

**MA Health Promotion**  
**MSc Kinesiology**  
**MA Leisure Studies**

2021-2022

Graduate Handbook

Revised November 2021

## Contact

If you have any questions or concerns regarding graduate related matters within the School of Health and Human Performance (HAHP) please contact:

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## Location of Offices

Our faculty and staff are traditionally housed in three buildings on campus: Stairs House, Dalplex and Studley Gymnasium. Due to renovations some staff have been moved to the dentistry building. Please contact [hahpgrad@dal.ca](mailto:hahpgrad@dal.ca) if you need assistance finding an office.

### Stairs House

6230 South St., houses:

- Main Office, Director, Graduate Coordinator, Health Promotion, Leisure Studies Faculty, School Administrator, Office Staff,
- Graduate Student Space,
- Pat Richards Conference Room
- School Lounge



### Dalplex

6260 South St., houses:

- Kinesiology Faculty Offices,
- Labs
- School Technician
- Lounge



### Studley Gymnasium

6185 South St., houses:

- Leisure Studies Faculty Offices



# Welcome to the School of Health and Human Performance (HAHP)

We are delighted that you have chosen to be a part of our graduate programs within Dalhousie's School of Health and Human Performance (HAHP) (hereafter referred to as School). We have three graduate programs, MA Health Promotion, MSc Kinesiology, and MA Leisure Studies.

Students benefit from the small classes and the close ties with faculty, staff, and fellow students in our School. Our faculty members are recognized both nationally and internationally for their work, and we encourage you to actively seek out opportunities to learn about their research and to talk to them about yours.

This handbook is designed to provide helpful guidance to students. The regulations and procedures of the University and the Faculty of Graduate Studies are listed in the Graduate Studies Calendar, which can be found [here](#).

Take an opportunity to familiarize yourself with this handbook, our graduate programs, and the FGS [website](#), and refer to them often to guide you through your graduate studies.

Best wishes for your success in our School!

We look forward to working with you throughout your graduate program.

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## SECTION 2: SUPPORT SERVICES FOR GRADUATE STUDENTS

Your thesis supervisor is a key support and resource. Aside from this individual, the School, FGS, and the University offer other support services that will be important to your program of study.

**2.1 Graduate Administrative Secretary:** The graduate administrative secretary (hereafter referred to as graduate secretary) is responsible for administrative and secretarial support for the three graduate programs and works closely with the graduate coordinator. Normally the first point of contact concerning information about graduate regulations, procedures and resources or services, is the graduate secretary. The graduate secretary can be reached at [hahpgrad@dal.ca](mailto:hahpgrad@dal.ca) or 902-494-2152, and they are located in the main office at 6230 South St. (Stairs House). If you any questions about graduate related matters, please send us an email to [hahpgrad@dal.ca](mailto:hahpgrad@dal.ca).

**2.2 Graduate Coordinator:** The graduate coordinator administers the School's graduate programs and is responsible for all regulations and procedural matters. The graduate coordinator can be consulted at any time, but the graduate secretary is helpful as the first point of contact. The graduate coordinator monitors students' progress and is available to students and faculty to discuss and assist in resolving problems. The graduate coordinator is Dr. Melanie Keats, and her contact information is [melanie.keats@dal.ca](mailto:melanie.keats@dal.ca) or 902-494-7173.

**2.3 School Main Office:** The main office of the School is located on the ground floor of 6230 South Street (also known as Stairs House). There are three staff in the main office: Joao Magalhaes (Interim Graduate Secretary), Jane Conrad (Undergraduate Secretary) and Allison Proudfoot (Secretary to the Director). You may arrange to meet with the Director (Dr. Laurene Rehman) through Allison Proudfoot.

Please note that during the COVID-19 pandemic faculty availability is limited if you are trying to set up an appointment with a faculty member, it is best to contact them directly.

**2.4 Faculty of Graduate Studies (FGS):** The Faculty of Graduate Studies is located in Room 314 of the Henry Hicks Administration Building. The FGS administers all graduate degrees at Dalhousie University. The FGS regulations take precedence over School or Departmental regulations. Students interact with the FGS on such matters as admissions, scholarships, registration, bursary applications, research and travel grants, letters of permission to take courses at other institutions, requests for leaves of absence, requests for a change in status (e.g., full-time to part-time), approval of the final version of the thesis, and applications for graduation. A student's Program of Study Form, Program Update Form, and Annual Progress Reports are sent to FGS for approval. Forms for many of these tasks can be found [here](#).

It is usually helpful to see the School's graduate secretary before visiting the FGS office. Often the School graduate secretary is able to assist students with accessing information and processing forms without a visit to FGS.

**2.5 Graduate Student Society (GSS):** The GSS is the representative body for graduate students in Health Promotion, Kinesiology, and Leisure Studies. The GSS council members represent

the School of Health and Human Performance student body both within the School and at the larger university.

The School's GSS is one of the most active graduate student societies on campus. Regular meetings are held to organize fundraising and recreational activities to get students active and involved on and off campus. These opportunities allow students to get to know one another, have fun, and contribute to the broader community. Examples of past activities include sea kayaking, Relay for Life, Run for the Cure, Halifax AIDS Walk, Ultimate Frisbee, Hiking, BBQS, and potlucks.

Students within the School are welcome to contact the GSS for information or to ask questions.

The following is a list of GSS representatives for the 2021-2022 academic year along with their e-mail addresses.

Position	Name	E-mail
President	TBA	
Secretary	TBA	
Treasurer	TBA	
Crossroads Co-Chairs	TBA	
	TBA	

**2.6 Dalhousie Association of Graduate Students (DAGS):** The DAGS is a student-run organization that represents all graduate students' interests on campus regardless of the program. The DAGS offers a variety of services to graduate students such as The Grad House (a pub style eatery), and funding for academic and social events organized by the School's Graduate Students' Society. The DAGS occasionally publishes a Dalhousie Graduate Student Handbook which contains valuable information concerning student life, and student services. You can access their website [here](#).

**2.7 Dalhousie Student Services:** Dalhousie University [Student Services](#) offers a wealth of information to students on academic regulations, facilities, entertainment, recreational services, organizations, and student support.

**2.8 Dalhousie Student Health and Wellness Centre:** The Dalhousie Student [Health and Wellness Centre](#) is committed to providing certified quality primary and mental health care services to promote and enhance students' health. The Centre's interprofessional team includes registered nurses, doctors, social workers, counsellors, registered psychologists, a psychiatrist, and health promotion expertise.

**2.9 Dalhousie E-mail Address:** All correspondence with registered graduate students is communicated via your Dalhousie E-mail Account. It is University policy that Dalhousie accounts

MUST be used for official University business. Initially, students are given an alphanumeric e-mail address (e.g., [js275712@dal.ca](mailto:js275712@dal.ca)). Email addresses are much easier to remember if the address is personalized (e.g., [Jasmine.Smith@dal.ca](mailto:Jasmine.Smith@dal.ca)).

- Go to [www.dal.ca/campus\\_life/orientation.html](http://www.dal.ca/campus_life/orientation.html)
- Click on “Checklist”
- And then “Set up your Dal email account”
- Follow the instructions from there and set your preferences

Be respectful when using email. Think about and read the e-mail before sending it and be sure it is going to the person you intend. Email is a quick way to communicate and is not always read at the other end in the same tone as you may have sent it, which can lead to interpersonal problems. In general, do not use email to vent issues. Instead, resolve problems in person whenever possible.

Please consult the University Guide to Responsible Computing [here](#).

**2.10 Use mail forwarding:** Students may prefer using Gmail, Hotmail, etc. Unfortunately, Dalhousie Webmail may block messages sent to and from these websites. It is highly recommended to use the Dalhousie email address for all university related correspondence. Mail forwarding will automatically forward the Dalhousie webmail inbox messages to another regular e-mail provider, enabling responding directly from another server while still using the Dalhousie address.

- Log into [www.dal.ca](http://www.dal.ca) and click on myDal
- Click on “Mail management” (below “You have x unread messages”)
- Login in with your alphanumeric NetID (e.g. [js275712@dal.ca](mailto:js275712@dal.ca) ) and e-mail password
- Click on “Mail forwarding”
- Set your preferences

**2.11 Desk Space and Lockers:** Stairs House is under renovations and there are no space or lockers available at the moment for graduate students. We will inform as soon as the work is complete, and space becomes available.

Meanwhile, the Dalhousie libraries have numerous open study carrels for general use. They are available to all students on a daily first come, first served basis. They also have spaces that can be booked. For information on the Dalhousie Libraries, please visit <http://www.library.dal.ca>.

The Killam Library has a Graduate Pad on the 4th floor. It is accessible with a valid Dalhousie ID card. The Centre includes a wireless quiet study area, a bookable seminar room, two bookable group study rooms, a lounge, kitchenette, and other amenities.

The Mona Campbell Building (Room 3109) offers the newest graduate space on campus. Lockers are available, and the room is exclusively for graduate students.

**2.12 Stairs House Lounge:** Information will be provided after the renovations are complete.

**2.13 Computer Labs:** Information will be provided after the renovations are complete.

The Academic Computing Help Desk at the computer centre in the basement of the Killam Library provides assistance for a variety of technical support and software problems. The help desk can also be reached at 902-494-4357 or [support@dal.ca](mailto:support@dal.ca).



**2.14 Meeting Room:** Information will be provided after the renovations are complete.

**2.15 Phones:** Information will be provided after the renovations are complete.

**2.16 Keys:** Information will be provided after the renovations are complete.

**2.17 Photocopy Services:** The University offers numerous photocopying services throughout campus. Students are asked to use the Dalhousie Print Centre or alternative locations for copying services. Other photocopying services available at Dalhousie can be found on the Dalhousie [website](#).

**2.18 Student Mailboxes:** Information will be provided after the renovations are complete.

**2.19 Equipment Sign-out:** During the non-teaching time periods (May-August), projectors and laptops may be signed out by graduate students for use on campus for a maximum of 24 hours. Requests for sign-out for more than this time period must be supported by a faculty member and approved by the Administrative Officer. Only under exceptional circumstances will requests to remove equipment from campus be approved. Both policies are available for viewing in the Main Office, Stairs House.

Pending availability of the equipment during the period of September to April, you may sign out equipment for shorter periods of time (e.g., for presentations).

There are a number of transcribers and recorders available for sign out at any time through the Senior Administrative Secretary.

**2.20 Dalhousie Card:** For information about your DalCard visit: [www.dal.ca/dalcard](http://www.dal.ca/dalcard)

DalCards can be obtained at the DalCard Office in Howe Hall (6230 Coburg Rd) once course registration is complete. During peak times, a temporary location is set up to accommodate increased demand. Please visit the DalCard website for temporary locations during peak times and for additional information.

**2.21 Parking:** Parking passes can be obtained [online here](#). Upon completion of your pass purchase, you will be issued a temporary pass through email which will be valid for only 10 days after purchase and will have to be exchanged for the actual hangtag pass. Your pass will be available at the Security Office located on the parking level of the Marion McCain Building, 6135 University Avenue. Please have your up to date Dalhousie Identification card with you in order for you to pick up your hangtag pass. For more information go to the Facilities Management [parking website](#).

Bicycle racks are located outside Dalplex as well as Stairs House for those who wish to bike to and from School. Bikes are stored outside using these racks. Bikes are not to be brought inside any buildings.

NOTE: all services and spaces described in items 2.11 to 2.19 may be unavailable due to public health restrictions related to the COVID-19 pandemic, please check with the Graduate Secretary or Graduate Coordinator about the latest updates.

## SECTION 3: ROLES AND RESPONSIBILITIES OF STUDENT

Graduate study usually involves small classes, complex material, seminar classes (and lectures), labs (depending on your program), and more experiential assignments. Graduate study encourages critical thinking and analysis. With these come more expectations and responsibilities for graduate students.

**3.1 In-Class Participation:** Students are expected to take an active role in their classes by coming to class having read material and being prepared to engage in active discussion.

**3.2 Submit High Quality Written Work:** Assignments are expected to be written clearly, concisely, and in greater depth than an undergraduate assignment. In graduate level assignments, critical thinking about the topic should be demonstrated through the synthesis of existing ideas to create new links or new ideas. Written work should also reflect your own ideas or your perceptions of original or primary sources rather than material developed from secondary sources or observations made by other individuals. For the most part, written assignments are based on material initiated and developed by the student, drawing on conclusions that the student is capable of defending.

A specific bibliographic and referencing format is required for all written assignments. The form and style should be clearly identified by the course professor or thesis supervisor. A frequently used format for the preparation of written manuscripts comes from the American Psychological Association (APA). The APA Publication Manual is available for purchase at the Dalhousie Bookstore or for review at the Dalhousie library. The library website also has a synopsis of the most common referencing formats and a tutorial. See [here](#).

Questions concerning the quality of the written material expected of students should be raised with the course instructor. Periodically, the Writing Centre will schedule writing workshops specifically designed for graduate students. Students can contact the Writing Centre at 902-494-1963 or [writingcentre@dal.ca](mailto:writingcentre@dal.ca), if they require specific help with their writing. We encourage students to make use of this resource.

Please note that the FGS has specific formatting requirements (aside from reference style) for theses that must be followed before a thesis will be accepted. See [here](#).

**3.3 Maintain Academic Integrity:** All quoted material from other sources and any material that is paraphrased from other sources must be cited appropriately. Students who are uncertain about this process should consult the academic integrity [website](#).

A tutorial and self-administered quiz are available on this website along with videotapes that clarify the issue and processes associated with academic integrity.

