



**HANDBOOK**  
for  
**GRADUATE STUDIES**  
in  
**EXERCISE SCIENCES**

at the  
**DEPARTMENT OF EXERCISE SCIENCES**  
**UNIVERSITY OF TORONTO**

**2007-2008**

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## WELCOME

The Graduate Department of Exercise Sciences (EXS) is intended to prepare students for careers as research scientists, public policy analysts, teachers, and college and university faculty. The Graduate Department of Exercise Sciences offers students access to a diverse group of faculty, who provide courses and research expertise in 3 areas of study: Behavioural, Biophysical and Sociocultural. Research topics may include, but are not limited to:

**Behavioural:** exercise psychology, behavioural aspects of activity and psycho-physiological/psycho-social aspects of stress.

**Biophysical:** women's health, muscle physiology, cardiac research, physiological responses to exercise and motor control.

**Sociocultural:** sport policy, sociocultural, ethical and philosophical issues in health and physical activity, sport history and health communication.

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

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

EXS students will find that the common theme across all areas of study is a concern about the interactions between physical activity and health, where "*physical activity*" includes exercise, sport, dance and play, and "*health*" is the state of complete physical and social well-being; and not merely the absence of disease. Both the Master and Doctoral degree programs are designed to enhance the student's

understanding of the ongoing interaction between health and physical activity, to

strengthen their ability to perform independent research and significantly advance their knowledge of specific aspects of the Exercise Sciences.

## GRADUATE CONTACTS

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[www.fpeh.utoronto.ca](http://www.fpeh.utoronto.ca)

### School of Graduate Studies, Student Services

63 St. George Street, Main Floor  
416-978-6614  
e-mail: graduate.information@utoronto.ca

### School of Graduate Studies, Fellowships and Loans

63 St. George Street, Room 202  
416-978-2379  
e-mail: graduate.awards@utoronto.ca

### Graduate Student Union

16 Bancroft Avenue  
416-978-2391  
e-mail: info.gsu@utoronto.ca

## APPLICATION and ADMISSION PROCEDURES

### General Information

In order to be eligible for admission to the Graduate Department of Exercise Sciences, applicants must fulfill the admission requirements of both the SGS and EXS. Please note that the regulations for admission specify minimum requirements only and meeting the minimal requirements of the SGS and EXS does not necessarily guarantee admission.

### Minimum Requirements, Master of Science

A four-year undergraduate degree from the University of Toronto or its equivalent from a recognized university is required. Students who have graduated from a three-year university degree program or a college program may be considered for admission if they successfully complete one year as a Special Student in the Undergraduate program of the Faculty of Physical Education and Health.

- A background in physical education and health, with background being defined as (a) the attainment of either a University of Toronto BPHE, or its equivalent from another university, (b) successful completion of one year as a Special Student taking five upper year courses in the U of T Faculty of Physical Education and Health, or (c) significant professional experience in the field of physical and health education.
- An academic standing equivalent to a University of Toronto B+ (76-79%) in the 4th year of an undergraduate program, or in the last 5 full course equivalents in relevant, senior-level courses.

### Minimum Admission Requirements, Doctor of Philosophy

A Master's degree from the University of Toronto, or its equivalent, including the successful defence of a thesis, from a recognized university.

- Formal graduate training in the exercise sciences.
- An overall academic standing equivalent to a University of Toronto A- (80-84%) in the Master degree completed.

### **If You Graduated More Than Five Years Ago**

For both the MSc and Ph.D. programs, applicants who graduated five or more years ago without achieving sufficiently high standing for admission as outlined above may be considered for admission if in the intervening period; they have done significant relevant work. Such applicants must present substantial evidence that, in the interval since graduation, they have achieved qualifications at least equivalent to those stated in the preceding sections. Significant professional accomplishments may be used as evidence of equivalent qualifications. Such students may be required to take remedial courses. Applicants will be reviewed on a case-by-case basis.

### **English Language Facility**

It is essential that all incoming graduate students have a good command of English. Facility in the English language must be demonstrated by all applicants educated outside Canada whose primary language is not English and who graduated from a university where the language of instruction and examination was not English. This requirement is a condition of admission and should be met before application, but must be met before registration.

The SGS and the Department of Exercise Sciences requires that this requirement be satisfied using one of the following testing combinations:

1. Test of English as a Foreign Language (**TOEFL**). For the Internet-based test EXS requires a minimum score of a 22/30 for the Writing and Speaking sections and an Overall TOEFL score of 93/120. For the paper and computer test EXS requires a minimum overall score

of 580 (paper test) or 237 (computer test) and a minimum score of 5.0 is required for the Test of Written English (**TWE**) (paper test)/Essay rating (computer test).

2. Michigan English Language Assessment Battery (**MELAB**) minimum score of 92 required.
3. International ESL-Academic Preparation Course. Offered at the School of Continuing Studies, University of Toronto. The required score in this course is B, in Level 60 (Advanced).
4. International English Language Testing System (**IELTS**), minimum score of 7 required.

Applicants may obtain further information concerning the administration of these tests by consulting with the Department of Exercise Sciences or the SGS. If an applicant has previously completed a program of study at a university where the language of instruction and examination has been largely in English, a statement by one of the applicant's university professors, sent directly to the SGS from the university concerned, may be accepted as evidence of facility in English.

*\*Please note that applicants from Quebec are not required to take an English Facility Test; as French is an official language of Canada.\**

### **Potential Supervisor(s)**

Applicants should contact potential advisors before applying to the graduate program. Supervision is a critical component to a student's degree. Applicants are not usually admitted to the program unless there is a 'fit' between a faculty member and the prospective student. The ideal process for the matching of student and supervisor is one in which the interests of both student and supervisor are represented well and expressed deliberately. This implies that both the applicant and

potential supervisor would have to declare an interest in working with the other. When a student approaches a potential supervisor, the professor will usually declare his/her availability, noting plans for sabbaticals or other planned leave, for the normal period of study in the program. Students are not permitted to

### **How to Apply**

February 1 is the date that completed applications should be received by the Graduate Department of Exercise Sciences. Except under unusual circumstances the Graduate Department of Exercise Sciences will only accept students for a September commencement of study. Special students may start their studies in either January or September; and have 2 opportunities to apply per year. Please see the EXS website for Special Student application deadlines and instructions.

Formal application for admission must be submitted through the online application system available through the EXS website. All applicants must pay a non-refundable application fee of \$90.00 (credit card, certified cheque or money order in Canadian funds made payable to the University of Toronto). The Admissions Committee will not review an applicant's file until this fee has been paid.

Applicants must arrange to include one official, original, and sealed copy of their complete academic record, from each of the universities and institutions attended with their application. Faxed records are not considered official. Academic records become the property of the Department of Exercise Sciences and *are not returned to the applicant*. It is recommended that prospective students consult in advance with the Graduate Program Administrator or the Associate Dean of Graduate Education and Research to ensure that the proper courses are/have been taken in preparation for their prospective program.

Applicants must submit a Statement of Intent with their application. This is written as a free

continue in the program for more than six months without a supervisor. Please note that only faculty members of the Graduate Department of Exercise Sciences can supervise students in the EXS program.

form letter or essay, no more than two pages in length. The applicant should indicate their aspirations, career plans, specific research interests, and experience relevant to the program. For MSc or Ph.D. applicants, topics for prospective thesis research should be identified. The Statement of Intent enables EXS to match the applicants' interests with those of the Exercise Sciences teaching faculty and thesis supervisors. It will help determine the suitability of the program to meeting the applicants' needs. If you have contacted a potential thesis supervisor, please identify him/her in this statement.

A curriculum vitae/resume must be submitted with the application package. This should indicate the applicant's education, employment, publications, presentations, teaching and research activities, and experience.

Two confidential, sealed and signed letters of reference are also required and should be submitted with the completed application.

Applicants are also required to submit two samples of scholarly writing. This can be an essay, report, journal article, research paper, etc.

Certified English translations of all foreign documentation written in a language other than English or French must also be submitted; in addition to the original documents.

Earlier submission is recommended for applications outside Canada to ensure timely arrival, particularly where special documentation (and/or translation) and proof of English language facility is required.

A completed application consists of all

application materials, supporting documentation, transcripts, letters of reference and samples of scholarly writing. Only those applicants whose materials are received by February 1 can be assured that they will be considered for a place in the program

### **Important Things To Know Before You Begin**

Applicants who are offered acceptance pending receipt of final transcripts must submit one official, original and sealed copy of their final transcripts to the Department of Exercise Sciences before final acceptance can be approved. If final transcripts do not indicate that the expected degree has been conferred, official documentation indicating the anticipated date of degree conferral must be submitted before registration.

Students accepted by the Department of Exercise Sciences must commence their program of study on the date specified in their letter of acceptance. If circumstances prevent a student from starting study on the specified date, the Department of Exercise Sciences may recommend to the SGS that the offer of admission be valid for up to 12 months from the original commencement date. In such a case, an official transcript will be required to document any new study completed in the interim. If the period exceeds 12 months from the original date of expected commencement, a new application must be submitted.

