

University of Victoria
School of Exercise Science, Physical & Health Education
Graduate Handbook
Last Updated: October 2023

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THE EPHE GRADUATE PROGRAM HANDBOOK

This handbook, mandated by the Faculty of Graduate Studies at the University of Victoria, contains important information for all students, faculty and staff regarding policies and procedures for program administration. Development of the handbook was led by the Graduate Advisor of the School of Exercise Science, Physical and Health Education, in consultation with faculty, staff and students. All students are provided with a copy of this handbook upon entry to the program to be used as a reference guide throughout their time in the EPHE Graduate Program. This handbook is an accompanying document to the existing policies and procedures at the University of Victoria and the Faculty of Graduate Studies.

THIS HANDBOOK IS REVIEWED ANNUALLY AND THE MOST UPDATED VERSION CAN BE FOUND ONLINE.

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. 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:

	Name	Office	Telephone	e-mail
Director	Dr. Sandra Hundza	McKinnon 122	250-721-8382	ephe.director@uvic.ca
Graduate Advisor	Dr. Ryan Rhodes	McKinnon 0024	250-721-7844	rhodes@uvic.ca
Graduate Program Assistant		McKinnon 120	250-721-6682	epheprogasst@uvic.ca
Co-op Advisor		McKinnon 113	250-472-4690	epheco@uvic.ca

MSc and MA Programs

The MSc/MA program is a research degree typically requiring 2 years of full-time study, though it may take additional time. The Faculty of Graduate Studies (FGS) stipulates that the maximum allotted time for the degree is 5 years and a minimum enrollment of at least 12 consecutive months is required. In order to extend the graduate program beyond 5 years, a formal extension request is required and there must be sufficient rationale for doing so. See the FGS policy or the Graduate Program Assistant for more information about requesting an extension. Students will discuss this topic with their supervisor upon entry into the program.

Program Extension Form:

Students should refer to the most recent version of the [University of Victoria Calendar](#) for important policies related to all aspects of graduate studies.

PhD Program

The PhD program is a research degree typically requiring 4 or 5 years of full-time study. The Faculty of Graduate Studies (FGS) stipulates that the maximum allotted time for the PhD degree is 7 years and minimum enrollment for at least 24 consecutive months is required. In order to extend the graduate program beyond 7 years, a formal extension request is required and there must be sufficient rationale for doing so. See the FGS policy or the Graduate Program Assistant for more information about the extension procedure.

The candidacy examination is normally held within 21 months of a student entering the PhD program. Students transferring from the MSc to the PhD program must complete the exam within 18 months from their entry into the PhD. An extension beyond these limits may be considered, provided sufficient rationale, yet is not guaranteed.

Program Extension Form:

Students should refer to the most recent version of the [University of Victoria Calendar](#) for important policies related to all aspects of graduate studies.

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

Program Requirements: Total = 18 Units	
EPHE 573	1.5
EPHE 673A	1.5
Two of: EPHE 580, 581, 582, 583 or 584	3.0
Either ED-D 560 or EPHE 585	1.5
Electives	1.5-3.0
Thesis (EPHE 599)	7.5-9.0

MA Kinesiology – Usually 2-3 years

Program Requirements: Total = 18 Units	
EPHE 573	1.5
EPHE 673A	1.5
Two of: EPHE 580, 581, 582, 583, 584	3.0
Either ED-D 560 or EPHE 585 (or equivalent)	1.5
Electives	1.5-7.5
Thesis*(EPHE 599)	7.5-9.0
Project *(EPHE 598)	3.0-4.5
<i>*Students complete either a thesis or a project</i>	

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

Program Requirements: Total = 18 units	
EPHE573	1.5
EPHE673A	1.5
Two of: EPHE 580, 581, 582, 583, 584	3.0
Complementary course(s) in research techniques	1.5-3.0
Electives	1.5 – 4.5
Thesis (EPHE 599)	7.5 – 9.0

MEd Coaching Studies – Project-Based Option

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

Program Requirements: Total = 18 units + 2 work terms (6 units)	
EPHE 570, 572, 574, 575, 576, 577, 578, 579	12.0
Electives (to be determined)	3.0
Project (EPHE 598)	3.0
Cooperative Work Term (EPHE 801)	3.0
Cooperative Work Term (EPHE 802)	3.0

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

Program Requirements: Total = 30 Units	
EPHE 673A	1.5
EPHE 673B	1.5
Electives (to be determined)	6.0
EPHE 693 (Candidacy Exam)	3.0
EPHE 699 (Dissertation)	18.0 - 33

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](#).