**3.4 The Academic Year:** \*The academic year for graduate students is 12 months with up to one-month vacation during the summer. Graduate students in our programs are “program fee students” and must maintain continuous registration for fall, winter and summer terms until they complete all degree requirements and submit their thesis to the FGS (see the Graduate Calendar for registration procedures and regulations). Under special circumstances a Leave of Absence may be granted (see

the FGS Calendar for additional information). Students are expected to stay in regular contact with their supervisor to complete work on their thesis during the spring and summer months.

**3.5 Complete and Annual Progress Report:** Once a year, students are required to complete an online annual progress report outlining everything they have accomplished over the past year and a detailed timeline for the completion of the remaining requirements of the program. It is important to note that lack of progress can result in academic dismissal. Information on completion of progress reports can be found [here](#).

**3.6 Be Aware of and Comply with the Policies and Regulations of the School, the FGS, and Dalhousie University:** The FGS Calendar contains all information about Dalhousie University regulations, the policies and procedures of FGS, degree requirements and all deadlines for the current year. It is the responsibility of all graduate students to familiarize themselves with the regulations that govern the conditions of their program of study at the University.

*Sections of the calendar that are especially important are policies referring to Intellectual Honesty, Academic Dishonesty, and Code of Student Conduct. The FGS Calendar can be found [here](#).*

In addition to these policies, the Senate of Dalhousie University has a *Conflict of Interest* policy that clearly separates academic activity from activity related to a personal interests or business activity. This policy can be found [here](#).

Senate also has a Scholarly Misconduct policy that can be found [here](#). This policy provides guidance about concerns regarding representation of authorship, and academic work. Both policies have relevance to graduate students and faculty and are particularly helpful for those who have a private business in addition to their academic activity. These policies (and others) ensure that as a student you are free to decide whether you wish to participate in research, even the research of your supervisor or a committee member. They provide guidelines about the ownership of intellectual work and provide guidelines for decisions about authorship. They also clarify boundaries between a student's academic activities as a student and activities in a business or personal life. Please note: University facilities and equipment are not available for use by private businesses.

Any questions regarding these matters should be discussed with the thesis supervisor or graduate coordinator.

**3.7 Stay in Touch with your Supervisor Throughout your Program:** Graduate students interact with their supervisor on all academic matters including the selection of courses, deciding on a potential thesis topic, selecting thesis supervisory committee members, carrying out the thesis research, and the writing of the thesis. If students experience problems with any of these matters, they are encouraged to discuss them with their supervisor to work towards a resolution.

**3.7.1 Switching Supervisors:** Students are assigned to a thesis supervisor before they enter the program. The supervisor sees the student through to the completion of their degree. If either the student or the supervisor wishes to change this relationship, the graduate coordinator must be consulted. If the supervisor is the graduate coordinator, the School Director must be consulted.



## SECTION 4: TUITION FEES, FINANCIAL SUPPORT, AND AWARDS

**4.1 Tuition Fees:** All fees are paid through Student Accounts. Regardless of when students register, fees are not due until the appropriate deadline set by the Student Accounts Office. Inquiries regarding fee payments are handled via Student Accounts. Please visit their [website](#).

**Full-time** students register and pay full-time fees for three consecutive terms: (Fall (September to December), Winter (January to April), and Summer (May to August) and pay full-time continuing (reduced) fees thereafter.

**Part-time** students register and pay part-time fees for nine consecutive terms: (Fall (September to December), Winter (January to April), and Summer (May to August) and pay part-time continuing (reduced) fees thereafter.

**4.2 Funding Information:** The School offers an annual fall workshop that offers advice and direction with regards to completing scholarship and funding applications. The workshop is scheduled in late-October and all graduate students are encouraged to attend. The FGS [website](#) is a great resource for information regarding the following:

- FGS Scholarships and Fellowships
- President's Awards
- Awards
- Bursaries
- Teaching Assistantships
- Student Research and Conference Travel Grants
  - Research grants for thesis students are small research grants to assist thesis research. *Must apply before expenses are incurred.*
  - Travel grants are for the presentation of a paper or poster at a scholarly meeting. Must apply prior to the conference.
- External Funding
  - External scholarships e.g., CIHR ([www.cihr.ca](http://www.cihr.ca)), SSHRC ([www.sshrc.ca](http://www.sshrc.ca)), NSERC ([www.nserc.ca](http://www.nserc.ca)), NSHRF ([www.nshrf.ca](http://www.nshrf.ca))

Awards while receiving Dalhousie funding: If a student receives an additional award, scholarship, bursary or teaching assistantship while receiving funding from Dalhousie University, the amount of the internal portion of the Dalhousie Graduate Student Award may be affected. **A student who receives another award must inform the School.** Some examples of awards are: CIHR, NSERC, NSHRF, SSHRC, research funds from a faculty member's grant, and the Nova Scotia Black and First Nations Entrance Scholarship.

**4.3 School Teaching Assistantships (TA), Marker Positions, and Research Assistantships (RA):** Graduate students are eligible to apply for positions as teaching assistants, laboratory




demonstrators or markers within the School. Available positions will be posted in accordance with the collective agreement between Dalhousie University and the Canadian Union of Public Employees (CUPE). As noted above, faculty may also hire graduate students as research assistants. TAs and markers are members of the Canadian (CUPE) union. Their terms of employment are governed by a collective [agreement](#).

A student who has a scholarship must be registered as a full-time student. For this reason, a student may not simultaneously be employed for more than 16 hours per week, including a maximum of 10 hours as a teaching assistant. Please see FGS Regulations on Student Categories for Fee Purposes in the graduate calendar.

Teaching assistant duties and marking duties are assigned to assist specific undergraduate courses. These assignments are made before the start of each academic term. If you accept a TA or an RA position, you must be available to perform the duties.

*A student must be on campus and available for work to receive assistantship funding. An assistantship will be suspended if a student is off campus for a period of time (other than for a maximum 4-week holiday in the summer).*

**4.4 External Scholarships:** All graduate students are encouraged to apply for external scholarships. Students are encouraged to search broadly for possible sources of scholarship funding and consult with their thesis supervisor, the graduate coordinator, the graduate secretary, and the FGS. On the following page you will find the list of scholarship resources that we encourage you to review.



You've Got Funding!

Funding Agency	Website or Contact Information
Atlantic Indigenous Mentorship Network	<a href="http://atlantic-imn.ca">atlantic-imn.ca</a>
Beatrice Hunter Cancer Research Institute	<a href="http://bhcri.ca">bhcri.ca</a>
Canadian Association of Cardiovascular Prevention and Rehabilitation – Graduate Scholarships	<a href="http://cacpr.ca">cacpr.ca</a>
Canadian Institute of Health Research (CIHR)	<a href="http://cihr-irsc.gc.ca">cihr-irsc.gc.ca</a>
Faculty of Graduate Studies Funding Database – This site has numerous scholarship opportunities and we encourage students to visit it.	<a href="http://dal.ca/faculty/gradstudies/funding.html">dal.ca/faculty/gradstudies/funding.html</a>
Research Nova Scotia (formerly NSHRF)	<a href="http://researchns.ca">researchns.ca</a>

Natural Sciences and Engineering Research Council (NSERC)	<a href="http://nserc.ca">nserc.ca</a>
Nova Scotia Alzheimer Society – Phyllis Horton Bursary	<a href="http://alzheimer.ca/en/ns/Research/Alzheimer-Society-Research-Program/How-to-apply">alzheimer.ca/en/ns/Research/Alzheimer-Society-Research-Program/How-to-apply</a>
Social Sciences and Humanities Research Council (SSHRC)	<a href="http://sshrc-crsh.gc.ca">sshrc-crsh.gc.ca</a>

**4.5 Payment of funding:** Scholarships and research assistantships are paid to the student in regular monthly payments on the 27th of each month. University fees (tuition fees, medical fees, incidental fees, etc.) will be deducted from scholarship funds. TAs, markers, and lab demonstrators are paid bi-weekly if there are no other monthly payments to the student; otherwise TA funds are normally added to the monthly payment. You must make arrangements for your funding to be paid by direct deposit to your bank account by completing a Direct Deposit Form and submitting it to the School's Administrator. The form can be found [here](#).

**4.6 Termination of Funding:** All funding is terminated when a student withdraws from the program. A student on sick leave must relinquish their funding during the sick leave period.

**\*All funding is terminated when a student submits their thesis to the FGS.**

If a student will not be on campus for a term (or a significant part thereof with the exception of a 4-week summer vacation), TA/RA funds must be relinquished for that term. Upon return, the TA/RA will be reviewed, and a possible continuance of the position may be approved to the end of the original funding period. This will often be determined prior to the student leaving. The relinquished funds will not be added on at the end.

Scholarships are tenable only for the period the student is engaged in full-time graduate degree studies on the university campus. Scholarship funds will terminate if these conditions are not being met. If a student must be off campus to collect thesis data, the student must obtain permission from the School's Graduate Coordinator who will send a formal request to the Dean of the FGS to retain the scholarship under these circumstances. Otherwise, the student is expected to be on campus and working toward the degree completion on a full-time basis.

## SECTION 5: ROLES AND RESPONSIBILITIES OF THESIS SUPERVISOR, CO-SUPERVISOR, AND SUPERVISORY COMMITTEE

**5.1 Thesis Supervisor and Co-supervisor:** The appointment of a thesis supervisor is a pre-requisite for admission into the program. Each program has individual requirements as to who can be a Supervisor or a Co-Supervisor. (Section 5.1 below was approved by the individual programs and then by GAC on Feb 23, 2021 for Health Promotion, March 17, 2021 for Leisure Studies and April 21, 2021 for Kinesiology.) The requirements are as follows:

**Health Promotion:** A thesis supervisor must be a faculty member in the School of Health and Human Performance or cross-appointed to the Division of Health Promotion and a member of the FGS. If the supervisor is not from within the core members of the Division of Health Promotion, at least one core Health Promotion faculty member must be on the student's supervisory committee either as a committee member or as a co-supervisor. Co-supervisors are normally appointed if the student wishes to draw equally upon the expertise of two individuals.

**Leisure Studies:** All faculty members and instructors in HAHP are able to act as supervisors in Leisure Studies Honours and MA programs. A member of Leisure Studies must serve on the committee or as co-supervisor if the supervisor is not a "core" faculty member, and a member of FGS. Co-supervisors are normally appointed if the student wishes to draw equally upon the expertise of two individuals.

**Kinesiology:** A thesis supervisor must be a core or cross-appointed faculty member in the Division of Kinesiology and a member of the FGS. Co-supervisors are normally appointed if the student wishes to draw equally upon the expertise of two individuals. A co-supervisor **MUST** be appointed if the proposed supervisor has an adjunct (FGS) appointment with the Division of Kinesiology. The Division of Kinesiology has approved a motion acknowledging that Dr. Sarah Moore is able to independently supervise Kinesiology graduate students.

### 5.1.1 Roles and Expectations of Supervisor (including Co-supervisor):

Supervisors are responsible for arranging financial support for the graduate students they supervise. Although financial support is not required, it is highly recommended. Each supervisor must be a member of the FGS.

1. Supervisors must have active research programs.
2. Supervisors must provide adequate research resources for the student's research. Depending on the program of study, these resources may include laboratory space, study space, equipment, and supplies.
3. Supervisors have responsibilities to the FGS, the School, and the student. The supervisor must be familiar with the requirements of the graduate degrees offered in the School and be able to provide the direction and assistance required by the student to achieve these goals.

4. Supervisors establish the student's course work and advise the student on the expected research work prior to submission of the graduate student program form to the graduate coordinator.
5. Supervisors must guide their student(s) in the selection of research projects, work with students to establish a realistic timetable for the completion of each phase of the research and allocate enough time to their student(s) to provide regular and timely guidance.
6. Supervisors are responsible for ensuring that a suitable supervisory committee is established, that it meets regularly, and that the appropriate examinations are scheduled. In making these arrangements, the student should always be fully informed.
7. Supervisors guide the student through the formulation of the thesis topic, the collection and analysis of the data, and the writing of the thesis.
8. Supervisors work with the student on all written material, checking for clarity, completeness, and accuracy before approving such material for distribution to the thesis committee.
9. Supervisors must ensure adequate continued supervision when on leave. A co-supervisor should be appointed when it will be difficult for the supervisor to maintain regular contact and supervision. Members of the supervisory committee may also assist the student for the leave period.
10. Supervisor must see that all ethics and animal care approvals, as appropriate, are secured.
11. Supervisors read and adhere to all responsibilities found in the [FGS Calendar](#) (Thesis Supervisors and Supervisory Committees).

**5.2 The Thesis Supervisory Committee:** The supervisory committee consists of the supervisor plus at least 2 other faculty members. All members of the supervisory committee must have FGS Membership. Regular members (Dalhousie faculty with FGS membership through their unit of appointment) should constitute no less than 50% of the supervisory committee membership, per FGS regulations. In addition to the thesis supervisor (please see section 5.1), the following must apply to the composition of a thesis supervisory committee for each department.

**Health Promotion:** At least one core Health Promotion faculty member who holds FGS Regular membership MUST be on the student's supervisory committee either as a committee member or as the supervisor.

**Kinesiology:** At least one core Kinesiology faculty member who holds FGS Regular membership MUST be on the student's supervisory committee either as a committee member or as the supervisor. The majority of the supervisory committee must be selected from an approved list.

**Leisure Studies:** At least one core Leisure Studies faculty member who holds FGS membership status MUST be on the student's supervisory committee.

A supervisory committee must be established for every graduate student when the student begins the program and at the latest by the end of the student's first term of study.

