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RESPONSIBILITIES IN THE SUPERVISORY RELATIONSHIP

Faculty and students are bound by policies set by the University, Faculty of Graduate Studies, and the School of Exercise Science, Physical & Health Education.

Faculty of Graduate Studies policies are given in the Graduate Calendar and in policy documents found on the Faculty of Graduate Studies website: uvic.ca/graduatemystudies. In particular, students and faculty members should read the Graduate Supervision Policy, which outlines the rights and responsibilities in the supervisory relationship.

CONTACT INFORMATION

The identities, contact information and roles of the primary resource personnel in the academic unit:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Office</th>
<th>Telephone</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Dr. Sandra Hundza</td>
<td>McKinnon 122</td>
<td>250-721-8382</td>
<td><a href="mailto:ephe.director@uvic.ca">ephe.director@uvic.ca</a></td>
</tr>
<tr>
<td>Graduate Advisor</td>
<td>Dr. Ryan Rhodes</td>
<td>McKinnon 0024</td>
<td>250-721-7844</td>
<td><a href="mailto:rhodes@uvic.ca">rhodes@uvic.ca</a></td>
</tr>
<tr>
<td>Graduate Program Assistant</td>
<td>CJ Smith</td>
<td>McKinnon 120</td>
<td>250-721-6682</td>
<td><a href="mailto:epheprogasst@uvic.ca">epheprogasst@uvic.ca</a></td>
</tr>
<tr>
<td>Co-op Advisor</td>
<td>Alyssa Hindle</td>
<td>McKinnon 113</td>
<td>250-472-4690</td>
<td><a href="mailto:epheco@uvic.ca">epheco@uvic.ca</a></td>
</tr>
</tbody>
</table>

COURSE REQUIREMENT

Continuity of Registration

Students are expected to maintain continuous registration (if there is no coursework left you must register in thesis or project) or register for a leave of absence every term. If you need more information about a leave of absence check the Uvic calendar or contact the program assistant (there are limits to a leave of absence).

Course Requirements

MSc Kinesiology – Thesis Option – Usually 2-3 years

<table>
<thead>
<tr>
<th>Program Requirements: Total = 18 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPHE 573</td>
</tr>
<tr>
<td>Two of: EPHE 580, 581, 582, 583 or 584</td>
</tr>
<tr>
<td>Seminar (EPHE 500)</td>
</tr>
<tr>
<td>Either ED-D 560 or EPHE 585</td>
</tr>
<tr>
<td>Electives</td>
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<tr>
<td>Thesis (EPHE 599)</td>
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</tbody>
</table>
### MA Kinesiology – Usually 2-3 years

<table>
<thead>
<tr>
<th>Program Requirements: Total = 18 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPHE 573</td>
</tr>
<tr>
<td>Seminar (EPHE 500)</td>
</tr>
<tr>
<td>Two of: EPHE 580, 581, 582, 583, 584</td>
</tr>
<tr>
<td>Either ED-D 560 or EPHE 585 (or equivalent)</td>
</tr>
<tr>
<td>Electives</td>
</tr>
<tr>
<td>Thesis* (EPHE 599)</td>
</tr>
<tr>
<td>Project * (EPHE 598)</td>
</tr>
</tbody>
</table>

*Students complete either a thesis or a project

### MA in Physical Education – Thesis Option – Usually 2-3 years

<table>
<thead>
<tr>
<th>Program Requirements: Total = 18 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar (EPHE 500)</td>
</tr>
<tr>
<td>EPHE 573</td>
</tr>
<tr>
<td>Two of: EPHE 580, 581, 582, 583, 584</td>
</tr>
<tr>
<td>Complementary course(s) in research techniques</td>
</tr>
<tr>
<td>Electives</td>
</tr>
<tr>
<td>Thesis (EPHE 599)</td>
</tr>
</tbody>
</table>

### MEd Coaching Studies – Project-Based Option

Usually two years inclusive of two four-month cooperative education work terms.

<table>
<thead>
<tr>
<th>Program Requirements: Total = 18 units + 2 work terms (6 units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPHE 570, 572, 574, 575, 576, 577, 578, 579</td>
</tr>
<tr>
<td>Electives (to be determined)</td>
</tr>
<tr>
<td>Project (EPHE 598)</td>
</tr>
<tr>
<td>Cooperative Work Term (EPHE 801)</td>
</tr>
<tr>
<td>Cooperative Work Term (EPHE 802)</td>
</tr>
</tbody>
</table>

### Doctor of Philosophy in Kinesiology – Dissertation – At least two years

<table>
<thead>
<tr>
<th>Program Requirements: Total = 30 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPHE 673</td>
</tr>
<tr>
<td>Electives (to be determined)</td>
</tr>
<tr>
<td>EPHE 693 (Candidacy Exam)</td>
</tr>
<tr>
<td>EPHE 699 (Dissertation)</td>
</tr>
</tbody>
</table>
SUPERVISOR

Determining your supervisor
Through your application process you should have already identified a supervisor.