Students accepted to begin their programs in September may be permitted to start the preceding summer, if the Department of Exercise Sciences approves. Students taking courses during the summer will pay the Summer Session fee, which is additional to the Fall and Winter session fee.

### **Registration**

A student is considered registered once they have paid at least the minimum tuition fee stated on their invoice. A student is expected to register every year until all degree requirements have been fulfilled; unless they take an

approved leave. Students who do not register as required will have their candidacy lapsed. Those students who wish to re-register after a lapse must pay the fees for the year(s) in which they failed to register. Please note that students cannot be enrolled in more than one full-time program at the same time.

### **Fees**

The fees for students within the Graduate Department of Exercise Sciences are as outlined by the University of Toronto and the School of Graduate Studies. Students should consult the student accounts website at [www.fees.utoronto.ca](http://www.fees.utoronto.ca) for an up-to-date fee schedule and information regarding refunds, invoices and fee assessments. Please note that academic fees for Doctoral students in the final year of their program are pro-rated based on the twelve-month academic year; while incidental fees are charged on a sessional (term) basis. For more information, please go to the University of Toronto fees website.

### **Financial Assistance**

#### ***a) EXS Funding***

All degree students within the Graduate Department of Exercise Sciences will receive a funding package; which includes a University of Toronto Fellowship and teaching assistantship position (TAship). The University of Toronto Fellowship will make up approximately  $\frac{3}{4}$  of a student's funding package while the TAship will cover approximately  $\frac{1}{4}$  of the funding package. Master students are currently funded for 2 years and will TA approximately 115 hours/year. Doctoral students are guaranteed funding for 4 years and will TA approximately 100 hours/year. For the 2007-08 academic year, Master's students are funded \$14,000/year and Doctoral students are funded \$14,000 plus the cost of tuition (Please note: The funding packages quoted above are for domestic students. Funding for international students may be more). For more information about the funding packages, please contact the Graduate Program Administrator.

### ***b) Awards***

The Graduate Department of Exercise Sciences offers several in-program awards in addition to funding package. The EXS award announcement will be sent out by the EXS Office each summer, asking students to submit award applications. You must be an EXS student in the funded cohort in order to apply for EXS awards. The Faculty of Physical Education and Health aims to offer financial support as well in the form of research assistantships, and paid leadership opportunities in co-curricular programs offered by the Faculty.

With respect to funding outside of the Graduate Department of Exercise Sciences, EXS students are eligible for a wide variety of scholarships, fellowships and awards administered by the University of Toronto and the Ontario and Canadian governments (i.e. NSERC, OGS, SSHRC, CIHR). A detailed listing of these awards can be obtained by consulting the section on Financial Assistance on the School of Graduate Studies website [www.sgs.utoronto.ca/current/financial/index.asp](http://www.sgs.utoronto.ca/current/financial/index.asp)

Please note that the upper limit for hours of work, according to SGS guidelines is an *average* of 10 hours per week to a maximum of 280 hours per academic session. While the Faculty cannot guarantee the maximum number of hours to each student, the Faculty does provide opportunities on the basis of availability of resources and student qualifications.

### **Supervision**

All EXS students must have a Graduate Supervisor. EXS graduate supervisors oversee their student's program of study, including selection of courses, delineation of material and reading lists for comprehensive exams (for Ph.D. students), development and defence of the research proposal, progress through ethics review, conduct of research, and the writing and defence of the dissertation.

A student and supervisor should be in regular contact during the development and pursuit of

the degree. Students should also have the right of reasonable access to their supervisors. Under normal circumstances students should be able to expect to have written work (of reasonable length) returned to them with the supervisor's comments two weeks after it was submitted.

The interval between meetings depends on the stage and nature of the research project. As a rule of thumb, monthly meetings between student and supervisor are desirable, if only to convey information about progress in the interim period. Student and supervisor should establish and agree upon a minimal schedule of meetings for the duration of the program at their initial meeting. In accordance with the statutes of the SGS, it is the responsibility of the Associate Dean, Graduate Education and Research to ensure that every graduate student have a supervisor throughout the program.

A student's thesis research will also be overseen by an Advisory Committee that will advise the student on the proposal, conduct of the research and writing, and will usually examine the student at the formal final oral examination as part of the exam committee. The supervisor, in consultation with the student, recommends members of the advisory committee to the Associate Dean, Graduate Education and Research.

### **Code of Student Conduct**

EXS students are expected to act in accordance with the Codes of Student Conduct outlined in the appropriate sections of the current School of Graduate Studies calendar.

[www.sgs.utoronto.ca/current/calendar](http://www.sgs.utoronto.ca/current/calendar)

### **Official Correspondence with Students- University of Toronto Policy**

The University and its divisions may use the postal mail system and/or electronic message services (e.g., electronic mail and other computer-based on-line correspondence systems) as mechanisms for delivering official correspondence to students. Official correspondence may include, but is not limited

to, matters related to students' participation in their academic programs, important information concerning University and program scheduling, fees information, and other matters concerning the administration and governance of the University.

### ***Postal Addresses and Electronic Mail Accounts***

Students are responsible for maintaining and advising the University, on the University's student information system (currently ROSI), of a current and valid postal address as well as the address for a University-issued electronic mail account that meets a standard of service set by the Vice-President and Provost. Failure to do so may result in a student missing important information and will not be considered an acceptable rationale for failing to receive official correspondence from the University.

### ***University rights and responsibilities regarding official correspondence***

The University provides centrally-supported technical services and the infrastructure to make electronic mail and/or on-line communications systems available to students. University correspondence delivered by electronic mail is subject to the same public information, privacy and records retention requirements and policies as are other university correspondence and student records. The University's expectations concerning use of information and communication technology are articulated in the guidelines on Appropriate Use of Information and Communication Technology (available on the web site of the Office of the Vice-President and Provost:

<http://www.provost.utoronto.ca/English/Appropriate-Use-of-Information-and-Communication-Technology.html>.)

### ***Student's rights/responsibilities regarding retrieval of official correspondence***

Students are expected to monitor and retrieve their mail, including electronic messaging account[s] issued to them by the University, on

a frequent and consistent basis. Students have the responsibility to recognize that certain communications may be time-critical. Students have the right to forward their University-issued electronic mail account to another electronic mail service provider address but remain responsible for ensuring that all University electronic message communication sent to the official University-issued account is received and read.

## **MASTER OF SCIENCE**

All Master degree candidates are admitted under the general regulations of the School of Graduate Studies (SGS) as outlined in the current SGS Calendar

[www.sgs.utoronto.ca/current/calendar/](http://www.sgs.utoronto.ca/current/calendar/)

### **MSc Degree Requirements**

The MSc in Exercise Sciences is designed as a two-year program involving a combination of course work (2.5FCE) and original research. It is the intent of the program to broaden the students' understanding of the various interdisciplinary aspects of the exercise sciences as well as to provide them with the necessary scholarly and technical research skills so that they may pursue a high quality research project. The research project will culminate in the presentation of a formal written thesis and oral defence.

### **Overview**

- a. 1.0 FCE required courses
- b. 1.5 FCE elective courses
- c. Yearly committee meetings
- d. Thesis and defence of the thesis

### **1.0 FCE Required Courses:**

~ Each student must complete ONE of the following 0.5 FCE courses, depending on their stream:

Behavioural: EXS 5516H Exercise Psychology

Biophysical: EXS 5503H Adaptations to Habitual Activity

Sociocultural: EXS 5518H Theoretical Issues

in the Study of Physical Activity and Health  
~ Each student must complete a 0.5 FCE statistics/research methods course at the graduate level. Please consult the School of Graduate Studies Calendar for such courses.

### **1.5 FCE Elective Courses:**

- ~ Each student must complete a 0.5 FCE graduate course in Exercise Sciences *in addition to* the EXS required course.
- ~ Each student must complete a 0.5 FCE graduate course from a department outside Exercise Sciences *in addition to* their statistics/research methods course.
- ~ Each student must complete a 0.5 FCE graduate course of their choice, including EXS courses.

Please see the Appendix 2 for a list of all EXS courses. An EXS course schedule will be posted each summer on the Graduate Department of Exercise Sciences website. For external course listings, please consult the relevant department.

Students are required to have yearly committee meetings each year they register in their degree program. All members of the supervisory committee must attend the committee meeting and meetings must be recorded on the MSc Progress Report Form.

### **Grading**

Graduate students must obtain no less than 70% (or a B-) in both undergraduate and graduate courses taken as a graduate student. In accordance with the Graduate Grading Policy, any grade below B- will be recorded as a failure (FZ).

### **Transfer Credits**

Transfer credit for graduate work completed in another program is limited to ONE full course equivalent (1.0 FCE) or 25% of the course requirements for the degree, whichever is greater, provided the courses have not been credited to another degree, diploma, or certificate. Such credit may be given on the

recommendation of the Graduate Department of Exercise Sciences; with the approval of SGS. Students participating in an approved exchange program, on the recommendation of the Graduate Department of Exercise Science, may receive transfer credit for up to 50% of the course requirements for their degree. In all cases, transfer credit arrangements for exchange program participants must be approved in advance by the Graduate Department of Exercise Sciences and the Vice Dean, Programs of SGS or designate.