The student and the thesis supervisor work together to decide on the committee structure and should complement the expertise available to the student in completing their research. The composition of the supervisory committee must be approved by the graduate coordinator or in the absence of the graduate coordinator, the School Director. At any stage of the thesis, the graduate coordinator may

recommend to the Graduate Advisory Committee (GAC) further strengthening of a committee if it appears that it is in the student's best interest. Such a recommendation must be rationalized in writing to the student and to the thesis supervisor.

### **5.3 The Roles and Expectations of the Thesis Supervisory Committee are to:**

1. Meet with the student on a regular basis
  - a. At least twice a year during the thesis research period and more often in the writing stages of a student's program
  - b. In these face-to-face meetings the student and all committee members
    - i. discuss the progress of the thesis
    - ii. revisit the expectations of time to completion from both the student's and the committee's perspectives
  - c. The expectation is that committees meet with the student at least once per year. It is advisable that this be done at least one month prior to due date of the annual progress report (i.e., before July 1st), that written feedback be given to the student from the meeting, and that the committee decides how to rate the students' progress for the GSIS record (1 – 5, poor – good). A copy is sent to the student with a copy to the student's file. This will assist the student, supervisor, and Graduate Coordinator to properly complete the required FGS annual progress report. Additional committee meetings may be requested by the student, the supervisor, or the supervisory committee as required.
2. Provide guidance to the student, where needed, in the specialized area of expertise the member brings to the committee.
3. Read the research proposal and provide feedback to the student prior to the proposal meeting (this is normally done at a pre-proposal meeting).
4. Attend the proposal meeting, provide a fair and critical evaluation of the proposed research, and ask questions of the student to verify their understanding of the material.
5. Read the thesis and provide feedback to the student prior to the thesis defence (this is normally done at a pre-defence meeting).
6. Attend the thesis defence, provide a fair and critical evaluation of the research, and ask questions of the student to verify their understanding of the material. See detailed FGS regulations in the right-hand column of their Regulations page [here](#).

## SECTION 6: COURSES

Students are held to the course requirements as listed in the FGS Calendar for the year they entered the program. These program requirements are also listed on the School's [website](#).

**\*Full-time students are expected to complete all course work within the fall and winter terms of their first year of study.**

The School does not normally offer graduate courses during the summer term. It is possible for students to undertake research towards an independent study during the summer, and summer classes offered elsewhere may be taken.

**Course designation at Dalhousie:** At Dalhousie, a course designated as .03 (e.g. 5514.03) means the course is completed in one academic term. This .03 is also referred to as 3 credit hours. A course designated as .06 (e.g. 5600.06) means the course is completed in two academic terms. This .06 is also referred to as 6 credit hours. On occasion, you may find a .03 course stretched over more than one academic term (e.g. KINE 6000.03 Graduate Seminar) if this should happen, the individual course descriptions will provide an explanation.

**6.1 Electives Offered Outside the School:** Courses offered through departments give first priority to their own students. Students who wish to take courses outside the School should allow sufficient time to obtain approval and necessary permission.

**6.2 Electives within Dalhousie:** Please contact the unit/department offering the course for permission to enroll in the course.

**6.3 Electives outside Dalhousie:** In addition to obtaining permission from the respective academic unit to enroll, students must also obtain a Letter of Permission (LOP) before taking a class outside of Dalhousie. Dalhousie will normally pay a program fee to take classes offered at Maritime Universities, to the equivalent cost of a Dalhousie course, provided the class is not available at Dalhousie. Any course charges above that amount are the responsibility of the student. The fees for such classes will be deducted from the student's Dalhousie tuition fees. See the [FGS Forms and Documents page](#) for the permission form and guidelines. Please see the FGS Calendar for additional information.

**6.4 Independent Study Course:** Some course work may be in the form of an independent study course under the direction of a course instructor. Such courses are for students to pursue in-depth studies in areas that are not available through courses. Students may not register for more than 6 credit hours of independent study. At Dalhousie a course designated as .03 (e.g., 5514.03) means the course is completed in one academic term. course designated as .06 (e.g., 5600.06) means the course is completed in two academic terms.

An **Independent Study Contract** (available from the graduate secretary) must be completed prior to the beginning of the term in which the study is to be undertaken. It is completed in consultation with the course instructor, clearly outlining the course objectives, reading list, and method of evaluation. The form must be approved by the graduate coordinator. Completed Independent Study Contracts

must be submitted to the graduate secretary so the course can be set up on the university academic timetable, enabling the student to register for the course.

It is expected that the work involved for an independent study can be completed within one term (.03) or within two terms (.06). Grades must be submitted by the normal deadlines associated with regular classes. Please see Incomplete Classes (Item 6.10) for more information on courses that are not completed within the specified timeframe.

The following guidelines should be considered in defining the expected work for the independent study course in order to provide a positive learning experience:

- The project should be reasonable for the time available in a 3 or 6 credit hr course. Students are expected to commit approximately 16 hours per week on average to fulfill normal expectations.
- The necessary equipment for the project must be available and not dependent on some future event or grant.
- Students should not undertake an independent study course with a project for which ethical approval will be a lengthy process. (See Ethical Approval for Non-Thesis Research in Section 10.)
- The student and independent study course supervisor should meet on a regular basis to ensure steady progress. In the event an independent study course spans two terms, the student and faculty supervisor will prepare a progress report for the graduate coordinator at the beginning of the second term.
- The supervisor should inform the graduate coordinator if the student's progress is not satisfactory.
- Extensions are not allowed except for serious, extenuating circumstances. Normally, such an extension is based on a documented medical reason.
- Students can contact the graduate coordinator to discuss concerns with the conditions of independent studies that do not adhere to the guidelines noted above.

**6.5 The Annual Crossroads Interdisciplinary Student Health Research Conference** offers students the chance to present their own work at any stage and is a wonderful opportunity for interdisciplinary sharing and learning. Presentations at Crossroads are also an excellent way to begin building a competitive research CV.

**6.6 KINE 6000.03: Graduate Seminar Requirement in Kinesiology:** (Revised - Approved by COW September 1, 2010 COW)

This is a mandatory component of the MSc Kinesiology program. Students will be required to attend a minimum of 12 academic Graduate Seminars, of which at least six will be from the School of Health and Human Performance seminar series (see below\*). Each student is also required to present one seminar in the School of Health and Human Performance Graduate seminar series during their academic program. Students will receive written feedback on their presentation from faculty and peers. All students are also required to make at least one oral or poster presentation at a local or national research meeting during the course of their degree. The suitability of the meeting will be

determined by the student's supervisor in consultation with the course coordinator. Students are required to complete this course before graduating. This course will be graded pass/fail.

\*The School of Health and Human Performance Graduate Seminar series is a series of weekly presentations by visiting scholars, faculty researchers from Dalhousie (i.e., School of Health and Human Performance and other academic units across campus), and graduate students from within the School of Health and Human Performance.

**FORMAT:** Seminar

**6.7 Ancillary Classes:** Undergraduate classes recommended by a department as advisable additional background to the degree program, but not specifically required for that program, are termed ancillary classes and must normally be taken in a department other than the one in which the student is registered. The pass grade is the same as for the undergraduate program unless otherwise specified by the department. Ancillary classes must be listed on the FGS Program of Study form but do not count towards the required number of classes for the graduate program. Students are limited to 6 credit hours of ancillary classes in their program. Students who take ancillary classes on a Letter of Permission are responsible for the tuition fees at the other institution. Please see more details in the Graduate Calendar.

**6.8 Audits:** Students may take one audit (equivalent of 6 credit hours) in each residency year of their formal program. An audit course is a course that a student wishes to complete as a non-credit course. Normally students will choose to audit a course in order to obtain a better understanding of an area with which they are unfamiliar. The expectation is that the student obtains the benefits of the course material (and/or readings) but does not receive academic credit. The course must be listed on the FGS Program of Study form, must be relevant to the student's program of study, and must have departmental and the Faculty of Graduate Studies approval. For program fee students, audits not approved as part of their program of study will be subject to additional tuition on the student's account. Audits cannot be taken on Letter of Permission and will not be approved as part of a Qualifying program.

**6.9 Grading Policy:** All graduate classes must use the grading scheme indicated below. For additional details please visit the Graduate Calendar.

Letter Grade	Numerical % Equivalent
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
F	<70

**\*Grades lower than a B- will be recorded as a failure, including grades for courses taken from other institutions by Letter of Permission. A student who fails to achieve a passing grade in all**



**required courses is immediately academically dismissed from the program. Such students may be re-admitted by following the procedures outlined in the Graduate Calendar.**

**6.10 Incomplete Classes:** As stated in the FGS Calendar, a student who fails to complete the required work for a particular course during the normal period of the course will receive a grade of “F”. However, where circumstances warrant, a grade of “Incomplete” (INC) may be assigned. Subsequent completion of the work following the end of the course may result in a change of grade by the course instructor, as long as the work is completed before the following deadlines.

Fall term courses	February 1
Winter and Regular (September – April) term courses	June 1
May – June courses	August 1
May – August courses	October 1
July – August courses	October 1

For GPA purposes a grade of INC holds a credit value of 0.0.

After these deadlines, an “INC” cannot be changed without permission of the Faculty of Graduate Studies. All outstanding grades, including ILL or INC, must be addressed before registration for the next term. For more information, please see the Graduate Calendar.

**6.11 Grade Reassessment:** Students who have concerns about final grades are encouraged to first discuss them with the course instructor. In addition, students are advised to consult the Chair of the academic unit, Director of the School/College, Dean of the Faculty in which the grade was assigned, a Student Advocate, or the Ombudsperson. If their concerns cannot be resolved, students may also use the formal process that follows for the reassessment of final grades. Once a final grade has been submitted to the Registrar, a student who wishes to have a final grade reassessed should make a written request to the Registrar and pay the requisite fee of \$50 per course. The request must identify the specific component that the student wishes reassessed and the grounds for the request. The Registrar’s Office will then forward the reassessment request to the Faculty of Graduate Studies. Such requests must be made by the deadlines listed below:

Fall term courses	March 1
Winter and Regular (September – April) term courses	July 1
May – June courses	September 1
May – August courses	November 1
July – August courses	November 1

The reassessment will be conducted according to procedures developed for this purpose by the Faculty/School/College. The procedures should reflect the nature of the academic discipline and assessment involved and should provide for a review of the assessment by a qualified person or persons not responsible for the original evaluation. A written notification of reassessments with reasons should be returned to the Faculty of Graduate Studies no later than 45 days after receiving

the request. If the reassessment results in the assignment of a grade that is higher or lower than the original one, the new grade will replace the original one and the \$50 will be refunded.

Note that graduate students can only request a grade reassessment for written assignments and examinations.

**6.12 Registration:** Graduate students must maintain their registration on a continuing basis; they must register for and pay the required tuition fee for every semester—fall, winter and summer—following their official start date.



\*Remember summer is an academic term. Graduate students are allocated 4 weeks for vacation.

If graduate students allow their registration to lapse, they are considered to have withdrawn, and will be required to apply for re-admission. Under special circumstances, students may apply to the FGS for a leave of absence or maternity leave. Registration and fee payments are not required for the period of the approved leave.

All registration is carried out via the [web](#). Deadlines are posted [here](#).

*Students are encouraged to register early.*

All graduate students must register for the REGN 9999 (Registration Course-Graduate) for each term in order to be charged the appropriate tuition fees. The REGN CRN numbers change each semester, and updated CRNs can be found on the FGS [website](#).

Students who have completed their course work (normally for a full-time student after the 2nd term, for a part-time student after the 8th term) must register for their thesis (HPRO 9000, KINE 9000, and LEIS 9000, PLUS the REGN 9999) in the term following the completion of their course work and each subsequent term thereafter until the successful completion of the degree program.

6.12.1 Registration and Graduate Students Receiving Funding: Graduate students who are receiving funding support must register for all three terms upfront and will have an earlier registration deadline than that listed by the Registrar's Office.

#### **6.12.2. Registration and Graduate Students in the Final Stages of Completion of Their Thesis:**

- Those expecting to graduate in May without registering for the winter term must submit their approved thesis to the FGS via Dalspace by the date specified on the FGS website (usually within the first two weeks of December).
- Those expecting to graduate in May must submit their approved thesis to the FGS via Dalspace by the date specified on the FGS website (usually the first week in April). Summer fees will not be required if this date is met.
- Those expecting to graduate in October without registering for the summer term must submit their approved thesis to the FGS via Dalspace by the date specified in the FGS website (usually the last week of April).

- Those expecting to graduate in October must submit their approved thesis to the FGS via Dalspace by the date specified in the FGS website (usually the last week of August). Fall semester fees will not be required if this date is met.
- A student who chooses to register for one term and does not submit their thesis by the deadline must register for the next academic term and pay the appropriate fees.

Deadlines for thesis submission can be found on the FGS website [here](#).

**6.12.3 Registration and Continuing Students:** If a student needs an extension to their program or has an outstanding progress report, they will not be permitted to register until the extension or progress report has been officially approved by the FGS. (See Section 8 describing the Annual Progress Report.)

**6.12.4 Registration and Changing Status:** Changes in registration can only be done at the beginning of a term prior to registration for that term and only with the permission of the graduate coordinator and the FGS.

## SECTION 7: STUDENT PROGRAM DOCUMENTS

Unless otherwise specified, documents are available [online](#) here.

