

Updated August 2011

WATERLOO
APPLIED HEALTH
SCIENCES

Department of Kinesiology

Graduate Student Handbook

2011-2012

REFERENCE GUIDE

This reference guide lists web sites containing information pertinent to graduate students in the Department of Kinesiology, Faculty of Applied Health Sciences, at the University of Waterloo.

DESCRIPTION	WEB ADDRESS
Department of Kinesiology Home Page	www.ahs.uwaterloo.ca/kin
Faculty of Applied Health Sciences Home Page	www.ahs.uwaterloo.ca
Graduate Studies Office (GSO) Home Page	www.grad.uwaterloo.ca
Graduate Studies Calendar Academic regulations, program information, course descriptions	http://gradcalendar.uwaterloo.ca/group/Gen-Info-Regs
Kinesiology Graduate Student Association (KGSA) Home Page	www.kgsa.uwaterloo.ca
Graduate Student Association (GSA) Home Page GSA Council, services, social events, Grad House	www.gsa.uwaterloo.ca
Graduate Student Support Policy guidelines, TA/RA rates, safety training, dispute resolution	www.grad.uwaterloo.ca/students/GSOsupportguide.asp
Quest – Student Information System Course enrolment, tuition account	www.quest.uwaterloo.ca
Scholarship and Financial Aid Information Scholarship application info, bursaries, OSAP, ordering transcripts	www.grad.uwaterloo.ca/scholarships/aid.asp

DESCRIPTION	WEB ADDRESS
Cost of Study/Expenses Living expenses for Waterloo, Ontario	Domestic: www.grad.uwaterloo.ca/forms/Admissions/cdncosts.pdf Int'l: www.grad.uwaterloo.ca/forms/Admissions/internationalcosts.pdf
Housing and Residences On/off campus, application, fees and contracts	www.housing.uwaterloo.ca
International Student Office Visas, study permits, UHIP, taxes, Destination Waterloo	www.international.uwaterloo.ca/iso
Library Borrowing privileges, collections	www.lib.uwaterloo.ca
Student Services Counselling, health, clubs & societies, career services	http://www.adm.uwaterloo.ca/infosa/student/services/services_list.php
Centre for Teaching Excellence Teaching resources, Certificate in University Teaching (CUT) program	www.cte.uwaterloo.ca
GSO Research Travel Assistantship Travel assistantship for research travel	www.grad.uwaterloo.ca/forms/Scholarships/travel.pdf
Thesis Submission Regulations Printing and copying, electronic thesis submission	www.grad.uwaterloo.ca/students/current/thesis_regulations.asp
Secretariat Administration, policies, bylaws	www.adm.uwaterloo.ca/infosec

Acknowledgements

The Department of Kinesiology gratefully acknowledges the assistance of Kaitlin Gallagher and Ruth Gooding in the maintenance of this handbook. The information is kept up to date through collaboration of the Kinesiology Graduate Student Association and the Department of Kinesiology.

TABLE OF CONTENTS

REFERENCE GUIDE.....	2
A. WELCOME.....	7
B. ADMINISTRATIVE ORGANIZATION.....	8
Faculty Administration	8
Department Administration	8
Department Support Staff.....	8
Technology Staff.....	9
Kinesiology Graduate Student Association.....	9
C. DEPARTMENT RESOURCES AND SERVICES.....	10
Mailboxes	10
Notice Board.....	10
Forms	10
Safety Training & WHMIS.....	10
Photocopying Services.....	10
Telephone Use	11
Department Letterhead Stationary.....	11
D. REGISTRATION AND TUITION PAYMENT	12
Graduate Studies Newsletter.....	12
Quest.....	12
Tuition Payment.....	12
Promissory Notes	12
Enrolment	13
E. GRADUATE PROGRAMS AND DEGREE REQUIREMENTS	14
MSc Students.....	14
PhD Students	16
Degree Time Limits and Extensions.....	18
F. COLLABORATIVE DOCTORAL PROGRAMS	19
Aging, Health and Well-being.....	19
Work and Health.....	19
G. COURSE INFORMATION.....	21
Course Descriptions and Availability	21
Statistics and Research Design Modules	21
Selected Topics Courses.....	21
Key Issues and Concerns in Kinesiology Seminar: KIN 775 (PhD Only).....	22
Course Drop/Add Dates	22
Procedures for Graduate Registration in Undergraduate Courses	22
Incomplete Courses.....	23
Auditing Courses	23

Transfer of Academic Credit.....	23
Taking Courses at Other Ontario Universities	24
Approving Part-time Enrolment.....	24
Full-time Off Campus & Inactive Status.....	25
H. GRADUATE STUDENT FUNDING	26
Department Policy on Funding Graduate Students	Error! Bookmark not defined.
Applying for Scholarships	27
Teaching Assistantships.....	28
Research Assistantships	29
Funding for Research Conference Travel.....	30
I. THESIS PROPOSAL AND ORAL EXAMINATION.....	31
MSc Proposal Guidelines	31
PhD Proposal Guidelines	32
J. PHD COMPREHENSIVE EXAMINATION	33
General Comprehensive Examination.....	33
Specific Comprehensive Examination	35
Timeline for Completion of Comprehensive Examination Requirements.....	35
Statistics Consulting	36
Office of Research Ethics	36
Scientific Literature Research.....	36
Student Advising and Monitoring of Progress.....	36
L. THESIS.....	38
MSc Thesis Defense (Oral Examination).....	38
PhD Thesis Defense (Oral Examination).....	38
Thesis Formatting.....	38
Thesis Submission Timelines/Deadlines	38
M. GRADUATION!!	39
Intent to Graduate Form	39
Convocation Information.....	39
N. COMPUTER RESOURCES.....	40
E-Mail Accounts, Computer Facilities and Services	40
Courses Offered by UW's Information Systems and Technology (IST)	40
APPENDIX A: MSc CHECKLIST	41
APPENDIX B: PHD CHECKLIST	44
APPENDIX C: MSc PROPOSAL FORMS.....	47
APPENDIX D: PHD DEGREE PROGRAM OF STUDY FORM.....	50
APPENDIX E: GLOSSARY OF TERMS.....	54

A. WELCOME

Welcome to graduate studies in the Department of Kinesiology (KIN), within the Faculty of Applied Health Sciences (AHS), at the University of Waterloo (UW). We hope that your time with us will be challenging and rewarding. The quality of our faculty, staff and physical resources is among the best in North America.

Learning through coursework, as well as writing papers and a thesis, is only part of what you can gain from your experience. Each of you brings unique talents and expertise which we encourage you to share with your fellow students and faculty. There are many opportunities for learning outside of lectures and seminars.

We also encourage you to become involved in research as soon as possible in your graduate career. Graduate students in KIN at UW have national and international reputations because of their active involvement in scientific meetings and success in publishing in top journals. We hope that you will carry on this tradition.

Best wishes for a successful graduate career.

James Rush, Chair
and
Russ Tupling, Associate Chair for Graduate Studies (Interim)

B. ADMINISTRATIVE ORGANIZATION

KIN is one of three academic units within the AHS, which is one of six faculties at UW. KIN faculty offices are located on the first and third floors of Burt Matthews Hall (BMH). Appointments with faculty and staff can generally be made through e-mail or in person.

Please refer to the KIN website for a full listing of faculty and staff: www.ahs.uwaterloo.ca/kin/people

The administrative offices for KIN and AHS are located on the third floor of BMH and are open from 8:30 a.m. to 4:30 p.m., Monday to Friday (closed for lunch from 12:00 to 1:00 p.m.).

Faculty Administration

Dr. Susan Elliott, Dean

Ext. 33923, BMH 3115, deanahs@uwaterloo.ca

Dr. Bill McIlroy, Associate Dean (Research)

Ext. 38109, BMH 3116, wmcilroy@uwaterloo.ca

Dr. Suzanne Tyas, Associate Dean (Graduate)

Ext. 32890, BMH 3117, styas@uwaterloo.ca

Tracy Taves, Faculty Graduate Studies Coordinator

Ext. 36149, BMH 3120, ttaves@uwaterloo.ca

Department Administration

Dr. James Rush, Chair

Ext. 32126, BMH 3030; jwerush@uwaterloo.ca

Dr. Russ Tupling, Associate Chair for Graduate Studies (Interim)

Ext. 33652, BMH 1106; rupling@uwaterloo.ca

Ruth Gooding, Department Graduate Studies Coordinator and Executive Secretary

Ext. 32476, BMH 3029; gooding@uwaterloo.ca

Department Support Staff

Janet Coulter, Undergraduate Academic Services Officer

Ext. 36363, BMH 3025; jcoulter@uwaterloo.ca

Jenny Crowley, Administrative Support Specialist

Ext. 32917, BMH 1401A; crowley@uwaterloo.ca

Sue Fraser, AHS Undergraduate Scheduling Coordinator/Kinesiology Administrative Specialist

Ext. 32968, BMH 1110; fraser@uwaterloo.ca

Technology Staff

Margaret Burnett, Department Laboratory and Administrative Coordinator

Ext. 33666, BMH 2407; mburnett@uwaterloo.ca

Jeff Rice, Technical Manager

Ext. 33563, BMH 1402; jp2rice@uwaterloo.ca

Craig McDonald, Faculty Computing Consultant

Ext. 36148, LHS 1627; cjmcdona@uwaterloo.ca

Terry Stewart, Information and Technology Manager

Ext. 35415, BMH 1627; stewart@uwaterloo.ca

Kinesiology Graduate Student Association

All graduate students are automatically members of the Kinesiology Graduate Student Association (KGSA). A new KGSA Executive is elected each Spring to serve you. The degree of formality of the KGSA varies depending on the current students' preferences. Prior to your arrival on campus you should have received some information about the KGSA. All graduate students are also automatically members of the UW Graduate Student Association (GSA).

In KIN, graduate student representatives are elected to serve on the following committees:

- KIN Department Graduate Committee
- AHS Faculty Graduate Studies Committee
- KIN Department Council
- AHS Faculty Council
- AHS Faculty Computing Committee (To be determined)
- GSA Council

Contact the KGSA president ([see KGSA website](#)) for more information about becoming involved in the Faculty and Department.