### **Original Research and Thesis**

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

### **MSc Degree Time Limit**

All program requirements must be completed within five years from the first registration. In exceptional circumstances, a candidate who has failed to complete the requirements for the degree within this period may be considered for a maximum of two one-year extensions, provided that the Department of Exercise Sciences approves. To qualify for an extension, the candidate must present the causes for the delay and evidence of substantial progress on the dissertation to the Associate Dean of Graduate Education and Research.

### **Structure of the Advisory Committee**

- *Supervisor*: must hold a primary SGS appointment in the Department of Exercise Sciences
- *Supervisory Committee members*: 2 members

of the faculty of Exercise Sciences holding appointments to the School of Graduate Studies.

### **MSc Defences**

An MSc student is evaluated at two stages of the research phase during their program. The first of these evaluations will be the presentation and defence of the thesis proposal/research plan. The second evaluation is the formal presentation and examination of the thesis.

#### ***a) MSc Thesis Proposal Defence***

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

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

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

Report Form should be filled out at the proposal defence. It should be picked up from the EXS Graduate Office before the defence.

For information on ethics policies, please go to [www.rir.utoronto.ca](http://www.rir.utoronto.ca)

### **PLANNING THE PROPOSAL DEFENCE**

*Please see Appendix 4 for information on defence planning procedures and timelines.*

#### ***Examination Committee Composition***

The student should select a committee in collaboration with their supervisor. The committee must be approved by the Associate Dean, Graduate Education and Research. The quorum for the proposal defence is THREE appointed members and the exam Chair.

Voting:

- Supervisor
- Thesis Committee (2 minimum)

Non-Voting:

- Chair of Examination Committee

*\*Please note that the supervisor and at least one other committee member must have an SGS appointment\**

The student will select a committee in collaboration with their supervisor and ensure proper examination committee composition. After the committee is approved by the department, the student should book a prospective defence date and time with the committee. Once the student has found a date and time that all members of advisory committee are able to attend, the student should request a date and time through the Graduate Program Administrator. This should be done at least 3 weeks before the prospective date. All exam committee members must attend the defence. If a member cannot attend the Proposal Defence, he/she must contact the Graduate Department of Exercise Sciences immediately to make arrangements.

The student must submit all materials to the exam committee and Chair at least 2 weeks before the defence.

## **AT THE DEFENCE**

### ***Format of the Defence***

The proposal defence will be scheduled for 3 hours. All members of the Advisory Committee must be present at this meeting.

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

### ***Evaluation***

#### ***i) Written Thesis Proposal***

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

#### ***ii) Presentation***

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

#### ***iii) Defence of the proposal***

The student should be evaluated on their ability to defend the scientific merit of their study; to clearly explain the rationale and need for the

study based on existing literature, and to discuss the strengths/potential weakness of the methods and design of the study. Whenever possible, the format of questioning and the type of questions should be similar to what would occur at the final defence.

### ***Notification of the Candidate and Record of Defence***

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

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

### ***b) MSc Final Defence***

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

## **PLANNING THE MSc FINAL DEFENCE**

*Please see Appendix 4 for information on*

### *defence planning procedures and timelines.*

When planning a defence, please keep SGS deadlines for convocation and fees in mind. For example, if a student plans to graduate in June, they must hand in their completed thesis in April. As the deadline date changes each year, please see the SGS website for the exact deadline dates. Allow at least 5 weeks to organize a final defence and keep in mind that there may be scheduling difficulties if a defence is planned around holidays/busy times of year.

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

### ***Examination Committee Structure***

The student should select a committee in collaboration with their supervisor. The committee must be approved by the Associate Dean, Graduate Education and Research. The quorum for the examination is FOUR appointed members and the Chair.

Voting:

- Supervisor
- Thesis Committee (2 minimum)
- External Reviewer: This individual must have an arms-length relationship to the candidate and the project, as well as be a recognized expert in the field. Ideally, this individual would be “external” to the Graduate Department of Exercise Sciences. A university appointment is not necessary.

Non-Voting:

- Chair of Examination Committee

*\*Please note that the supervisor and at least one other committee member must have an SGS appointment\**

After the committee is approved, a student

should book a date and time for the defence through the Graduate Program Administrator. Students must request the defence by completing the MSc/PhD Defence Exam Committee Form at least 3 weeks before the prospective defence date. The committee will then be sent for approval from the Associate Dean, Graduate Education and Research. Once the committee is approved, the student must provide a copy of the thesis to all of the committee members, including the Chair at least two weeks before the scheduled defence. All exam committee members must attend the defence! If a member cannot attend the Departmental Defence, he/she must contact the Graduate Department of Exercise Sciences immediately to make arrangements.

Please note that the thesis should follow the format of the University of Toronto and the National Library [www.sgs.utoronto.ca](http://www.sgs.utoronto.ca).

## **AT THE DEFENCE**

### ***Responsibilities of the Chair of the Examination Committee:***

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

### **It is the responsibility of the chair:**

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

### ***Responsibilities of the Members of the***

### ***Examination Committee:***

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

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

### ***Examination Format***

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

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

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

- The Chair reports on the student's course requirement status (complete/incomplete).
- The written assessment of the thesis is read by the External Examiner. No other written statements are permitted other than a written report which can be made by the Supervisor. All other examiners, should they wish, may make an oral statement at this time.
- The Chair discusses the order of questioning, the number of rounds of questioning, and the time allotment per examiner with the committee. The recommended sequence is: External Examiner, Members of the Thesis Advisory Committee, Supervisor
- It is recommended that there be two rounds of questions, with each examiner being allotted 10-12 minutes for questions in the first round and 5-10 minutes in the second round. A third round of questioning may occur if an examiner has issues concerning the thesis which have not been raised, and which are important to the outcome of the defence.

### ***Conduct of the Examination***

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

Following the rounds of questioning, the non-voting participants will be given an opportunity

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

### ***Evaluation and Voting***

Prior to voting, the thesis and the oral defence of the thesis should be discussed amongst the examination committee, and the options regarding the status of the candidate's performance on the defence should be considered. Upon conclusion of the discussion, there will be a vote to accept, or not to accept the thesis. If this vote is positive, a second vote will be taken to determine the terms of acceptance of the thesis. **Note: more than one negative vote and/or abstention will result in the thesis not being accepted and the examination will be adjourned.** The candidate has the option of reworking, resubmitting and re-defending the thesis ONCE more within six months of the original defence.

### **Thesis Binding**

Once a student has passed the final exam and their supervisor has signed off on the thesis corrections, the student will need to hand in their thesis in order to convocate. SGS requires that an unbound thesis copy be handed into their office by the appropriate deadline. Specific forms must accompany the thesis and a microfilming fee must be paid to SGS by the deadline as well (see SGS website for thesis submission deadlines and rules). EXS requires that a bound thesis copy be handed into the EXS Office by the appropriate deadline. Please keep in mind that there are specific regulations that must be followed when handing in/binding your thesis. These regulations can be found on the SGS website.

### **Convocation**

Once a student has completed all coursework and successfully defended their thesis, they will be eligible for convocation. Students can

convocate in November, March (*in absentia*) or June. Please see [www.utoronto.ca/convocation](http://www.utoronto.ca/convocation) for more information.

### **DOCTOR OF PHILOSOPHY**

All Doctoral degree candidates are admitted under the general regulations of the School of Graduate Studies (SGS) as outlined in the current SGS Calendar

[www.sgs.utoronto.ca/cuurent/register/index.asp](http://www.sgs.utoronto.ca/cuurent/register/index.asp)

### **PhD Degree Requirements**

The Ph.D. candidate strives to demonstrate the ability to conduct research independently, and develop a program of research that is both original and capable of making a significant contribution to the candidate's field. The Ph.D. program is designed as a four-year program involving a combination of course work (3.0FCE), written and oral comprehensive examinations, and original research. Students are encouraged to develop a program of study that will enhance their basic understanding of critical areas within exercise sciences and have a direct impact on their research program. Ph.D. students are also expected to further develop their scholarly and technical research skills so that they may pursue a high quality research project. This research project will culminate in the presentation of a major formal written dissertation and an internal and external defence of their research.

Doctoral students must have completed all degree requirements but thesis (courses and comprehensive exam) by the end of their 3<sup>rd</sup> year in order to continue in the PhD program and achieve Ph.D. candidacy.

### **Overview**

- a. 1.0 FCE required courses
- b. 2.0 FCE elective courses
- c. Yearly committee meetings
- d. Comprehensive examinations (both written and oral)
- e. Thesis and defence of the thesis

### ***1.0 FCE Required Courses:***

- ~ Each student must complete ONE of the following 0.5 FCE courses, depending on their stream:  
Behavioural: EXS 5516H Exercise Psychology  
Biophysical: EXS 5503H Adaptations to Habitual Activity  
Sociocultural: EXS 5518H Theoretical Issues in the Study of Physical Activity and Health
- ~ Each student must complete a 0.5 FCE statistics/research methods course at the graduate level. Please consult the School of Graduate Studies Calendar for such courses.

