentation and once the required modifications have been made, students whose project requires ethics approval must prepare an ethics application and submit it for approval by the Research Ethics Board (REB). A copy of the signed “Report on Thesis Proposal” form is compulsory and must be submitted to the REB with the ethics application. This signed copy is available from the Academic Secretariat office (Montpetit Hall Room 241).

## 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 her/his thesis supervisor and the other members of the TSC. The thesis involves the generation of new knowledge within the psychosocial or biophysical 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 thesis may be written in traditional monograph format or article format (three or four articles, as determined by the TSC). Whatever format is submitted, the same standards of quality (described in the FGPS General Regulations, Section G.1) apply.

1. Monograph thesis: In a monograph thesis, a student presents a proposition, or a “thesis”, and the research findings to support it. The student draws on existing research. The thesis usually follows a simple overall format – it begins with an introduction, which is followed by a main body of several sections, and ends with a conclusion.
2. Article format: In addition to the above regulations, the SHK stipulates that when an article format is used, the thesis must consist of:

**Part I** An updated and corrected version of Chapters 1 and/or 2, which introduce the topic and a review of the literature and/or a theoretical framework already presented in the thesis proposal document.

**Part II** Three or four regular feature **articles**. Each article must be ready to be submitted for publication or a peer review 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 discussion.

**Part III** A **global discussion** and **conclusion** that integrates the material previously addressed in the three or four articles in the thesis.

**Part IV** A **statement of contribution** of collaborators detailing the student’s contribution to the articles as well as that of the other authors.

**Part V** A **list of references** based on the whole thesis excluding the article(s) and the necessary appendices, that is, depending on the thesis: 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 the tables, figures and other materials necessary but not contained in the articles or previous chapters.

Two months prior to submitting the final thesis, the supervisor, in collaboration with the student and co-supervisor when applicable, must submit the “[Nomination of Thesis Examiners](#) – Final Thesis Evaluation” form to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234). The list of examiners at this stage must include at least two names of potential external examiners from different North American institutions. The external examiner must meet all of the selection criteria mentioned on the form. Following the regulations of the FGPS for the evaluation of theses, an Examining Committee (EC) must be composed of a minimum of four examiners (supervisor not included), one of which must be an external examiner approved by the University of Ottawa Vice-Dean of Research Office. The maximum number of examiners is seven (supervisor not included), one of which must be an external examiner.

Once the thesis is deemed by the thesis supervisor to be acceptable for submission, the thesis supervisor must complete the “[Statement of Thesis Supervisor](#)” form and submit it to the Assistant to the Vice-Dean, Research & Graduate Studies of the Faculty of Health Sciences. At this point, the student must also submit to this same person the required number of hard copies of the final thesis document (the student must include a copy for the thesis supervisor and all examiners).

## Thesis Evaluation

1. The Assistant to the Vice-Dean, Research & Graduate Studies of the Faculty of Health Sciences sends the thesis to the examiners who have six (6) weeks to read, evaluate the thesis, and submit a written report. Procedures for evaluating the PhD thesis and for the final oral defence are set out in the [FGPS regulations](#).
2. Once evaluation forms have been received from all examiners, one of four verdicts is determined:
  - a) The thesis is accepted for oral defence.
  - b) The thesis is accepted for oral defence but must be revised after the oral defence.
  - c) The thesis cannot be accepted for oral defence and must undergo extensive revisions before an oral defence may be considered. In this case a revised version must be submitted to the SHK Secretary of Graduate Studies (Montpetit Hall Room 234).
  - d) The thesis fails to meet the standards required for the degree.
3. An EC meeting (including the external examiner) may be needed if one or more examiners deem the thesis unacceptable for oral defence. At this meeting, the EC will determine what modifications are needed to make the thesis acceptable.

## Thesis Defence

1. When written comments from examiners have been received and the thesis is deemed acceptable for oral defence, the Vice-Dean, Research & Graduate Studies of the Faculty of Health Sciences, in consultation with the student, the EC, 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.

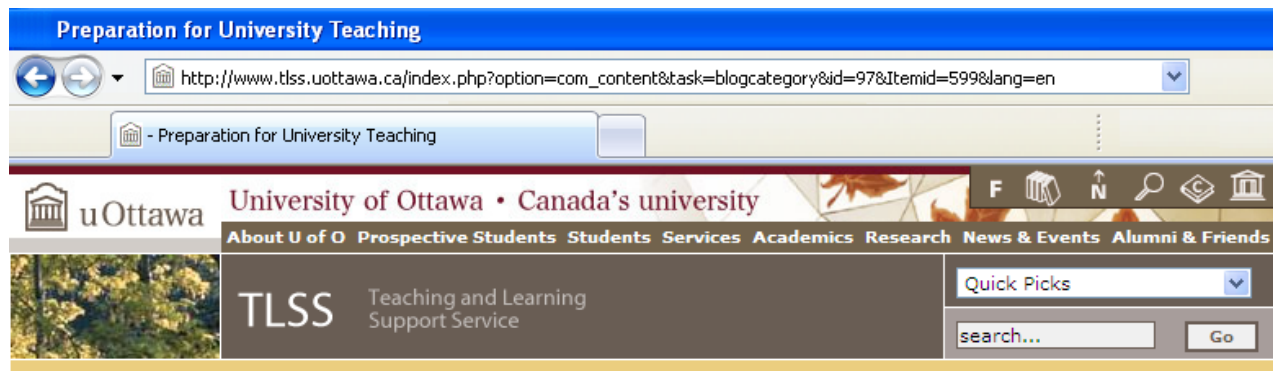
2. The purpose of the oral thesis defence is to give the student an opportunity to present his or her research results during a 15-minute presentation. The student, thesis supervisor, and a minimum of one examiner must be physically present at the oral defence; the other examiner(s) can join via video/teleconference or submit his or her questions to the defence chair. The thesis oral defence is open to the public and everyone is welcome.
3. For more information on the defence procedures and evaluation outcomes, please refer to [Research Papers and Theses Regulations and Procedures](#)