C. DEPARTMENT RESOURCES AND SERVICES

Mailboxes

All KIN graduate students will be assigned either an individual or shared mailbox on the first or third floor of BMH at the beginning of their first term. General information is either circulated via email or via memos left in students' mailboxes. It is the student's responsibility to periodically check their own mail box and to keep apprised of daily email activities. All information from the Graduate Studies Office (GSO) is typically mailed to part-time students.

Notice Board

General notices that pertain to graduate courses, scholarships, teaching assistant seminars, fees, etc. will be posted on the Department's 'Graduate Studies' board outside of BMH 3048.

Forms

Most forms that you will need as you go through your graduate program can be obtained from the [GSO website](#). Otherwise, they will be available from the [Department Graduate Studies Coordinator](#).

Safety Training & WHMIS

WHMIS (Workplace Hazardous Materials Information System) training is mandatory for all graduate students in Applied Health Sciences. WHMIS is now available to students as an online course through UW-ACE (which will change to desire2learn starting Winter 2012). To take the online WHMIS course you must first "self-enroll": www.safetyoffice.uwaterloo.ca/whmis/student_training.html

Photocopying Services

Graduate students are permitted to use the two departmental photocopiers located on the first (BMH 1100) and third (BMH 3123) floors for course and research-related work. Individual accounts can be set up by the [Administrative Support Specialist](#). Copies are \$0.07 each. Students will receive a bill every four months (once each term) and are given 30 days to pay their account or it will be disabled.

Graduate students should not be using faculty members' accounts for photocopying. If you are required to do photocopying for a faculty member or as a TA for a course, please see the [Administrative Support Specialist](#) for an account. These will be monitored to ensure valid usage.

Telephone Use

There is one telephone available for graduate students' use located by the mailboxes on the third floor (outside BMH 3048). The phone number for this phone is 519-888-4567 x33865. Please note that this phone does NOT have voice mail capacity and it will connect only on-campus and local phone calls.

Department Letterhead Stationary

Graduate students may use Department letterhead stationary for correspondence related to official Department business. Letterheads may not be used for personal correspondence. Letters must be typed to present a professional image and must carry indication of the student's Departmental affiliation (e.g., teaching assistant, research assistant, graduate student, etc.). Please be aware that the Department is not responsible for providing office supplies for graduate student use. In the case of teaching assistants, the supplies required to fulfill those responsibilities will be provided to the respective faculty members. Students may see the [Department Graduate Studies Coordinator](#) to get necessary supplies.

Permitted use of Department letterhead includes:

- approved research projects
- correspondence regarding publication and presentation of papers
- correspondence related to duties as a teaching assistant

D. REGISTRATION AND TUITION PAYMENT

Graduate Studies Newsletter

All students should refer to the [GSO webpage](#) to view an electronic copy of the [Registration Newsletter](#) towards the end of each term, for information regarding the following term. The Newsletter contains important information about the following term's fee payments, changes in registration status, program extensions and completions, Quest access, and links to a variety of contacts and services.

Quest

[Quest](#) is the UW student information system. Use Quest to:

- enroll in, or drop classes
- update your contact information
- view your tuition fees and account summary
- link to online banking institutions to pay your fees
- view your financial aid, awards, scholarships, and bursaries
- link to myHRinfo to view your paycheque earnings, if applicable
- view your term grades
- view your unofficial transcript
- view your class schedule
- view your weekly schedule in a grid-based format
- view the UW course catalog and Schedule of Classes

Tuition Payment

IMPORTANT: Tuition payments are due PRIOR to the start of each term. Keep your eyes open at the END of each term for the [Registration Newsletter](#), which contains important information regarding the NEXT term's fee payments.

Use [Quest](#) to view the status of your tuition account and payment confirmation. The fee schedule, payment instructions and deadlines are available through the Finance Office:

www.adm.uwaterloo.ca/infofin/students/stdfees.htm.

Information about fees and enrolment, including payment of fees, degree completion/withdrawals/refunds, fee schedule, miscellaneous changes, students receiving income payments from UW and income tax receipts is also available in the [Graduate Studies Calendar](#) - see Fees and Enrolment.

Promissory Notes

If you have anticipated aid (scholarships, TA or RA funding, etc.) you must submit a signed [Promissory](#)

Note to the Finance Office and proof of your anticipated financial aid (e.g., copy of letter informing you of scholarship award, TA or RA) each term by the required deadlines. Emails regarding promissory notes are sent out by the Finance Department with the notification that fees have been made available on quest. Once the promissory note has been accepted, your status update on [Quest](#) will change to “Fees Arranged”.

Enrolment

You will not receive credit for the courses if you are not officially registered for them by the deadline. New students must register for any make-up courses outlined in your admission letter.

- During the first four weeks of term use [Quest](#) to enroll in your courses.
- Use the [Schedule of Classes](#) to learn about course offerings each term.
- Course descriptions are available through the [Graduate Studies Course Catalogue](#).

Familiarize yourself with the regulations in the current on-line graduate calendar and check anything you are unsure of with the [Department Graduate Studies Coordinator](#). By registering and paying fees, students assume responsibility for knowing the regulations and pertinent procedures as set forth in this handbook and the [UW Graduate Calendar](#). Ultimately, it is your responsibility to ensure that you have met coursework and other requirements to complete your degree. Your graduate advisor, the [Associate Chair for Graduate Studies](#) (through review of your annual progress reports) and the [Department Graduate Studies Coordinator](#) are all there to assist you in this process. Some of these requirements are discussed in this handbook.

Note: Students are normally expected to maintain continuous registration (in each of the three terms per year) at the same capacity (either full- or part-time) as initially registered. Failure to register and pay fees each term will mean you will have to apply for readmission. Special permission is required from the [Associate Dean for Graduate Studies and Research](#) to change your registration status from full-time to part-time (or vice versa) or to go inactive, etc. A [Change of Status Form](#) must be completed.

E. GRADUATE PROGRAMS AND DEGREE REQUIREMENTS

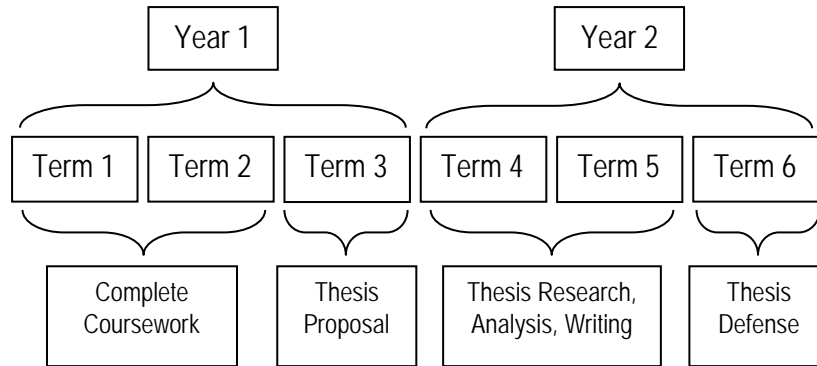
KIN offers graduate programs leading to Master's (MSc) and Doctoral (PhD) degrees. Our programs offer the opportunity to conduct original research, complemented by teaching experience, to help prepare our students for interesting movement science careers in a wide range of fields. Students' coursework and research are focused in one of six areas of Kinesiology. Three that are exclusive to the Department are Biomechanics, Work Physiology, and Neuroscience. The remaining two are collaborative PhD programs with other departments and include Aging, Health and Well-being (AHWB); and Work and Health (W&H).

MSc Students

- i) Each incoming student has been assigned a graduate advisor to help in getting oriented in the program and in selecting courses. Normally this person will also serve as your thesis supervisor. Students who wish to consider a change in supervisors should speak to the [Associate Chair for Graduate Studies](#). Students who change supervisors must fill out a [Change of Supervisor Form](#).
- ii) MSc course requirements consist of a minimum of 4 graduate level (600 level or higher) courses, one of which must be a 600 level quantitative methods course (e.g., statistics or deterministic modelling) ([see Section G for course listing](#)). Beyond the requirement of a methods course, there are no other specific course requirements. You should develop your program of study in consultation with your graduate advisor. You must have an average of 70%, (B-) in the four courses presented for the degree.
- iii) MSc students must register for two of the following seminar courses: KIN 670A; KIN 670B; KIN 670E; KIN 670F; KIN 670H; KIN 670I to fulfill degree requirements.
- iv) A thesis. An alternate format of a thesis, submitted as a compendium of articles with an introduction and conclusion chapter, is possible. Contact the [Associate Chair for Graduate Studies](#) for more details.
- v) The expectation of the University Senate is that you will complete your program of studies in 6 terms. In order to keep you on track, the Department has adopted the following guidelines.
 - You should choose a thesis supervisor after two terms in the program.
 - You should complete your thesis proposal by the third term in the program
- vi) A minimum residence of two terms, registered as a full-time student, is required.

Sample Timeline – MSc

See APPENDIX A for MSc Program Checklist



PhD Students

- i) PhD course requirements consist of a minimum of 6 one-term courses beyond BSc or Honours BA with overall average of 75%. Students entering the program with a Master's degree may request course credit for previously completed graduate level courses. Normally, credit for courses taken during a Master's will have been indicated in your offer of admission letter. You should, in consultation with your supervisor fill out the [Program of Study Form](#) indicating the courses that you plan to take. You should plan to complete the courses that you need (not only for degree requirements, but any others that are necessary to prepare you for your doctoral thesis work) as soon as possible (i.e. by the end of your third or fourth term) ([see Section G for course listing](#)).
- ii) There are specific requirements for Biomechanics: Each student must complete KIN 611 and 612 by the end of the first year. By the time comprehensive examinations are written (usually by the end of the 4th term), KIN 713 and two additional 700-level Biomechanics courses must be completed. Knowledge beyond the introductory level in areas related to biomechanics such as anatomy, muscle physiology, mathematics (at least including differential equations) and mechanics is necessary.
- iii) There are no specific requirements for Work Physiology and Neuroscience. Students in these areas, in conjunction with their advisory committee, should plan a program that best suits their backgrounds, interests and future needs.
- iv) There are specific requirements for the collaborative PhD programs ([see Section F](#)).
- v) Normally, advance credit for courses taken at the Master's level is confirmed at the time of the offer of admission and indicated in the recommendation for admission form filed with the GSO. If you do not have competence in advanced statistics, one of your credits must be in quantitative methods (e.g. statistics (KIN 631 modules) or deterministic modelling). The actual program of study will, in each case, be determined in consultation with the candidate's supervisor and/or advisory committee (i.e. fill out a [Program of Study Form](#)).
- vi) Key Issues and Concerns in Kinesiology Seminar (KIN 775) (graded on credit/non-credit basis) must be taken once and is offered in alternate years.
- vii) The general comprehensive exam is normally completed within the first 16 months (i.e. 4 terms) of the program. It is your responsibility to consult with your supervisor about the exam committee composition and the areas that you will be examined on during your comprehensive exam. You should consult with your supervisor and exam committee for the reading list at least 4 months in advance of your exam schedule. Please note: the list may be specific to the student's area of research even within an area (i.e., Biomechanics, or Neuroscience).
IMPORTANT WEBSITES:
 - [AHS Policies and Procedures](#)
 - [KIN PhD Examination Procedures](#)

viii) The specific comprehensive examination will involve the defence of the thesis proposal.