**7.1 Graduate Student Program Form (due by the end of the first term of study):** This [form](#) should list all courses necessary to fulfill the requirements of the program. If electives have not been identified, the corresponding number of credit hours should be listed under TBD (to be determined). It is also expected that students identify their thesis supervisory committee at this time on the same form. The graduate secretary will enter the forms on the FGS GSIS system for approval by the student, supervisor, graduate coordinator, and the FGS. The program requirements for each graduate student are to be recorded in GSIS by the department by the end of the first term of study. This form constitutes an agreed contract between the student, School, and the university for the requirements to complete the program and this is important for students to have clear expectations of program requirements during their studies. If updates are needed like adding thesis supervisory committee members, change in supervisor or any other additions or deletions to the original program form, which have been made in consultation with the supervisor, require completion of this Graduate Student Program form as well. The form is submitted to the graduate secretary for approval from the graduate coordinator and then changes are entered into GSIS.

*The Student Program Form does not sign you into your classes. To sign into classes, you must register online.*

**7.2 Graduate Student Program Update Forms:** Any changes to the program of study, such as course additions/changes must be done using this [form](#), Change of student status (e.g., from FT to PT) must be requested using this [form](#).

**The forms identify the student's contract with the University for degree completion to proceed to graduation. The student's transcript MUST show courses that are consistent with the student's contract with the University for FGS approval. Please be sure to check your program once a year to be sure it is accurate.**

**7.3 Annual Progress Report:** Every graduate student is required to submit an Annual Progress Report to FGS through the GSIS system. The School of HAHP deadline to complete the online progress reports is August 31st. Failure to submit this report may result in delays in registration and funding. <http://www.dal.ca/faculty/gradstudies/currentstudents/gsis.html>

The FGS expects the following pieces of information to be in the annual progress report:

1. Everything a student has accomplished over the previous 12 months must be documented (courses, various phases of the thesis, etc.).
2. If progress is not what is normally expected (for full-time students: thesis proposed within first year, thesis defended within two years), an explanation must be provided.
3. Detailed time lines for the completion of the degree are required and should be by agreement of student and supervisor—essentially when each stage of the thesis is expected to be completed.
4. Specific dates of committee meetings.

Once the online form is submitted by the student, it is sent to the student's supervisor for comments. The supervisor must make reference to what the student has reported, and specifically address whether or not the proposed timelines are reasonable. The supervisor is asked to assess how the thesis committee has viewed the student's progress (good to poor).

**The student and the supervisor must keep track of thesis committee meetings and any important progress throughout the student's academic year in order to complete the annual progress report appropriately. Ideally, a copy of the committee notes that are generated from committee meetings are given to the graduate secretary for the student's file.**

**It is the student's responsibility to review comments in their progress reports as entered by supervisors and graduate coordinator and if a report is not signed within several weeks encourage a signature so that the entire report can be signed off on before registration for the next term.**

**7.4 Request for Extensions:** Full-time students should aim to complete their studies within two years (6 terms) of registering in the graduate program. To accommodate extenuating circumstances, the normal upper time limits for the completion of degrees are:

One-year Master's full-time four years (12 terms)

One-year Master's part-time five years (15 terms)

Students may apply for extensions to these upper time limits. Extension applications are requested on the online Annual Progress Report and a detailed plan and timetable for completion of the thesis within the following twelve-month period must be included. For more information see the FGS Calendar.

**7.5 Leave of Absence:** In some situations, students may require a Leave of Absence of up to one year for medical reasons or because of a serious problem outside the student's control. The application is completed by the student in consultation with the student's supervisor. Supporting documentation and graduate coordinator approval are required. Final approval is determined by the FGS. <http://www.dal.ca/faculty/gradstudies/currentstudents/forms.html>

Students may not hold any Dalhousie Scholarships during a leave of absence, nor may they study elsewhere and receive credit at Dalhousie University. An official leave does not count towards time in a program (in effect, the clock stops ticking). It frees a student from paying tuition and it also releases the university from providing student services such as consultation with professors and library privileges.

For more information see the FGS Calendar for Parental Leave. Program Continuance and Suspension of Studies are outlined as well.

## SECTION 8: GUIDELINES FOR MONITORING GRADUATE STUDENT PROGRESS

(Approved by Full Graduate Faculty of the School Committee of the Whole, June 10, 2010 [preamble and 8.1])

The following guidelines are made in keeping with the philosophy that, although individual Faculty members agree to supervise a student, the Student Affairs Committee (SAC) is ultimately accountable for students completing the Master's degree requirements in a timely fashion. They are also made to ensure we honour the statement in [Section 9.3 of the FGS Calendar](#).

“Supervisory Committees should meet at least twice a year during the thesis research period and more often in the writing stages of a student's program. Normally the agreement of all committee members is required before an academic unit brings forward a thesis for examination.”

**8.1 Expectations:** A student who initially registers as a full-time student is typically expected to complete all requirements of the Master's degree within 24 months of initial registration. A student who initially registers as a part-time student is typically expected to complete all requirements of the Master's degree within 36 months of initial registration.

1. Supervisors are expected to guide students through projects that can be completed in 2 years (full-time students) or 3 years (part-time students).
2. Supervisors are expected to involve committee members in the thesis process on a regular basis. That is, supervisors should hold face-to-face meetings with the student and all committee members at least twice a year to:
  - a. discuss the progress of the thesis
  - b. revisit the expectations of time to completion from both the student's and the committee's perspectives
  - c. generate a written report that outlines the decisions made at the meeting
3. The role of the graduate coordinator in monitoring student progress is very important. They should be in regular contact with students and supervisors, particularly in cases where progress is slower than expected.
  - a. The graduate coordinator will review all annual progress reports submitted through Dal Online by graduate students. Students whose progress appears to be exceptionally slow will be brought to the attention of the GAC.
  - b. The graduate coordinator will provide descriptive data on completion rates to the GAC on an annual basis (usually in April, May or June).
  - c. Students deciding to change from FT to PT status should discuss this with their committees, addressing the implications for time to completion. A [form](#) to request this change in status can be submitted to the graduate coordinator, with final approval granted by the FGS.

## 8.2 Timeline at a Glance

### Typical timeline for the MA and MSc programs in the School of HAHP (FULL-TIME)

Typical timeline for the MA and MSc programs in the School of HAHP (FULL-TIME)														
Activity	Months													
	0	2	4	6	8	10	12	14	16	18	20	22	24	26
Registration & orientation	█													
Committee														
Setup		█												
Meetings			█		█		█		█			█		
Course work	█	█	█	█	█									
Thesis														
Proposal														
organization				█	█	█								
writing					█	█								
presentation						█								
Ethics						█	█							
Data collection							█	█	█	█				
Data analysis									█	█	█	█		
Writing										█	█	█		
Defense document											█	█		
Defense												█	█	
corrections													█	
Convocation (October)														█

### 8.2.1 Detailed Timeline

#### **By the end of the student's first term (December 30):**

During the month of September of the first year, graduate students and supervisors should meet to discuss their expectations about the process to reach completion of the thesis. If there are inconsistencies in these expectations, the graduate coordinator should be consulted.

1. The thesis committee should be established and approved by the graduate coordinator.
2. The direction of the thesis research should be established, and the first draft of the research proposal should be written.

Normally the first draft of the proposal is completed in the Research Methods course (HPRO/LEIS/KINE 5501) as the major course assignment. Given that this assignment constitutes the initial work on the thesis proposal, the supervisor is expected to have some input. However, the supervisors are not involved in the grading of these assignments.

Kinesiology students who do not take KINE 5501 are still expected to work with their supervisor to develop an initial draft of their thesis proposal.

**In general, it is preferable to avoid projects that involve high risk; research that has to be reviewed by multiple ethics committees; large and or complex research projects; and projects for which recruitment of individuals is exceptionally challenging. The amount of work required to complete a thesis should be consistent with the number of credit hours assigned to the thesis. In the School, the thesis is equivalent to 12 credits.**

#### **By the end of the student's second term (April 30):**

An initial committee meeting should be held early in the student's second term. The roles of the committee are to:

1. Approve the general direction of the research.
2. Give guidance and direction concerning the proposed research methods.
3. Decide if additional pre-proposal meetings are necessary.

Further development of the research proposal should occur throughout the term.

The supervisor plays the primary role in working with the student in this process, although consultation with the committee members is expected. It is the responsibility of the supervisor to make sure that the proposal is written clearly and contains all the required information. Committee members should not be expected to read un-edited and/or incomplete drafts of the proposal.

#### **By the middle of the student's third term (June 30):**

A pre-proposal meeting should be held at least six weeks before the formal proposal is held. (See Section 9 for more details on proposals.)



1. Ideally this should be a face-to-face meeting with all committee members present, at which written notes are taken and passed on to the student. If this is not possible, the student should meet with committee members individually.
2. The purpose of the pre-proposal meeting is to determine if the student is ready to formally propose the thesis.

The thesis should be formally proposed consistent with School policy:

1. Students must complete the form to schedule a proposal meeting six weeks prior to the date of the proposal meeting.
2. At least two weeks before the proposal meeting, an electronic copy of the final version of the thesis proposal must be submitted to each committee member and to the graduate secretary; the graduate secretary also requires a paper copy. Individual committee members may request a paper copy.

**Students are expected to submit their ethics proposal to the Research Ethics Board within one month of the formal approval of the thesis proposal.**

**By the end of the student's first year/third term (August 30):**

The ethics submission should be completed, and if ethical approval has been granted, data collection should be well underway.

**By the end of the student's fourth term (December 30):**

Data collection should be close to being completed, if not already completed.

A committee meeting should be held to update the committee on the progress of the data collection and analysis.

**By the end of the student's fifth term (April 30):**

Substantial progress should be made on data analysis and the writing of the thesis.

The supervisor plays the primary role in working with the student during data collection and analysis process and in the writing of the thesis, although consultation with the committee members is expected. It is the responsibility of the supervisor to make sure that the thesis is written clearly and contains all required information. Committee members should not be expected to read un-edited and/or incomplete drafts of the thesis.

**By the end of the student's second year/sixth term (August 30):**

It is recommended that there be at least one pre-defence committee meeting. (See Section 12 for more details.)

1. This meeting should be face-to-face with all committee members present, although if necessary, some members may participate by phone.
2. The minimum expectation is that each committee member is provided the opportunity to read and give feedback on the current version of the written thesis.

3. The role of the committee in the pre-defence meeting is to offer guidance and advice on the data analysis and the writing of the results and discussion. Although the thesis supervisor plays a major role in this regard, the other thesis committee members are expected to have some input in this process

The goals of the pre-defence meeting are to:

1. Minimize the likelihood that major concerns are identified at the defence stage when timelines are tight, and the risk of a failure is a possibility.
2. Provide the committee members with the opportunity to give their formal approval that the thesis is ready to be defended.
3. Provide an opportunity for committee members to provide input on possible outside readers if necessary.

In keeping with the FGS policy for scheduling doctoral defences, if the student decides to go to defence without consent from the committee, the student will have to sign a declaration to that effect, indicating that they are going against recommended practice and is aware of the possible risk of a negative outcome at the defence.

The thesis should be defended and submitted to FGS using processes consistent with current School policy:

1. Students must complete the form to schedule a defence no less than **eight weeks** before the desired date of the defence. If a student has a desired date in mind, they should run this by their supervisor, the graduate secretary, committee members, and the graduate coordinator well in advance of the deadline. This way conflicts, schedules, and room assignments can be coordinated in a timely manner.
2. The C.V. of the proposed outside reader must be submitted to the graduate coordinator for approval **8-12 weeks** before the scheduled defence. Please note that the supervisor is to contact the **outside reader** regarding availability for the defence; students are **NOT** to have any contact with the outside reader.
3. At least **three weeks prior to the defence**, electronic copies of the thesis must be submitted to each member of the thesis supervisory committee and the graduate secretary; the graduate secretary also requires a paper copy. Individual committee members may request a paper copy.
4. The thesis submitted three weeks prior to the defence is the thesis that must be defended. No changes can be made before the defence.

**Defences will not be scheduled during the last two weeks of August or the first two weeks of September.**

**Typical timeline for the MA and MSc programs in the School of HAHP (PART-TIME)**

Typical timeline for the MA and MSc programs in the School of HAHP (PART-TIME)																				
Activity	Months																			
	0	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38
Registration & orientation	█																			
Committee setup		█																		
Committee meetings		█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Course work	█	█	█	█	█	█	█	█	█	█	█	█	█							
Thesis Proposal document					█															
Thesis organization					█	█	█	█	█	█	█	█								
Thesis writing							█	█	█	█	█	█								
Thesis presentation										█	█									
Ethics											█	█	█							
Data collection													█	█	█					
Data analysis															█	█	█	█		
Writing																█	█	█		
Defense document																	█			
defense																		█	█	
corrections																			█	
Convocation (Oct)																				█

## SECTION 9: PREPARING AND DEFENDING THE THESIS PROPOSAL

This section outlines thesis expectations, guidelines, and regulations specific to the School of Health and Human Performance. Students should also refer to [Thesis Regulations](#) of the FGS Calendar and the FGS website:

**9.1 Purpose of a Thesis:** The purpose of the Master's thesis is to demonstrate the student's competence with regard to the skills of scholarly inquiry. In a thesis, a student provides evidence that they can:

1. Ask a question or state a problem and justify it.
2. Review related literature and show how this literature bears on the question or problem under investigation.
3. Carry out procedures appropriate for bringing evidence to bear on the question or problem. Such evidence may be empirical, ethnographic/ qualitative, historical, etc.
4. Demonstrate an understanding of the evidence gathered and how it relates to the literature.
5. Draw conclusions regarding the evidence gathered, demonstrating how it adds to new knowledge, and suggesting what implications it has for practice, policy and/or future research.
6. Engage in scholarly examination and debate about the research.



