Graduate Student Handbook

School of Human Kinetics and Recreation
Memorial University of Newfoundland

Master of Science in Human Kinetics and Recreation
MSc (HKR)
Doctor of Philosophy in Human Kinetics and Recreation
PhD (HKR)

We acknowledge the lands which Memorial University's campuses are situated are in traditional territories of diverse Indigenous groups, and we acknowledge with respect the histories and cultures of the Beothuk, Mi'kmaq, Innu and Inuit of this province.

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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. We are here to challenge you and guide you in being the best researcher you can be. We 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. Many of our graduate students have moved on to careers in academia, medicine, research science, and rehabilitation. A testament to the learning opportunities at Memorial.

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. Anne-Marie Sullivan, PhD, CTRS
Dean, School of Human Kinetics & Recreation

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

Welcome to the School of Human Kinetics and Recreation (HKR). Our programs are 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) thesis research-based program in Kinesiology (which is now an MSc HKR) officially began although we had a number of exercise science-related graduates for a number of years prior to that commencement. Our new MSc HKR program commenced in 2024 and encompasses physical education, recreation, and kinesiology-based research streams. Our faculty members currently hold research grants from federal (including NSERC, SSHRC, and CIHR), provincial and local agencies and their research area span basic and applied science and social science which takes place in laboratories, community and outdoor settings. Reach out to our faculty members to learn more about their specific research programs and opportunities.

Most of our graduates are working and contributing to schools, health care centres, universities, as well as in numerous other 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,

Duane Button, PhD, CSEP-CEP
Associate Dean, School of Human Kinetics and Recreation

Faculty

Faculty Member	Research Area	Phone	Email
Dr. Anne-Marie Sullivan Dean	Therapeutic Recreation Leisure Literacy Promising practices in TR	4453	asulliva@mun.ca
Dr. Duane Button Associate Dean	Exercise Neuroscience	4886	dbutton@mun.ca
Dr. Kevin Power	Neurophysiology	7275	kevinp@mun.ca
Dr. Fabien Basset	Cardiorespiratory Physiology	6132	fbasset@mun.ca
Gillian Batten	Recreation	4547	gillian.batten@mun.ca
Dr. David Behm	Neuromuscular Physiology	3408	dbehm@mun.ca
Dr. Jeannette Byrne	Biomechanics	3767	jmbyrne@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. David Hancock	Sport Psychology	8684	dhancock@mun.ca
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. Gregory Pearcey	Neurophysiology	2682	gpearcey@mun.ca
Dr. Kyle Pushkarenko	Adapted Physical Activity – Physical Literacy	2173	kpushkarenko@mun.ca

Support Staff Responsibilities

If you are looking for help with…	Contact
Graduate Studies Administration and Support	Peggy-Ann Parson pparsons@mun.ca
Academic Program Officer	Penny-Lynn White pennylyw@mun.ca
Senior Administration Officer	Allison Reid amr405@mun.ca
Decanal Assistant	Sherry Lynn Caines slcaines@mun.ca
Administrative Specialist	Nicole Strapp nstrapp@mun.ca
Internet or computer issues	help@mun.ca
Borrowing gym equipment, booking PE gym time	Check with the main office
Lab Instructor	Evan Lockyer elockyer@mun.ca

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 graduate student 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: Graduate Space – PE1205. We will do our best to provide space for thesis route full-time graduate students (for the first 24 months for MSc and 48 months for PhD). Please see Dr. Duane Button if you have any questions about access.

Card access: Access to the laboratories and graduate student office space can be obtained from Duane Button. Your MUN ID card will be used for access to these spaces.

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.

Check list for Masters of Science in Human Kinetics and Recreation MSc (HKR)

Program Requirements

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

1. HKR 6000
2. HKR 6001
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 two times throughout the program – fall and winter in their first 12 months of graduate studies. 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 below**) for their proposed thesis normally by the end of the fourth semester.

Thesis Submission - See the following for details on preparing and submitting your thesis.

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

Thesis Process for MSc HKR

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 facilitate the understanding of students' scholarly work by a thesis proposal committee who are either unfamiliar or familiar with the specific research area of the student. The thesis proposal committee shall include two faculty members and the student's supervisor.