IMPORTANT WEBSITES:

- [AHS Policies and Procedures](#)
- [KIN PhD Examination Procedures](#)

ix) A thesis. An alternate format of a thesis, submitted as a compendium of articles with an introduction and conclusion chapter, is possible. Contact the [Associate Chair for Graduate Studies](#) for more details.

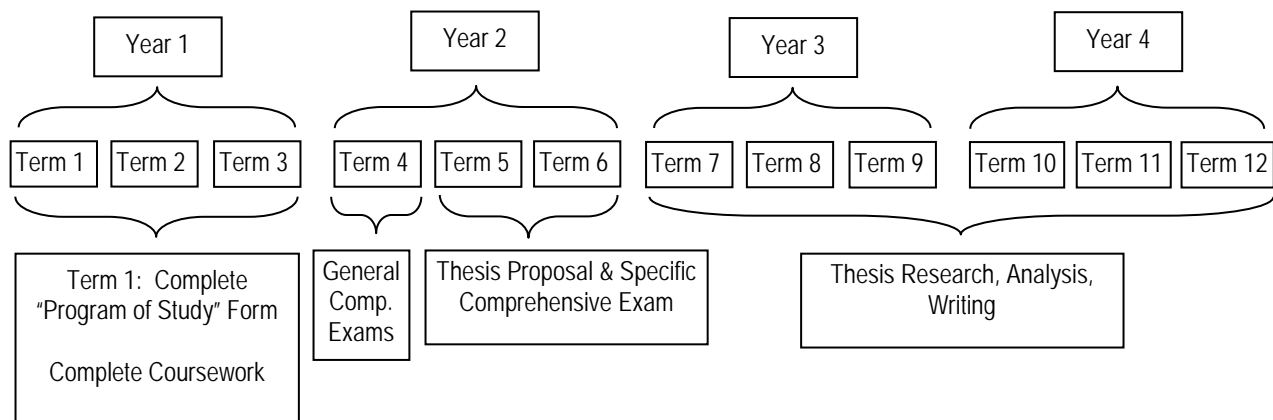
IMPORTANT WEBSITE:

- [AHS Policies and Procedures](#)

x) A minimum residence of 9 terms from Honours Bachelor's degree, or 6 terms from Master's degree, registered as a full-time student, is required.

Sample Timeline – PhD

See APPENDIX B for PhD Program Checklist



Degree Time Limits and Extensions

All requirements for the PhD and MSc degrees in KIN must normally be completed within the following time periods (beginning with the term of initial registration), as stipulated by the University Senate:

MSc: Full-time: 6 terms (2 years); Part-time: 15 terms (5 years)

PhD: Full-time from Master's level: 12 terms (4 years); Part-time: 21 terms (7 years)
Full-time from BSc level (i.e. fast tracking): 18 terms (6 years)

You will receive notification from the Department Graduate Studies Coordinator if you are nearing your time limit and must complete a [Petition for Extension of Program Time Limit Form](#) indicating your plan of completion. This form must be signed by you, your thesis supervisor and committee members, and the [Associate Chair for Graduate Studies](#). Up to three terms' extension of these limits may be obtained by petitioning to the Associate Chair of the Department. Further extensions must be approved by the Associate Dean (Graduate Studies) of the Faculty. If the petition is not approved, the student will be discontinued from their program. If a student fails to submit a petition, they will be discontinued from their program and must reapply (to a future term).

University level approval is no longer required. Petition submission and approval deadlines in Departments are: Fall – September 30, Winter – January 30, Spring – May 30. Students who are discontinued will have a *Required to Withdraw* decision applied to their academic record.

F. COLLABORATIVE DOCTORAL PROGRAMS

Aging, Health and Well-being

The Aging, Health and Well-being program (AHWB) is a collaborative program between KIN, the Department of Health Studies and Gerontology, and the Department of Recreation and Leisure Studies. It provides students with an interdisciplinary platform upon which to develop a broad understanding of issues related to the health and well-being of our aging population. The program affords the opportunity to cross departmental boundaries to access courses and resources including dissertation committee members who can add different perspectives to research problems. Research interests of faculty members who participate in the collaborative program, as well as detailed course and program requirements are listed at the [AHWB website](#).

Students must fulfill the minimum requirements of their home department, as well as obtain credit for each of the courses listed below. They will normally complete a minimum of four half (0.50 credit) courses, consisting of a core/fundamentals course, a graduate level statistics/research methods course, and two electives which will be related to aging, health and well-being. In addition, students will participate in the doctoral research seminar in aging, health, and well-being.

- KIN 750 Fundamentals of Aging, Health and Well-being
- Graduate level statistics/research methods course
- Two electives related to aging, health and well-being
- Kin 751 Aging, Health and Well-being Research Seminar

IMPORTANT WEBSITE:

- [Graduate Studies Calendar Program Description](#)

Work and Health

The Work and Health program (W&H) is a collaborative program among between KIN, the School of Public Health and Health System, Department of Health Studies and Gerontology, and the Department of Recreation and Leisure Studies. It provides students with an interdisciplinary platform upon which to develop a broad understanding of issues related to work and health. The program affords the opportunity to cross departmental boundaries to access courses and resources, including dissertation committee members who can provide cross disciplinary perspectives on research questions related to work and health. Research interests of faculty members who participate in the collaborative program, as well as detailed course and program requirements are listed at the [W&H website](#).

Students must fulfill the minimum requirements of their home department as well as obtain credit for each of the courses listed below. They will normally complete a minimum of four half (0.50 credit) courses, consisting of two core/fundamentals course, a graduate level statistics/research methods course, and an electives which will be related to work and health. In addition, students will participate in the doctoral research seminar in work and health. KIN students must also complete KIN 775, required of all doctoral students in Kinesiology.

- KIN 730 Fundamentals of Work and Health
- KIN 731 Approaches to Research in Work and Health
- A graduate level course in research methods or statistics
- One elective course (from list provided the in Graduate Studies Calendar)
- KIN 732(A + B) Work and Health Seminar (graded on credit basis)

IMPORTANT WEBSITE:

- [Graduate Studies Calendar Program Description](#)

G. COURSE INFORMATION

Course Descriptions and Availability

Graduate courses in KIN are described in [Graduate Course Calendar](#). The availability of the courses being offered can be checked on the [Schedule of Classes for Graduate Students](#).

Statistics and Research Design Modules

The statistics requirements for the MSc and PhD degrees can be fulfilled by taking two of the statistical “modules” that are offered (e.g., KIN 631 series). Each module is designed to be one-half a term of work (i.e., 6weeks = .25 credit) with a final exam at the end of the module. Except where pre-requisites are required, a student may take modules in any order.

MSc students must take at least one term course related to quantitative analyses such as methods, modelling, mathematics or statistics. Normally, this requirement is met by selecting a 1-term graduate course in consultation with the student's graduate advisor from a list of courses outlined in the [Graduate Course Calendar](#). While this requirement can be met by completing two modules of statistics as outlined above, other alternatives may fulfil the requirement.

Selected Topics Courses

In the [Graduate Course Calendar](#), you will notice a number of courses listed as “Selected Topics”. These courses are generally reading/independent study courses developed by the student in collaboration with the desired course supervisor (professor). Courses are numerically graded for 0.5 credits. The course codes are as follows:

MSc: KIN 680, 682, 684, 686

PhD: KIN 760, 780, 782, 784, 786

The following points are intended to help in the process of enrolling in a “Selected Topics” course:

Note: It is generally a good idea to discuss your course choices and independent study topics with your graduate advisor before enrolling in a course.

- i) Determine what topic(s) you would like your independent study course to involve.
- ii) Choose a course supervisor (professor) who would be most appropriate for the material you wish to study.
- iii) Decide, with the course supervisor, the general content/requirements for your selected topics course.
- iv) Review the current topic titles listed in the course descriptions for the selected topics course that you will be taking.

- v) If there is a current topic title that is appropriate for your independent course, e-mail the [Department Graduate Studies Coordinator](#) the topic title and the name of the professor with whom you will be working.
- vi) If there is not a current topic title that is appropriate for you independent course, create a new title (not exceeding 30 characters with spaces) and e-mail this to the [Department Graduate Studies Coordinator](#) along with the name of the professor with whom you will be working.
- vii) At this point, the Graduate Studies Coordinator will add your selected topics course through the scheduling department. In about two days, you will notice that your independent course will become open on the Quest schedule of classes allowing you to register. If your course is not available within a week, send a follow-up e-mail to the [Department Graduate Studies Coordinator](#).

Note: When registering for your course, make sure that you are registering for the correct section/topic. At times, course supervisors may have more than one selected topics course. Make sure that you register for the correct course.

Key Issues and Concerns in Kinesiology Seminar: KIN 775 (PhD Only)

This course is required for all PhD students and is graded on a Credit/No Credit basis.

KIN 775 provides an opportunity for students to examine some of the key issues and concerns that will arise in their post-graduate careers. The course is organized in a seminar format. PhD students must successfully complete this seminar at least once during their program. Normally, this course should be taken after the first year of registration in the PhD program.

Course Drop/Add Dates

Students may drop or add courses until the dates specified in the [Graduate Studies Calendar](#) using [Quest](#). After this time, a [Graduate Studies Course Drop/Add Form](#) must be completed and submitted to the [Department Graduate Studies Coordinator](#) for processing. Courses cannot be dropped or added, nor can status be changed, after the examination period has begun. Students should check their Quest account to confirm that add/drop forms have been processed.

