

Graduate Student Handbook

School of Human Kinetics and Recreation
Memorial University of Newfoundland

Master of Physical Education (MPE)

Concentration:

Administration, Curriculum and Supervision

Master of Science (MScK) (Kinesiology)

Concentrations:

Biomechanics and Ergonomics

Exercise and Work Physiology

Psychology of Sport, Exercise and Leisure

Socio-Cultural Studies of Physical Activity and Health



2019/2020

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Welcome from the Dean of the School of Human Kinetics and Recreation

Congratulations on choosing graduate studies at the School of Human Kinetics and Recreation. We are a relatively small school, which gives us the advantage of working very closely with all of our students. You will have the opportunity to become involved in some very innovative and world-renowned research.

Our faculty and staff have a reputation for supporting our students in every aspect of their education. They are here to challenge you, and to guide you into being the best researcher you can be. They will teach you to think critically about the world around you. Our scholars have collaborations in many different countries and are engaged in the global, as well as the local community, and we're very proud of those partnerships. We also believe in an interdisciplinary approach to research and education.

Every year, we strive to make our graduate program better and take our research to new levels with innovative ideas from graduate students like you. We work hard to increase our research funding each year while strengthening our connections to funding agencies so that we can give you more opportunities to grow. Our vision is to never stop growing. After all, we were the first in the country to offer an online MPE program, which has become an award winning program.

While here, I also encourage you to get involved in social, cultural and recreational opportunities. Get to know your school and enjoy the experience to the fullest.

Sincerely,

Dr. Linda Rohr
Dean

Welcome from the Associate Dean of Graduate Studies and Research

Welcome to the School of Human Kinetics and Recreation graduate program. Our program is continuously changing. Not only do new students come in every year to contribute to the knowledge, diversity and energy of the school but also new programs, courses and research are being pursued every semester.

The graduate program originally began in 1975 with the Masters of Physical Education (MPE). In 2005 the Masters of Science (MSc) in Kinesiology officially began although we had a number of exercise science-related graduates for a number of years prior to that commencement. In 2008 we began to add online based courses to our MPE degree so that we could reach out and interact with individuals not only across Newfoundland and Labrador but also across Canada and internationally. We have had many successes. For example as of 2012, close to 20 of our graduate students have gone on to doctoral degrees. Since 2005, our graduate students have authored or co-authored approximately 100 peer-reviewed scientific articles. Each article is a contribution of new knowledge to the profession or field of knowledge.

Most of our graduates are working and contributing in schools, health care centres, universities, as well as in numerous others agencies in the public, private and non-profit sectors in their communities. We have award winning faculty members (teaching and research) who are skilled and enthusiastic about mentoring graduate students. There is only one missing piece to this equation and that is you! If you are willing to emerge yourself enthusiastically into our programs and work with our faculty, I can ensure you that you will emerge with a far greater appreciation of the process and content of knowledge in the fields of Physical Education, Kinesiology and Recreation.

Sincerely,

Anne Marie Sullivan, PhD, CTRS
Associate Dean of Graduate Studies and Research

Faculty

Faculty Member	Research Area	Phone	Email
Dr. Linda Rohr, Dean	Motor Control	8129	lerohr@mun.ca
Dr. Anne-Marie Sullivan, Associate Dean	Therapeutic Recreation Leisure Literacy Promising practices in TR	4453	asulliva@mun.ca
Dr. Fabien Basset	Exercise Physiology	6132	fbasset@mun.ca
Dr. David Behm	Exercise Physiology	3408	dbehm@mun.ca
Dr. Duane Button	Exercise Physiology	4886	dbutton@mun.ca
Dr. Jeannette Byrne	Biomechanics	3767	jmbyrne@mun.ca
Dr. Heather Carnahan	Motor Control and Learning	8674	hcarnahan@mun.ca
Dr. Jeff Crane**	Factors Influencing Physical Activity Engagement and Disengagement Throughout the Lifespan	2729	jrcrane@mun.ca
Dr. Kim Cullen	Ergonomics and Human Factors	6936	kcullen@mun.ca
Dr. Daniel Fuller	Canada Research Chair in Population Physical Activity	7270	dfuller@mun.ca
Dr. David Hancock	Sport Psychology	-	-
Dr. TA Loeffler	Outdoor Recreation Women's Issues	8670	tloeffler@mun.ca
Dr. Angela Loucks-Atkinson**	Social Psychology of Leisure Community Recreation	6911	aloucksa@mun.ca
Dr. Erin McGowan	Physical Activity & Cancer	7629	emcgowan@mun.ca
Dr. Kevin Power	Neurophysiology, Neuromuscular & Exercise Physiology	7275	kevinp@mun.ca
Dr. Kyle Pushkarenko	Adapted Physical Activity – Physical Literacy	-	-