The thesis proposal process is comprised of 3 main components, which shall normally be completed before the start of data collection for any thesis projects.

1. Written thesis proposal

1.1. Students shall submit a written thesis proposal that will be reviewed and approved by their supervisor. The format of the written thesis proposal must include:
- 1.1.1. A review of literature (maximum 20 pages, double spaced, New Times Roman 12 font)
- 1.1.2. Objectives/rationale
- 1.1.3. Hypothesis/research question
- 1.1.4. Methods

2. Thesis proposal presentation

2.1. The student will present their thesis proposal no earlier than two weeks following the submission of the thesis proposal to their thesis proposal committee.

2.2. The student's supervisor is responsible for:
- 2.2.1. Booking the location for the thesis proposal presentation.
- 2.2.2. Sending out an invite to the HKR faculty and students for attending the thesis proposal presentation no later than 2 weeks before the proposal. The invite should include the students name, thesis proposal presentation title, date, time and location of the presentation.
- 2.2.3. Chairing the thesis proposal presentation.

2.3. The student will give a presentation that is ~25 minutes in length and the presentation format should be in a similar order as the written proposal.

2.4. The presentation shall be open to the public.

2.5. Following the presentation, the audience will be given a few minutes to ask the student questions related to their thesis proposal presentation.

2.6. Once the audience's question period is complete, there will be a first round of questions, which each thesis proposal committee member will ask questions for 10 minutes in duration. The student's supervisor may ask some further questions or make points of clarification following the committee members questions.

2.7. When the first round of questions from the thesis proposal committee members and student's supervisor is complete, the audience shall be asked to leave the room. A second round of questions will begin and will be the same as stated in "2.6".
2.8. Once the two rounds of questions are complete the student will be asked to leave the room and the thesis proposal committee members and student's supervisor will deliberate on the overall thesis proposal.
2.9. The student shall be invited back into the room by their supervisor and the results of the deliberation will be provided to the student.
2.10. The student cannot proceed unless both the written and oral presentation are approved by the thesis proposal committee.
2.11. The proposal approval form must be completed and emailed to the Associate Dean within 24hrs of the presentation.

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 to 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) - https://rpresources.mun.ca/human-ethics/hrea/
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. No student may collect data for their thesis without proper ethics clearance.

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. Supervisory Approval Form
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. Change of Program Form

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. Appointment of Examiners Form Master's Degrees Form.

iv) The student submits their Personal Health Information Act (PHIA) Certificate to Associate Dean of Graduate Studies and Research

v) 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).

vi) 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 the reports to the student and the supervisory committee members.

vii) 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.

viii) The student is responsible for uploading the final approved version of the thesis and applying to graduate. The Associate Dean of Graduate Studies and Research will then submit the Recommendation for the Award of a Graduate Degree form.

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

Timelines for MSc HKR

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	Fall
Data analysis and writing	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 and time of year. For example, an ethics application submitted in December may be delayed by the holiday season. 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 and the metadata file to sgs@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

Check list for Doctor of Philosophy in Human Kinetics and Recreation PhD (HKR)

Program Requirements

(1) Courses (see Appendix A)
In addition to the Doctoral Research Seminar, students in the program shall normally be required to complete a minimum of 2 courses (6-credit hours) and a maximum of 4 courses (12-credit hours). The Supervisory Committee will determine the appropriate courses to better prepare the student for their research and dissertation. Courses shall normally consist of at least one course in research methods and one course in a substantive area, which will be chosen from existing courses currently offered in HKR or other applicable faculties/departments.

1. _____
2. _____

All Graduate Students must register for HKR9000. Please note that your registration in HKR 9000 will not roll over each term and you will have to register for it every semester. 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.

(2) Doctoral Seminar
Students must complete the Doctoral Research Seminar for 6 semesters in the first 3 years of their program. This seminar focuses scholarly and professional challenges facing researchers in SHKR. Topics include current research in Exercise Science, Recreation, and Physical & Health Education, critical issues in research, the need for knowledge translation and dissemination, critical examination of students' emerging research questions, grant writing, teaching dossiers, applying for faculty positions, professional development, and networking skills. This seminar encourages doctoral students to become engaged in the research community, advance the development of their own capacity for research and professional development and gain a deeper understanding and appreciation of multiple approaches to the study of physical activity.