### **2.0 FCE Elective Courses:**

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

Please see the Appendix 2 for a list of all EXS courses. An EXS course schedule will be posted each summer on the Graduate Department of Exercise Sciences website. For external course listings, please consult the relevant department.

Students must have a committee meeting each year throughout their entire degree program. All members of the supervisory committee must attend the committee meeting. Meetings must be recorded on the Ph.D. Progress Report Form.

### **Grading**

Graduate students can obtain no less than 70% (or a B-) in both undergraduate and graduate courses taken as a graduate student. In accordance with the Graduate Grading Policy, any grade below B- will be recorded as a failure (FZ).

### **Transfer Credits**

Transfer credit for graduate work completed in another program is limited to ONE full course

equivalent (1.0 FCE) or 25% of the course requirements for the degree, whichever is greater, provided the courses have not been credited to another degree, diploma, or certificate. Such credit may be given on the recommendation of the Graduate Department of Exercise Sciences; with the approval of SGS. Students participating in an approved exchange program, on the recommendation of the Graduate Department of Exercise Science, may receive transfer credit for up to 50% of the course requirements for their degree. In all cases, transfer credit arrangements for exchange program participants must be approved in advance by the Graduate Department of Exercise Sciences and the Associate Dean of SGS or designate.

### **Original Research and Dissertation**

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

### **Ph.D. Degree Time Limit**

All program requirements must be completed within six years from the first registration. In exceptional circumstances, a candidate who has failed to complete the requirements for the degree within this period may be considered for a maximum of two one-year extensions, provided that the Department of Exercise Sciences approves. To qualify for an extension, the candidate must present the causes for the delay and evidence of substantial progress on the dissertation to the Associate Dean of

Graduate Education and Research.

### **Structure of the Advisory Committee**

- *Supervisor*: must hold a primary SGS appointment in the Department of Exercise Sciences
- *Supervisory Committee members*: two other members of the Department of Exercise Sciences each holding an appointment to the School of Graduate Studies.

### **Ph.D. Comprehensive Examination**

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

### **PLANNING A COMPREHENSIVE EXAM**

#### ***Preparation***

The comprehensive examinations are to be conducted within the first 18 months of the student's program. Students must have completed at least 80% of the course requirements for the degree. The examination should be successfully completed by the student prior to the proposal defence.

The content of the comprehensive examination will reflect the student's course work, the content of the reading lists and any other materials (e.g., content of a pertinent symposium, a series of lectures, etc.), which have been mutually agreed upon by the student and the members of the examination committee.

The student is responsible for informing the committee of their intent to take their comprehensive examination no less than four months prior to the anticipated date. Through a collaborative process, the student and each examiner should develop an outline of the

respective expectations of knowledge and the associated reading list. The student should complete this process with each examiner no less than three months prior to the agreed upon written examination date. The student should formalize the date with the Graduate Program Administrator to ensure that an examination room is booked for both parts of the examination. All committee members must be present for the oral examination.

#### ***Examination Committee***

The examination committee will be composed of:

- Supervisor
- 3 committee members who hold an appropriate graduate appointment in the School of Graduate Studies
- Chair

The committee members do not have to be members of the student's dissertation committee, but should be representative of the student's area of interest.

### **THE COMPREHENSIVE EXAM FORMAT**

The examination will consist of two components: an 8 hour written examination and a 2-3hour oral examination.

#### ***i) The Written Examination***

The written examination will be a closed-book examination. A laptop is provided by the Graduate Department of Exercise Sciences. The examination will consist of a total of five questions, of which the student is required to answer four: 1 required question in research design and methodology, and 4 elective questions from the student's area of focus within exercise sciences, of which three must be answered. Although the exam is 8 hours, questions/expectations are established in accordance with a 4 hour time frame with an additional 4 hours of time provided to the student for compilation of the response.

The supervisor and each examination committee member are required to submit one elective question from the student's area of focus within exercise sciences. The Supervisor is expected to

write and submit the required question in research design and methodology unless he/she deems this question more appropriate for another examination committee member to submit. If another exam committee member is deemed more appropriate to write the methodology and research design question, the supervisor will submit 2 elective questions. All written examination questions must be submitted to the student's supervisor and the Graduate Department of Exercise Sciences within one week of the scheduled written comprehensive examination. Examination committee members must also provide the Graduate Department of Exercise Sciences with a phone number and fax/email of where he/she can be reached during the student's written exam, should the student require clarification of an examination question.

### ***ii) The Oral Examination***

The oral examination will be conducted within one week of successful completion of the written examination. It too is considered to be a closed-book examination and candidates are therefore not permitted any assistive materials or aids. Please note that students will not have access to their written comprehensive exam answers before the oral exam. The oral examination length will be no more than three hours in duration and will consist of a minimum of two examining rounds of questioning. The student will first respond to the question which was not answered during the written examination, with subsequent questions being directed towards further clarification/enhancement of the written examination responses (round 1). This is followed by a more in depth exploration of topics within the body of knowledge in the area of expertise (round 2). The examining committee may deem subsequent rounds of questioning necessary.

### ***Evaluation***

Upon completion of the written examination, the Graduate Department of Exercise Sciences will ensure that a copy of the examination

questions and student's responses be sent to each examination committee member; therefore, each examination committee member must provide an e-mail address of where he/she can be reached on the day of the written examination. Responses to the written examination questions are to be graded on a PASS/FAIL basis by the individual committee member who developed the question. A PASS (i.e., a grade of NO LESS THAN B-; as described in the SGS Calendar) ON EACH of the 4 questions is required to pass the written component of the comprehensive examination. It is the examiner's responsibility to provide a formal written evaluation to the student's Supervisor, Associate Dean of Graduate Education and Research, and to the Graduate Program Administrator no more than 72 hours following completion of the examination. The student should be notified of the results of the written examination immediately following the result of the evaluation.

The oral examination will take place within 7 days following successful completion of the written examination. The oral examination will be evaluated on a PASS/FAIL basis by each member of the examining committee. To successfully complete the oral examination component of the comprehensive examination, the student must receive a passing grade from each of the four examining committee members.

### **AFTER THE EXAMS**

A formal written evaluation of both the written and oral comprehensive examination will be made available to the student through the Associate Dean, Graduate Education and Research within 1 week of the oral exam.

### ***Failure to Successfully Complete the Examinations***

If a student fails to successfully complete the written or oral exam, they should identify the weaknesses and develop a plan, in conjunction with their supervisor and the examining committee members, to eliminate any deficiencies in the knowledge base. Course work, supplementary reading and conferences

are just some things students can complete in order to develop their knowledge base.

When a student fails to successfully complete the written examination, they will be eligible to retake the written examination within six months. The second examination will consist of the same content areas, but not necessarily the same questions, and should be conducted by the same examination committee. Failure to successfully complete the written examination after two attempts will result in the student's dismissal from the Graduate Department of Exercise Sciences.

When a student fails to successfully complete the oral examination, they will be eligible to retake the oral examination in six months. The second examination will consist of the same content areas, but not necessarily the same questions, and should be conducted by the same examination committee. A student will be given no more than two attempts to successfully complete the oral component of the comprehensive examination. Failure to successfully complete the oral examination after two attempts will result in the student's dismissal from the Graduate Department of Exercise Sciences.

### ***Procedures for Appeal***

If the student wishes to appeal the results of the comprehensive examination, the following procedures should be followed:

1. The student should arrange a meeting with their supervisor as soon as possible after receiving the results of the examination to review the evaluation. If deemed necessary, a formal meeting involving all members of the examining committee should be arranged by the supervisor to discuss the results of the examination. In instances when the supervisor is not immediately available, this process should be initiated through the Associate Dean, Graduate Education and Research. If the student is still not satisfied with the assigned result after

this meeting, the student should then formally appeal the grade.

2. The student should obtain and complete a Notice of Appeal form from the EXS Office. In completing the form, the student should provide specific detail and reasons for requesting reconsideration of the grade. The Associate Dean, Graduate Education and Research will review the appeal.
3. Should such discussions fail to resolve the matter, the student may make a formal appeal in writing to the Graduate Department Academic Appeals Committee (GDAAC). The student must complete a Notice of Appeal for the GDAAC. This form must be completed and delivered to the Chair of the GDAAC within 8 weeks from the date of the decision under appeal. The Chair of the Committee will determine, at his or her sole discretion, whether the appeal will proceed by way of an oral hearing and/or written submissions. In either case, at the conclusion of the hearing and/or review of the written submissions, the GDAAC will make a recommendation to the Associate Dean, Graduate Education and Research regarding the merits of the appeal. The Associate Dean will then render the department-level appeal decision.
4. The student may appeal from the decision of the Associate Dean, Graduate Education and Research by filing a Notice of Appeal to the SGS Graduate Academic Appeals Board (GAAB) within 8 weeks of the decision of the Associate Dean, Graduate Education and Research.
5. The decision of the Graduate Academic Appeals Board (GAAB) may subsequently be appealed by a student to the Governing Council's Academic Appeals Committee (GCAAC), in accordance with its guidelines and procedures. An appeal to this Committee shall be commenced by filing a notice of appeal with its Secretary no later than

ninety days after the date of the GAAB decision being appealed.