Procedures for Graduate Registration in Undergraduate Courses

Enrolment in undergraduate courses is not guaranteed for graduate students. All courses have enrolment limitations. As well, graduate students planning to enrol in undergraduate courses should be aware of the instruction level (i.e., introductory or advanced) Graduate students requesting enrolment in undergraduate courses must fill out a [Graduate Studies Course Drop/Add Form](#) and obtain the signature of their graduate advisor, the [Associate Chair for Graduate Studies](#) and, if the course is outside your home Department, the course instructor. The form should be returned to the [Department Graduate Studies Coordinator](#) for processing.

Incomplete Courses

A grade of incomplete ("INC" on your transcript) indicates that a student has not completed the requirements of a particular course. University policy stipulates that an incomplete (INC) may remain on a student's transcript for at most two terms of registration, following the term in which the course was taken. Thereafter, INC's may only be extended on a term-by-term basis through a request from the Department and the course instructor. If a grade has not been submitted by the end of the second term, the INC will automatically convert to FTC (Failure to Complete). This FTC grade may not be removed from the transcript except on appeal to the UW Associate Provost for Graduate Studies. Such appeals would be granted only in exceptional circumstances such as where failure to complete was the fault of the instructor and not the student. If a student is required to withdraw due to incomplete program requirements "May Not Proceed" will be noted on their grade report. A failing grade in any course will necessitate a review of the candidate's status by the Department, and may result in the requirement to withdraw from the program. Please refer to the [Graduate Studies Calendar](#).

When an "NMR" (no mark reported) appears on your transcript, it means that no mark was submitted for you and it is your responsibility to check with the professor in order to have it changed to a grade through submission of a grade revision form. Interim grades are not assigned for two reasons. First, different assignments (extra credit for extra coursework) for some students in the class may be perceived as unfair. Secondly, INC is used to denote inability to complete the course assignments by the end of the term.

Auditing Courses

At present, you are not able to add an AUDIT course to your Quest record. You must obtain permission from the course instructor and approval from the [Associate Chair for Graduate Studies](#) using a [Graduate Studies Course Drop/Add Form](#). In addition to regular attendance in the course, the instructor has the discretion to require class participation, preparation, and completion, of assignments and/or examinations. If you find yourself in difficulty while auditing a course, you should arrange to drop the course from your schedule before the exam period using an add/drop form and submitting it to the [Department Graduate Studies Coordinator](#) for processing. An NMR or DNW (did not write exam) cannot be given for an AUD course. If you fail to receive an "AUD", the course will automatically be deleted from your transcript.

Transfer of Academic Credit

This section refers to transferring credit received at another University to your graduate program at UW. As defined in the Graduate Studies Calendar, the maximum number of transferable credits shall be as follows:

- MSc:** one-half of the course credits required for the degree, excluding credits awarded for the thesis
- PhD:** acceptance of transfer credits will be determined on an case by case basis by the [Associate Dean for Graduate Studies and Research](#) at the time of admission to the program

Transfer credits must be "unused" credits, i.e., they must not have been credited towards an earlier acquired degree. Transfer credits must be specified in writing at the time of departmental recommendation for admission.

A minimum of 70% (UW converted grade) is required for transfer credit.

Taking Courses at Other Ontario Universities

The Ontario Visiting Graduate Student Plan (OVGS) allows you to take a limited number of graduate courses at another Ontario University (host university) while remaining registered at UW. This Plan allows you to bypass the usual application for admission procedures and resultant difficulties around transfer of credit. You pay fees to UW and are classed as a "visiting graduate student" at the host university where you pay no fees. [OVGS Application Forms](#) are available on-line.

The course selected must be at the graduate level and part of the student's degree requirements. You are allowed to take a course from a Host University only if UW is not offering the course; courses at another institution may be taken only for credit and may not be audited. This Plan is not to be used for the purposes of convenience or taking courses which do not pertain to your specific graduate program.

Once approval has been granted, the Home University will credit work done at the Host University toward the student's degree program, assuming that the student obtains a suitable standing/grade. Time spent in OVGS is credited to the residency requirement at UW, subject to University regulations. If you wish to withdraw from a course for which you are registered in OVGS, you must complete an official '*OVGS Withdrawal Form*' available from the [Department Graduate Studies Coordinator](#) (this is different from the "standard" withdrawal form). It is your responsibility to notify the GSO at UW as soon as possible should you wish to withdraw; otherwise you may be assigned a failing grade for the course.

Approving Part-time Enrolment

The following is a list of rationale for approving part-time status (taken from Graduate Operations Meeting – 15/11/07):

- You are on an approved co-op work term
- You are working more than 10 hours/week (more than 20 hours/week for international students).
- You are near completion of all degree requirements (e.g. final paper submitted and waiting for a grade, thesis distributed and waiting for oral defense, thesis modifications submitted and waiting for final acceptance)

The [Associate Chair for Graduate Studies](#) and the [Associate Dean for Graduate Studies and Research](#) might consider other mitigating/personal circumstances when supporting/approving a request.

Other information related to part-time status:

- For purposes of academic residency, counts accumulate at 0.5 per part-time term
- For purposes of program time limits and extensions, counts accumulate at 1.0 per part-time or full-time term

- If all degree requirements are completed after the start of term, the student may be eligible for a tuition refund (i.e. 100% refund of tuition fees up to the end of the 3rd week; 50% refund of tuition fees up to the end of the 7th week)

Full-time Off Campus & Inactive Status

Full-time Off Campus:

A student who is undertaking an internship or other degree requirement where the activity requires the student to be away from campus for more than four weeks in an academic term shall enroll as full-time off-campus. Students requesting full-time off-campus status must complete a [Change of Status Form](#).

Inactive Status:

All graduate students must maintain continuous enrolment until the completion of their program. In certain circumstances such as illness, maternity/parental leave, limited external research or work opportunity which is not related to their UW program, or temporary financial difficulties for which the UW cannot provide hardship funds, students may apply to the [Associate Dean for Graduate Studies and Research](#) for inactive status (leave of absence). Students who have been granted inactive status for a term are not entitled to use the services of UW, including graduate supervision, for the duration of that term. Normally, inactive status is approved for a maximum of two consecutive terms (maternity leave up to three consecutive terms). Students who request more than two consecutive terms of leave because they have other commitments such as a full-time job or travel plans, should voluntarily withdraw from their program until they are prepared to resume their studies. In advance of voluntary withdrawal, students must discuss with their department any conditions which must be met upon their readmission to their program. Normally, students who have incomplete courses on their record are not eligible for inactive status. Students requesting inactive status must complete a [Change of Status Form](#).

H. GRADUATE STUDENT FUNDING

A minimum guaranteed level of funding for graduate students is determined and published annually by the University finance office. This funding level is the minimal guarantee applies to **fulltime** domestic graduate students **within the term limits** of their programs. Term limits for the MSc and PhD degrees are 6 and 12 terms, respectively. A variety of scholarships, assistantships, and other forms of financial aid are available for KIN graduate students to meet or exceed the minimal guaranteed funding arrangement. Note that most scholarships/awards and other forms of funding are for full-time graduate students within the term limits of their program only.

Department Policy on Funding Graduate Students

The offer letter each new student receives includes details of the specific funding arrangement for the first year of the program. Two general approaches are used, depending upon whether the student is successful in obtaining a major external award, such as a Tri-Council Scholarship (CIHR, NSERC, SSHRC), an Ontario Graduate Scholarship (OGS), or scholarships from other agencies. Section i) below describes the situation for students who are not funded by major external scholarships. Section ii) describes the situation for recipients of major external scholarships.

i) Students WITHOUT major external scholarships

In the absence of extramural support, the graduate student funding obligation is shared by the Department and the Supervisor. The Department's contribution to the support of graduate students is ultimately determined by the availability of TA budget and graduate incentive funds. Since graduate incentive funds are determined by domestic graduate student enrollment, the following scenarios are assuming fulltime, domestic graduate students within their program term limits. Currently, the Department can provide up to 3 terms of support for an MSc student (usually two terms in the first year of the program and one in the second year of the program) and up to 6 terms of support for PhD students (usually 2 terms of support in each of the first three years in the program). It is the supervisor's obligation to provide the balance of the support necessary to meet the minimal funding guarantee. Departmental funding is provided through Teaching Assistantships (TAs) and/or Research Assistantships (RAs), while Supervisor support may be provided through RAs. The specific source of the funding for an individual student will depend on a number of factors and may include a mixture of TA and RA support, and in some cases entirely Supervisor RA support.

ii) Recipients of major external scholarships

Students who are successful in receiving major external scholarships will be supported by those awards; receipt of these awards will override other funding arrangements that might have been put in place prior to notification of the award. In addition, recipients of Tri-Council (CIHR, NSERC, and SSHRC) and Ontario Graduate Scholarships receive the UW President's Graduate Scholarships. The President's Graduate

Scholarships receive the UW President's Graduate Scholarships. The President's Graduate Scholarship is provided in each year the eligible scholarship is held while the recipient is registered in an MSc and PhD program at UW. These are valued at \$10,000/year, in addition to the external scholarship monies. Five thousand dollars will be paid by the University as a scholarship and \$5,000. will be paid by the Faculty/Department as a scholarship, TA or RA, or a combination of these sources.

Applying for Scholarships

i) External Scholarships (e.g. CIHR, NSERC, OGS, SSHRC)

All full-time graduate students are strongly urged to apply for external scholarships. These include [NSERC scholarships](#) (for science and technology research), [SSHRC scholarships](#) (for social sciences and humanities research), [CIHR scholarships](#) (for health-related research), and [Ontario Graduate Scholarships \(OGS\)](#) (for any UW graduate student). The application deadlines for these scholarships are generally in the Fall term for the following academic year, but you should pay particular attention to Departmental deadlines for applications and transcripts. Notices of these deadlines are e-mailed to you by the Department Graduate Studies Coordinator in the Fall term.

Procedures for applying for external scholarships:

Early in each fall term, the GSO organizes information sessions for scholarship applications. These information sessions are extremely valuable and you should make every effort to attend the sessions that will apply to you. If you are not sure which agency you should apply to (e.g., CIHR or NSERC), check with your graduate advisor. Generally, students who are eligible should apply for both OGS and at least one of the tri council (CIHR, NSERC and SSHRC) scholarships. Check the [GSO website](#) for details about the application procedures, and pay attention to emails from the Department Graduate Studies Coordinator for the dates of application deadlines. These deadlines MUST be adhered to.