### **Final Submission of Thesis**

If the thesis is approved at the oral defence, the final version of the thesis (with all required modifications) must be submitted electronically (at [www.ruor.uottawa.ca](http://www.ruor.uottawa.ca)) no later than one month after the oral defence. At this time, the student must also submit the “[Final Version Approval](#)” form signed by the thesis supervisor to attest that all required modifications have been made.

# Graduate Teaching Training

Graduate students in the School of Human Kinetics are encouraged to participate in teaching training services as provided by the Teaching and Learning Support Service. For information regarding teaching training, please visit the TLSS website below. ([www.tlss.uottawa.ca](http://www.tlss.uottawa.ca))



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## Need more information?

Centre for University Teaching

- 613 562-5333
- 613 562-5616
- [centre@uottawa.ca](mailto:centre@uottawa.ca)

Contact Us

## Preparation for University Teaching



Many academic units offer teaching assistantships to graduate students, who can gain experience under the direction of a professor.

Teaching assistants, graduate students and/or postdoctoral fellows intending to engage in university teaching are strongly encouraged to register for university teaching preparation activities to help them prepare for careers involving teaching at the postsecondary level.

The University Senate has approved the following course and practicum for graduate students and postdoctoral fellows. These are optional activities offered by the Faculty of Graduate and Postdoctoral Studies in cooperation with the Centre for University Teaching. The Centre also provides non-credit workshops and other teaching enhancement related activities for graduate students.

- › [ESG 5300 - Theory and Practice of Undergraduate Teaching](#)
- › [ESG 8300 - Practicum in University Teaching](#)

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# Thesis Prize

## Who is Eligible?

Students at the Master's or PhD level whose thesis is recommended for a prize at the oral defence.

The process is as follows:

- a. Every Fall, the Faculty of Graduate and Postdoctoral Studies (FGPS) makes a list of all students whose thesis has been recommended for a university prize.
- b. The SHK Secretary of Graduate Studies contacts students to obtain their latest curriculum vitae including publications, if any.
- c. The thesis supervisor must provide a letter (maximum two pages) outlining the following: 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 her or his potential as a researcher.
- d. A sub-committee of the regular SHK Graduate Studies Committee is formed to determine the top Master's thesis in the psychosocial sciences, the top Master's thesis in the biophysical sciences, and the top PhD thesis based on the criteria given by the FGPS.
- e. The sub-committee gives its recommendations to the Assistant Director of Graduate Studies, who writes a letter of recommendation to the FGPS.
- f. The winners are chosen by the FGPS Selection Committee based on the 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, and the candidate's c.v. and University of Ottawa transcripts. Please note that the external examiners' pre-defence report plays a major role in the decision.
- g. The Dean of the FGPS presents the thesis prizes at the Fall Convocation. It is hoped that all winners are able to attend.
- h. The SHK also presents a prize of \$500 and a certificate to all students who are selected by the SHK Graduate Studies sub-committee.

## Notes

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**Plan d'études – Study Plan Form**

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Nom de l'étudiant / Student's name

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Numéro étudiant / Student number

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date d'admission / Admission date

\_\_\_\_\_  
Directeur de thèse / Supervisor

\_\_\_\_\_  
Co-directeur / Co-Supervisor

	Automne / Fall		Hiver / Winter		Printemps / Spring	
<b>Crédits retenus / Retained Credits</b> <b>Years 20__ - 20__</b>						
<b>1<sup>st</sup> YEAR</b> <b>20__ - 20__</b>	Cote du cours / Course code	Note / Grade	Cote du cours / Course code	Note / Grade	Cote du cours / Course code	Note / Grade
	Cote du cours / Course code	Note / Grade	Cote du cours / Course code	Note / Grade	Cote du cours / Course code	Note / Grade
<b>2<sup>nd</sup> YEAR</b> <b>20__ - 20__</b>	Cote du cours / Course code	Note / Grade	Cote du cours / Course code	Note / Grade	Cote du cours / Course code	Note / Grade
	Cote du cours / Course code	Note / Grade	Cote du cours / Course code	Note / Grade	Cote du cours / Course code	Note / Grade
<b>3<sup>rd</sup> YEAR</b> <b>20__ - 20__</b>	Cote du cours / Course code	Note / Grade	Cote du cours / Course code	Note / Grade	Cote du cours / Course code	Note / Grade
	Cote du cours / Course code	Note / Grade	Cote du cours / Course code	Note / Grade	Cote du cours / Course code	Note / Grade
<b>4<sup>th</sup> YEAR</b> <b>20__ - 20__</b>	Cote du cours / Course code	Note / Grade	Cote du cours / Course code	Note / Grade	Cote du cours / Course code	Note / Grade
	Cote du cours / Course code	Note / Grade	Cote du cours / Course code	Note / Grade	Cote du cours / Course code	Note / Grade

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date de l'examen de synthèse / Comprehensive Exam Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date de la proposition de thèse / Thesis Proposal Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date de la soutenance de thèse / Thesis Defence Date