(3) Comprehensive Exam
The PhD Comprehensive Examination shall be administered in accordance with SGS's General Regulations, Comprehensive Examinations. The examination shall normally consist of both written and oral components. The examination will deal with specified areas pertaining to the focus of the degree. The format and content of the comprehensive examinations will be determined by the candidate's Supervisory Committee. The examination will be conducted upon the completion of any required coursework, normally scheduled in the fourth semester of the student's program and no later than the seventh semester of the student's program. The Comprehensive Examination Committee, appointed by the Dean of Graduate Studies on the recommendation of the Academic Unit, will conduct the examination. There are two comprehensive exam options:

Option A:

The examination shall normally consist of written and oral components. A student will be required to prepare a paper on their research project, including a review of relevant literature on the fundamental topics, providing a critique of the research in this area of study, and proposing a study and methods that address a gap in the research topic. This paper must be submitted to the Comprehensive Examination Committee 14 days prior to the oral examination. The oral examination will encompass areas outlined in the written paper and field-specific topics at the discretion of the Comprehensive Examination Committee.

Option B:

The examination shall normally consist of written and oral components. A student will prepare for an exam by undertaking supervised readings in fields prescribed by the members of the Comprehensive Exam Committee. The examination will deal with general and specified areas pertaining to the focus of the degree, including content related to the student's research topic, the theoretical background of the student's research topic, and relevant research methods. The answers to the exam must be submitted to the Comprehensive Examination Committee 7 days prior to the oral examination. The oral examination will encompass all questions on the written exam and exam-specific topics at the discretion of the Comprehensive Examination Committee.

(4) Rules and Regulation of the comprehensive exam:

1. The student shall submit to a comprehensive examination, which may be written or oral or both as determined by the academic unit. Students shall normally take the examination no later than the end of the seventh semester in the doctoral program. Unless an extension is approved by the Dean of Graduate Studies, failure to take the examination at this time will result in the termination of the student's program.
2. This examination, whether written or oral, shall be conducted by a Committee appointed by the Dean of Graduate Studies on the recommendation of the academic unit. It shall consist of the Head of the academic unit (or delegate) who shall be the Chairperson, the student's Supervisor [or, where a Supervisor has not yet been appointed, the Graduate Officer or Chair of the Graduate Studies (or equivalent) Committee], and at least three other members, the total number of voting members to be an odd number. The Dean of Graduate Studies or delegate, can be made available as a non-voting attendee upon the request of the head of the academic unit (or delegate). A student can contact the head of their academic unit (or delegate) if they would like to request the Dean of Graduate Studies or delegate attend their comprehensive exam.
3. In this examination, the student must demonstrate a mastery of those subjects appropriate to the student's area(s), as defined by the academic unit in which the candidate is a student. Therefore, in order to be eligible to sit the examination, all course requirements must normally be completed. The area(s) upon which the student will be examined should be made known to the student no later than three

months prior to the examination. The student must further be able to relate the specialization of their research to the larger context of these areas.

4. In cases where there are multiple parts to a comprehensive exam, including written and oral parts, a student must satisfy all parts of the examination to obtain a pass. The requirements to advance to a later part of the examination are specified in the Degree and Departmental regulations or by the appropriate academic unit.
5. Members of the Comprehensive Examination Committee shall decide the results of the comprehensive examination as indicated in a.-d. below:
    a. The category of 'pass' will be awarded to students who demonstrate an acceptable knowledge of their area(s) and requires a simple majority vote.
    b. The category of 're-examination' selects those students with an understanding of their research area(s) that lacks sufficient depth and scope as indicated by a simple majority of the Comprehensive Examination Committee. Only one such re-examination is possible. 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 student's program. There is no option for further re-examination.
    c. 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(s). The student's program is terminated. A simple majority vote will default to the award of 're-examination'.
6. The Chairperson of the Comprehensive Examination Committee shall report to the Head of the academic unit who shall report to the Dean. The result of the comprehensive examination(s) shall be reported to the student by the Dean.