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).

Committee Meetings

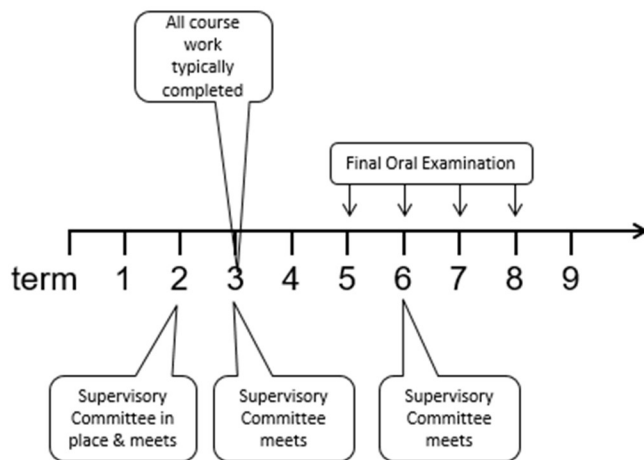
Supervisory Committee meetings are an important part of a student's graduate degree as they help direct the student's research project, negotiate timelines for completion, and address such issues as selecting course electives, transferring from the MSc to PhD program, candidacy examination and graduation.

Scheduling:

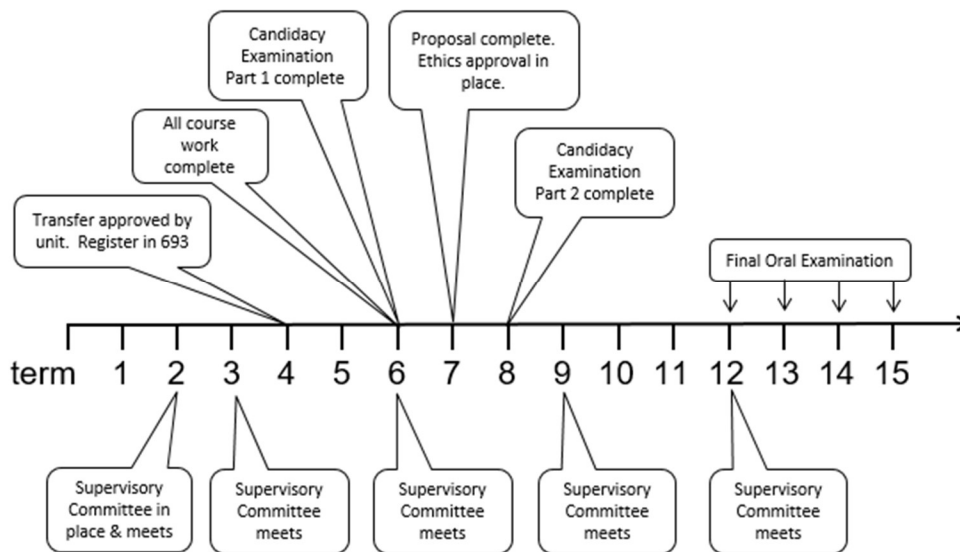
1. It is the responsibility of the student to call a committee meeting
2. Committee meetings may be called at any time by the student, supervisor or committee members to discuss a student's research progress. a) Not all committee meetings must be formal research-focused meetings. These meetings are important for administrative milestones and can be used to mediate student issues outlined in the roles and responsibilities including arbitration of student-supervisor challenges.