**9.2 Identification of a Topic:** The identification of a suitable research topic is normally a joint effort involving the graduate student and the research supervisor. Other faculty members may also be involved in formulating a research topic, depending on the scope of the proposed research. **(See Section 8 Guidelines for Monitoring Graduate Student Progress.)**

A student may experience some constraints in their choice of thesis topic if scholarship funding comes from a supervisor's research, because research grants require that topics are aligned with the focus of the grant. In some instances, a student may perceive that their preference for a thesis topic is unfairly constrained by the funding issues or the supervisor's own interests. The student's thesis supervisory committee should play a significant role in overseeing the development of the research topic to protect the student from exploitation and ensure that there is an appropriate fit with the student's interests. The graduate coordinator should be consulted if necessary **(Refer to Section 13 Conflict Resolution)**.

**9.3 Manuscript Originality and Independence:** It is anticipated that a thesis proposal will generate meaningful findings that contribute to new knowledge. A thesis proposal may replicate or extend a previous study. It may be a secondary analysis of existing data (with ethical approval). It may be a proposal to examine an issue in a new way. In each case, the thesis proposal must represent a student's own work with regard to the academic content of the thesis and the standard of writing and expression. Students must be attentive to university regulations pertaining to Intellectual Honesty.

While some editorial correction of the writing is expected, it is not appropriate for a supervisor or anyone else to be involved in substantive re-writing of the thesis proposal or the thesis. The services of professional editors are not permitted except for strict proofreading and formatting. If the thesis supervisor or a thesis committee member identifies a problem with writing, the student should consult the Writing Centre, located in the Killam Library.

**9.4 Working with Your Supervisor and Committee:** A student works primarily with the thesis supervisor when writing the proposal. This process normally entails a series of drafts of the proposal. Sufficient time must be provided for the supervisor to respond to submitted material. A reasonable time to allow for a carefully considered response is one week; however, faculty have multiple responsibilities and the student and supervisor should negotiate the time needed. The student is responsible for ensuring that the format required by the supervisor is followed in all written submissions (one such format is APA).

When preparing the proposal, a student must seek input from the supervisory committee members to take advantage of the specialized knowledge and expertise they bring to the committee. Input from the committee occurs by:

1. Circulating the draft of the proposal to committee members for comment. This draft should be distributed only after careful consideration is given to the advice and recommendations supplied by the supervisor. Two weeks should be given for committee members to read and comment on the draft.
2. Holding a pre-proposal meeting. A pre-proposal meeting enables the supervisory committee to provide more specific details of how the proposed research might best be carried out. A pre-proposal meeting should take place only after the student and supervisor have had extensive discussions regarding the content of the thesis proposal.

The thesis proposal sets out the background to the research area, the work to be performed, possible outcomes, hypotheses to be tested (if appropriate), and contingency plans. The format of a thesis proposal depends on the nature of the research as worked out between the student and the supervisor. **Appendices A, B, and C** provide suggested outlines for qualitative, quantitative, and mixed research proposals. **Appendix D** is a helpful timeline, and **Appendix E** is a useful checklist. Thesis supervisors may have a preference for a specific thesis proposal outline; therefore, students should check with supervisors regarding their preferences. All proposals should contain sections specifying a statement of the problem, scope of the study, claims of significance, proposed methods, and plans for data analysis.

The appendices of the proposal should contain all documents that will be submitted for ethical evaluation (**See Section 10 Ethical Review of Thesis Section**). Feedback from the supervisory committee on the documents will help in the ethical evaluation process.

**9.5 The Thesis Proposal Meeting:** Also called the thesis proposal defence. We use this meeting in our School to ensure that a reasonable project, for the time allotted, is proposed and to offer advice and assistance to the student before the project is submitted for ethical review.

By the end of the first academic year, the student should present a thesis proposal to the supervisory committee. The thesis proposal must be provided to the committee members (with a copy to the graduate secretary) at least 2 weeks before the meeting to provide sufficient time for review. At the thesis proposal meeting, the student gives a brief oral presentation to the committee (20 minutes). The student should then be prepared to discuss all aspects of the proposal with the committee to determine whether it is ready to prepare for submission to ethical review. The thesis proposal meeting is public and open to others who may wish to attend.

**9.6 Arrangement and Procedures of the Thesis Proposal Meeting:** The chair of the thesis proposal meeting must be one of the committee members but cannot be the thesis supervisor. The student must identify the potential chair of their committee on the **“Request for a Thesis Proposal Meeting (Approval Form) – Appendix F”**. This form must be completed and submitted to the graduate secretary 6 weeks prior to the proposal meeting.

A Program Update Form may need to be completed before arrangements for the thesis proposal meeting can proceed if members of the thesis supervisory committee have not already been added to the student’s FGS record.

The graduate secretary will contact the potential chair who was recommended by the student. It is not mandatory that the graduate coordinator attend the proposal meeting.

The student completes and returns the "Thesis Proposal Meeting (Approval Form)" to the graduate secretary.

**9.7 The Proposal Meeting and Role of the Chair:** The chair opens and facilitates the meeting and prepares the final written report for the student. This process is detailed below.

1. Ensure that the supervisor will take notes at the proposal meeting.
2. Welcome the audience (if any) and the committee, then introduce the student. The student will normally have 20 minutes to present the proposal. Invite questions from the committee members. Invite questions from the audience if time permits.
3. Chair an in camera discussion with the supervisory committee following the question period. The normal procedure is to arrive at a consensus on the acceptability of the proposal and to provide clear guidelines for changes that the committee requires before the study is implemented. If consensus cannot be reached, the majority decision will be taken. The supervisor does not have a vote, but the chair does have a vote. In the case of a tie vote, the supervisor will have a vote.
4. If all committee members approve the thesis proposal, the Thesis Proposal Approval Form is signed by everyone. The signed form is returned to the graduate secretary for filing.
5. The chair of the proposal meeting will receive a typed draft of the notes from the supervisor after the proposal meeting.
6. The chair will prepare a brief final written report (1-2 pages) from the supervisor’s notes, summarizing the committee's evaluation of the proposal and listing recommendations for changes and additions. The report is submitted regardless of whether the proposal is considered acceptable or unacceptable. The report must convey explicit explanations and needed changes if the proposal has been deemed unacceptable.

7. The written report must be made available to the student within one week of the thesis proposal meeting to avoid unnecessary delay for the student in submitting the proposal to the Research Ethics Board. The student may begin to prepare the Research Ethics Board submission but must not submit the proposal to Ethics until they have received and addressed all changes required by the proposal committee.
8. The report from the chair is given to the graduate secretary for distribution to the student, committee members, and the student's file.

The chair at the thesis proposal meeting is a member of the supervisor committee.

The chair at the thesis defence is the graduate coordinator or their designate. **See Appendix E for "Detailed Checklist and Guide for Proposing a Thesis"**.

## SECTION 10: ETHICAL REVIEW

All research involving human participants at the University is subject to the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2) [www.pre.ethics.gc.ca](http://www.pre.ethics.gc.ca)

as administered by the University Research Ethics Boards ([REBs](#)) Be sure to keep a copy of the REB letter giving you permission to carry out your study; you will need it when you submit your thesis. It may be appropriate to use an ethics board whose review is accepted by the Dalhousie REB as equivalent such as the Nova Scotia Health Authority Research [Ethics Board](#). Students conducting Aboriginal Health Research are strongly encouraged to use the [Unama'ki College Research & Ethics](#) at the Cape Breton University.

*(Guidance for Submitting and Application for Submission to the Dalhousie University Health Sciences Research Ethics Board - <http://researchservices.dal.ca/>)*

**10.1 Pilot Work and Ethical Review:** In preparation for developing a thesis proposal, a student or researcher may participate in a variety of activities that do not need ethical review.

The Dalhousie Research Ethics Board provides the following examples of exploratory investigations in preparation for a future research project that do not require ethical review:

- A researcher uses a piece of safety-approved test equipment on them self to work out methodological details for later use in designing a project.
- A student and their supervisor use a piece of safety-approved testing equipment to make measurements as a student training exercise, in preparation for future work. Normally this would involve repeated measurements on the same individual. Data would only be examined to determine the success of the training. Safety issues would be the responsibility of the supervisor, guided by departmental rules in this regard.
- A researcher asks a group of friends or colleagues to complete a questionnaire to determine the length of time it takes to do so (no data is retained).

**10.2 Pilot Studies and Ethical Review:** A pilot study is intended to test the feasibility of a methodology through data collection and analysis, or is a preliminary investigation intended as the basis for a larger work. Pilot studies require ethical review. The Research Ethics Board characterizes the following activities as characteristics of a pilot study:

- A research plan (even if it is rudimentary) is being followed, e.g., a discrete set of questions will be used in survey fashion, or a series of physical or behavioral manipulations will be followed repeatedly with a number of participants (even if it is only a few individuals).
- The application of the plan, and the collection of information, will involve the participation of individuals other than the researcher.
- Data will be collected.
- Data will be analyzed (even if it is only in a preliminary way).
- This information will be used to guide future work or will be published in some fashion.



**10.3 Fully Developed Studies and Ethical Review:** Fully developed studies require ethical review. The Research Ethics Board distinguishes fully developed studies from pilot studies.

A fully developed study is one that is intended to be a stand-alone piece of work whereas a pilot study is intended to test the feasibility of a methodology through data collection and analysis, or is a preliminary investigation intended as the basis for a larger work.

**10.4 Ethical Review of Thesis Research:** All research involving human and animal participants requires review and approval by a Research Ethics Board (REB) before any research is undertaken. All graduate thesis research involving human or animal participants must be approved by the Dalhousie Research Ethics Board, and reviews by additional REBs may also be required. Please keep a copy of the final approval as this must be submitted to FGS with the defended thesis.

It is the responsibility of the thesis supervisor to ensure that the student is familiar the ethical principles and policies that must be observed and that the student is adequately trained in the research methodology employed. All students must complete the Interagency Advisory Panel on Research Ethics (PRE) online TCPS 2 tutorial for the Tri-Council Policy Statement: [Ethical Conduct for Research Involving Humans](#).

Copies of the Dalhousie University guidelines and forms for ethical review of research involving humans and protocols for animal use are available [here](#).. Allow six to eight weeks to complete the ethics review process from time of submission.

All enquiries regarding ethics review at Dalhousie University should be directed to:

Research Ethics  
Henry Hicks Administration Building  
6299 South Street, Suite 231  
902.494.3423; [ethics@dal.ca](mailto:ethics@dal.ca)

Before conducting any research with human or animal participants as part of a course, please consult with the instructor regarding ethics review.

## SECTION 11: THESIS WORK

There are a number of points in thesis work when students are waiting for approval before moving forward substantively; for example, students may not proceed to recruit participants or collect data until they receive Research Ethics Board approval, nor may they change the thesis after submitting to the committee for the defence. It is advisable for students to have a list of 'housekeeping tasks' that can be carried out during such slack periods. While the tasks that can be carried out will depend on the stage of the thesis, below are a number of suggestions. Students may wish to consult the supervisor or the graduate secretary for other tasks or may themselves add to the list.

- Proofread the thesis.
- Search for newly published evidence relevant to your thesis and summarizing new findings.
- Make the minor changes suggested by your committee at the proposal defence that do not affect the Research Ethics Board application.
- Check over the reference list for completeness and accuracy (note that reference management programs may not result in completely accurate reference lists).
- Meet with your supervisor to continue work on your thesis (e.g., to consider potential questions for the thesis defense).
- Start work on your talk for the proposal meeting or the defense.
- Review the forms and requirements necessary for the next steps of your thesis process.
- Check the formatting of your thesis with FGS.
- Prepare and submit conference abstracts or other publications based on your thesis work.

## SECTION 12: THE THESIS DEFENCE

Preparing for a thesis defence involves the student, the thesis supervisor, supervisory committee members, the graduate secretary, the graduate coordinator, and the outside reader. This section outlines the processes and the procedures for conducting the defence. It is expected that the supervisory committee will carefully review the thesis before the defence date is set; however, each voting member of the examining committee must indicate no later than 1 week before the date of defence if s/he recommends that the defence proceed. The recommendation must be based on a thorough, complete, and critical review of the written thesis presented for defence and on a majority of votes. A tie vote is a non-majority vote. In the event of a postponement, a brief rationale for recommending the postponement of the defence will be provided to the student as soon as possible. If a student chooses to proceed to defence without majority approval, the student must sign a declaration to the effect that s/he is going to defence without this approval and accepts the risk.

**Defences will not be scheduled during the last two weeks of August or the first two weeks of September.**

**12.1 The Student:** A student works primarily with their thesis supervisor when collecting and analyzing the data and writing the thesis. Normally one week should be allowed for the supervisor to give a carefully considered evaluation of written material (two weeks if the supervisor is receiving material from more than one graduate student at one time).

**Appendix G** details a suggested timeline for setting up and preparing for a thesis defence.

**See Appendix H “Checklist and Guide for Defending your Thesis”**

It is recommended that a pre-defence meeting be held with all members of the supervisory committee to determine whether the thesis is ready to proceed to defence or identify what additional changes are required before making such a determination. The pre-defence meeting should be held before finalizing a date and time for the defence. Prior to this meeting, the committee members should be provided with a current copy of the thesis. This meeting is an opportunity for committee members to give feedback and determine their approval to schedule a defence date. If a pre-defence meeting is not held, the student and supervisor **MUST** determine whether or not the committee is satisfied that the thesis is ready to be defended and approves the defence. The student should carefully consider all advice and recommendations given by the supervisor and committee members concerning the writing of the thesis before the final version is submitted to the committee.