Things to do:

- Attend GSO information session early in fall term – look for announcements from the Department Graduate Studies Coordinator and the GSO in your email
- Check with the [Department Graduate Studies Coordinator](#) for application deadlines
- Order transcripts:
 - UW transcripts – ordered through the GSO. The process can be found at the [Graduate Studies Office](#) website. The process for ordering transcripts can be found at:
 - Non-UW transcripts – you are responsible for ordering all transcripts
- Complete the appropriate application forms and submit (depending on scholarship requirements) on line
- Arrange for two reference letters (depending on scholarship requirements) to be submitted on line

IMPORTANT WEBSITE:

- [Graduate Studies Tri-Council Scholarships Information](#)
- [KIN Scholarships and Financial Support Information](#)

ii) Internal Scholarships and Bursaries

Internal awards consist of bursaries, loans, and graduate scholarships, many of which have been made possible through contributions from faculty, staff, retirees, students, alumni, corporations, foundations and the community. Many of the internal awards do not require an application, but rather students are nominated by their departments.

The following is a list of some internal awards and bursaries available to KIN graduate students:

- [Bursaries](#) are available for students in financial need through the GSO. These are restricted to full-time students who are Canadian Citizens or Permanent Residents
- The GSO also has an [Emergency Loan Fund](#) for graduate students experiencing short-term financial difficulties
- Maternity and Adoption Bursaries, as well as Day Care Bursaries are also available

IMPORTANT WEBSITES:

- [GSO scholarship and financial aid](#)
- [Graduate Studies Awards Application Forms and Guidelines](#)
- [AHS Scholarships and Financial Support](#)

Teaching Assistantships

Some time prior to your arrival, or shortly after you arrive, you will be notified if you have been awarded a Teaching Assistantship (TA). At a later date you will be notified of the course you have been assigned to TA, the course instructor and a list of TA duties. Teaching assistants are expected to work 10 hours per week for 15 weeks or a total of 150 hours over the course of a term.

The work load for TA's tends to fluctuate over the course of a term, according to the assigned duties for a particular course. Thus, you will need to plan your time to take into consideration the timing of responsibilities for your TA. In addition, TA's are expected to be available to proctor and grade final exams (final examination periods, set by the Registrar's Office, are scheduled after the end of term classes). If there are any concerns about the time commitment for your TA assignment, you should talk first with the faculty and staff teaching the course and then the [Associate Chair for Graduate Studies](#), if needed.

Please refer to the [Guidelines on Graduate Student Support Policy](#) in the Graduate Studies Calendar for the current TA rate of pay. A workshop is held during the fall orientation week to discuss issues related to academic integrity, safety and dispute resolution. All KIN graduate students are required to attend this workshop in the first year of their enrolment in the graduate program. An AHS TA manual is distributed during this orientation

workshop. Additional copies of the manual may be obtained from the [Faculty Graduate Studies Coordinator](#) in the Dean's office. If you started your graduate career in either the Winter or Spring terms, it is your responsibility to obtain the TA manual and read over it on your own. Any questions regarding the information in the manual can be addressed to the [Associate Dean for Graduate Studies and Research](#).

How are TA's Assigned?

While TA's are used to provide funding for graduate students, their primary purpose is to support the teaching needs of the undergraduate program. While all possible efforts are made to assign students to courses that support their program of study, the heavy requirements for TA's in the core courses means that some students inevitably are asked to assist in courses outside their area of graduate study. Moreover, it is assumed that graduates of our undergraduate program have the background to TA in any of the core courses in the program.

Procedures for Getting Paid

If you are receiving a TA, you must complete a number of forms (e.g., income tax, unemployment insurance) before you will be paid. The Department of Human Resources has sign up days (watch your email at the beginning of term for information on dates). If you complete this process before the September cut-off date, you will be eligible for the first pay period at the end of September. Your pay will be deposited directly into your bank account on the last Friday of each month. Please contact the [Department Graduate Studies Coordinator](#), if you have any questions.

Note: International graduate students working on campus (employed through UW) should make sure they have a valid study permit. Please refer to the [International Student Office website](#) for more information.

Research Assistantships

Some graduate students are funded by research assistantships (RA). Normally RA's are expected to work 10 hours per week for 15 weeks. The duties for any given RA will be specified by the faculty member in charge. Please contact the faculty member who will be responsible for paying you to ensure that s/he has completed the necessary payment forms.

Procedures for Getting Paid

If you are receiving an RA, you must complete a number of forms (e.g., income tax, unemployment insurance) before you will be paid. The Department of Human Resources has sign up days (watch your email at the beginning of term for information on dates). If you complete this process before the September cut-off date, you will be eligible for the first pay period at the end of September. Your pay will be deposited directly into your bank account on the last Friday of each month. Please contact the [Department Graduate Studies Coordinator](#), if you have any questions.

Note: International graduate students working on campus (employed through UW) should make sure they have a valid study permit. Please refer to the [International Student Office website](#) for more information. A copy of your valid study permit should be given the [Department Graduate Studies Coordinator](#) for your Department file.

Funding for Research Conference Travel

Assistantships are available to defray travel costs for graduate students presenting their research at academic or professional conferences. Students are expected to be first author and must be the conference presenter. Confirmation of presentation and abstract do not need to be submitted prior to handing in the application.

The deadlines to submit completed [Research Travel Assistantship Applications](#) during the year are:

- April 1 = Spring
- August 1 = Fall
- December 1 = Winter

Check the [GSO website](#) for exact submission dates. Only full-time UW students are eligible. A student will not normally receive funds more than once per fiscal year.

Before the Conference: You must complete the application, with approval of funding from your supervisor, the Department, the Faculty, and the GSO, by the appropriate deadline for each term. The [Department Graduate Studies Coordinator](#) will handle the Departmental approval and the [Faculty Graduate Studies Coordinator](#) will handle the Faculty and GSO approval. Make sure to leave sufficient time for all the signatures to be arranged. You will receive a copy of your application after approval has been received. Keep this copy to be included when you complete the settlement form AFTER the conference.

After the Conference: You must complete your 'Settlement Claim Form' within 30 days of your return. This form is available from the [Department Graduate Studies Coordinator](#). Include the following:

- a copy of your abstract (not just a summary of your experience)
 - a confirmation receipt of the conference (email copy is fine)
 - a copy of the pre-approval form (completed before the conference)
 - a copy of your original transportation receipts (e.g. airline ticket and boarding passes)
 - original receipts for other expenses such as taxi, air porter, car rental, gas, conference registration, poster printing charges should also be attached
 - you may claim \$50/day for food (receipts are not necessary)
 - a short summary (suitable for public release, max. of one page - see AHS Travel link listed below)
 - if expense is in US dollars, convert to CDN using the [OANDA currency conversion website](#) for the appropriate date. Alternatively, include a credit card statement showing the conversion rate charged
 - Be sure to sign the top (signature of traveler) and the bottom of the claim (signature of the claimant)
 - Prior to submitting the application for an advance or settlement, the travel form must be submitted to and approved by the Department's [Kinesiology Administrative Specialist](#).
-
- IMPORTANT WEBSITES:
 - [AHS Travel Assistantships](#)
 - [GSO Travel Assistantship](#)

I. THESIS PROPOSAL AND ORAL EXAMINATION

MSc Proposal Guidelines

Students should begin to discuss their ideas about a thesis topic with their graduate advisors over the course of their first term. For some students, it is helpful to use an independent study course in the second term to develop research skills and conduct pilot work that may develop into a thesis topic. The final thesis proposal should be presented by the end of the third term.

The format and length should be decided in consultation with the graduate advisor.

In addition to judging the quality and feasibility of the work at the time of the proposal, the thesis committee members should also ensure that the scope of the work is constrained such that it can be completed within 8-10 months. The thesis committee should consist of a supervisor plus two other committee members. If co-supervision is involved, co-supervisors equal two members and only one additional member is required. The proposed work should be of sufficient quality/quantity to be publishable in a peer-reviewed journal.

To monitor the student's progress, and ensure that the deadline can be met, the student should submit a brief report (maximum one page) of progress one-page report to his/her committee once a term after the proposal presentation. If the committee or student feels that a face-to-face meeting is needed they should make arrangements with all of the members on the committee. Otherwise they should at least meet once before the thesis defence, preferably at the halfway mark.

On occasion students have postponed presenting a proposal until they had eliminated all possible problems and produced an "airtight" document. The intent of the proposal is to assist and protect the student who, in most instances, is conducting his/her first sustained research project. There is a tendency for students to develop too broad a topic. The student should discuss their research ideas with the thesis committee before the thesis proposal is written and given to the committee. The purpose of these discussions is to ensure that the thesis idea is sound before the student commits to writing the proposal and going forward with the proposal defence.

Each student **must** submit a written research proposal to his/her thesis committee before the proposal presentation. For the convenience of all readers the document should be bound and must be in the committee's hands long enough in advance to allow them to read it carefully, typically **two** weeks before the presentation. It should be comprised of the introduction, methods and data analysis OR the first three chapters of the thesis, although the written literature review at this stage may not be exhaustive. A reference list should be included.

Further changes while carrying out the research are almost inevitable but you must make sure that your committee is kept informed of them via written memos and not informal oral communication

Students **must** present the proposal at public meeting to which the department and other interested persons are invited. This may be a Kin 670 seminar or other open meeting. This gives you the opportunity to practice thinking on your feet, organize an oral presentation and benefit from the suggestions of your colleagues. *A proposal email*

*announcement must be sent to Department members at least **two** weeks prior to the formal proposal. Contact the [Department Graduate Studies Coordinator](#) to assist with this process.* The committee will meet immediately following the presentation to decide on the outcome of the proposal and any required changes.

Students must complete a 'Thesis Proposal Notification' and 'Thesis Proposal Report Form' ([see Appendix C](#)). These forms can be obtained from the [Department Graduate Studies Coordinator](#).

IMPORTANT WEBSITE:

- [KIN MSc Proposal Procedures](#)

PhD Proposal Guidelines

The PhD thesis proposal is a component of the Specific Comprehensive Exam ([see Section J](#)).

J. PHD COMPREHENSIVE EXAMINATION

In order to determine whether a student has a broad knowledge of his/her field, the Department requires that all PhD students pass two comprehensive examinations -- a general and a specific examination. The specific exam will consist of the dissertation proposal.