** On sabbatical Sept. 2019 – Aug. 2020

Support Staff Responsibilities

If you are looking for help with...	Contact
Financial Issues	Mgr. Finance and Administration Michael Harding mharding@mun.ca
Financial inquires, payments, TA payment/TA responsibilities, financial support,	Administrative Staff Specialist Carolyn Squires carolyns@mun.ca
Appointments with the Dean	Decanal Assistant Sherry Lynn Caines slcaines@mun.ca
Administrative Support for Graduate Students	Intermediate Clerk Stenographer Peggy-Ann Parsons pparsons@mun.ca
Getting your mail, cheque or document pick-up from the main office	Clerk Stenographer Tara White taraw@mun.ca
Internet or computer issues	help@mun.ca
Borrowing gym equipment, booking PE gym time	Check with the main office

Resources and Services

Mail: Academic-related graduate student postal mail can be picked up at the front office. (**Note:** The key for our mailbox is hanging on the bulletin board in the grad office and our box is "G". Typically though we just go to the main office and ask for the mail. Whoever picks it up will put it on desks!)

Graduate student space: We will do our best to provide space for thesis route full-time graduate students (for the first 24 months) behind the exercise physiology lab. Each student will be assigned a locker to store personal items and any material that needs to be stored in a secure location. Please see the research coordinator if you have any questions about access.

Keys: Keys for the laboratories and graduate student office space can also be obtained from research coordinator. Keys may not be available immediately upon request. Be prepared to wait (patiently) for keys to be processed.

Computers: One desktop computer is available in the graduate student office for student use. Individual computers are not provided for graduate students, however; individual internet access is provided in the graduate student office area for those with their own computers.

Internet Access: "High" speed internet access is provided in the graduate student office area. Wireless internet access is available throughout the university, however due to the construction designs of some of the older buildings wireless internet is not equally accessible throughout every building.

Photocopy/printing services: Graduate students DO NOT have access to free photocopying through the main office. If a graduate student is teaching a course or a laboratory then as a sessional instructor or laboratory instructor they may have the secretaries photocopy class-related material only. There is a printer available in the graduate student office for academic-related printing needs.

Telephone: A telephone is available in the graduate student office. It does not allow for long distance phone calls. **Remember** - internet service providers such as Skype can provide free long distance voice over internet protocols including visual access.

Check list for Masters of Physical Education (MPE)

Option 1: Coursework and Thesis

Program Requirements

(1) 12 credit hours = 4 courses; minimum B grade in each course

1. HKR 6000 (prerequisite is a course in undergraduate statistics) or 6001
2. _____
3. _____
4. _____

All Graduate Students must register for HKR9000. Please note that your registration in HKR 9000 will roll over each term and will continue until you either complete the program, withdraw from the program or the program is terminated. If you choose to withdraw from the program please advise the Associate Dean for Graduate Studies and Research so you are not charged additional fees.

Note: If you register for more than the requisite # of courses, then the university will charge you an extra fee equivalent to an additional undergraduate course.

(2) Seminar Series HKR 6314

Students must enroll in HKR 6314 four times throughout the program – fall and winter for the first 24 months. Students must attend 70% of the seminars during each fall and winter semester of their full-time enrolment **or equivalent professional development time** to be discussed with the course instructor.

(3) Thesis

Each student must work with a faculty supervisor to complete a thesis. A student is required to present a thesis proposal (**See Appendix A**) for his or her proposed thesis normally by the end of the fourth semester.

Thesis Submission - See the following for details on preparing and submitting your thesis.
http://www.mun.ca/sgs/go/guid_policies/theses.php

Option 2: Coursework and Comprehensive Examination

Program Requirements

(1) 24 credit hours = 8 courses; minimum B grade in each course

- a. HKR 6500
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____

All Graduate Students must register for HKR9000. Please note that your registration in HKR 9000 will roll over each term and will continue until you either complete the program, withdraw from the program or the program is terminated. If you choose to withdraw from the program please advise the Associate Dean for Graduate Studies and Research so you are not charged additional fees.