### **PhD Defences**

A Ph.D. degree candidate is evaluated at three stages of the research phase during their program. The first of these evaluations is the Thesis Proposal Defence. The second evaluation is the Departmental Defence, a formal presentation and examination of the thesis and the third is a University of Toronto Senate Oral Presentation and Thesis Defence.

#### ***a) PhD Thesis Proposal Defence***

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

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

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

teaching experience, etc.). The Ph.D. Progress Report Form should be filled out at the proposal defence. It should be picked up from the EXS Graduate Office before the defence.

For information on ethics policies, please go to [www.rir.utoronto.ca](http://www.rir.utoronto.ca)

### **PLANNING THE PROPOSAL DEFENCE**

*Please see Appendix 4 for information on defence planning procedures and timelines.*

#### ***Examination Committee Composition***

The student should select a committee in collaboration with their supervisor. The committee must be approved by the Associate Dean, Graduate Education and Research. The quorum for the proposal defence is THREE appointed members and the exam Chair.

Voting:

-Supervisor

-Thesis Committee (3 minimum)

Non-Voting:

-Chair of Examination Committee

*\*Please note that the supervisor and at least one other committee member must have an SGS appointment*

The student will select a committee in collaboration with their supervisor and ensure proper examination committee composition. After the committee is approved by the department, the student should book a prospective defence date and time with the committee. Once the student has found a date and time that all members of advisory committee are able to attend, the student should request a date and time through the Graduate Program Administrator. This should be done at least 3 weeks before the prospective date. All exam committee members must attend the defence. If a member cannot attend the Proposal Defence, he/she must contact the Graduate Department of Exercise Sciences immediately to make arrangements.

The student must submit all materials to the exam committee and Chair at least 2 weeks before the defence.

## **AT THE DEFENCE**

### ***Format of the Defence***

The proposal defence will be scheduled for 3 hours. All members of the Advisory Committee must be present at this meeting.

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

### ***Evaluation***

#### ***i) Written Thesis Proposal***

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

#### ***ii) Presentation***

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

#### ***iii) Defence of the proposal***

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

### ***Notification of the Candidate and Record of Defence***

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

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

#### ***b) PhD Departmental Defence***

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

academic staff and graduate students are welcome to attend.

## **PLANNING THE PhD DEPARTMENTAL DEFENCE**

*Please see Appendix 4 for information on defence planning procedures and timelines.*

When planning a defence, please keep SGS deadlines for convocation and fees in mind. For example, if a student would like to graduate in June, they must hand in their completed thesis in April. As the deadline date changes each year, please see the SGS website for the exact deadline dates. You should aim to have your departmental defence at least 12 weeks before your proposed Senate defence, allowing for sufficient time for any revisions. Remember to keep in mind that there may be scheduling difficulties if you are planning your defence around holidays/busy times of year.

The supervisor needs to be confident that the final draft of the dissertation is defensible before it is given to members of the advisory committee. The final draft of the dissertation should be submitted to the supervisor at least 2 months before the defence. Students are strongly urged to submit chapters to their supervisor throughout the process of writing. This will reduce the chance of the dissertation moving too far in an inappropriate direction. Depending on the nature of the research, it is often wise to submit selected chapters to appropriate members of the advisory committee as well.

### ***Examination Committee Structure***

The student should select a committee in collaboration with their supervisor. The examination committee consists of the supervisor and the members of the thesis advisory committee. The quorum for the examination is FOUR appointed members and the Chair.

Voting:

- Supervisor
- Thesis Committee (3 minimum)

*(Please note that the supervisor and at least one other committee member must have an SGS appointment)*

Non-Voting:

-Chair of Examination Committee

*\*Please note that the supervisor and at least one other committee member must have an SGS appointment\**

After the committee is approved, a student should book a date and time for the defence through the Graduate Program Administrator. Students must request the defence by completing the MSc/PhD Defence Exam Committee Form at least 4 weeks before the prospective defence date. The committee will be sent for approval by the Associate Dean, Graduate Education and Research. Once the committee is approved, the student must provide a copy of the thesis to all of the committee members, including the Chair, at least three weeks before the scheduled defence. All exam committee members must attend the defence. If a member cannot attend the Departmental Defence, he/she must contact the Graduate Department of Exercise Sciences immediately to make arrangements.

Please note that the thesis should follow the format of the University of Toronto and the National Library [www.sgs.utoronto.ca](http://www.sgs.utoronto.ca).

## **AT THE DEFENCE**

### ***Responsibilities of the Chair of the Examination Committee:***

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

It is the responsibility of the chair:

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

- defends the thesis.
- To protect the candidate from harassment.

### ***Responsibilities of the Members of the Examination Committee:***

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

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

### ***Examination Format***

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

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

modifications, other than minor corrections (i.e., typographical errors), must be raised in the questioning of the candidate.

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

### ***Conduct of the Examination***

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

committee member.

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

### ***Evaluation and Voting***

Prior to voting, the thesis and the oral defence of the thesis should be discussed amongst the examination committee, and the options regarding the status of the candidate's performance on the defence should be considered. Upon conclusion of the discussion, there will be a vote to accept, or not to accept the thesis. If this vote is positive, a second vote will be taken to determine the terms of acceptance of the thesis. **Note: more than one negative vote and/or abstention will result in the thesis not being accepted and the examination will be adjourned.** The candidate has the option of reworking, resubmitting and re-defending the thesis ONCE more within six months of the original defence.

### ***c) Senate Defence/Final Oral Exam***

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

Once the student has received confirmation that the corrections from the departmental defence have been approved, the candidate can book their final oral exam.

## **PLANNING THE SENATE DEFENCE**

*Please see Appendix 4 for information on defence planning procedures and timelines.*

### ***Examination Committee Structure***

The quorum for a Senate Defence is no less than four and no more than 6 voting members. The Exam Committee consists of one to three voting members of the candidate's Advisory Committee and one to three voting members who have not been closely involved in the supervision of the thesis. Eligible for inclusion in the latter group are the External Examiners (2 minimum), members of the graduate faculty of the candidate's graduate unit, and members of the graduate faculty of other departments, centers, or institutes of the University. If there are more than 3 members in the student's Advisory Committee, some members will attend the defence as non-voting members.

***Nomination Form:*** In order to book an FOE, the graduate department, in conjunction with the candidate, must submit a completed Nomination Form to SGS. The nomination form must be submitted to the Graduate Program Administrator at least 8 weeks before the FOE. The Nomination Form recommends the Exam Committee members, the External Examiners as well as a date, time and location of the defence. The student must ascertain the committee members' ability and willingness to participate in the FOE before the nomination form is submitted!

***The Certificate of Completion:*** The graduate unit must submit a Certificate of Completion to SGS at least 8 weeks before the FOE. The Certificate of Completion confirms that the student has completed all other academic requirements for the degree.

***Abstract:*** A copy of the abstract of the thesis not longer than 350 words must be submitted to the Graduate Program Administrator at least 8 weeks before the FOE.

***External Examiners/Appraisers:*** There are 2 external appraisers involved in the Final Oral

Exam. They are chosen by the supervisor and student. One External Examiner will be external to the department but part of the University of Toronto (Ext 1). The other External Examiner is not a part of the University of Toronto but should have a background in the student's thesis topic (Ext 2). Both appraisers are submitted on the Nomination Form and must be approved by EXS and SGS.

Once the appraisers are approved, a thesis copy must be given to both appraisers at least 6 weeks before the Final Oral Exam. Each examiner is required to write an appraisal for the student and submit it to the graduate office at least 2 weeks before the Final Oral Exam. The graduate unit is responsible for distributing copies of the appraisal to the candidate (at least two weeks before the examination) and to all members of the Examination Committee. The graduate unit is also responsible for submitting Ext 2's appraisal to SGS. *Please note that the candidate is not to discuss the appraisal with members of the Examination Committee until the examination takes place.*

If the appraisal is not available two weeks prior to the exam, the Graduate Program Administrator will contact the External Examiner to obtain the appraisal as quickly as possible and the Graduate Program Administrator will contact the candidate to determine if he or she wishes to proceed with the exam under these circumstances. If the student wishes to proceed despite the delay in receiving the appraisal, the student must sign a waiver; otherwise, the oral exam will be postponed.