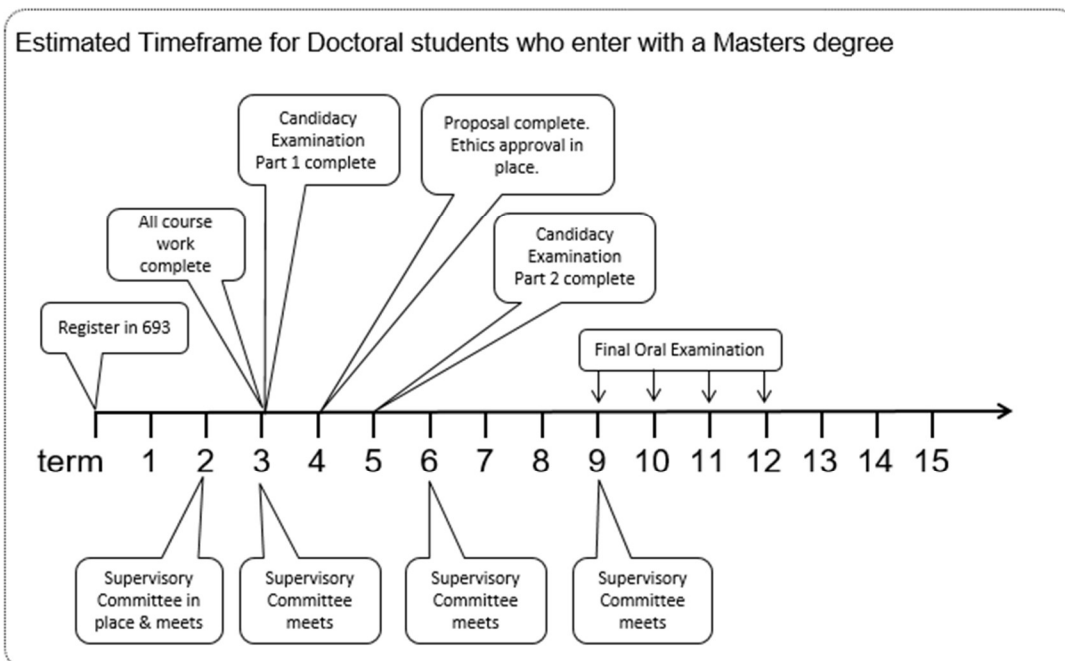
Estimated timelines for completion

Estimated Timeframe for Masters students



Estimated Timeframe for Doctoral students who transfer from the Masters program





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 e.g.: 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 purpose of the candidacy examination is to confirm the student's preparedness and competence to undertake research that will culminate in the PhD dissertation.

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.

The Candidacy Examination will consist of the following parts:

- **Part 1 – Candidacy Exams:** Two papers, or one paper and one substantive alternative scholarly product followed by an oral defense based on both outputs.
- **Part 2 – Dissertation Proposal:** A proposal outlining the intended doctoral research, followed by an oral defense of this work.

PART 1 – CANDIDACY EXAMS

The topics and forms of the Candidacy exams will be negotiated between the student and their committee. The exams will provide students with an opportunity to demonstrate their knowledge of the literature and major issues in the field of study and move them towards their doctoral research. Normally, one topic will focus on establishing competence in the broad field (such as methodological questions) and the other topic will be on a focused content area (primarily designed to fill a gap in knowledge in preparation for dissertation work).

Normally, these exams will be submitted in the form of a paper. The paper(s) will be about 15,000 words (equals about 30 pages, double-spaced, 12pt easy-to-read font, with standard (1-inch margins). Other forms of exams can be individually negotiated with the student's committee.

PART 1 – COMPLETION PROCESS

Students will prepare Purpose Statements and Reading Lists for each paper/product, organized into topic areas. Once the topic areas are confirmed, the Reading lists will be discussed with, refined, and then approved by their full candidacy committees.

Scheduling of preparation and writing/production time will be negotiated with each student.

The process of preparation for both paper(s)/project will normally be 3-6 months. Once the writing period begins, the student will complete the first paper/product within 20 working days. Students will have a break period (minimum 1 week). For the second paper, this will also be completed over a 20 working day period. If students choose an alternative scholarly product, they will have 20 business days to complete. Students can choose to begin with either topic area and both exams will be completed independently, without consulting peers, faculty or others. The committee must be given time to review both submissions and the oral defense will normally be held within 30-days of the second and final submission.

During (and directly after) the candidacy exam oral defense, students will receive feedback from the committee, which will include an indication about their readiness to move onto the dissertation proposal (Part 2 of the process), as outlined below.

A copy of the approved reading lists and questions will be submitted to the graduate secretary for filing.

DECISION-MAKING PROGRESS FOR PART 1:

- 1) The student will progress to oral defense once both paper(s)/product are submitted, even if there are concerns from any committee member about a paper/product. The adjudication process will proceed as per policy; the student will be given the opportunity to orally defend and receive feedback.
- 2) Consensus is the preferred decision-making process for committee.
- 3) If consensus cannot be reached, decision will be by majority (on each paper/product and defense thereof).
- 4) In the case of a split committee (even numbers), the Graduate Advisor will be asked in the first instance to provide a tie-breaking vote. If the Graduate Advisor (GA) is already on the committee or cannot serve for any reason, the decision will go to the Chair of the Department. If both the GA and Chair are on the committee the decision will go to the Dean of the Faculty.