Note: If you register for more than the requisite # of courses, then the university will charge you an extra fee equivalent to an additional undergraduate course.

(2) Comprehensive Examination (See Appendix B for additional information)

- 1) The comprehensive examination shall examine the candidate's ability to integrate and apply material from all course work completed during study for the Degree. The candidate may be required to appear for an oral examination.
- 2) The comprehensive examination shall normally be constructed and evaluated by an examining committee of three examiners, at least two of whom shall be faculty members of the School of Human Kinetics and Recreation appointed by the Dean on the recommendation of the Dean of the School of Graduate Studies.
- 3) A candidate may not write the examination before completing the course work for the Degree.
- 4) A candidate must apply in writing to the Associate Dean of Graduate Studies & Research to request to complete the comprehensive exam.

Masters of Physical Education (MPE) Courses

HKR 6500: Introduction to Research in Physical Education
HKR 6000*: Quantitative Research Methods (pre-requisite is an undergraduate statistics course)
HKR 6001*: Qualitative Research Methods in Physical Education
HKR 6002: Scientific and Cultural Foundations of Physical Education
HKR 6003: Physical Education, Culture and Society
HKR 6110: Physical Education, Recreation and Sport Management
HKR 6111: Canadian Delivery Systems in Physical Education, Recreation and Sport
HKR 6120: Curriculum Development in Physical Education
HKR 6121: Physical Education Leadership
HKR 6122: Comprehensive School Health
HKR 6123: Coaching and Long-term Athlete Development in the Education System
HKR 6124: Adapted Physical Activity
HKR 6125: Evaluation and Testing in Physical Education
HKR 6130: Computer Applications for Physical Activity Measurement and Intervention
HKR 6410: Sport and Society
HKR 6420: History of Physical Education and Sport
HKR 6600: Contemporary Issues and Trends in Physical Education

* These courses are only offered on campus.

Please note that courses are offered on a rotating basis depending on interest and instructor availability. HKR 6500 is offered annually in the fall semester and should be taken in the student's first fall semester.

Registration Procedures: <https://www.mun.ca/sgs/current/registrationprocedures/>

Graduate level courses in the Faculty of Education in curriculum studies, leadership studies, and post-secondary studies are available to MPE students based on availability. Only 2 MEd courses can be used towards the MPE degree.

Check list for Masters of Science in Kinesiology (MScK)

Program Requirements

(1) 12 credit hours = 4 courses; minimum B grade in each course

1. HKR 6000 (prerequisite is a course in undergraduate statistics) or 6001
2. _____
3. _____
4. _____

All Graduate Students must register for HKR9000. Please note that your registration in HKR 9000 will roll over each term and will continue until you either complete the program, withdraw from the program or the program is terminated. If you choose to withdraw from the program please advise the Associate Dean for Graduate Studies and Research so you are not charged additional fees.

Note: If you register for more than the requisite # of courses, then the university will charge you an extra fee equivalent to an additional undergraduate course.

(2) Seminar Series HKR 6314

Students must enroll in HKR 6314 four times throughout the program – fall and winter for the first 24 months. Students must attend 70% of the seminars during each fall and winter semester of their full-time enrolment **or equivalent professional development time** to be discussed with the course instructor.

(3) Thesis

Each student must work with a faculty supervisor to complete a thesis. A student is required to present a thesis proposal (**See Appendix A**) for his or her proposed thesis normally by the end of the fourth semester.

Thesis Submission - See the following for details on preparing and submitting your thesis.
http://www.mun.ca/sgs/go/guid_policies/theses.php

Masters of Science in Kinesiology (MScK) Courses

HKR 6000: Quantitative Research Methods (pre-requisite is an undergraduate statistics course)

HKR 6130: Computer applications in physical education

HKR 6201: Foundations of sport psychology and mental training techniques

HKR 6202: Intervention and enhancement techniques in mental training consultation

HKR 6203: Sport psychology consulting

HKR 6310: Exercise physiology I

HKR 6320: Exercise physiology II

HKR 6330: Introduction to technologies in kinesiology

HKR 6370: Movement neural science

HKR 6314: Seminar Series (repeatable)