SUPERVISORY COMMITTEE

Nominating your supervisory committee
The structure of a Committee is guided by FGS policies outlined at the following link. https://web.uvic.ca/calendar2020-01/grad/admissions/committees.html#

As you identify the topic of your thesis or project (this is typically in the second or third term) you will consult with your Supervisor to identify potential Supervisory Committee members. Your supervisor will contact the individual/s to determine if they are available and willing to join the Committee. Contact the EPHE program assistant when you know who will be your committee.

EXPECTED MEETING FREQUENCY

With your Supervisor
Expected minimum frequency with which students and supervisors would normally meet, either by direct meeting, by virtual meeting, or through detailed correspondence, to discuss the student’s research (for thesis and dissertation students, this interval should normally not exceed 40 business days – i.e. supervisors and students should normally meet at least twice per term – unless a delay is required by field work, remote study, supervisor or student vacation, sick leave, etc.).

With your Supervisory Committee
Expected minimum frequency with which students would normally meet with their supervisory committee, either by direct meeting or virtual meeting, to discuss the student’s research (for thesis and dissertation students, this interval normally must not exceed 1 year).
Estimated timelines for completion

Estimated Timeframe for Masters students

- All course work typically completed
- Final Oral Examination
- Supervisory Committee in place & meets
- Supervisory Committee meets
- Supervisory Committee meets

Estimated Timeframe for Doctoral students who transfer from the Masters program

- All course work complete
- Proposal complete. Ethics approval in place.
- Candidacy Examination Part 1 complete
- Transfer approved by unit. Register in 695
- Supervisory Committee in place & meets
- Supervisory Committee meets
- Supervisory Committee meets
- Supervisory Committee meets
- Supervisory Committee meets
- Final Oral Examination
EXPECTED TURNAROUND TIME OF ANNOTATED THESIS, DISSERTATION OR PAPER

Expected maximum length of time required for supervisors and members of the supervisory committee to return comments on a thesis, dissertation or paper to a student (normally not to exceed 20 business days from time of receipt, unless a delay is required by field work, remote study, supervisor or student vacation, sick leave, etc.).

PLACEMENT, CO-OP TERMS AND INTERNSHIPS

CO-OPERATIVE EDUCATION IS AN OPTIONAL ADDITION TO THE KINESIOLOGY (MA) PROGRAM.

YOU CAN OBTAIN MORE SPECIFIC INFORMATION ABOUT ADDING CO-OPERATIVE EDUCATION TO THE KINESIOLOGY (MA) PROGRAM FROM THE EPHE CO-OPERATIVE EDUCATION COORDINATOR.

REQUIRED THESIS AND DISSERTATION FORMATS

Both manuscript and traditional thesis/dissertation formats are acceptable. The type of thesis/dissertation is determined in consultation with your supervisor and the supervisory committee. A manuscript based Master’s thesis will typically include one manuscript, and a dissertation will be a minimum of three and a maximum of six manuscripts based on discussions with the committee.
Traditional thesis: 4-6 Chapters including an Introduction, Review of Literature, Methods, Results, Discussion (depending on research genre Results and Discussion may be combined and an additional chapter may be added for recommendations or other content).

Manuscript thesis/dissertation: must contain an introduction and manuscript chapter/s and a full review of literature (either in the introduction, as a separate chapter or as an Appendix) and a summary chapter.

**OTHER REQUIRED POLICIES**

Graduate supervision policy.

**TRANSFER FROM THE MASTERS TO THE DOCTORAL PROGRAM**

A recommendation from the supervisor, evidence of research ability eg: in the form of a draft manuscript or pilot study report and an A average in a minimum of 7.5 graduate level units is required for consideration to transfer from a Masters to a doctoral program.

**CANDIDACY EXAMINATION PROTOCOLS**

The school follows the Faculty of Graduate Studies protocols permitting a maximum of two attempts to pass the candidacy examination. Upon failure to pass the Candidacy examination(s), the student may be permitted to complete a master’s degree.

**UNIT FUNDING POLICIES**

Graduate students receive funding from many different sources, including: fellowships, scholarships, teaching assistantships, and research assistantships. UVIC has policies and guidelines for each of these funding sources, and academic units may also have distinct policies for graduate funding. Graduate students should ensure they are aware of the policies governing their funding.

Graduate students who have questions or concerns about their funding can seek advice and guidance from the Faculty of Graduate Studies.

**FGS Funding – EPHE Selection Criteria**

- All Eligible Students are considered for these awards automatically.
- To be eligible for these awards a student must be enrolled in at least 3.0 units for the academic year and have accepted an offer to commence their program by July 31st. Awards will be made available in the first week of the fall term.
- The GPA for 1st year students is the entry GPA. GPA for existing students is the cumulative GPA from UVic Studies.
- Awards will be made once per year.
- Students awarded an outstanding Graduate Entrance Awards or a President’s Research Scholarship will not be eligible for a UVic graduate award in EPHE in the same year.