General Comprehensive Examination

i) Scope

The general examination will test the student's breadth of knowledge within his/her chosen area of study. While many students will choose an area of study that falls entirely within the boundaries of one Departmental sub-area (i.e. Biomechanics, Neuroscience, or Work Physiology), the General Comprehensive Examination allows for students to work outside the boundaries of any one area.

Exams will be tailored to individual students' programs of study. The examining committee will normally consist of three persons; additional members may be added where this is warranted. The composition of the examining committee will be based on the content of the exam, and may include individuals outside the area in which the student is enrolled or, where warranted, from outside the Department.

ii) Format

The format of the general comprehensive exam will consist of a written exam, followed by an oral examination. The written exam may include one or more of the following:

- a paper on an assigned topic, and of a predetermined length
- an in camera exam
- a take home exam, with assigned questions

The format of the written exam will be determined by the examining committee, in consultation with the student, and conveyed to the student when the exam date is set.

The format of the oral exam depends somewhat on the format of the written exam. In general, the oral exam allows the examining committee to test the student's comprehension of knowledge pertaining to the reading list materials and to probe students in areas they feel the student has not demonstrated adequate fluency. Normally, the examining committee will probe until they find any deficiencies before moving to other topics.

While the questions posed during the oral exam will normally relate to the issues on which the student was examined in the written part, the exact questions posed need not be the same as in the written part. The duration of the oral exam will vary from student to student and is dependent on the student's written

performance and how well the questions posed are answered.

iii) Scheduling

The comprehensive exam may be scheduled at any time during the academic year, subject to the agreement of the student and members of the examining committee. The oral exam will normally be held one to two weeks following the completion of the written exam. This time period will allow the examining committee to evaluate the exam, and the student an opportunity to prepare for areas which he/she feels were not satisfactorily addressed in the written exam.

iv) Administration of the Comprehensive Exam

The general comprehensive exam will be written no later than during the fourth term of a student's enrolment in the PhD program. By the beginning (i.e. the first day) of the fourth term, a reading list will be provided to the student. Once the reading list has been provided to the student, the exam must be scheduled within the next 90 days. The responsibility for composing the reading list lies with the student's supervisor, who should consult with the student and examining committee members as to the scope of the exam and following from this, the content of the reading list. The student will be responsible for contacting committee members to set a date for the exam.

v) Communication to Student about Performance on the General Comprehensive Exam

Students will be briefed on their overall performance following the completion of the oral exam. In cases where more than one student is examined at the same time, this may be left until all of them have been examined. This will be followed by a written report, providing details. Possible outcomes of the exam are:

- accepted
- accepted conditionally
- decision deferred
- rejected

If the outcome is 'rejected', the student will be required to withdraw from the program. If the student has not passed but requires makeup and/or re-examination, the exact nature of the makeup may be conveyed at a later time, following deliberations by the examining committee. If a student fails the makeup, he/she will be required to withdraw from the program. Candidates who are required to complete additional requirements must satisfy the comprehensive requirement within one calendar year of the unsuccessful attempt. Students who fail to meet this requirement within one calendar year will be required to withdraw from the program.

vi) Makeup/Re-examination Format for the General Comprehensive

This makeup and/or re examination may vary from student to student. The student may be required to

write a new exam, and/or submit position papers on selected topics, and/or deliver lectures to undergraduates or graduate students, and/or complete another oral exam.

Specific Comprehensive Examination

The defence of the thesis proposal will constitute the specific comprehensive exam. The purpose of the specific comprehensive examination is to test the student's knowledge of issues (i.e., knowledge of the literature, measurement techniques, analytic procedures), directly related to his/her thesis topic. This will be an oral examination. The scheduling will be done by the student in consultation with the supervisor and thesis committee. Should the student prove to be weak in any of the areas examined, remedial work (for example, in the form of a paper or a seminar) will be required.

A written version of the proposal must be circulated to committee members at least two weeks before the proposal defense. The proposal must be defended in a session to which the public is invited (e.g., a meeting of Kinesiology 670). This session will be chaired by a faculty member who is not a member of the thesis committee. Possible outcomes of the defence are:

- accepted
- accepted conditionally
- decision deferred
- rejected

If the outcome is 'rejected', the student will be required to withdraw from the program.

Timeline for Completion of Comprehensive Examination Requirements

Departmental policy recommends that all comprehensive examination requirements be completed by the 7th academic term from the student's first enrolment (see [Appendix B](#) for a sample timeline).

IMPORTANT WEBSITES:

- [KIN Defense Procedures](#)
- [AHS Policies and Procedures](#)

K. CONDUCTING THESIS RESEARCH

Statistics Consulting

The Department of Statistics and Actuarial Science at UW provides a Statistical Consulting Service through which faculty, students and staff can obtain statistical advice including information on experiment design, analyzing data and uses of statistical software packages. Consider visiting the Statistical Consulting Services before you start your experiment. The incorporation of statistical principles into your design may well save time and money, and ultimately lead to more clearly defined conclusions.

IMPORTANT WEBSITE:

- [Statistical Consulting Service](#)

Office of Research Ethics

UW requires all research involving human participants conducted by its students, staff and faculty, on or off-campus to undergo prior ethics review and clearance through the [Office of Research Ethics \(ORE\)](#). All applications for ethics review of research with human participants are submitted to the ORE. The ethics review process is conducted by the Director, and/or the Human Research Ethics Committee. The ORE has developed guidelines to inform researchers about ethical issues that must be of concern when conducting research with humans (e.g. anonymity, confidentiality, risks and benefits, informed consent process etc.).

IMPORTANT WEBSITE:

- [ORE website](#)

Scientific Literature Research

UW libraries have extensive information and access to online scientific literature resources, such as research databases and online e-journals. Services offered graduate students include free search and delivery for journals not held by the library.

Liaison/Specialist Librarians are the primary contact for UW's academic departments. KIN's Liaison Librarian can be found at: <http://subjectguides.uwaterloo.ca/health>

IMPORTANT WEBSITE:

- [Library Resources for Research](#)

Student Advising and Monitoring of Progress

All students are assigned a graduate advisor when they enter the program. Together, the student and their advisor plan out course selection and set targets for completion of coursework and other degree requirements. While the advisor often becomes the "supervisor" for the thesis, this is not always the case. If a student chooses to work with a different faculty member to supervise their thesis, this individual will also become their graduate advisor. A [Change of Supervisor Form](#) must be completed if you change supervisors at any point during your

program.

Students are expected to meet with their graduate advisors/supervisors on a regular basis. Your advisor should be regularly kept apprised of your progress and any problems arising (e.g., due to financial, health or other personal circumstances). The student and the graduate advisor should also feel free to consult with the Associate Chair for Graduate Studies on any of these matters.

AHS Graduate Policy specifies that the progress of graduate students is to be monitored and evaluated annually. Early in the Spring term, the Department Graduate Studies Coordinator sends each student an *'Annual Progress Report Form'* and a letter explaining the information that should be provided in the report. In consultation with their graduate advisor, students are required to submit the completed form to the [Department Graduate Studies Coordinator](#) by the announced deadline. Both the student and the advisor must sign the form. These progress reports are reviewed individually by the Associate Chair for Graduate Studies and the Graduate Committee and feedback is provided to both the student and the advisor. A copy of each annual progress report is put in the student's Departmental file. The information provided in the report is used to monitor your progress towards meeting your degree requirements in a timely fashion, to alert us to potential problems, as well as to reward you for initiatives such as conference presentations and submissions to refereed journals. These reports may also be used in decisions about scholarship awards. Thus, it is important that you complete the report carefully and thoroughly.

IMPORTANT: You are encouraged to read the "[Guide for Graduate Research and Supervision at UW](#)" published by the GSO. This document outlines key roles and responsibilities of all partners in graduate education that are vital to a collaborative approach to graduate education.

L. THESIS

MSc Thesis Defense (Oral Examination)

IMPORTANT WEBSITE:

- [Department Defense Procedures](#)

PhD Thesis Defense (Oral Examination)

The candidate for the PhD degree is required to demonstrate achievement in a program of research in his/her field of expertise. Submission of PhD thesis for examination is the culmination of the candidate's research program and provides an opportunity for the presentation of the results to members of the University and the community.

The main steps associated with the submission of a PhD thesis are:

- The appointment of the Thesis Examining Committee
- The submission of the thesis
- The oral examination and defense of the thesis
- Submission of the accepted thesis (with revisions, if necessary) to the GSO

IMPORTANT WEBSITE:

- [Faculty Policies and Procedures](#)

Thesis Formatting

The GSO has detailed [Graduate Thesis Regulations](#). Students are advised not to use copies of other theses as a guide. The GSO will not accept incomplete theses or theses with formatting errors.

Note: The responsibility for submitting a thesis in the correct format rests with the author.

Thesis Submission Timelines/Deadlines

Checklists can be found in [Appendices A and B](#). These checklists are meant to be GUIDELINES ONLY and provide you with information about APPROXIMATE timelines for your degree progress. All graduate students must submit an [electronic](#) version of their thesis to the GSO in order to fulfill their degree requirements.

IMPORTANT WEBSITE:

- [Thesis Submission Regulations](#)

M. GRADUATION!!

Intent to Graduate Form

When you are finishing your graduate program, you must complete the [Graduate Studies Intention to Graduate/Program Completion Form](#). Note: This form combines the former *Intention to Graduate Form* and the degree completion information. The student must complete Section 1 of the '*Graduate Studies Intention to Graduate/Program Completion Form*' and submit to the [Department Graduate Studies Coordinator](#). Students should submit the '*Form*' **at the time of completion** to ensure that program/degree information is verified/approved by the Department and the completion date, degree date, and degree are subsequently recorded by the GSO for their academic record/transcript.

Students who degree completes in the Fall term, or the Winter term, will graduate at the next Spring (June) Convocation. Students who degree completes in the Spring (May-August) term will graduate at the next Fall (October) Convocation.

Convocation Information

Convocation information is communicated by e-mail to all graduate students who have submitted the [Graduate Studies Intention to Graduate/Program Completion Form](#) to the GSO. General convocation information about ceremonies, special seating, hood purchases, tickets, etc., is available through the [convocation website](#).