HKR 6710-6719: Individual Reading and Research in Special Areas of Exercise and Work Physiology

HKR 6720-6729: Individual Reading and Research in Special Areas of Biomechanics and Ergonomics

HKR 6730-6739: Individual Reading and Research in Special Areas of Psychology of Sport, Exercise and Leisure

HKR 6740-6749: Individual Reading and Research in Special Areas of Socio-cultural Studies of Physical Activity and Health

Many of the MPE courses are also available and applicable to the MSc (Kinesiology) degree program. International Summer School of Sport Science condensed courses (2 weeks: 28 contact hours per course) have a course equivalency of 2 credits per course.

Registration Procedures: <https://www.mun.ca/sgs/current/registrationprocedures/>

General Information

Fees and Funding

Baseline Funding

Only full-time research graduate students (those students who work less than 24 hours per week, are on campus, and are doing a thesis) are eligible for School of Graduate Studies baseline scholarship funding.

Full-time students are reminded that they are not permitted to work more than 24 hours including all employment – on and off campus. If you are working more than 24 hours please see the Associate Dean of Graduate Studies and Research about changing your status from full-time to part-time.

Please see the School of Graduate Studies page for more information on fees and awards.

Teaching Assistantships

Teaching assistantships are valuable opportunities to gain experience as an instructor/teacher and to obtain more funding. Full-time graduate students are normally encouraged to provide their services as a teaching or research assistant for at least 1 course per semester for 4 of the 6 semesters in their expected two-year tenure in the Master programs. Teaching assistants may be involved in a variety of activities ranging from marking to teaching laboratories. Only students who are in their first 24 months of study will be employed as Teaching Assistants.

Please go to the Graduate Student Union web page (<http://www.gsumun.ca>) to further explore the rights and privileges as a teaching assistant as stipulated by the Teaching Assistant Union of Memorial University of Newfoundland (TAUMUN).
http://www.mun.ca/taumun/contact_info/

SHKR Awards

George and Mary Behm Award

The George and Mary Behm Award is valued at \$500. It will be awarded annually to a full-time graduate student enrolled in a Human Kinetics and Recreation thesis based graduate program who has the highest average in the first four master's courses of their program. The award will be made by the Dean of the School of Graduate Studies on the recommendation of the Dean, School of Human Kinetics and Recreation. It will be presented at the School of Human Kinetics and Recreation Awards Ceremony in November.

Josephine Welch Research Initiative Award

The Josephine Welch Research Initiative Award is valued at \$500. It will be awarded annually to a full-time graduate student enrolled in a Human Kinetics and Recreation thesis based graduate program who has demonstrated the greatest initiative towards publishing research. This can include submitted or published papers, abstracts or data collection. The award will be made by the Dean of the School of Graduate Studies on the recommendation of the Dean, School of Human Kinetics and Recreation. It will be presented at the School of Human Kinetics and Recreation Awards Ceremony in November.

Professional Development

While working on your graduate program, there are many opportunities to develop a variety of skills that will help you professionally beyond graduation.

Teaching Skills Enhancement Program (TSEP)

If you want to take your teaching skills further you may be interested in the Teaching Skills Enhancement Program (TSEP). This program connects you with a faculty member and enables you to learn more about the teaching process as a whole. This may be of particular interest for students who are considering a career in academia.

See https://citl.mun.ca/TeachingSupport/PD/TSEP_GraduateStudent.php for further information.

Enhanced Development of the Graduate Experience (EDGE)

EDGE fosters skills and knowledge around nine key themes that are closely associated with the skills identified in the Canadian Association for Graduate Studies (CAGS) discussion paper on professional skills for graduate students:

1. Leadership and management
2. Communication and interpersonal skills
3. Critical and creative thinking
4. Integrity and ethics
5. Global and intercultural awareness
6. Teaching skills
7. Societal and civic responsibility
8. Career development
9. Research

See <https://www.mun.ca/edge/> for a schedule of the workshops offered by EDGE.