*Senate Examination Announcement/Program:*  
The graduate unit must submit a copy of the Examination Program to SGS at least two weeks in advance of the oral exam so that details of the exam can be posted on the SGS web site: [http://www.sgs.utoronto.ca/phd\\_orals.asp](http://www.sgs.utoronto.ca/phd_orals.asp).

chair after an FOE has been scheduled through SGS. Administrative officers or staff in the unit that is to supply the Chair will be responsible

for making arrangements with one of their faculty members to chair the exam.

The SGS Oral Examinations Office will send a letter of appointment and instruction to the designated Chair, sending a copy to the graduate unit scheduling the exam. It is the responsibility of the EXS Graduate Program Administrator to contact the Chair the day prior to exam, reminding him or her of the time, date, and location of the exam and ensuring that he or she has the exam file in hand.

If the faculty member is, for any reason, unavailable to chair the exam, the SGS Oral Examinations Office should be contacted immediately. The SGS Oral Examinations Office will contact that faculty member's graduate unit to secure a replacement.

If the faculty member who has been appointed to Chair the exam does not arrive at the exam at least fifteen minutes before the exam is scheduled to begin, the Oral Examinations Office will contact the faculty member's graduate unit to request an immediate substitute.

*Exam File:* The EXS Graduate Program Administrator must fax the Exam File to the Chair of the exam at least five days before the exam if the exam is to be held anywhere other than 63/65 St. George. The documents to be faxed as the Exam File are: a copy of the oral exam program; a copy of the thesis abstract (for chair's information); the chair's summary form; voting ballots and instructions and a copy of Ext 2's appraisal.

## **AT THE DEFENCE**

*Responsibilities of the Chair of the Examination Committee:*

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

of the candidate.

It is the responsibility of the chair:

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

### ***Responsibilities of the Members of the Examination Committee:***

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

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

### ***Examination Format***

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

- The Chair of the Examination must confirm that there is a minimum of four appointed members is present. Should there not be a quorum it is the responsibility of the Chair to decide whether to delay the examination or to postpone it to another date.
- The Chair confirms that each member of the committee has sufficient knowledge of the thesis to form a judgment as to its acceptability. This will ensure that there will be no abstentions in voting on the grounds of lack of knowledge of the contents of the

thesis.

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

### ***Conduct of the Examination***

Once the format of the examination has been agreed upon, the completion of the course requirements confirmed, and the appraisals read, the Chair will ask the candidate and any other non-voting participants to return to the room.

The candidate will be asked to give a twenty-minute presentation summarizing their research and conclusions. The defence will be conducted in accordance with the previously outlined format. It is the responsibility of the Chair to intervene at any time during this questioning if the examination is becoming an inquisition of the candidate and/or is being unduly dominated by a committee member.

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

### ***Evaluation and Voting***

Prior to voting, the thesis and the oral defence of the thesis should be discussed amongst the examination committee, and the options regarding the status of the candidate's performance on the defence should be considered. Upon conclusion of the discussion, there will be a vote to accept, or not to accept the thesis. If this vote is positive, a second vote will be taken to determine the terms of acceptance of the thesis. **Note: more than one negative vote and/or abstention will result in the thesis not being accepted and the examination will be adjourned.** The candidate has the option of reworking, resubmitting and re-defending the thesis ONCE more within six months of the original defence.

### ***Postponement of Exams***

At the request of both the graduate unit and the candidate, the SGS Associate Dean of Life Sciences may postpone or cancel the oral exam.

### ***Adjourned Oral Exams***

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

1. Written Statement: The Examination Committee must provide the candidate,

as soon as possible after the adjournment, with a written statement that specifies clearly the reasons for the adjournment and sets out the Examination Committee's requirements for a reconvened oral examination, making reference both to the written and oral components of the exam.

2. Scheduling the exam: The Examination Committee must decide the approximate date of the reconvened exam. The time between the adjourned exam and the reconvened exam should be as short as circumstances will permit and in no case shall exceed one year. The Committee should inform SGS as soon as it has determined the approximate date of the reconvened exam; SGS shall advise the candidate of this in writing, sending a copy to the EXS Graduate Office.
3. Appointing a Chair: Normally, the SGS Associate Dean, Life Sciences will chair any reconvened oral exams. If the Dean is a member of the graduate faculty of the candidate's graduate unit, the Associate Dean of another division will chair the exam.
  - d) Nomination Form: No new nomination form required.
  - e) The Certificate of Completion and Abstract: No new certificate of completion is required. A new abstract is required only if there have been changes to it.
  - f) Exam Program: A new exam program is required with new dates and participating members' names. No new committee members shall be added, except for necessary replacements. It is the obligation of the members of the original examiners to attend the reconvened examination if they are able to do so.
  - g) External Appraisal: A new appraisal should be obtained from the external examiner if the thesis has been changed substantially. This requirement may be waived by the SGS Associate Dean of Life Sciences at the request of both the

student and the graduate unit.

h) Exam File: A new exam file should be prepared, with contents as listed above. No further adjournment will be allowed if the candidate is not successful at the reconvened exam and the candidate will be ineligible for further Ph.D. candidacy at the University. The Examination Committee must provide the candidate, as soon as possible, with a written statement that explains clearly and directly why the examiners found the candidate's performance unsatisfactory on the written or oral components of the examination, as may be relevant.

### **Thesis Binding**

Once a student has passed the final exam and their supervisor has signed off on the thesis corrections, the student will need to hand in their thesis in order to convocate. SGS requires that an unbound thesis copy be handed into their office by the appropriate deadline. Specific forms must accompany the thesis and a microfilming fee must be paid to SGS by the deadline as well (see SGS website for thesis submission deadlines and rules). EXS requires that a bound thesis copy be handed into the EXS Office by the appropriate deadline. Please keep in mind that there are specific regulations that must be followed when handing in/binding your thesis. These regulations can be found on the SGS website.

### **Convocation**

Once a student has completed all coursework and successfully defended their thesis, they will be eligible for convocation. Students can convocate in November, March (*in absentia*) or June. Please see [www.utoronto.ca/convocation](http://www.utoronto.ca/convocation) for more information.

## **GRADUATE COURSES**

All courses are not given every year. Consult the Graduate Office each term regarding course offerings.

**EXS 5507HF**  
**Desire and Bodies in Place**  
**C. Fusco**

**EXS 5508HF**  
**Cardiovascular Disease and Exercise**  
**J. Goodman**

**EXS 5508HF**  
**Theoretical Issues in Sociocultural Study of Physical Activity and Health**  
**P. Donnelly**

**JXP 5807HF**  
**Health Communication**  
**M. MacNeill, L. Hershfield**

**EXS 5503HS** Core Course  
**Adaptations to Habitual Activity**  
**S. Thomas**

**EXS 5509HS**  
**Applied Muscle Physiology and Biochemistry**  
**M. Lockle**

**EXS 5513**  
**Current Issues in Exercise Psychology**  
**G. Faulkner**

**EXS 5520HS**  
**Positive Psychology**  
**L. Mainwaring**

**JBZ 1472H**  
**Computational Genomics and Bioinformatics**  
**D.S. Guttman, N.J. Provart**

**JBZ 1473H**  
**Chemical Genomics**  
**S. Cutler**

**JZB 1521H**  
**Molecular Evolution**

**EXS 7001H**  
**Directed Reading in Exercise Sciences**  
**Staff**  
**(Approval is required by the Graduate Office before enrolment)**

**EXS 7002H**  
**Directed Research in Exercise Sciences**  
**Staff**  
**(Approval is required by the Graduate Office before enrolment).**

## Appendix 1

### **EXS FACULTY**

#### **Full Members**

K. Allison, B.Sc., B.P.H.E., M.H.Sc., MSc, Ph.D.  
G.F.J.R. Buick, B.Sc., MSc, Ph.D.  
K.R. Chapman, MSc,M.D.  
P.N. J. Corey, B.Sc, M.A., Ph.D.  
M.J. De Souza, B.S., M.S., Ph.D.  
P. Donnelly, B.A., M.S., Ph.D.  
M. Ducharme, B.Sc., MSc, Ph.D.  
G.E.J. Faulkner, B.Ed., MSc, Ph.D.  
J. Frim, B.Sc., MSc, Ph.D.  
J. Goodman, B.P.H.E., MSc, Ph.D.  
L. Goodman, B.P.H.E., M.P.E., Ph.D.  
B.H. Gottlieb, B.A., M.S.W., Ph.D.  
L.F. Hamm, B.A., M.A., Ph.D., F.A.C.S.M.,  
F.A.A.C.V.P.R.  
R. Heslegrave, B.Sc., M.A., Ph.D.  
I. Jacobs, Dip.P.E., M.H.K., D.Med.Sci.  
T. Kavanagh, M.R.C.S., L.R.C.P., D.R.C.O.G,  
D.Phys.Med., FRCP(c)  
G. Kerr, B.P.H.E., M.A., Ph.D.  
B. Kidd, OC, BA, AM, MA, PhD, OC  
P. Klentrou, B.Sc., MSc, Ph.D.  
L.M. Leith, B.A., M.A., Ph.D.  
H.I. Lenskyj, B.A., M.A., Ph.D.  
M. Locke, B.A., B.Sc., Ph.D.  
M. MacNeill, B.P.H.E., M.A., Ph.D.  
L.M. Mainwaring, B.A., B.H.K., M.H.K., Ph.D., C.  
Psych.  
N.H. McKee, M.D., F.R.C.S.(c)  
T. M. McLellan, B.Sc., B.A., M.A., Ph.D.  
M.J. Pyley, B.Sc., Ph.D.  
C. Rodgers, B.P.E., M.H.K., Ph.D.  
P. N. Shek, B.Sc., MSc, Ph.D.  
F. Silverman, B.Sc., MSc, Ph.D.  
S. Thomas, B.Sc., MSc, Ph.D.  
P. Tikuisis, B.Sc., MSc, Ph.D.