**It is the supervisor’s responsibility to contact the outside reader regarding the date/time of the defence. The student must have NO CONTACT with the outside reader prior to the defence.**

**The thesis submitted to the committee for the defense should be error free and in the form specified in the FGS [Regulations for Submission of Thesis](#)** FGS also offers seminars to review these guidelines. The thesis must be a final proof-read version that is written in a professional and scholarly manner. Any revisions to the thesis required by the committee should be minor and are to be completed within one month of the defense examination. If revisions are major and require a longer period of time, permission for an extension must be obtained from the graduate coordinator. It is ultimately the responsibility of the student to ensure that the document is complete, error free, and

that all guidelines for submitting a thesis have been met before the thesis is distributed to the committee.

**Important Reminder:** The final format of the thesis should comply with the regulations outlined on the Faculty of Graduate Studies website. The student is responsible for ensuring that the thesis conforms to these regulations. It is the supervisor's responsibility to check that these regulations have been followed before the final version of the thesis is submitted to the thesis examining committee.

**Students should check the FGS final submission of thesis deadlines well in advance of defending and set up an appropriate timeline for completion with their supervisor.** It is recommended that at least 2 to 4 weeks be available following a defence and before the final submission date to make the required corrections or revisions. Note that you will need to submit several forms with original signatures as well as a copy of your REB approval to carry out the study described in your thesis. **Failure to meet FGS deadline will result in re-registering for the next academic term.**

The student must submit a "Request for a Defence" form to the graduate secretary at least 8 weeks prior to the scheduled defence date. **Appendix I**

**12.2 The Thesis Supervisor:** The supervisor ensures that the student follows the correct process to prepare the thesis, that the committee has held a pre-defence meeting, and that procedures have been followed to set up the defence. The graduate coordinator should be consulted if challenges are encountered in progressing to the thesis defence stage. The student should be reminded again that the thesis submitted to the committee prior to the defence must follow the proper thesis format as set out by FGS.

It is the responsibility of the thesis supervisor to prepare typed notes based on the questions and deliberations raised at the defence to assist the chair in preparing the final report.

**12.3 The Thesis Examining Committee:** The examining committee normally consists of the same committee members who participated during the thesis proposal stage with the exception of one additional member, the outside reader (see 12.5 - The Outside reader). All members of the examining committee must hold FGS Membership Status.

The function of the examining committee is to provide a fair and critical evaluation of the final written thesis and its oral defence. All members of the examining committee, except the chair and the thesis supervisor, are voting members. The votes of all members carry equal weight (see 12.9 for the exceptions). The voting members of the examining committee must complete their evaluation of the final written thesis at least one week before the defence and advise the graduate coordinator and supervisor on whether or not the thesis can go forward to defence.

In cases where one or more supervisory committee members are not available, the graduate coordinator, in consultation with the student and the supervisor, may appoint new members. In some cases, it is impossible for a committee member to attend the thesis defence (e.g., they are away on sabbatical) but it is still desirable to retain the individual on the committee. In this case the member can examine the thesis in absentia and submit a written evaluation of the thesis to the thesis chair (graduate coordinator or their designate) in advance of the defence meeting. The member can pose

questions to the student directly or indirectly through the chair at the defence. They may also participate via telephone conference.

#### **12.4 The Graduate Secretary:**

1. Receives the outside reader's CV for review by the graduate coordinator 8-12 weeks prior to the defence.
2. Receives the "[Request to Schedule a Defence](#)" form from the student eight weeks prior to the defence.
3. Arranges for an alternative chair for the defence should the graduate coordinator not be available to chair.
4. Prepares the official letter of invitation to the outside reader.
5. Circulates an announcement of the defence meeting and prepares a copy of the "Thesis Examination Report" and "Master's Thesis Approval" form for the examining committee chair.
6. Sends the student and supervisor a confirmation e-mail on matters related to the defence.
7. Receives a copy of the student's thesis for distribution to the outside reader at least three weeks prior to the defence.
8. Receives the outside reader's written report one week prior to the defence.
9. Receives the report and the Master's Thesis Approval Form (the student brings this to the defence) after the defence and communicates with the outside reader for arrangements to have the forms signed by the outside reader and any other committee members who were not present in person at the defence.
10. Holds the Master's Thesis Approval Form in the student's file and releases the form once s/he receives the approval of the supervisor to do so.

**12.5 The Outside Reader:** The outside reader must not have been involved in the supervision or direction of the student's research. They must have FGS Membership at Dalhousie. The supervisor, NOT the student, contacts the potential outside reader to discuss the possibility of their participation in the defence process. The supervisor requests that the CV of the outside reader be sent electronically to the graduate secretary for review and approval by the graduate coordinator at least 8 weeks prior to the defence. The outside reader is then formally invited through written correspondence.

The outside reader must receive a copy of the student's thesis three weeks prior to the defence. One week prior to the defence the outside reader will provide a written report on the thesis and provide recommendation about whether it can go forward for the defence.

**The student does not see the Outside Reader's report until after the defence and only with the permission of the Outside Reader.**

If the outside reader cannot attend the oral defence, arrangements may be made to have the outside reader participate via teleconference. The School will not reimburse travel costs.

If the outside reader thinks the thesis is of an extremely high calibre, then this observation should be included in the letter. This letter is used to nominate students for relevant awards such as Governor General's Gold Medal. (See section 12.10)

**12.6 The Thesis Defence Chair:** The chair will be the graduate coordinator or their designate. **The chair shall hold FGS Regular membership, shall not have been a member of the supervisory committee and is a non-voting member.** The main role of the chair is to organize the examination of the thesis, ensure that the procedures are carried out in an appropriate manner, and record the examiners' written comments and prepare the examination report.

The chair **MUST** receive the written evaluation of any committee member who is unable to attend the thesis defence (e.g., in such cases where a member is on sabbatical).

The chair facilitates the deliberations of the Examining Committee in an in camera session. (See 12.9)

The chair prepares the examination report (based on the supervisor's notes taken during the defence). The report summarizes the outcome of the examination including any required revisions. Normally, minor and primarily editorial revisions are reviewed by the supervisor for final signature before submission of the thesis to the FGS. Revisions concerned with content may be given to the supervisor or another member of the examination committee for review when complete. Only members of the examining committee who voted for approval may be asked to review content revisions.

The examination report is sent to the supervisor and the committee members for their approval. The report is given to the student only when the report has been approved by the supervisor and the committee members or the majority of the committee. The student must receive this report within 48 hours of the defence. The student must address in the final copy of the thesis any concerns or changes as outlined in the report before the thesis is submitted to the FGS.

**12.7 The Graduate Coordinator:** The chair of the thesis defence is normally the graduate coordinator and they are guided by the regulations set for the thesis defence and the responsibilities noted for the Defence Chair.

The graduate coordinator is also responsible for follow up in the case of approval with specific conditions, to ensure that the student revisions are dealt with promptly and within the timelines and protocol set in the defence report. In the case of disputes arising from disagreements on the satisfactory completion of content modifications, the graduate coordinator and the Director of the School along with the outside reader will be asked to make the final decision.

**12.8 Thesis Defence Procedures:** The thesis defence is public and open to anyone who wishes to attend. The student normally gives a short presentation (20 minutes) reviewing the work of the thesis. The presentation is followed by questions from the thesis examining committee. Normally there are two rounds of questions. If time permits, the chair may invite questions from the audience. When the questions are concluded, the student and the audience leave the room. The examination committee deliberations are held in camera. After a decision is reached, the committee will inform the student of the results.

FGS has minimum requirements for an approved or not approved thesis (see the FGS Calendar); however, the School categories must be followed:

**Unqualified pass:** approved as submitted.

**Qualified pass:** approved upon specific corrections being made, (a clear deadline for completion must be presented to the student, normally with a maximum of one month). The Supervisor must ensure the revisions are made before thesis is submitted to FGS.

**Committee wishes to examine corrected or revised thesis before making a decision, but no additional meeting with the student is required.** (A clear deadline for completion of the revisions must be presented to the student, normally with a maximum of one month, and the student must be notified that the committee, meeting in camera, may choose to either pass or reject the thesis after review.)

**Rejected but with permission to resubmit a revised thesis for re-examination.** A clear timetable for completion must be presented, normally with a maximum of one year to re-submit. A copy of the Chair's report must be submitted to the Faculty of Graduate Studies.

**Rejected outright.** Candidate did not fulfill the approved proposal and another examination on this thesis research will not be permitted. All members of the examining committee as well as the Chair must submit written examination reports, dated and signed, which shall become part of the candidate's file. The Chair's written report shall summarize the outcome of the examination process, the final decision and any conditions attached. A copy of this report must be submitted to the Faculty of Graduate Studies.

**12.9 Voting Procedures for Thesis Defence:** (Approved by the Graduate Faculty of the School - Committee of the Whole on June 10, 2011)

The chair of the examination committee will attempt to determine an outcome by consensus. The supervisor (or co-supervisors) is a (are) non-voting member(s). The remaining committee members and the outside reader each receive one vote. A supervisor or co-supervisor has a vote ONLY if both of the following conditions are met: 1) the student chose to move forward to a defence without the consent of the supervisor or co-supervisor, and 2) there is a tie vote. In the event of a tie that cannot be broken with a supervisor vote (i.e., co-supervisors have opposing votes), the Chair can vote to break the tie.

### **12.10 Gold Medal Competition for The Most Outstanding Master's Graduate**

Every year one gold medal is awarded for the most outstanding Master's Graduate for the entire University. The University can award two medals, by agreement of the President and the Registrar, one in the Sciences and Engineering and one in the Humanities and Social Sciences. Each School may nominate one candidate. This award is based on grades for graduate level classes, the quality of the thesis research, and other achievements of the student such as articles, publications, etc.

Normally within our School, the supervisor, a committee member, outside reader, or the graduate coordinator will notify the graduate secretary of a student who they think meets the criteria for this award. The graduate secretary will flag these students until the deadline is announced by the FGS office. The graduate secretary will then send the notice through her distribution lists. The GAC will

review all nominations for this award and will forward their nomination decision to the Faculty of Graduate Studies Office.



## SECTION 13: CONFLICT RESOLUTION

Problems are easier to manage if they are addressed early. The following steps are recommended:

Speak first directly with your thesis supervisor (if the problem is related to supervision) or course instructor (if the problem is related to a course). It is more effective to discuss issues in person rather than trying to solve problems via email. Be respectful and courteous and specific, focussing on facts or actions.

If this does not resolve the problem or the student chooses not to take this action, then the student should:

- a. Discuss the problem with the graduate coordinator. The graduate coordinator will give advice on further action, including possible ways in which the student might try to work the problem out with the faculty member. Under some circumstances, if the student desires, the graduate coordinator might speak to the professor on the student's behalf. If this does not resolve the problem, then:
- b. The graduate coordinator will bring the issue to the School's Director. If still unsatisfied the student should:
- c. Contact the FGS as per procedures noted in a separate section on appeals. The detailed FGS appeals process can be found in the FGS Graduate Calendar.

## SECTION 14: AFTER GRADUATION

Successful completion of a Master's degree is a significant life accomplishment. We hope that you take time to celebrate your achievement with your friends, family, and those who have been part of your learning journey at our School and Dalhousie.

For those of you with an interest in an academic career or in a more advanced professional degree (such as an MD), we encourage you to consider what Dalhousie has to offer. While we do not offer a PhD within our School, many of our School faculty are involved in supervising and co-supervising PhD students. This is especially common for students in the PhD in Health and the Interdisciplinary PhD (IDPhD) programs at Dalhousie.

If you are considering an advanced degree, you may wish to consult with your supervisor or committee members about your options at Dalhousie and, potentially, how to build on the work you have done for your Master's degree. If you are considering this option, we encourage you to begin the consultation process early in the second year of your program to allow sufficient time to prepare an application.

If you are interested in the PhD in Health or the IDPhD programs at Dalhousie, you can find more information here:

[www.dal.ca/phdhealth](http://www.dal.ca/phdhealth)

[www.dal.ca/idphd](http://www.dal.ca/idphd)

**Whatever your chosen career path is after you leave our School, we hope you will keep in touch with us. Please consider joining the [alumni association](#) of Dalhousie as another way to keep in touch.**

# APPENDIX A: SUGGESTED FORMAT FOR A QUALITATIVE RESEARCH PROPOSAL

## Cover Page (1 page)

- Proposed Title
- Author's Name
- Name of Institution
- Degree Sought
- Name of Supervisor
- Date of Submission

## Table of Contents

## Abstract (1 page)

The abstract summarizes the basic components/structure of the proposal.

## Chapter 1: Introduction

The introduction overviews the study.

- Establish the significance of the study by placing it within a larger theoretical, policy, or practical framework -- conceptualize and describe. Provide a background for the study.
  - What do we already know about this topic? (Forecast the literature to be reviewed in Chapter 2, i.e. the broad areas of theory and research to be discussed.)
  - What has not been answered adequately in previous research and practice?
  - How will this new research add to knowledge, practice, and policy in this area?
  - Who may be interested in this inquiry?
- Describe the focus of the study clearly.
- State the purpose of the study.
- Identify the general research questions.
- Give a brief description of study design.
- Mention any limitations of the study.
- Define any unusual or specifically used terms.
- Provide a summary of Chapter 1 and a transition to Chapter 2.

## Chapter 2: Literature Review

This section proves the importance of the study's focus. It is an integrated statement that affords some explanation of why the studies cited are important to the work to be undertaken.

- Demonstrate your understanding of what is contained in relevant literature.