N. COMPUTER RESOURCES

E-Mail Accounts, Computer Facilities and Services

Computer use for graduate students is available in two formats. The first is the Faculty computer called “ahsmail” which operates the UNIX system and is best suited to large scale data analysis and electronic mail. The second is microcomputers providing word processing, spreadsheet, graphics and database management opportunities for general use located in most graduate student offices.

All graduate students are advised to obtain a UW email account as soon as possible. This account is used by the Department to relay important, often time sensitive, information to you. It can also be used for data analysis and data storage. A general information session on Department computing will be held during orientation week when you can learn about setting up your e-mail account.

The Faculty has some computer laboratories (BMH 2302) that are equipped with networked Microsoft Windows computers. These computers are available for student use for word processing, statistical analysis, web browsing, email clients, graphics software, etc.

Students are able to use personal computers in their workspace; all student offices have wired or wireless network access. BMH is equipped with wireless network access. Please contact the [Faculty IT Manager](#) to get your personal computer set up.

Courses Offered by UW’s Information Systems and Technology (IST)

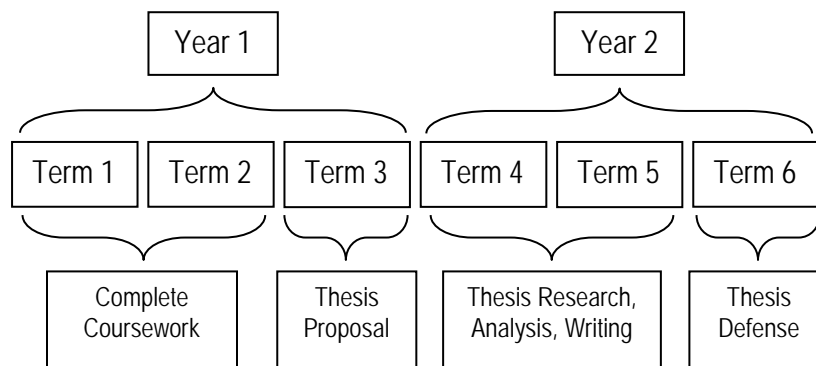
Each term, the IST offers courses for new users. These usually consist of a one- or two-hour lecture over two or three days. Topics range from keypunching and software languages to computer program packages. Watch for the IST newsletters in the early part of each term for announcements about courses.

In addition, occasional workshops and introductory courses related to the microcomputer labs in AHS are organized for students. Watch for announcements and sign-up sheets related to these courses on the bulletin boards near the labs.

APPENDIX A: MSC CHECKLIST

Department of Kinesiology MSc Degree Program Checklist

Sample Timeline



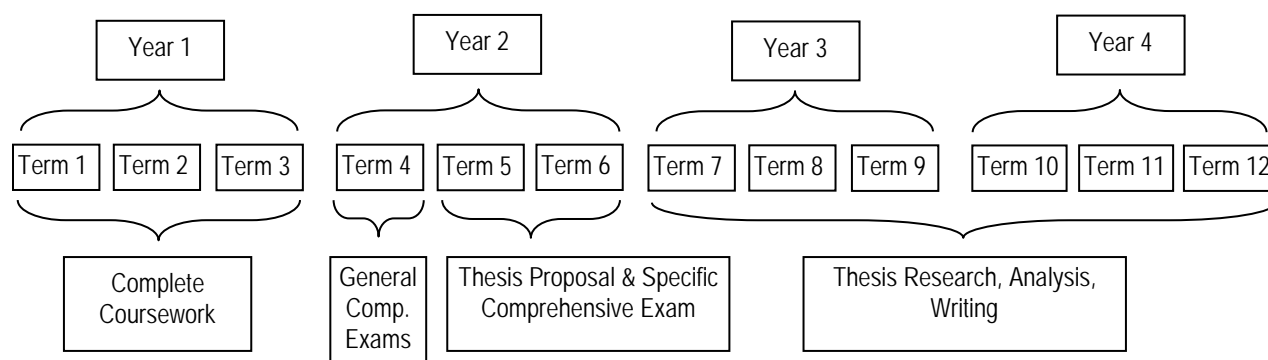
Term (approx.)	MSc Student Checklist	Check when complete
1-2	COMPLETE COURSE WORK REQUIREMENTS – 4 one-term graduate courses beyond BSc or BA. See Graduate Studies Calendar for specific requirements. As well, MSc students must take 2 KIN 670 seminars. See http://www.ucalendar.uwaterloo.ca/SA/GRAD/1112/GRDcourse-KIN.html for details about the seminars.	
3	THESIS PROPOSAL – Completed in term 3. Each student should present their proposal at a KIN 670 seminar or equivalent.	
	➤ Complete Form 1 – Thesis Proposal Notification and Form 2 - Thesis Proposal Report – Give these completed forms to the DGSC (see Appendix C in Graduate Student Handbook http://www.ahs.uwaterloo.ca/kin/graduate/kinhandbook.pdf) – at least 2 weeks before the proposal (or forms available from the Department Graduate Studies Coordinator (DGSC).	
	➤ Set Date and Time for Proposal, Book Room – See DGSC to book a room. The GSC will send out an e-mail announcement regarding the proposal. DGSC does not require a copy of your proposal document for display. Give copies of the proposal document to your supervisor and committee members.	
	➤ Signed Copy of Form 2 - Thesis Proposal Report – After the proposal, the Supervisor must give the DGSC Form 2 for distribution and filing.	
4-5	THESIS RESEARCH, ANALYSIS, WRITING	
6	THESIS DEFENCE – Notify the DGSC at least 3 weeks before your defence date.	
	➤ Set Date for Defence – Consult with the GSC to book date and time.	

3 weeks prior to defence	➤ Prepare Necessary Forms – The DGSC will prepare the thesis acceptance form for the supervisor, and send out an announcement to all members of the Department.	
	➤ Send Electronic Copy of Thesis Abstract to the DGSC – This will be distributed with the announcement of the defence.	
	➤ Distribute Thesis – Provide each Thesis Advisory Committee Member and the DGSC with a copy of the thesis.	
After defence	<p>➤ Category of Acceptance – On the day of your defence you will be given a category of acceptance decided by your supervisor and committee members.</p> <ul style="list-style-type: none"> ➤ “Accepted” – proceed to Thesis Preparation Steps ➤ “Accepted conditionally” – you MUST receive a list of modifications from your supervisor. After receiving this list, you MUST sign the back of the "acceptance" form indicating that you understand what changes are required. A copy of this list MUST accompany your thesis acceptance form to the GSO. Your supervisor will keep the "acceptance" form until s/he signs off. 	
THESIS PREPARATION AND SUBMISSION		
	➤ Review the Thesis Regulations – See GSO Thesis Regulations .	
	➤ Thesis Printing and Binding – Refer to UW Graphics website for printing and binding.	
	➤ Thesis Acceptance Form – will be provided to your supervisor by the GSC. After all changes have been made to your thesis, your supervisor, the Associate Chair for Graduate Studies and the Associate Dean for Graduate Studies must sign the acceptance form. Please note that it could take <u>2-3 days</u> to get signatures. Allow yourself enough time to obtain signatures and send a PDF copy of your thesis to the GSO.	
	PDF Copy of Thesis to the GSO before Degree Completion Date – Check academic deadline . GSC will give you the original copy of Acceptance Form to take to GSO and make copies for distribution and filing.	
due either April 30 th or August 31 st	➤ Complete Intent to Graduate Form/Program Completion - due by April 30 th for spring convocation and August 31 st for fall convocation. Give original to the DGSC for distribution and filing.	
	<p>➤ <i>Before you leave campus, please return your building keys, security fob, office and cabinet keys, and any borrowed bound thesis copies.</i></p> <p>➤ <i>Also, make sure you update your mailing address and email address on your quest account.</i></p>	

APPENDIX B: PHD CHECKLIST

Department of Kinesiology PhD Degree Program Checklist

Sample Timeline



Term (approx.)	PhD Student Checklist	Check when complete
1	COMPLETE ' <i>PhD Program of Study Form</i> ' (distributed to you at orientation or available from Department Graduate Studies Coordinator) (DGSC) – no later than the end of the first month of program.	
1-4	COMPLETE COURSEWORK REQUIREMENTS – 6 one-term courses beyond BSc or BA. See Graduate Studies Calendar for specific requirements. As well, PhD students must take 2 KIN 670 seminars (not required if already received credit as a MSc student), and the KIN 775 seminar. See http://www.ucalendar.uwaterloo.ca/SA/GRAD/1112/GRDcourse-KIN.html for details about the seminars.	
4	GENERAL COMPREHENSIVE EXAMS – Completed no later than 16 months (4 terms) after you first register in the program. See AHS Faculty Policies and Procedures for more information.	
	➤ <i>Set up Exam Committee</i> – Fill out Comprehensive Examination: Approval of Committee and Date of Examination .	
	➤ <i>Book Room(s) for Exam(s)</i> – See DGSC	
	➤ <i>Examination Report</i> – Your supervisor must fill out PhD Comprehensive Examination Report .	
6	THESIS PROPOSAL & SPECIFIC COMPREHENSIVE EXAM – Recommended to be completed by 7 th term. See AHS Faculty Policies and Procedures for more information.	
	➤ <i>Set up Advisory Committee</i> – Fill out Thesis Proposal Notification Form .	
	➤ <i>Set Date and Time for Proposal, Book Room</i> – See DGSC to book room.	