(5) Doctoral Proposal and Dissertation

The student must submit a written thesis proposal for presentation to the Supervisory Committee within three months following the completion of the student's comprehensive examination. The student must complete a doctoral dissertation that is scholarly, original and offers new contributions to the field of study. Prior to the commencement of the doctoral dissertation, the student must present to the Supervisory Committee a research proposal outlining the proposed dissertation research project including a comprehensive literature review and methodological details of the proposed work. The Supervisory Committee must approve this proposal before the dissertation research project commences. Submission of the dissertation and the oral defense of the dissertation will follow General Regulations, Theses and Reports, Evaluation of Ph.D. and Psy.D. Theses and will be evaluated by the Thesis Examination Board.

Students for the Degree of Doctor of Philosophy and the Degree of Doctor of Psychology must submit a written dissertation deemed acceptable by the University, and demonstrate their ability to defend their work in a public oral examination. For this reason, the final decision

on whether a student will be recommended for the award of the degree is made only at the conclusion of the oral examination (see **The Examination Process**).

1. **Responsibilities of the Thesis Examining Board:** The work of each student will be assessed by a Thesis Examining Board. Its first responsibility is to determine whether the thesis successfully demonstrates the student's competence to undertake independent research work. The Board must be satisfied that the work contributes significantly to knowledge in the field of study; that the contribution is of high scholarly merit; that the student is aware of the pertinent published literature; that it is written in a satisfactory style; and that it is free from typographical and other mechanical errors. The second responsibility of the Board is to conduct a final oral examination of the student and to then recommend to the Dean of Graduate Studies whether the student should be awarded the Degree.

2. **Composition of the Thesis Examining Board:** The members of the Thesis Examining Board will be appointed by the Dean on the recommendation of the Head of the academic unit who will have consulted with the supervisory committee. The Board shall consist of four members. Normally these will be the student's Supervisor (who serves on the Board in a non-voting capacity), two examiners from within the University, and one from outside the University. However, when circumstances warrant, a second external examiner may be substituted for one of the internal examiners with permission of the Dean. Examiners shall normally be those who have completed a graduate degree at the doctoral level, including a thesis, in the discipline or cognate area. Members of the supervisory committee other than the Supervisor are ineligible for appointment to the Board. Those serving as examiners shall not have been involved in the preparation of the thesis/report.

3. **The Examination Process**
    a. The voting members of the Board shall submit written reports on the thesis containing an assessment of the quality of the written work and a recommendation as to whether the student should be permitted to proceed to an oral examination and defence of the work. An examiner may recommend:
        i. that the student be allowed to proceed to the oral defence of the thesis.
            - Any suggested corrections or revisions should be outlined in the examiner's report. It is understood that it will be the responsibility of the Supervisory Committee to discuss the suggested changes with the student, to determine which should be incorporated in the thesis before its final submission.
        ii. that the student not be allowed to proceed to the oral defence at this time.
            - This recommendation reflects the examiner's opinion that further research, re-analysis of data, or thorough rewriting of the material is required. The thesis may, however, be re-submitted for examination.
        iii. that the student should be failed.