University Contact Information

Emergency Contact Numbers

<https://www.mun.ca/emergency/resources/emergencynumbers.php>

Access to Facilities

https://www.mun.ca/facman/access/card_access.php

Accommodations

<https://www.mun.ca/become/graduate/gradlife/accommodations.php>

Bookstore

<https://mun.bookware3000.ca/>

Child Care

<https://www.mun.ca/childcare/>

Computing and Communications

<https://www.mun.ca/cio/index.php>

Exam Schedules

<https://www.mun.ca/regoff/completing/finalexams.php>

Graduate Student Union

<https://www.gsumun.ca/>

Health Services for Students

<https://www.mun.ca/health/>

International Student Office and Associations

<https://www.mun.ca/international/>

Libraries

<https://www.library.mun.ca/>

Parking on Campus

<https://www.mun.ca/cep/parking/>

To Report an Emergency

Dialed from a Campus Phone

St. John's Campus - 4100

Health Sciences Centre - 4100

**When utilizing 911, a follow-up call should be made to Campus Enforcement & Patrol using the appropriate number listed below.*

Important Numbers

Dialed from a Campus Phone (if not, use 864-area code)

City Emergency Service:

St. John's and Logy Bay - 911

Campus Enforcement & Patrol:

St. John's Campus - 8561

Health Sciences Centre - 9-777-7280

Emergency Phones

Memorial University has installed a number of emergency phones on campus to enhance safety. To operate, push button for direct link to Campus Enforcement and Patrol.

Appendix A: Thesis Process

A. Thesis proposal:

The purpose of a thesis proposal is to serve as a marker of a student's scholarly activity in a formal structure both in the form of a written document and presentation. The thesis proposal structure is intended to outline the research project the student intends to carry out as part of the degree requirements.

The thesis proposal process is comprised of 3 main components. The three components of thesis, which shall normally be completed before the start of the thesis project.

1. Written thesis proposal

- 1.1. Students shall submit a written thesis proposal that will be reviewed and approved by their supervisory committee. The format of the written thesis proposal shall be consistent with the thesis proposal of their field and shall normally include:
 - 1.1.1. Review of literature
 - 1.1.2. Purpose of the research
 - 1.1.3. Hypothesis/research question
 - 1.1.4. Methods

2. Thesis proposal presentation

- 2.1. At least two weeks after the written thesis proposal is submitted to the supervisory committee, the student shall normally present their thesis proposal.
- 2.2. The student will give a presentation that is approximately 20-30 minutes.
- 2.3. The presentation shall be open to the public and must be attended by the student's supervisor and members of the supervisory committee and at least one reviewer who has not been involved in the development of the proposal
- 2.4. The audience shall ask no questions until the presentation comes to completion.
- 2.5. Once the presentation is complete questions will be allowed by students, the supervisory committee and faculty respectively.
- 2.6. Following a period of questions the supervisory committee will meet privately to determine the proposal outcome. The proposal approval form must be completed and given to the AD on the day of the presentation.
- 2.7. The student cannot proceed unless both the written and oral presentation are approved by the supervisory committee and any external reviewers.

3. Ethics Approval

- 3.1. Prior to beginning any data collection ethics approval must be obtained. It is the responsibility of the student and supervisor to ensure that any changes the student's research that arise from the proposal are included in their ethics application.
- 3.2. Please see the links below for additional information on the ethics review process.
 - 3.2.1. Health research – Health Research Ethics Board (HREB) -
<http://www.hrea.ca/HREB.aspx>

- 3.2.2. All other research - Interdisciplinary Committee on Ethics in Human Research (ICEHR) - <http://www.mun.ca/research/ethics/humans/icehr/>
- 3.3. If an ethics application has already been submitted, an addendum outlining and changes must be submitted to the ethics board.
- 3.4. A copy of ethics clearance must be provided to the AD to be kept in the student file.

Ethical approval for the thesis proposal does not have to be completed by the scheduled date of the thesis proposal but must be obtained before data collection.