	➤ Thesis Proposal Report – Your supervisor must fill out Thesis Proposal Report .	
12	THESIS DEFENCE – See AHS Faculty Policies and Procedures for more information.	
3 months prior to defence	➤ Selecting External Examiner – To begin 3 MONTHS before desired defence date. In consultation with your supervisor, discuss the selection of an external examiner. See AHS Faculty Policies and Procedures for more information.	
8 weeks prior to defence	➤ Approval of the Examination Board – At least 8 weeks prior to desired defence date, your supervisor must fill out Proposed Thesis Examination Board .	
	➤ Send Electronic Copy of Thesis Abstract to Faculty Graduate Studies Coordinator (FGSC)	
5 weeks prior to defence	➤ Set Date for Defence – Consult with FGSC to book date and time	
	➤ Give 2 Complete Copies of Thesis to FGSC – One for display in the Faculty, one for the External Examiner.	
	➤ Distribute Thesis - Provide each advisory committee member and the internal/external examiner with a copy of the thesis. Obtain signatures for the receipt of the thesis on Approved PhD Thesis Examination Committee .	
After defence	➤ Thesis Examination and Acceptance Report – After revisions are approved, collect AHS PhD Form: <i>PhD Thesis Examination/Acceptance Form</i> from FGSC, obtain appropriate signatures, and return to FGSC with final copy of thesis.	
THESIS PREPARATION & SUBMISSION		
	➤ Review GSO Thesis Regulations .	
	➤ Thesis Printing and Binding – Refer to UW Graphics website for printing and binding.	
3 weeks prior to convocation	➤ Thesis Examination and Acceptance Report - ensure that the signed thesis acceptance form is taken to the GSO. ➤ Email PDF Copy to GSO Regarding Approval of Format	
due either April 30 th or August 31 st	Complete Intent to Graduate Form/Program Completion form - due by April 30 th for spring convocation and August 31 st for fall convocation. Give original to GSC for distribution and filing.	
	➤ <i>Before you leave campus, please return your building keys, security fob, office and cabinet keys, and any borrowed bound thesis copies.</i> ➤ <i>Also, make sure you update your mailing address and email address on your quest account.</i>	

APPENDIX C: MSc PROPOSAL FORMS

**UNIVERSITY OF WATERLOO
Faculty of Applied Health Sciences**

Department of Kinesiology

M.Sc. THESIS PROPOSAL NOTIFICATION FORM

Name: _____ ID#: _____ Dept: Kinesiology

Proposed Thesis Title:

Thesis Supervisor (or Co-supervisors): _____

Committee Members: _____

Date of Proposal : _____

Time: _____ Room: _____

Distribution: Supervisor, Committee members, Student File, Student

Thesis Proposal Notification KIN MSc: Form 1

Effective: November 2004

UNIVERSITY OF WATERLOO
Faculty of Applied Health Sciences

Department of Kinesiology

M.Sc. THESIS PROPOSAL REPORT

Candidate: _____ ID# _____ Dept: Kinesiology

Date of Thesis Proposal Examination: _____

Proposed Thesis Title: _____

Student can proceed []

Comments: _____

	Department	Signature
Thesis Supervisor: (or Co-supervisors)	<u>Kinesiology</u>	_____
	_____	_____
Committee Members:	_____	_____
	_____	_____

* Note: A memo must be attached to this form from the committee chair or supervisor, listing required modifications, conditions of acceptance, or reasons for deferral

Distribution: Supervisor, Student File, Student, Committee Members

Thesis Proposal Report
KIN MSc: Form 2

Effective date: November 2004

C:\Documents and Settings\gooding\My Documents\GRADUATE\MSc Proposal Form\MSc Proposal Form #2 - approval.wpd

APPENDIX D: PHD DEGREE PROGRAM OF STUDY FORM

Department of Kinesiology

PROPOSED Ph.D. PROGRAM OF STUDY

The intent of this form is to facilitate the initiation and planning of a Ph.D. student's program of study. Accordingly, this form should be filled out by the student in conjunction with his/her supervisor not later than the end of the first month in the program. Note that the contents of the completed form do not represent a binding contract but are intended to provide a likely program flow and facilitate discussions of both the advisor's and student's expectations over the degree duration. A convenient time for modification of the proposed plan of study is when submitting the annual progress report. Failure to submit a progress report is grounds for being placed on probation.

The student and supervisor are reminded that comprehensive examinations should begin no later than sixteen months (4 terms) after a student first registers in the Ph.D. program and the Ph.D. proposal/specific comprehensive examination should be completed no later than term 6 and must take place before the bulk of thesis related work is performed. If the proposal has not been completed by term 6 the student must submit a report justifying the delay and a modified plan of study. The primary activity after term 6 until degree completion is expected to be on thesis related work.

Dated: January 12, 2006

Name: _____ Program Area: _____

Date of first registration as a regular Ph.D. candidate: _____ 20__

Admission Category: (check one)

Full-Time Part-Time Regular Conditional and/or Qualifying

Conditions on Admission

Date to be Completed

_____	_____
_____	_____
_____	_____

Qualifying Work To Be Completed:¹

Courses

Date To Be Completed

Date Completed

_____	_____	_____
_____	_____	_____
_____	_____	_____

¹This includes deficiencies which are to be made up.

Ph.D. (To include Course Work, General Comprehensive Exams, Thesis Proposal & Specific Comprehensive Exam)

<u>Term 1</u>			<u>Term 2</u>		
<u>Course #</u>	<u>Title</u>	<u>Degree/Extra/Audit</u>	<u>Course #</u>	<u>Title</u>	<u>Degree/Extra/Audit</u>
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----
<u>Term 3</u>			<u>Term 4</u> * General Comprehensive Exams (Written, Oral) normally scheduled now		
<u>Course #</u>	<u>Title</u>	<u>Degree/Extra/Audit</u>	<u>Course #</u>	<u>Title</u>	<u>Degree/Extra/Audit</u>
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----
<u>Term 5</u>			<u>Term 6</u> * Thesis proposal/Specific Comprehensive Exam normally scheduled now		
<u>Course #</u>	<u>Title</u>	<u>Degree/Extra/Audit</u>	<u>Course #</u>	<u>Title</u>	<u>Degree/Extra/Audit</u>
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----

Laboratory and Research Expectations have been discussed Student Initials _____ Advisor Initials _____

Brief Description:

Typical format for comprehensive exams discussed (Note: The general comprehensive exams form is to be completed with the student at the time the examining committee and format of the exams is set) Student Initials _____ Advisor Initials _____

Specific comprehensives and the role it plays in the thesis proposal have been discussed Student Initials ____ Advisor Initials ____

Funding for the duration of the degree has been discussed Student Initials ____ Advisor Initials ____

Approved by Student: _____ Date: _____

Approved by Advisor: _____ Date: _____

Note: Departmental extensions required past your 12th term. All students are required to register for one term in each of KIN770 & KIN771 and are encouraged to participate in KIN771 in each year. A minimum of 8 one-term graduate courses beyond the Honours B.Sc. or Honours BA degree is required. Students with an M.Sc. or MA degree may request advanced standing depending on their background. (see General Regulations, under **Doctor of Philosophy** section in current graduate calendar for details)

Distribution: Student, Graduate Officer (Student File - Original), Supervisor and Associate Chair of Graduate Studies

APPENDIX E: GLOSSARY OF TERMS

Graduate Experience Award (GEA)

If you have been assigned a Department-funded teaching assistant (TA) or course assistant (CA) position, financially, these positions consist of a combination of two separate types of payments: a Teaching Assistantship and a Graduate Experience Award (GEA). The Teaching Assistantship provides a total of 150 hours of work per term at a rate of \$27.70 per hour (\$4155 per term); this is averaged over the entire term and paid on a monthly basis and reported as T4 Employment Income. The GEA is a non-taxable award (\$2361 per term) provided to full-time graduate students in recognition of the teaching experience that they acquire through their role as teaching assistants (see note below). Please contact the appropriate course instructor prior to commencement of the term to discuss your teaching/course assistant duties.

GEA's are paid out after fees have been arranged for the current term. If you are paying your fees with your GEA, complete the promissory note, add the GEA info from your quest account. Any difference in amount should be made up with a personal cheque.

Graduate Research Assistantship (GRA)

Payments to graduate students from university-administered accounts to perform a designated list of research duties under the supervision of one or more faculty members. The student is expected to complete tasks on a fixed schedule and reports progress to the supervisor(s) on an agreed schedule. Duties and assigned tasks may be routine or advanced but normally fall outside the scope of the student's research. The relationship between supervisor(s) and student is similar to that of employer and employee, and income received by the student as a result of this service is taxable in the student's hands. Graduate students must be enrolled in a graduate program to receive these payments. Payments are processed on a monthly basis and reported as T4 Employment Income.

Graduate Research Studentship (GRS)

Payments to graduate students from university-administered accounts to support progress in their academic graduate degree programs. The student has the role of advisee under the academic supervision of one or more faculty members, who provide advice to the student and guide his/her progress towards the requirements of their degree on a schedule that best suits the interests of the students advancement. The student consults with the supervisor(s) regularly on research matters, and assumes tasks and duties commensurate with the standards of practice within their discipline, which may include, for example, the supervision of less-advanced students, operation of instrumentation and collection of data, and communication or display of their contributions. Results of the students research efforts are expected to comprise the student's research thesis or paper, but may also in parallel lead to joint publications with his/her supervisor(s). Graduate students must be enrolled in a graduate program to receive these payments. Payments are processed at the end of the first month of each term and reported as T4A Scholarship Income.

Graduate Student Office (GSO)

The University's [Graduate Studies Office](#) provides the central administrative services related to recruitment and admissions, student records, graduate student awards, administration of graduate studies regulations, program development, graduate studies publications and student services including advisement.

Graduate Student Association (GSA)

The [Graduate Student Association \(GSA\)](#) is a student-run not-for-profit organization whose membership consists of the graduate students of the University of Waterloo. The GSA actively promotes and represents graduate student interests to the university administration and various levels of government. Our lobbying efforts focus on issues such as student funding, working conditions, academic regulations, and university services.

International Student Office (ISO)

The [International Student Office \(ISO\)](#) is your connection to the University of Waterloo and is part of the services provided by the Waterloo International office. The ISO assists students in maintaining their legal status in Canada, provides assistance and support for students and their dependents, and promotes interaction with and integration into the University of Waterloo student community at large. If you would like to meet with an advisor in the ISO please drop by our office in Needles Hall, room 1101. You are not required to make an appointment.

Research Assistant (RA)

Graduate research assistantships and research studentships are usually paid from research grants and contracts for assistance with particular research projects. Students holding research studentships receive support to work on their own thesis research; in such circumstances requirements as to maximum hours of work do not apply. For students holding research assistantships, however, when payment is for assistance with research not closely related to the student's thesis research, the average number of hours worked per week must not exceed ten (including TA hours, if applicable); the rate of pay should represent fair value for the services rendered.

Teaching Assistant (TA)

Graduate teaching assistants are graduate students who do not have full responsibility for teaching courses, but who are appointed to carry out teaching-related duties, such as proctoring, marking, tutoring (including language tutoring), laboratory supervision, and occasional lecturing. Other duties may be assigned with the agreement of the instructor, the department chair or graduate officer, and the graduate student.