- Set the study within a tradition of inquiry and a context of related studies.
- Elaborate on the framework for the study, as introduced in Chapter 1.
- Clarify the assumptions (values and beliefs) that underlie the study's questions.
- Show the connections between the literature and (a) the focus, purpose and significance of your study and (b) the study's questions.
  - Identify gaps in the literature and show that the proposed study will fill a need
  - Give a brief restatement of research focus
- Make a precise statement of the problem, questions, or area for exploration underlying assumptions and values behind research questions
- Provide a summary of Chapter 2 and a transition to Chapter 3.

### **Research Design and Research Methods**

This section describes how the proposed study will be conducted. In this section it is important to emphasize the flexibility inherent in qualitative research.

- Consider restating the study's questions; or, refer reader back to Chapter 1.
- Describe your overall methodological approach, and research strategies, with rationale.
- Clarify your role in the study concerning entry, reciprocity, and ethics.
- State the criteria and standards that will guide the study.
- Diagram and explain the study's design; include site and sample selection.
- Describe your methods for data collection, management, recording, analysis and interpretation.
- Describe how you will ensure the trustworthiness of the study
- Mention your dissemination strategies and plans for reporting on the study.
- Give a management plan, timeline, and feasibility analysis
- Provide a summary of Chapter 3.
- Conclude the proposal.

### **References**

Theses may be referenced in APA, AMA, or other recognized style as directed by your Supervisor. The referencing style must be established and used consistently within the proposal.

**Appendices** - include copies of instruments, letters to participants, consent forms, etc.

Adapted from:

Marshall, C. & Rossman, G.B. (1989). *Designing Qualitative Research*. New Park, CA: Sage.

# APPENDIX B: SUGGESTED FORMAT FOR A QUANTITATIVE RESEARCH PROPOSAL

## Cover Page (1 page)

- Proposed Title
- Author's Name
- Name of Institution
- Degree Sought
- Name of Supervisor
- Date of Submission

## Table of Contents

### Abstract (1 page)

The abstract summarizes the basic components/structure of the proposal.

This should occupy a single page, and may be single-spaced, if necessary. There should be no illustrations or footnotes. Students are advised that, owing to space limitations, both the AMICUS Web on-line catalogue and Dissertations Abstracts International database used by LAC (Library Archives) truncate abstract text strings at 150 words for Master's theses. If your abstract is longer than that, ensure the most important information is included in the first 150 words.

### Chapter 1: Introduction (4-14 pages)

The introduction overviews the study.

- Introductory paragraph(s)
  - Briefly summarize the research to be covered in the literature review. Succinctly state the nature of the problem, its importance, and state how the thesis will advance the state of knowledge in your research area.
- The Research Question and Hypotheses
  - The research question(s) and hypotheses may appear here and/or at the end of the literature review. Any subsidiary questions may be raised.
- Define any unusual or specifically used terms.
- You may give a brief description of study design
- Mention any limitations of the study.
- Provide a summary of Chapter 1 and a transition to Chapter 2. Chapter 1 and 2 may be integrated into one chapter

### Chapter 2: Review of Literature

This is an integrated statement that affords some explanation of why the studies and theories cited are important to the work to be undertaken. “Thesis” means “a logical argument”

- Demonstrate your knowledge concerning what is contained in relevant literature.
- Set the study within a tradition of inquiry and a context of related studies.
- Elaborate on the theoretical or conceptual frameworks guiding your study as introduced in Chapter 1.
- Clarify the assumptions that underlie the study’s questions
- Your review of the literature should include strengths, weaknesses and gaps in existing research that your study could fill.
- Your review of the literature should lead logically to your research question.
- Show the connections between the literature and (a) the focus, purpose and significance of your study and (b) the study’s questions.
- Provide a summary of Chapter 2 and a transition to Chapter 3.

### **Chapter 3: Method or Procedure (4-14 pages)**

This section completely describes how the study will be carried out, with sufficient detail that it could be replicated.

- Consider restating the study’s questions; or, refer reader back to Chapter 1.
- Diagram and explain the study’s design
- Give sources of evidence or authority (e.g., experimentation, secondary data analysis of an existing database or data set),
- Describe the site of the study, who the participants will be and how you will recruit them
- Describe the measures, tools, or instruments you will use (including reliability and validity information)
- Describe your methods for data collection and management
- Describe specifically how you will analyze and interpret the data in order to answer each research question or hypothesis
- Describe how you will ensure the reliability and validity of the study
- Describe all foreseeable or potential limitations to the proposed study.
- Outline any special ethical considerations (if applicable)
- Mention your plans for reporting on the study.
- Provide a proposed timetable for completing the thesis
- Provide a summary of Chapter 3.
- Conclude the proposal.

### **References (1-5 pages)**

Thesis may be referenced in APA, AMA, or other recognized style as directed by your Supervisor. The referencing style must be established and used consistently within the proposal.

**Other potential appendices:**

- Draft consent and letters to participants
- Copies of measures to be used

**Bibliography**

American Psychological Association (2001). Publication manual of the American Psychological Association (5th ed.). Washington, DC: Author.

# APPENDIX C: SUGGESTED FORMAT FOR A MIXED METHODS RESEARCH PROPOSAL

## Cover Page (1 page)

- Proposed Title
- Author's Name
- Name of Institution
- Degree Sought
- Name of Supervisor
- Date of Submission

## Table of Contents

### Abstract (1 page)

Summarize the basic components/structure of the proposal.

This should occupy a single page, and may be single-spaced, if necessary. There should be no illustrations or footnotes. Students are advised that, owing to space limitations, both the AMICUS Web on-line catalogue and Dissertations Abstracts International database used by LAC (Library Archives) truncate abstract text strings at 150 words for Master's theses. If your abstract is longer than that, ensure the most important information is included in the first 150 words.

### Statement of the Research Problem/Introduction (4-14 pages)

The introduction overviews the study.

- Establish the significance of the study by placing it within a larger theoretical, policy, or practical framework -- conceptualize and describe. Provide a background for the study.
  - What do we already know about this topic? (Forecast the literature to be reviewed in Chapter 2., i.e. the broad areas of theory and research to be discussed)
  - What has not been answered adequately in previous research and practice?
  - How will this new research add to knowledge, practice, and policy in this area?
  - Who may be interested in this inquiry?
- Describe the focus of the study clearly
- State the purpose of the study
- Identify the general research questions or hypotheses
- Give a brief description of study design
- Mention any limitations of the study
- Define any unusual or specifically used terms
- Provide a summary of Chapter 1 and a transition to Chapter 2

### Chapter 2: Review of Literature



This is an integrated statement that affords some explanation of why the studies and theories cited are important to the work to be undertaken. “Thesis” means “a logical argument”

- A description of the theoretical or conceptual frameworks guiding your study
- should appear here
- Demonstrate your knowledge concerning what is contained in relevant literature
- Set the study within a tradition of inquiry and a context of related studies
- Elaborate on the framework for the study, as introduced in Chapter 1
- Clarify the assumptions that underlie the study’s questions
- Your review of the literature should include: strengths, weaknesses and gaps in existing research that your study could fill
- Your review of the literature should lead logically to your research question.
- Show the connections between the literature and (a) the focus, purpose and significance of your study and (b) the study’s questions
- Provide a summary of Chapter 2 and a transition to Chapter 3

### **Chapter 3: Methodology or Procedure (4-14 pages)**

- Describe the overall design, who the participants will be, recruitment techniques, and how the study will be carried out overall. Describe the mixed methods design you plan to use
- Describe the quantitative elements of the thesis (note: the order of presentation of the elements should match the order in which you carry out each element of the design)
- Describe the measures, tools, or instruments you will use (including reliability and validity information)
- Describe the qualitative elements of the thesis
- Detail how you will demonstrate credibility and trustworthiness
- Describe your role as researcher
- Review ethical considerations

### **References**

Adapted from:

Ivankova, N. V. (2002). *A Sample Mixed Methods Dissertation Proposal*. New Park, CA: Sage.

Available from:

<http://www.sagepub.com/creswellstudy/Sample%20Student%20Proposals/Proposal-MM-Ivankova.pdf>

## APPENDIX D: SUGGESTED TIMELINE FOR PREPARING FOR A THESIS PROPOSAL MEETING

Please note: You will need to know when the Ethics deadlines are before using this timeline.

Weeks before the proposal	Activity
8 Weeks	Students must always hold regular meetings (weekly or bi-weekly) with their supervisor throughout the regular academic year. However, you should hold at least one meeting with your full supervisory committee by this date. Keep in mind that the earlier you involve your full committee, the better it will be for everyone involved. Continue to work on your thesis.
6 Weeks	Submit the "Request for a Proposal Meeting" approval form to the graduate secretary. As well, if for some reason your supervisory committee has not yet been approved by the graduate coordinator/FGS OR if a change in your committee status has occurred, please submit an FGS Program Update Form. Continue to work on your thesis.
3 Weeks	Hold a pre-proposal meeting with your supervisor and supervisory committee members. Present your changes since the last meeting. Your committee may suggest further strengthening of your thesis before your proposal meeting. At that time, you have one week to make those changes before the final submission of your thesis for the proposal meeting.
2 Weeks	Submit hard copies of your thesis to your supervisor, supervisory committee, and graduate secretary – No changes can be made to the thesis once it has been submitted for the proposal.  Start to prepare your Ethics application if you haven't already done so.  Prepare your PowerPoint presentation if it has not already been prepared and have your supervisor review it – we recommend that students consider a trial presentation run with their supervisor.
1 Week	Latest recommended proposal meeting date - leaves you at least two weeks to prepare for the Ethics deadline after the proposal meeting.

## APPENDIX E: DETAILED CHECKLIST AND GUIDE FOR PROPOSING A THESIS

- Review all deadlines/guidelines for ethics submissions
- <https://www.dal.ca/dept/research-services/responsible-conduct/research-ethics-.html>
- Hold at least one pre-proposal meeting with the full thesis supervisory committee (including the supervisor)
- Check schedule with supervisor and thesis supervisory committee to schedule the date/time of the proposal meeting
- Obtain "[Request to Schedule a Thesis Proposal Meeting \(Approval Form\)](#)" for the proposal
- Contact the graduate secretary as soon as a tentative date/time has been agreed upon to secure the room/equipment for the proposal meeting
- 6 weeks prior to the proposal, notify the graduate secretary of final details by submitting the "[Request to Schedule a Thesis Proposal Meeting \(Approval Form\)](#)"
- Ensure all committee members have FGS status. All faculty members who have been listed in the FGS calendar under their home department would have FGS status. If still uncertain contact the graduate secretary
- Review Section 5.2 Thesis Supervisory Committee to ensure that all members meet the School's regulations. A CV will need to be submitted to the graduate secretary for any member who does not hold FGS membership status. The graduate secretary will process the appropriate paperwork to arrange status from the FGS
- Additional members of the Committee who are not members of the FGS, including members of the non-university community (such as a practicing professional), may be appointed to the supervisory committee where their particular expertise makes it appropriate. Please keep in mind that adding additional members reduces the number of qualified outside readers available at the time of your final defence exam. This additional member could not serve as an outside reader if made a member of the committee. Please note that a CV is required and must be submitted to the graduate secretary either prior to or at the same time you submit the "[Request to Schedule a Thesis Proposal Meeting \(Approval Form\)](#)", which can be found on our website
- The graduate secretary will contact the proposed Chair, book the room and equipment for the student at the student's request, and prepare the approval form and proposal notices
- The graduate secretary will prepare all paperwork for the approval of the proposal at the proposal meeting, will advertise the proposal meeting accordingly, and will also send out a confirmation of the thesis proposal meeting to the student and their supervisor

- The student is responsible for checking that the room/equipment set-up is satisfactory, and all equipment is operational. The room and equipment are booked for a ½ hour prior to the meeting to ensure that it is working properly
- The student must ensure that all committee members, the supervisor and the graduate secretary receive a copy of the proposal at least two weeks prior to the scheduled meeting time. Once submitted, the proposal must remain unchanged until the thesis proposal meeting.

On the approval form the student must recommend one committee member as a possible Chair for the thesis proposal. The supervisor cannot be the Chair. The Chair will introduce the members and the student and at the outset of the proposal meeting prepare the final report using the typed notes from the supervisor of the discussions at the proposal meeting. These notes are given to the graduate secretary for distribution to the student and committee members. A copy is retained in the student file.

# APPENDIX F: HEALTH AND HUMAN PERFORMANCE THESIS PROPOSAL MEETING APPROVAL FORM

Please complete this form and submit it to the Graduate Secretary **six weeks** prior to the date of the Proposal Meeting. A fillable version of this form is available on our [website](#)

Before completing this form, it is extremely important that you review the Thesis Regulations section of the Faculty of Graduate Studies [Calendar Section IX](#).

Please note if you have not already completed a [Graduate Student Program Update](#) form to add your committee to your program of study, it must be completed at the time of submitting this form for a request of a proposal meeting.

Student Name: \_\_\_\_\_ Banner ID#: \_\_\_\_\_

Date of Proposal: \_\_\_\_\_ Time: \_\_\_\_\_

Thesis Proposal Title: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Committee Members:** In addition to your supervisor, two committee members are required for a minimum of three Committee Members. Please refer to the Graduate Handbook under the Thesis Supervisory Committee section for the rules concerning forming committees for your discipline.

Committee Member		
Dept:		
Phone:		
Email:		
FGS Member: (Y/N)		

Supervisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

The student/Advisor will recommend one of the two Committee Members (not the Supervisor) to Chair the Proposal Meeting. It is not mandatory that the Graduate Coordinator attend this meeting.