Possible outcomes from Part 1 - Candidacy Paper(s)/Product:

- Both paper(s)/product and defense pass without revisions, and student progresses to dissertation proposal.
- One paper/product passes without revisions, and one paper/product is requested for Rewrite with a negotiated timeline. Proposal development is postponed until the revised paper/product is resubmitted and successfully defended.
- Both paper(s)/product are requested for rewrite with timeline negotiated. Proposal development is postponed until both are resubmitted and successfully defended.
- If one or both paper(s)/product are required to be rewritten, the student will only have one chance to redo each one.
- If the student is not able to complete the paper(s)/product or pass the oral defense on the second attempt, it will be recommended to the Dean of Graduate Studies that they be withdrawn from the program.

Consistent with policies and procedures outlined in the Graduates Studies calendar, a student may appeal the decision and any aspects of this procedure. The initial appeal must be made in writing to the Department Graduate Advisor.

CRITERIA FOR ASSESSMENT

- 1) The Candidacy Paper/Product must adhere to instructions:
 - Be submitted within the timelines given
 - Address one of the questions/prompts/titles provided
 - Indicate which question was being answered (as per instructions)
 - Stay within the length requested

- Use proper APA (or negotiated) formatting and referencing for any written submissions

2) The candidacy paper/product must demonstrate:

- Knowledge of the literature and major issues in the field of study
- Ability to respond to and think critically about the literature and major issues in the field of study
- Overall comprehensive understanding conveyed through breadth and depth of paper/product
- Evidence of ability to show logical flow between themes and ideas.

PART 2 – DISSERTATION PROPOSAL

Once students successfully complete the candidacy exam portion of the process (Part 1), they will be invited to begin the proposal phase. This Part 2 will take no longer than six months from beginning to oral defense.

Students will work independently and under the advisement of their supervisor and candidacy committee to complete a proposal for their planned doctoral research, followed by an oral exam. Once the committee deems the proposal to be defensible, an oral defense will be held.

Decision-making progress for Part 2:

1) Consensus is the preferred decision-making process for committee.

2) If consensus cannot be reached, decision will be by majority.

4) In the case of a split committee (even numbers), the Graduate Advisor will be asked in the first instance to provide a tie-breaking vote. If the Graduate Advisor (GA) is already on the committee or cannot serve for any reason, the decision will go to the Chair of the Department. If both the GA and Chair are on the committee the decision will go to the Dean of the Faculty.

Possible outcomes from the Dissertation Proposal process:

- Both the proposal and defense are deemed complete. COM (Complete) Grade entered for 693 by Graduate secretary. The student proceeds to next stages of doctoral program.
- Both the proposal and defense are deemed incomplete. Student may undertake further preparation to submit and defend the dissertation proposal once more. The new proposal will be accepted for defense no sooner than 6 weeks following the first defense but no later than six months after.
- Within 6 months after the first defense, if both the proposal and 2nd defense are deemed incomplete, a recommendation is sent to the Dean of Graduate Studies to withdraw the student.
- If 6 months pass after beginning Part 2, and the committee assesses that the student is not able to complete a defensible written proposal, the work will be deemed incomplete and recommendation will be sent to the Dean of Graduate Studies to withdraw the student from the program.

Consistent with policies and procedures outlined in the Graduates Studies calendar, a student may appeal the decision and any aspects of this procedure. The initial appeal must be made in writing to the Department Graduate Advisor.

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 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.”

Eligible years of guaranteed funding

Corresponding with the September term, EPHE graduate students will receive funding allocated from our annual budget from Graduate Studies. Funding amounts change each year. The eligibility criteria normally applied are outlined below:

- Students with a 7.0 GPA or higher
- Students within 2 years of commencing their Master’s program
- Students within 4 years of commencing their PhD program
- Students meeting [University eligibility](#) standards to receive EPHE funding

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 an UVic graduate award in EPHE in the same year.

Types of Awards

- 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 TriOCouncil (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~~7.0 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. Information about Scholarships and Bursaries is normally emailed to all graduate students. The graduate secretary sends out information as soon as it is available, and it is contingent upon students to pursue these options. Normally, application information is associated with a tight timeline, and it is the responsibility of individual students to be responsive to this information. Many donor awards require a letter from a student's supervisor, and it is important that supervisors be given time to write letters. Incoming students may find that a previous supervisor or employer is more appropriate as a reference than a new supervisor. 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.

Information about Scholarships and Bursaries can be found on the Faculty of Graduate Studies website at: <http://www.uvic.ca/graduatestudies/finances/financialaid/uvicawards/index.php>

CONDITIONS OF AWARDS

Conditions of awards are specified by the policies of FGS, the Senate and the Board of Governors upon which student funding is contingent, such as academic standing, academic progress, time in program, etc.

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 point's 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.