b. If all examiners recommend that the student should be failed, then the thesis shall not be re-examined.
c. If an examiner recommends that the student not be allowed to proceed to the oral defence, and this recommendation is accepted by the Dean, then the student may apply to the Dean for permission to resubmit the thesis for re-examination in one of the following ways:
    i. to submit a modified thesis to the original examiners.
    ii. to submit a modified thesis to new examiners.
    iii. to submit the original thesis to an Examination Board to be appointed by the Dean.
d. No student will be permitted to re-submit a thesis more than once. In case of a re-submitted thesis an examiner may recommend only:
    i. that the student be allowed to proceed to the oral defence of the thesis; or
    ii. that the student should be failed.
e. After receiving the reports from all three voting members of the Board the Dean will consider the recommendations and determine whether an oral defence of the thesis will be scheduled.
f. The Final Oral Examination and Defence of Thesis will take place at a time and place to be determined by the Dean of Graduate Studies and will be chaired by the Dean or delegate. The presence of all members of the Examining Board is normally required.
g. Following the defence, the Board will meet *in camera* to render a final assessment of the thesis and the student's ability to defend the their work. The Board may recommend one of the following outcomes:
    i. Passed
        - This recommendation may have attached to it the requirement that the student complete certain specified revisions to the satisfaction of the Supervisory Committee, the Head of the academic unit and the Dean. These revisions must have been specified in the written appraisal submitted prior to the Oral Examination.
    ii. Passed Subject to Conditions
        - This recommendation is made only if there are significant flaws in the student's work that come to light during the oral defence. Such flaws must be separate from, or in addition to, anything noted or specified in the written appraisals submitted prior to the oral defence. The flaws must also be of such importance that the main conclusions of the thesis are deemed invalid as a result of their existence. This recommendation must have the details attached and cannot include the option of re-examination.
    iii. Re-examination required
        - The members of the Thesis Examination Board may attach to this recommendation a list of any requirements which they feel are appropriate.
    iv. Failed

- Re-examination not permitted.

h. If the members of the Board are unanimous in their recommendation, the Chair of the Examination may accept this recommendation and inform the student of the decision. In any other case, however, the delivering of any final decision shall be deferred pending further consultation within the School of Graduate Studies.
i. No student shall be permitted more than two Oral Examinations.

(6) Professional Development Activities
Students are expected to actively participate in professional development activities such as the MUN Enhanced Development of the Graduate Experience (EDGE) program https://www.mun.ca/edge/ and in research seminars recommended by the Supervisory Committee in order to foster scholarly discourse. In these seminars, students hone their research skills by learning how to apply theories, concepts and methods that they have acquired in their required courses and by developing, presenting and discussing research projects other than their thesis projects.

Details on PhD Committee Membership for different sections of the PhD Program

(1) The Supervisory committee shall be a minimum of 3 members and will include the supervisor(s) of the student and 2 other members (they could be internal or external to SHKR).

(2) The Comprehensive Examination Committee shall be appointed by the Dean of Graduate Studies on the recommendation of the academic unit. It shall consist of the Head of the academic unit (or delegate) who shall be the Chairperson, the student's Supervisor [or, where a Supervisor has not yet been appointed, the Graduate Officer or Chair of the Graduate Studies (or equivalent) Committee], and at least three other members [2 supervisor committee members and 1 external member (either from another unit at Memorial University or from a different university)]. The overall number of Committee members shall be uneven. The Dean of Graduate Studies or delegate, can be made available as a non-voting attendee upon the request of the head of the academic unit (or delegate). A student can contact the head of their academic unit (or delegate) if they would like to request the Dean of Graduate Studies or delegate attend their comprehensive exam.

(3) The Doctoral Proposal Committee members shall include the students supervisory committee

(4) The Thesis Examining Board Committee members will be appointed by the Dean on the recommendation of the Head of the academic unit who will have consulted with the supervisory committee. The Board shall consist of four members. Normally these will be the student's Supervisor (who serves on the Board in a non-voting capacity), two examiners

from within the University, and one from outside the University. However, when circumstances warrant, a second external examiner may be substituted for one of the internal examiners with permission of the Dean. Examiners shall normally be those who have completed a graduate degree at the doctoral level, including a thesis, in the discipline or cognate area. Members of the supervisory committee other than the Supervisor are ineligible for appointment to the Board. Those serving as examiners shall not have been involved in the preparation of the thesis/report and be free of any conflicts (perceived or actual) with the student or members of the supervisory committee.

Timeline for PhD HKR

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 milestones:

YEAR	MILESTONES
1	Preparation for comprehensive examination and completion of draft research proposal and completion of courses and participate in seminar series.
2	Complete comprehensive examination and finalize research proposal, secure research ethics clearance where required and begin research/fieldwork and participate in seminar series.
3	Conduct research/fieldwork, perform analyses, and preparation of publications/thesis chapters and participate in seminar series.
4	Research and dissertation completed and defended.