Who has agreed to Chair the Proposal Meeting: \_\_\_\_\_

**Examining Committee Approved by Graduate Coordinator:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

## APPENDIX G: SUGGESTED TIMELINE FOR PREPARING FOR A THESIS DEFENCE

Please note: You will need to know when the FGS Thesis Submission Deadlines are before using this timeline. No defences are to be held the last week of August or the first week of September.

Weeks Before the Defence	Activity
8-10 Weeks	Hold a pre-defence meeting by this week to obtain the permission of your supervisor and supervisory committee to move forward with the set-up of your defence. Continue to work on thesis.
8 Weeks	Submit a "Request for a Defence" form to the Graduate Secretary. If the outside reader has not yet been approved, then it must be requested by this week. When submitting the "Request for a Defence" form, please ensure that all committee members including the outside have agreed to the date/time you have listed on the form. The supervisor will contact the outside reader to check availability. Continue to work on thesis.
4 Weeks	Continue to work on thesis to ensure all recommended changes by your supervisor and supervisory committee are made to their satisfaction.
3 Weeks	Submit thesis to supervisor, outside reader, supervisory committee, graduate coordinator, and graduate secretary – No changes can be made to the thesis once it has been submitted for the defence.
	Check FGS guidelines for submission of completed thesis, ensure you have REB approval letter and other forms, ensure all elements of thesis and forms match (e.g., thesis titles on all forms and thesis), request a format check from FGS.
2 Weeks	Prepare your PowerPoint presentation if it has not already been prepared and have your supervisor review it. We recommend that students consider a trial presentation run, with their supervisor and on their own. You may also wish to present it to your peers.
1 Week	Defence date: Leaves you two weeks for corrections before the FGS deadline for final submissions of the thesis. We RECOMMEND allowing at least 4 weeks for corrections.

## APPENDIX H: DETAILED CHECKLIST AND GUIDE FOR DEFENDING A THESIS

- Check deadlines with FGS.
- Meet with your supervisor to select an Outside Reader. The outside reader is selected by the supervisor/student. The thesis supervisory committee may also wish to be consulted when selecting the outside reader. The outside reader is contacted by the supervisor, **not the student**, prior to seeking approval from the graduate coordinator. The outside reader should be someone from outside the School and only in exceptional circumstances can it be someone within the School of HAHP. The potential outside reader's CV must be sent to the graduate secretary for approval by the graduate coordinator. It is recommended that only one potential outside reader be put forward.
- Before scheduling a defence, students must hold a pre-defence meeting with their supervisory committee prior to seeking approval to schedule a defence date. Prior to this meeting the members should be provided with a current copy of the thesis, and the student may choose to give a short oral presentation—our intent is not to formalize the structure of this meeting, but the minimum expectation is that all committee members have an opportunity to give the student feedback on the current written thesis. This would also be a great opportunity to discuss potential outside readers or recommend an outside reader if you wish to have the committee's input on the selection of this person.
- If the outside reader is not from the Halifax region and, therefore, cannot attend the oral defence, arrangements may be made to hold the defence via teleconference. The School will not reimburse travel costs.
- If the student and the supervisor choose not to hold a pre-defence meeting, the student must ascertain whether or not the committee consents to the defence. If the committee does not consent to the defence, the student must sign a declaration to the effect that s/he is going to defence without this consent and accepts the risk.
- Run the potential dates/time by the graduate secretary to tentatively hold a room and to ensure there are no other defences being held at that time.
- Check schedule with your supervisor, thesis supervisory committee and graduate coordinator. Your supervisor must check the schedule of the outside reader.
- Obtain "[Request to Schedule a Defence](#)" form
- Contact the supervisory committee, graduate coordinator and graduate secretary once again regarding the proposed time and date of the defence prior to submitting the "[Request to Schedule a Defence](#)" form. This will reduce the number of changes due to faculty unavailability. **The student's committee for the defence is the same as the one used for the proposal with the exception of the additional member who serves as the Outside**

**Reader.** If there must be a change in the student's committee, then the student should contact the graduate secretary to process the appropriate forms for the FGS.

- At **8 weeks** notify graduate secretary of final details by submitting the "[Request to Schedule a Defence](#)" form. Please note: Outside Reader's CV should be submitted electronically either by the supervisor or the Outside Reader.
- The Thesis Defence should be held **at least two to four weeks prior to the FGS deadline** for final submission of a thesis in order to graduate. This will ensure that enough time has been allowed for all corrections to be made. If the thesis is not submitted to FGS by the appropriate deadline, then this will result in the student registering for an additional term. There are no exceptions made to the FGS deadlines.
- It is suggested that the supervisor receive the thesis at least one month prior to the expected submission of the thesis to the committee, outside reader, graduate secretary and Chair of the Defence.
- All thesis students are required to submit a copy of their thesis to FGS for an initial format check before their thesis defence. For this purpose, electronic copies of the thesis in PDF format can be emailed to [thesis.review@dal.ca](mailto:thesis.review@dal.ca). Please include banner number and defence date in the email.
- **3 weeks prior to the defence**, the student **MUST** submit their electronic copy of the thesis (or hard copy, if requested) to their supervisor, committee members, and the graduate secretary.
- For the Defence, the graduate coordinator or their designate will Chair the Defence.
- Once the graduate secretary receives the "Request to Schedule a Defence" form, they will be responsible for contacting the Chair, officially invite the outside reader and booking a room and equipment (laptop, data pad and conference phone – if required) or book the meeting on Teams for the student and will complete the approval form (submit to the Chair) and Defence notices. They will send out the defence notice to all interested parties and will also post the notice on the School of HAHP bulletin boards. They will also contact the student and supervisor with the final details of the defence.
- It is the student's responsibility to ensure that the room/equipment set-up is satisfactory, and all equipment is operational. The graduate secretary will have booked the room and equipment ½ hour prior to the meeting.
- **At least one week** before the proposed examination, the outside reader must provide a written response to the graduate secretary for distribution to the graduate coordinator and supervisor indicating whether the defence should proceed. If the outside reader does not think that the thesis is ready for defence the supervisory committee and the graduate coordinator decide whether to find an alternative outside reader or for the student to resubmit at a later date. **THE STUDENT DOES NOT SEE THIS REPORT UNTIL AFTER THE DEFENCE AND ONLY ON THE PERMISSION OF THE OUTSIDE READER.**



- Once a committee member commits to attending the Defence, they must ensure that they attend. If for some reason, something unforeseen should happen, then the committee member should arrange to have all questions put in writing and given to the Chair prior to the Defence.
- Ensure that the Intent to Graduate Form is submitted on time. Please see deadlines at the Registrar's Office.
- The student MUST bring a copy of the Master's Thesis Approval Form to the defence for committee members and the Outside Reader to sign. The Chair does not sign this form because they are not considered a reader. The supervisor will not sign this form until all requested corrections/changes are made to the thesis. After the defence, this form will be given to the graduate secretary to hold until the supervisor approves all recommended revisions.
- The Chair (graduate coordinator or their designate) will send the student an official letter with the required changes indicated within 48 hours after the defence.
- The student does not receive the signed thesis signature page until the supervisor has provided final approval to the graduate secretary. All final, approved Master's theses are submitted directly to the Faculty of Graduate Studies as PDF/A files via DalSpace (i.e., as an e-thesis). The procedures for E-theses approval and submission can be found on the Faculty of Graduate Studies [website](#).

Electronic submission of the thesis must be accompanied by these original paper forms;

- Thesis Approval Form
- Dalhousie Thesis Licence Agreement
- Student Contribution to Manuscripts (if applicable)

A hard copy may be given to your supervisor, should they wish a copy. All printing and binding costs are the responsibility of the student. The School does not require the submission of a hard copy.

# APPENDIX I: HEALTH AND HUMAN PERFORMANCE

## REQUEST FOR A THESIS DEFENCE APPROVAL FORM

Please complete this form and submit it to the Graduate Secretary **eight weeks** prior to the desired date of your defence. Before a defence will be scheduled, a supervisory committee meeting **SHOULD** be held to ensure agreement that the thesis is ready for the defence. Although FGS policy indicates that a defence can be scheduled without agreement from the supervisory committee, in doing so the student is taking a substantial risk and will be required to sign a special declaration acknowledging this risk. The supervisory committee meeting is a good opportunity to receive input on a potential Outside Reader<sup>1</sup> for the defence. Please note that the Supervisor is to contact the Outside Reader regarding availability for the defence **NOT** the student. The thesis must be submitted to the Supervisory Committee, and Graduate Administrative Secretary at least **3 weeks** prior to the defence. The Secretary will submit the thesis to the Outside Reader. Please note that no changes should be made to the Thesis once it has been formally submitted. If you have any questions regarding the process for a defence, please contact the Graduate Secretary.

The Thesis Defence will be chaired by the Graduate Coordinator or their designate. The Chair of the defence shall not have been a member of the supervisory committee and is typically a non-voting member<sup>2</sup> of the examining committee. Prior to submitting this form, please ensure that your supervisor has confirmed the date/time with the Outside Reader and with your Supervisory Committee and Graduate Coordinator. The Graduate Secretary will set up the defence and will confirm the details with the student and their supervisor.

Student Name: \_\_\_\_\_ Banner ID#: \_\_\_\_\_

Date of Defense: \_\_\_\_\_ Time: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Committee Members: Please note all committee members must hold FGS membership status. If uncertain, please contact the Graduate Secretary. If there have been any changes to the graduate committee since the proposal, a graduate program update form must be submitted to the Graduate Secretary.

Supervisor(s): \_\_\_\_\_

Supervisory Committee member: \_\_\_\_\_ Dept \_\_\_\_\_

Supervisory Committee member: \_\_\_\_\_ Dept: \_\_\_\_\_

A fillable version of this form is available on our [website](#)

<sup>1</sup> Outside Reader refers to any Dalhousie Faculty of Graduate Studies member outside of the students supervisory committee.

<sup>2</sup> In the event of a tie that cannot be broken with a supervisor vote (i.e., co-supervisors have opposing votes), the Chair can vote to break the tie.

Recommended Outside Reader: \_\_\_\_\_

University/Dept/Organization: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Please attach CV of the Reader or arrange to have the CV e-mailed to the Graduate Admin. Secretary.**

Outside Reader contacted by Thesis Supervisor: Yes  No

Supervisory Committee Members agree that the thesis is ready for defence: Yes  No

If no, a signed waiver is required, if yes, please specify the date the committee meeting occurred. \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Conflict of Interest: Students have the right for their work to be assessed fairly and ethically. The Outside Reader for the thesis examination must be impartial and able to evaluate the student's academic work independently and objectively. However, a conflict of interest can potentially interfere or appear to interfere with professional judgement and/or responsibilities. While a conflict of interest does not preclude a faculty member from being an Outside Reader, the conflict should be disclosed and discussed between the supervisor and student.

The Senate of Dalhousie University has a Conflict of Interest policy that clearly separates academic activity from activity related to personal interests or business activity. This policy can be found [here](#). Please review these guidelines and note if any actual, potential, or perceived Conflict of Interest exists.

Does an actual, potential, or perceived conflict exist?  Yes  No

If yes, identify which of the following conflict(s) apply: (check all that apply)

The proposed Reader has:

- Co-authored a publication or collaborated on a research project with the student or the supervisor (within the last five years)
- Co-authored or collaborated on a grant with the student or the supervisor (within the last five years)
- Previously read the thesis, or parts of it, or evaluated the student's thesis research (e.g., as an advisor, as a supervisory committee member)
- Previously (within the last five years) been examined by the student's supervisor (i.e., former student of supervisor)

- Previously (within the last five years) examined the student's supervisor (i.e., former supervisor of the student's supervisor)
- A personal or financial relationship to the student or the supervisor that could be deemed as a conflict of interest (e.g., a relative, a past/present business partner, a current/former spouse)
- A financial interest in an entity that could benefit from the thesis research
- Engaged in (or intend to engage in) discussions/negotiations with student or supervisor relating to future employment or supervision
- Engaged in other activities that could be interpreted as conflict of interest? Please specify.

I \_\_\_\_\_ acknowledge the disclosure of the Conflict of Interest and agree to proceed with the recommended Reader.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I \_\_\_\_\_ acknowledge the disclosure of the Conflict of Interest assert that the declared conflict will not affect my obligation to uphold the interests and mission of the university (i.e., fairness to the student and academic integrity).

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This area to be completed by the Graduate Coordinator:

Examining Committee approved (includes the Outside Reader):<sup>3</sup> Yes  No

Waiver signed by student if committee does not support defence: Yes  No  N/A

Examining Committee Chairperson if not the Graduate Coordinator will be: \_\_\_\_\_

Outside Reader invitation sent by the Secretary: \_\_\_\_\_  
Date

**Approved by the Graduate Coordinator:**

Signature (Graduate Coordinator): \_\_\_\_\_ Date : \_\_\_\_\_

<sup>3</sup> The Supervisor and Outside Reader have declared that any personal or financial interests (as described above) will not affect their obligation to uphold the interests and mission of the university (i.e., fairness to the student and academic integrity). The Graduate Coordinator has confirmed that both the Supervisor and Outside Reader have asserted that they will uphold the obligations of the University.

## APPENDIX J: RECOMMENDED CHANGES TO THE GRADUATE HANDBOOK

The Graduate Advisory Committee (GAC) would greatly appreciate both faculty and student feedback on the handbook. Please submit your comments at any time throughout the year but more importantly by June 1 to the Graduate Administrative Secretary.

Thank you!

**My recommendations for changes and edits are as follows:**

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