B. Collect, analyze and interpret data. Compose the thesis (traditional or manuscript style).

C. Submit thesis to supervisor and/or supervisory committee. If approved, then an electronic copy of thesis is submitted to the School of Graduate Studies. The examination process is as follows:

- i) Supervisor submits *Supervisory Approval Form* to Associate Dean of Graduate Studies and Research for approval.
- ii) Student's program of study will be reviewed and revised as needed. Students will need to sign a "Program of Study" form if necessary. All paperwork will be filed with SGS.
- iii) Supervisor submits *Appointment of Examiners Form* (one internal and one external reviewer) to Associate Dean of Graduate Studies and Research for approval. **The names of the examiners are to remain confidential until released by the School of Graduate Studies.** If there is concern that students know the identity of the examiners, new examiners shall be assigned and approved. The examiners will then be approved by the Dean of Graduate Studies.
- iv) Associate Dean of Graduate Studies and Research composes letters of invitation to internal and external examiners with proposed deadline for evaluation (4 weeks after submission).
- v) Thesis evaluations are returned to the School of Graduate Studies and SGS then forwards the thesis reports to the Associate Dean of Graduate Studies and Research who then distributes to reports to the student and the supervisory committee members.
- vi) The student will meet with the supervisor to discuss any necessary revisions. If an examiner requires specific revisions be made, the Associate Dean of Graduate Studies and Research will confirm that these revisions have been made before the Award of Degree form is signed and processed.
- vii) The student is responsible for uploading the final approved version of the thesis and applying to graduate.

Appendix B: Comprehensive Examination Regulations

Following completion of all course work, the student will contact the Associate Dean and provide a list of three professors who they would like to request to provide a question each for the comprehensive exam. If one professor has taught the student more than one course then more than one question can come from a specific professor. If the instructors agree, the Associate Dean will then arrange to collate the questions and establish a mutually convenient time with the student to write the exam. If the student is unable to come to the Memorial campus then an invigilator from the community must be found by the student (i.e. principal, vice principal, community college). The comprehensive exam is 3 hours duration and the student is not permitted to use any resources.

Comprehensive Examinations (from SHKR)

- i. Candidates electing to qualify for the degree under Option 2 must write a comprehensive examination. The comprehensive examination shall examine the candidate's ability to integrate and apply material from all course work completed during study for the degree. The candidate may be required to appear for an oral examination.
- ii. The comprehensive examination shall normally be constructed and evaluated by an examining committee of three examiners, at least two of who shall be faculty members of the School of Human Kinetics and Recreation appointed by the Dean SGS on the recommendation of the AD of the School.
- iii. A candidate may not write the examination before completing the course work for the degree.

Note: Every candidate in graduate studies shall comply with the General Regulations, the degree regulations and any additional requirements of the School.

General Regulations of Memorial University RE: Comprehensive Examination

The composition of the Comprehensive Examination Committee is specified in the degree and departmental regulations, and the committee is appointed by the Dean of SGS. The Dean SGS or delegate may exercise the right to attend. All members of the Committee including the Chairperson, but excluding the Dean SGS, shall be voting members. In this examination the candidates must demonstrate an advanced knowledge of the academic discipline as defined by the academic unit in which they are students. Therefore, in order to be eligible to sit the examination, all course requirements must be completed. Members of the Comprehensive Examination Committee shall decide the results of the comprehensive examination as indicated below:

- The category of "pass with distinction" will be awarded to candidates who demonstrate superior knowledge of their chosen field. This category requires unanimous support of the Comprehensive Examination Committee.
- The category of "pass" will be awarded to candidates who demonstrate an acceptable knowledge of their chosen area and requires a simple majority vote.
- The category of "re-examination" selects those candidates with an understanding of their research area that lacks sufficient depth and scope as indicated by a simple majority of the Comprehensive Examination Committee. Only one such re-examination is possible and students in this category are not eligible for the award of "pass with distinction". If a re-examination is to be held, it must be conducted not less than one month and not more than six months after the first examination. The decision of the voting members of the Committee following this re-examination can only be "pass" or "fail" decided by simple majority. Failure will lead to immediate termination of the candidate's program. There is no option for further re-examination.
- Students awarded a "fail" are deemed, by unanimous vote of the Comprehensive Examination Committee, to be unable to demonstrate an adequate understanding of their research area. The candidate's program is terminated.

The Chairperson of the Comprehensive Examination Committee shall report to the AD of the academic unit who shall report to the Dean SGS. The result of the comprehensive examination(s) shall be reported to the candidate by the Dean SGS.