#### **Associate Members**

C. Amara  
P. Comper, BA, MA, Ph.D., C.Psych.  
J. Dwyer, BA, BEd, MA, PhD  
C. Fusco, B.A., Cert.Ed., MSc, Ph.D.  
C.E. James, B.A.(hons.), M.A., Ph.D.  
K. Lockwood, B.P.H.E., MSc, Ph.D.  
J.A. Maguire, Cert. Ed, B.A., Ph.D.  
C.F. Notarius B.P.H.E., MSc, Ph.D.  
P. Oh MSc, M.D. F.R.C.P.C.  
G. Rail, B.A., MSc, Ph.D.  
S. Rhind B.P.H.E., Ph.D.  
L. Tremblay, B.Sc., MSc, Ph.D.  
J.I. Van Heest, B.A., MSc, Ph.D.  
B. Wilson B.P.E., M.A., Ph.D.

## Professors Emeriti

R.C. Goode, B.P.H.E., B.A., M.A.,  
D.Phil.(oxon)

M.W. Radomski, B.Sc., MSc, Ph.D.

R.J. Shephard, BSc, M.B.B.S., M.D.(lond),  
Ph.D., Dip.P.E.(hon. caus), F.A.C.S.M.,

F.F.I.S.M.

## Appendix 2

### Tracking Degree Progress

### MSc Program Progress

*This is to be used as a guideline for your MSc program. The first column is the milestone, the second is the target date and the third is the approval you will need in order to move forward.*

#### YEAR I

- |   |           |                                       |
|---|-----------|---------------------------------------|
| • Approval of First Year's Courses  | September | Supervisor                            |
| • Establish Advisory Committee  | January   | Supervisor and Associate Dean         |
| • Prepare Thesis Proposal   | Jan–May   | Supervisor                            |
| • Defend Thesis Proposal  | June      | Supervisor and Advisory Committee     |
| • Submit Proposal for Ethics Review   | July      | Advisory Committee and Associate Dean |
| • Meet with Advisory Committee to Discuss Results and Future Directions of Research |           |                                       |

#### YEAR II

- |  |             |                                       |
|--|-------------|---------------------------------------|
| • Complete Review of Literature and Methods  | August      | Supervisor and Advisory Committee     |
| • Approval of Second Year Courses  | September   | Supervisor and Advisory Committee     |
| • Begin Data Collection  | September   | Supervisor and Advisory Committee     |
| • Data Collection and Analysis Complete  | Jan/Feb     |                                       |
| • First Draft of Thesis to Supervisor  | March/April | Supervisor                            |
| • Revision Process with Supervisor   | April/May   | Supervisor                            |
| • Distribute Thesis to Advisory Committee, May<br>Acquire Committee Approval to Proceed with<br>Thesis Defence |             | Supervisor and<br>Advisory Committee  |
| • Select External Examiner, Set Date<br>of Departmental Defence  | May         | Supervisor and Advisory Committee     |
| • Notify Graduate Program Administrator<br>of Intent to Defend   | May         | Advisory Committee and Associate Dean |
| • Thesis Defence   | June        | Supervisor and Advisory Committee     |
| • Thesis Corrections   | June–Aug    | Supervisor                            |



• Departmental Thesis Defence	June	Advisory Committee
• Select External and Internal Examiners and Anticipated Date of Senate Defence	June	Supervisor and Advisory Committee
• Notify Graduate Program Administrator of Intent to Defend Senate Defence	June	Supervisor, Advisory Cmttee, A. Dean
• Complete Thesis Corrections	June–Aug	Supervisor
• Distribute Thesis	August	Supervisor
• Senate Defence	Sept/Nov	Supervisor and Exam Committee
• Thesis Corrections	Oct–Dec	Supervisor

## **Appendix 3**

### **Defence Procedures- quick reference**

#### **MSc THESIS PROPOSAL DEFENCE**

This evaluation should take place after the student has developed a research plan and prior to submission of the project to ethics review.

In addition to the defence, this time should be used to update the committee on other aspects of the student's progress like coursework and academic preparation through the completion of the Master Degree Progress Report.

#### **STUDENT**

- Selects a committee in collaboration with their supervisor.
- Ensures proper examination committee composition. (see EXS Handbook)
- After the committee is approved, books a prospective defence date and time with the committee.
- Ensures all members of advisory committee are able to attend the defence.
- Requests a date and time through the Graduate Program Administrator at least **3 weeks** before the prospective date.
- Submits all materials to committee and Chair at least **2 weeks** before the defence. (see EXS Handbook for materials)
- Ensures each committee member approves the thesis proposal prior to the onset of data collection. (Formal approval is verified by the completion of the Record of MSc Proposal Defence form)

#### **SUPERVISOR**

- Selects a committee in collaboration with their student.
- Ensures proper examination committee composition. (see EXS Handbook)
- Ensures all members of advisory committee are able to attend the defence.
- Ensures each committee member approves the thesis proposal prior to the onset of data collection. (Formal approval is verified by the completion of the Record of MSc Proposal Defence form)

#### **EXAMINATION COMMITTEE**

- Ascertains what remains to be done before the student can apply for ethics approval, and subsequent to ethics approval, to begin the collection of data. Both verbal and written follow-up instructions should be provided to the candidate.
- Assists in completing the appropriate forms at the defence.

#### **DEPARTMENT**

- Books defence room and Chair after date has been set by the student and supervisor.
- Distributes notices to all academic faculty and students.
- Reminds committee 2-3 days before the defence.
- Files Record of MSc Proposal Defence form and Master Degree Progress Report after defence.

#### **MSc THESIS DEFENSE**

The final examination should serve to determine whether the completed thesis is representative of proper standards of scholarship, and to examine the student on both the substance and implications of their research.

#### **STUDENT**

- Selects a committee in collaboration with their supervisor.
- Ensures proper examination committee composition. (see EXS Handbook)
- After the committee is approved, books a prospective date and time with the committee.
- Ensures all members of advisory committee are able to attend the defence.
- Requests a date and time by completing the MSc/PhD Defence Exam Committee Form and submits it to the Graduate Program Administrator at least **3 weeks** before the defence.
- Ensures the examination committee has been approved by the Associate Dean, Graduate Education and Research.
- Provides all members of the examination committee, including the Chair, with a copy of the thesis at least **two weeks** before the scheduled defence.
- Ensures that the thesis follows the format of the University of Toronto and the National Library [www.sgs.utoronto.ca](http://www.sgs.utoronto.ca).

- Ensures each committee member approves the thesis. (Formal approval is verified by the completion of the Record of MSc Defence form)

### **SUPERVISOR**

- Selects a committee in collaboration with their student.
- Ensures proper examination committee composition. (see EXS Handbook)
- Ensures the examination committee has been approved by the Associate Dean, Graduate Education and Research.
- Ensures each committee member approves the thesis. (Formal approval is verified by the completion of the Record of MSc Defence form)

### **EXAMINING COMMITTEE**

- Ensures that all other requirements for the degree have been satisfactorily completed before the defence.
- Assists in completing the appropriate forms at the defence.

### **ASSOCIATE DEAN, GRADUATE EDUCATION AND RESEARCH**

- Approves examination committee and external examiner.

### **EXTERNAL EXAMINER**

- Prepares a written appraisal of the thesis, which needs to be submitted to the Graduate Department of Exercise Sciences **at least 48 hours prior to the defence.**

### **DEPARTMENT**

- Ensures that the candidate has completed all other degree and course requirements. (*No defence can be scheduled if there are any outstanding grades.*)
- Arranges a room, a chair and equipment.
- Informs the External Reviewer of his/her role.
- Distributes notices to all academic faculty and students.
- Distributes the external examiner's appraisal to the committee and student **48 hours** before the defence.
- Reminds committee 2-3 days before the defence.
- Files Record of MSc Defence Form and Master Degree Progress Report after defence.

### **PhD Comprehensive Examination**

The purpose of the examination is to provide the student with an opportunity to demonstrate their ability to synthesize current research, discuss strengths and weaknesses of area specific research methodology and design, and to engage in knowledgeable academic discourse with other individuals in their chosen field of study.