Things to keep in mind:

- 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 and time of year. For example, an ethics application submitted in December may be delayed by the holiday season. 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.**

General Information

Please see the School of Graduate Studies page for more information on fees and awards https://www.mun.ca/become/graduate/tuition-fees-and-funding/

Fees

Total Program Fee	NL Students	Canadian Students	International Students
MHKR or MSc	$12000	$12000	$15,600
PhD	$10656	$13848	$17988
Per Semester Fee			
MHKR or MSc (6 semesters)	$2000	$2000	$2600
PhD (12 semesters)	$888	$1154	$1499

- There are multiple payment plan options – see link above
- If you finish your degree sooner than 6 semesters you still must pay the total program fee

Funding

Scholarships and Awards

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.

Potential PhD supervisors must submit a doctoral student financial support package to the SHKR Associate Dean (AD) for all prospective full-time PhD students. The AD, in consultation with the Graduate Studies Committee (GSC), must approve the student support package prior to an admission decision.

The support package shall normally demonstrate a minimum of $18,000 per year (for a minimum of three years) of secured funding for the prospective doctoral student. Funding sources can include baseline funding (consult with AD to confirm availability and amount), Tri-Council funding from the proposed supervisor, a maximum of one teaching assistant position annually, and any other

secured internal or external funding. The support package should also indicate steps the proposed supervisor will take to apply for additional funding for the prospective student during their degree (e.g., guidance with CGS-D application, new Tri-Council grant application).

Scenarios might exist where it is appropriate for a prospective full-time doctoral student to be admitted into the program with guaranteed funding less than $18,000 per year. The proposed supervisor must still submit a student support package to the AD for review, in which, they must (a) articulate their plan to apply for additional funding support, (b) explain their rationale for an exemption to the typical funding minimums, (c) state how the student supervision will advance their research, and (d) indicate how they will communicate the funding expectations to the prospective student. Proposed supervisors are encouraged to meet with the AD to review the student support package. The AD, in consultation with the GSC, will decide if the student support package is acceptable, taking into consideration the proposed supervisor's previous and current graduate student supervisions, the prospective student's potential, faculty equity, and the advancement of research.

The students are expected and will be supported in their efforts to apply for funding through suitable external agencies. The transdisciplinary nature of the program may present a dual advantage for the students in the program, as they may apply for either NSERC / SSHRC / CIHR funding depending on their field, also meaning that not all students in the program may compete for the same scholarship program. The SGS principles and eligibility criteria guidelines will be followed
http://www.mun.ca/sgs/support_guidelines.pdf

There are a wide variety of scholarships available to graduate students at Memorial University. Some of these scholarships are administered through the SGS or another administrative unit at Memorial University, while others are managed directly by the scholarship agencies. Students are encouraged to visit the MUN Searchable awards and scholarships database
https://www.mun.ca/sgs/current-students/searchable-awards-and-scholarship-database/

External awards are offered by federal and provincial scholarship agencies, foundations or private companies, including those from Canada's three major research granting agencies: Natural Sciences & Engineering Research Council (NSERC) Doctoral Scholarships; Social Sciences and Humanities Research Council (SSHRC) Doctoral Scholarships, and Canadian Institutes of Health Research (CIHR) Doctoral Scholarships. External funding is also available through programs such as MITACS Accelerate for supporting internships or other experiential learning opportunities and MITACS Global link for funding collaborative international research in India, France and Tunisia.Aboriginal scholarships are available for application by eligible students through tri-agency 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 https://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). https://www.mun.ca/taumun/

Per Course Instructor

PhD students may have the opportunity to gain university teaching experience. Meritorious students may be offered the opportunity to teach undergraduate courses during their PhD program, with appointment facilitated through provisions of the MUN–LUMUN Collective Agreement article 13.08. These opportunities depend on the teaching needs of the department in any given semester. To learn more about the Lecturer' Union of Memorial University please see https://lumun.ca/

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

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:

City Emergency Service:

St. John's - 911

Campus Enforcement & Patrol:

St. John's Campus - 8561 if dialed from a Campus Phone (if not, dial 709-864-8561)

Health Sciences Centre - 9-709-777-7280

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: Masters of Science and PhD in Human Kinetics and Recreation Courses