Appendix C: Timelines

There are a number of reasons that a student's program may not follow the schedule noted. Most students should be able to meet the following dates:

Admission	Fall
Two courses + seminar	Fall
Two courses + seminar	Winter
Thesis proposal	Summer
Ethics clearance, data collection + seminar	Fall
Data analysis and writing + seminar	Winter
Thesis examination, revisions and final submission to SGS	Summer
Convocation	October

Things to keep in mind:

- Not completing all coursework could result in a delay of your degree as you may not be ready to start your proposal writing in Academic semester 3 (summer)
- Talk to your faculty supervisor and committee members about expectations. Remember that faculty members have busy schedules and they will need adequate time to review your work and provide feedback. If you do not meet deadlines set by your faculty supervisor you may be delayed in your program or your program could be terminated.
- Ethics clearance normally takes approximately 6 weeks but could take longer depending on the evaluation of your proposal. Allow at least 6 weeks for this process. Talk to your faculty supervisor about what you might want to work on while waiting for ethics clearance. **Remember NO data may be collected until you have ethics clearance.**
- When the thesis is ready to go out for examination, it is important to note that again this process will take at least six weeks. Examiners are chosen by your faculty supervisor in consultation with your committee members where appropriate. Students are not permitted to know who the examiners are, nor are they permitted to have any contact with the examiners. All communication between the university and the examiners occurs through the School of Graduate Studies. When the final report comes from SGS, the Associate Dean of Graduate Studies and Research will distribute the reports to the faculty supervisor and the student.
 - You can receive one of the following results from the examination:
 - Acceptable without modifications
 - Acceptable, modifications are required but the thesis does not have to be re-examined
 - Unacceptable, the thesis requires modifications and re-examination
 - Totally unacceptable, the thesis has failed

- You will then meet with your faculty supervisor to discuss the report and determine the next steps.
- If a re-examination is requested, you will have twelve months to revise the thesis for re-examination.
- If a re-examination is not requested you have six months to complete all revisions and submit the final thesis.
- You submit the final thesis through my.mun.ca and then notify your supervisor that the final thesis has been submitted. You are the only one who can upload the thesis from your account. You also provide an electronic copy of your thesis to your supervisor and the Associate Dean. An Award of Degree form is then sent over to SGS.
- Make sure you do not have any holds on your record or your convocation will be delayed

Appendix D: School of Human Kinetics & Recreation Graduate Student Annual Progress and Supervisory Report

All thesis-route graduate students must submit an annual report. Failure to submit the report by the stated due date will result in a loss of TA positions and baseline funding.

REPORT DUE: August 1

All reports should be written in the following format. The report should be typed and double-spaced. It should be as long as it has to be to report on your activities, but no longer than 2250 words. After you have prepared the report, it must be reviewed and approved by both you and your supervisory committee (if applicable). Please be certain to sign and date your report. If you have no activity to report in a given section, list the section and report "n/a." Explain any absence of activity as appropriate. You may ask questions of your supervisor of the Associate Dean as necessary.

Part A: Courses Taken (Sept – April)

- Please list all courses taken and report grades of completed courses. Include graduate seminar and note the semesters in which your courses were taken. Explain any incomplete grades and indicate your plans to finish the course and provide a date indicating when this will occur.

Part B: Funding (Sept – April)

- TA/RA – give a brief description of your TA/RA activities.
- Scholarships/other funding received – describe any scholarship monies you received (agency, amount and duration of the award as applicable)
- Scholarships/other funding applied for – list any scholarships, bursaries, grants, etc. that you applied for, even if your efforts were not rewarded.

Part C: Research Activities (not including your thesis)

- Report any publications or conference presentations in which you have been involved in during the year. List these as you would in a resume to a complete author list (i.e author(s), year, title of paper, Journal/Conference, etc. where presented or published.

Part D: Status of Thesis

- Please provide a list of all committee members including your supervisor.
- Please include a timeline for completion of thesis that both you and your supervisory committee have agreed to.

You must also complete the form that is required by the School of Graduate Studies. Follow the link: http://www.mun.ca/sgs/Supervisory_Report.pdf

The signatures of you and your supervisor will indicate that you have submitted your annual report and you have discussed it with your supervisor.

Appendix E: On Campus Services and Transportation

Transportation

Parking

Parking on campus is limited. You can apply for a parking permit before the beginning of each semester on my.mun.ca. This should be done a month before the beginning of the semester and you will be entered into a draw for a parking permit.

Buses

MetroBus is the provider of public busing in St. John's. Schedules can be accessed online (metrobus.com) and at most bus stops. MetroBus offers a semester pass (four-month pass, for fall, winter, or summer semester). These can be purchased from MetroBus outlets (e.g., Avalon Mall (Customer Service Centre), Memorial University, (UC), CONA (Cashier's Office), Marine Institute (The Campus Store)). Student ID is required.