**Types of Awards**

- EPHE Graduate Entrance award – There are two awards available for students entering the graduate program, one Doctoral and one Master’s. More information and how to apply can be found here:
  [https://www.uvic.ca/education/exercise/graduate/scholarships/index.php](https://www.uvic.ca/education/exercise/graduate/scholarships/index.php)
- Outstanding Graduate Entrance Award – This award is made to the most outstanding commencing PhD student or Master’s student in a thesis-based program. The minimum GPA requirements for this award is a first class (7.0) on the last two years of study.
• Presidents Research Scholarship – This award is made to a student who at the time of nomination holds a Tri0Council (CIHR, NSERC, SSHRC) award.
• UVic Graduate award – Masters (Years 1 & 2 ONLY) and Doctoral students (Years 1 to 4 ONLY) with a minimum GPA of 6.5 may be offered a graduate award. The value will depend on the number of eligible students and the amount of support provided by FGS.

Research Assistantships
Offered by the supervisor when they have a funding source available.

Teaching Assistantships
The unit encourages graduate student teaching in undergraduate programs. Application for teaching labs and undergraduate courses are made annually in June. Application forms are available on the EPHE website and selection of teaching assistants is based on expertise in the subject area, availability and teaching experience. Based on the rules of the Union governing graduate students employed at the University of Victoria, students that want teaching experience opportunities in the second year of their graduate program will have priority (due to seniority) if they have taught in the previous year.

Awards, Fellowships, Scholarships & Bursaries
Awards, Fellowships, Scholarships and Bursaries are available and nominations are reviewed by the EPHE awards Committee which then nominates students forward to Faculty and University level awards committees. Academic excellence (e.g. GPA), publication record (commensurate for stage), academic progress and time in the program, community service and research environment are considered depending on the award criteria.

Termination of Awards
Termination of awards is based on the policies of FGS, the Senate and the Board of Governors upon which withdrawal of financial support would be appropriate.

Notification of Award Competitions
Award notifications will be circulated through email.

FORMAL REVIEW OF STUDENT PROGRESS
The policy will include the minimum frequency with which progress will be assessed, the basis for assessment, written feedback from the student, and mechanisms for addressing identified deficiencies in skills, knowledge, or expertise and/or less than satisfactory progress, and the consequences of sustained unsatisfactory performance.

Terms of reference for review
The student will be provided with a list of such information and metrics that they will be required to collect and submit for any instance of formal review (as in Section 5 of the Graduate Supervision Policy).

Procedure for the annual review
Formal assessments of progress for students in project-based and course-based programs shall be carried out at the discretion of the academic unit.

Formal assessment of progress for students in thesis and dissertation programs shall be carried out at least on an annual basis. The Graduate Advisor may initiate additional assessments upon the advice of the supervisor or supervisory committee. The unit shall establish procedures surrounding assessments, which must include points a-j, below:
a. An opportunity for the student to communicate their progress to the committee and to discuss their research with the committee. Committee members with concerns about student progress must raise these concerns at this meeting to allow the student an opportunity to address them directly.

b. An opportunity for the committee to discuss student progress in the absence of the student.

c. An annual student report that shall include such information and metrics that the unit finds necessary for a full evaluation of student progress.

d. A determination as to whether the level of academic progress is satisfactory or unsatisfactory. Gradations in performance are permitted, but the committee must be given the opportunity to rank a student as ‘unsatisfactory,’ if appropriate. Examples of categories of assessment might include:

   - **Excellent** – the student has exceeded all expectations, and the progress made on the thesis/dissertation work is exceptional.
   - **Very Good** – the student has exceeded most expectations and made significant progress on the thesis/dissertation work.
   - **Good** – the student has met most expectations and made some progress on the thesis/dissertation work.
   - ** Needs Improvement** – the student has struggled to meet expectations (some but not all expectations met) or progress is below what is reasonably expected.
   - **Unsatisfactory** – indicates, for example, that a student does not pursue goals in a vigorous fashion, does not take direction well, shows disregard for ethics/safety, or repeatedly fails to complete routine procedures.

e. Expectations, goals and milestones for the upcoming review period, if appropriate.

f. The anticipated date of the next formal review, if appropriate.

g. In the case of two or more determinations of ‘unsatisfactory’ progress on formal assessments not less than 8 weeks apart, a written recommendation whether or not to request the Graduate Advisor make application to the Dean of Graduate Studies to withdraw the student for ‘failure to meet academic standards.’ See subsections 6.15 and 12.3.

h. Names and electronic acknowledgements of all members of the committee, which shall signify that the recommendations reflect the majority finding(s) of the committee.

i. Name and electronic acknowledgement of the student, which shall signify that they have read and understood the recommendations of the committee.

j. In the case of a rating of **unsatisfactory**, the name and electronic acknowledgement of the Graduate Advisor signifying that the record has been received and reviewed.