Courses offered on-campus and on-line

- 6000 Quantitative Research Methods
- 6001 Qualitative Research Methods
- 6002 Action Research (on-line)
- 6003 Culture and Society (on-line)
- 6110 Physical Education, Recreation, and Sport Management (on-line)
- 6111 Canadian Delivery Systems in Physical Education, Recreation and Sport (on-line)
- 6120 Curriculum Development in Physical Education (on-line)
- 6121 Physical Education Leadership (on-line)
- 6122 Comprehensive Community and School Health (on-line)
- 6123 Coaching and Long-term Athlete Development (on-line)
- 6124 Adapted Physical Activity (on-line)
- 6126 Positive Youth Development (on-line)
- 6127 Activity Over the Lifespan (on-line)
- 6130 Computer Applications for Physical Activity Measurement and Intervention
- 6201 Foundations of Sport Psychology and Mental Training Techniques (on-line)
- 6202 Intervention and Enhancement Techniques in Mental Training Consultation
- 6203 Sport Psychology Consulting
- 6310 Exercise Physiology I
- 6314 Graduate Seminar Series (repeatable, non-credit)
- 6320 Exercise Physiology II
- 6330 The Application and Implementation of Kinesiology Technologies
- 6335 Work, Organization & Health
- 6360 Knowledge Translation: Applications for Applied Health Research
- 6370 Movement and Neural Science
- 6410 Sport and Society (on-line)
- 6600 Contemporary Issues and Trends
- 6710-6719: Individual Reading and Research

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

Appendix B: 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 Teaching Assistant (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/Research Assistant (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

1. Please provide a list of all committee members including your supervisor.
2. 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: https://www.mun.ca/sgs/media/production/memorial/academic/school-of-graduate-studies/school-of-graduate-studies/media-library/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 C: 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 – 709-722-2222
Newfound Cabs – 709-744-4444
City Wide – 709-722-0003
Bugden's Cabs – 709-722-4400

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 709-864-6464.

On Campus Services
Memorial's University Centre houses a number of important shops and services for all students.
https://www.mun.ca/ancillary/

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.

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. This is where you go to obtain a student card. See link: https://www.mun.ca/ancillary/

Work/Life Balance
Bitters – On-campus graduate student pub located on Prince Philip Drive in Field 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 training 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, Just Fries, Manchu Wok, MB Chicken Express, Pizza Delight, The Roastery
Engineering Building – Engineering Café
QEII Library – Jumping Bean Café

https://www.mun.ca/ancillary/food--retail-services/university-centre-food--retail-hours-of-operation/

Appendix D: 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.ldeo.columbia.edu/~martins/sen_sem/how_to_thesis_proposal.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

Links for Formatting a Thesis

https://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/

Appendix E: Graduate Student Information

Please visit https://www.mun.ca/sgs/current-students/ for all information to your graduate studies.

You can find all of the forms that you may need to fill out and send to the Associate Dean of Graduate Studies in the School of Human Kinetics and Recreation during your degree. https://www.mun.ca/sgs/current-students/forms-for-current-students/

These forms include

1. Application (Graduate) (PhD, MSc and MHKR students)
2. For Graduate students who wish to come to Memorial University from other University's (National or International) to do research. Application (Visiting Graduate Student) Visiting Graduate Students. (Thesis based students).
3. For Memorial graduate students who wish to take a course at another university and have the credit applied to their graduate program at Memorial Canadian Universities Graduate Transfer Agreement. (Both MSc and MHKR students).
4. In order to add/drop a course. Course Change Form. (Both MSc and MHKR students).
5. If you have to make a change to your program (e.g. a new supervisor or committee member. Change of Program Form. (Both MSc and MHKR students).
6. If you want to change your program route (ie. if you want to change to course route from thesis route or vice versa). Change of Route Form. (Both MSc and MHKR students).
7. If you need to take a leave of absence from your graduate program. Request for Leave of Absence. (Both MSc and MHKR students).
8. If you need an exemption from the recreation fee. Request for Recreation Fee Exemption. (Both MSc and MHKR students).
9. If you are requesting travel for research or academic purposes. Travel Request Form. (Thesis based students)