### **STUDENT**

- Initiates a meeting with their supervisor no less than **four months** prior to the time when they wish to take their comprehensive examination to discuss the composition of the examining committee.
- Ensures proper examination committee composition. (see EXS Handbook)
- Contacts each of the selected faculty and ensures their willingness to participate at least **3 months** before the proposed date.
- Meets with each committee member at least **3 months** before the exam to discuss the reading materials and expectations of knowledge.
- Requests a date, room and laptop through the Graduate Program Administrator at least **2 months** before the proposed comprehensive exams.
- Ensures each committee member approves the completion of the exams. (Formal approval is verified by the completion of the PhD Comprehensive Examination Report)

## **SUPERVISOR**

- Ensures proper examination committee composition. (see EXS Handbook)
- Submits 2 questions, one in research design and methodology and one elective, to the Graduate Program Administrator at least **one week** before the written comprehensive exam.

(If the supervisor deems a committee member more appropriate to write the methodology question, the supervisor will write 2 elective questions.)

- Provides the department with contact numbers where they can be reached during the written exam should the student have questions.
- Ensures that all the examination questions are sufficient.
- Provides a written evaluation to the Associate Dean, and to the Graduate Program Administrator within **72 hours** of the written examination.
- Attends the oral examination to discuss the written exam further.
- Ensures each committee member approves the completion of the exams. (Formal approval is verified by the completion of the PhD Comprehensive Examination Report)

## **EXAMINATION COMMITTEE**

- Submits their reading list to the student's Supervisor and Graduate Program Administrator at least **2 weeks** before the written examination.
- Submits their question to the Supervisor and Graduate Program Administrator at least **one week** before written comprehensive exam.
- Provides the department with contact numbers where they can be reached during the written exam should the student have questions.
- Provides a written evaluation to the student's Supervisor, Associate Dean, and to the Graduate Program Administrator within **72 hours** of the written examination.
- Attends the oral examination to discuss the written exam further.

## **ASSOCIATE DEAN, GRADUATE EDUCATION AND RESEARCH**

- Writes a formal written evaluation to the student of both the written and oral components of the comprehensive examination within **72 hours** of completion of the oral component of the examination.

## **DEPARTMENT**

- Books room and equipment for the written and oral exams.
- Books a chair for the oral examination.
- Collect questions from the committee and administers exam.
- Supervises student on the day of the written exam.
- Ensures that all questions and written responses are delivered to the all examiners immediately after the exam.
- Notifies the student of the results of the written examination within **72 hours** of exam completion.
- Files PhD Comprehensive Examination Report and PhD Progress Report after exams.

*Note: Student's will not receive a copy of the answers from the written comprehensive exam before the oral comprehensive exam.*

## **PHD THESIS PROPOSAL DEFENCE**

This evaluation should take place after the student has developed a research plan, and prior to submission of the project to ethics review. This defence is an opportunity for the student to give, and receive feedback in preparation for the final oral examination of the thesis. It is an evaluation of the student's readiness to move further with the research phase of their degree. This time should also be used to update the committee on other aspects of the student's progress through the PhD Progress Report form.

## **STUDENT**

- Selects a committee in collaboration with their supervisor.
- Ensures proper examination committee composition. (see EXS Handbook)
- After the committee is approved, books a prospective defence date and time with the committee.

- Ensures all members of advisory committee are able to attend the defence.
- Requests a date and time through the Graduate Program Administrator at least **3 weeks** before the prospective date.
- Submits all materials to committee and Chair at least **2 weeks** before the defence. (see EXS Handbook for materials)
- Ensures each committee member approves the thesis proposal prior to the onset of data collection. (Formal approval is verified by the completion of the PhD Proposal Defence form)

### ***SUPERVISOR***

- Selects a committee in collaboration with their student.
- Ensures proper examination committee composition. (see EXS Handbook)
- Ensures all members of advisory committee are able to attend the defence.
- Ensures each committee member approves the thesis proposal prior to the onset of data collection. (Formal approval is verified by the completion of the PhD Proposal Defence form)

### ***EXAMINATION COMMITTEE***

- Ascertain what remains to be done before the student can apply for ethics approval, and subsequent to ethics approval, to begin the collection of data. Both verbal and written follow-up instructions should be provided to the candidate.
- Assists in completing the appropriate forms at the defence.

### ***DEPARTMENT***

- Books defence room and Chair after date has been set by the student and supervisor.
- Distributes notices to all academic faculty and students.
- Reminds committee 2-3 days before the defence.
- Files Record of PhD Proposal Defence Form and PhD Degree Progress Report after defence.

### **PhD Departmental Oral Presentation and Thesis Defence**

This defence confirms that the Supervisor and Advisory Committee are convinced that the Dissertation can be successfully defended before external examiners. It should take place a minimum of two months before the Associate Dean requests the Senate Defence, allowing sufficient time for any revisions to the thesis.

### ***STUDENT***

- Ensures the "first final draft" is submitted to the supervisor at least **two months** before the dissertation is circulated to the members of the advisory committee (Students are strongly urged to submit chapters to their supervisor/committee throughout the process of writing).
- Ensures proper examination committee composition. (see EXS Handbook)
- Ensures all members of advisory committee are able to attend the defence.
- Requests a date and time by completing the MSc/PhD Defence Exam Committee Form and submits it to the Graduate Program Administrator at least **4 weeks** before the defence.
- Ensures the final draft of the dissertation is submitted to members of the examination committee and Chair at least **3 weeks** before the defence.
- Ensures each committee member approves the completion of the exams. (Formal approval is verified by the completion of the PhD Departmental Defence form)

### ***SUPERVISOR***

- Ensures the final draft of the dissertation is defensible before it is given to members of the advisory committee.
- Ensures proper examination committee composition. (see EXS Handbook)
- Ensures all members of advisory committee are able to attend the defence.
- Ensures each committee member approves the completion of the exams. (Formal approval is verified by the completion of the PhD Departmental Defence form)

### **EXAMINATION COMMITTEE**

- Ensures that all other requirements for the degree have been satisfactorily completed.
- Assists in completing the appropriate forms at the defence.

### **DEPARTMENT**

- Ensures that the candidate has completed all other degree and course requirements. *(No defence can be scheduled if there are any outstanding grades.)*
- Arranges a room, a Chair and equipment.
- Distributes notices to all academic faculty and students.
- Reminds committee 2-3 days before the defence.
- Files Record of PhD Departmental Defence Form and PhD Degree Progress Report after defence

### **Senate Defence**

Once the student has written and completed a draft of his/her thesis and has received approval from his/her Advisory Committee to proceed to the Departmental Defence, the Graduate Department of Exercise Science should be contacted to arrange a date and time to meet for the senate defence.

### **STUDENT**

- Selects a committee in collaboration with their supervisor.
- Ensures proper examination committee composition. (see EXS Handbook)
- Selects 2 external appraisers in conjunction with their supervisor at least **10 weeks** before proposed Senate defence (see EXS Handbook for appraiser selection)
- Ensures all members of advisory committee and external examiners are able to attend the defence.
- Requests the Examination Committee, a date, time and location through the Graduate Program Administrator at least **8 weeks** before the prospective date.
- Submits a copy of the abstract to the Graduate Office at least **8 weeks** before the defence.
- Ensures a thesis copy is given to both appraisers at least **6 weeks** before the Final Oral Exam.
- Ensures a thesis copy is given to the examination committee at least **4 weeks** before the Final Oral Exam.

### **SUPERVISOR**

- Selects a committee in collaboration with their student.
- Selects 2 external appraisers in conjunction with their student(see EXS Handbook for appraiser selection)
- Ensure proper examination committee composition. (see EXS Handbook)

### **EXAMINATION COMMITTEE**

- Assist in completing the PhD voting ballots.

### **EXTERNAL APPRAISERS**

- Each examiner is required to write an appraisal for the student and submit it to the graduate office at least **2 weeks** before the Final Oral Exam.

### **ASSOCIATE DEAN, GRADUATE EDUCATION**

- Approves examination committee and external appraisers in order for the Nomination Form to go forward to SGS.

### **DEPARTMENT**

- Informs the Oral Examinations Office that the student's thesis is ready to go forward for the defence and requests an examination date and time, specifying where the exam is to be held.
- Schedules the exam with the Ph.D. Oral Examinations Office **at least eight weeks** before the date that the exam is to be held.
- Submits a Nomination Form, Certificate of Completion and Abstract to SGS **8 weeks** before the defence.
- Submits the external appraisal to SGS, the candidate and to all members of the Examination Committee at least **2 weeks** before the examination.
- Submits a copy of the Examination Program to SGS at least **two weeks** before exam.
- Faxes the Exam File to the chair of the prospective exam at least five days before the exam if the exam is to be held anywhere other than 63/65 St. George (see EXS Handbook for exam file contents).

- Reminds committee 2-3 days before the defence.
- Contacts the faculty member who has been appointed as chair the day prior to exam, reminding him or her of the time, date, and location of the exam and ensuring that he or she has the exam file in hand.

**CHAIR**

- Arrives at the exam at least fifteen minutes before the exam is scheduled to begin.