Taxi Services

St. John's has a number of taxi services available 24/7

Jiffy Cab – 722-2222

Newfound Cabs – 744-4444

City Wide – 722-0003

Bugden's Cabs – 722-4400

Walk Safe/Drive Safe

Memorial offers a Walk Safe/Drive Safe program to ensure students have safe travels on campus. Walk Safe offers a volunteer to accompany you to your on-campus destination and Drive Safe will take you to an off-campus destination. They can be found online at munsu.ca/services/safety or reached via email safedrive@munsu.ca or Walk Safe by phone (7pm-12am Sunday-Thursday) at 864-6464.

On Campus Services

Memorial's University Centre houses a number of important shops and services for all students.

The Attic

The Attic is located on the third floor of the University Centre. You can find a Canada Post office, a small convenience store where you can buy or top-up your bus pass, and printing services.

Answers

Answers is your place to obtain or replace your student card, rent a locker, or find answers to any of your questions about the university.

Bookstore

Memorial's bookstore can be found on the second floor of the University Centre. Here you can find any text books you may need, as well as stationary and other school supplies, and Memorial branded clothing and book bags.

Work/Life Balance

Bitters – On-campus graduate student pub located on Prince Philip Drive in Feild Hall. Offers food and drinks and Wi-Fi for those who like to have some food and drink with their studies.

Breezeway – On-campus student bar, located on the first floor of the University Centre. Hosts open-mic and other entertainment, as well as pool and air hockey.

Fitness

Field House – On-campus students pay recreation fees which give them access to the Field House, Memorial's on-campus gym. The Field House is your place for working out and offers an indoor track, a weight room, and weight machines. You can also book squash and badminton courts, and table tennis. Students can access the MUN pool for lane swims at designated times. Schedules and more information can be found at theworksonline.ca

Athletics

The Memorial University Sea-Hawks seek to provide a high performance environment that is student centered, creates opportunities for regional and national championship success, and inspires excellence, pride and unity throughout our campus and community.

<http://www.goseahawks.ca/landing/index>

Food

Memorial's campus has a variety of food establishments spread over the campus.

Aquarena – Tim Horton's

University Centre (UC) – Booster Juice, Dairy Queen, Extreme Pita, Treats, Just Fries, Mustang Sallys, Manchu Wok

Engineering Building – Engineering Café

QEII Library – Jumping Bean Café

Appendix F: Tips for Scientific Writing

While some of the following links are for other academic areas, much of the information is still applicable to students in SHKR since the focus is thesis writing rather than discipline. Your thesis will be a major undertaking and it is important to look at a number of examples so you understand all the major elements. Your faculty supervisor and committee may also provide additional resources to help you through this process. Further, some elements of thesis writing will be addressed in the Graduate Seminar.

Links for Writing a Thesis Proposal

[http://www.postgrad.com/editorial/advice/exams/dissertations and theses/top tips writing postgraduate thesis/](http://www.postgrad.com/editorial/advice/exams/dissertations%20and%20theses/top%20tips%20writing%20postgraduate%20thesis/)

[http://www.ldeo.columbia.edu/~martins/sen sem/how to thesis proposal.html](http://www.ldeo.columbia.edu/~martins/sen%20sem/how%20to%20thesis%20proposal.html)

Links for Writing a Literature Review

<http://www.writing.utoronto.ca/advice/specific-types-of-writing/literature-review>

<https://library.concordia.ca/help/howto/litreview.php>

<http://www.smu.ca/academics/literature-review.html>

Links for Writing a Thesis

<http://www.unk.edu/academics/gradstudies/admissions/grad-files/Grad%20Files/ThesisGdlnsFinal08.pdf>

<http://web.stanford.edu/~pmcmahon/ThesisWritingTips.pdf>

Links for Formatting a Thesis

http://www.mun.ca/sgs/go/guid_policies/theses.php

<https://owl.english.purdue.edu/owl/resource/560/01/>

Link for MUN HKR Theses Digital Archive

http://research.library.mun.ca/view/theses_dept/SchoolHKR.html

Link for MUN Writing Centre

<http://www.mun.ca/writingcentre/>