



UNIVERSITY OF TORONTO  
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

# Kinesiology Handbook

MA, MSc and PhD Programs 2025-2026

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UofT

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# KIN Sessional Dates 2025-2026

## Fall Session 2025

July 14.....	Registration for Fall session begins
July 29.....	Course enrollment on ACORN begins
August 4.....	Civic Holiday (University Closed)
August 23.....	Recommended tuition fee payment deadline for international students registering or starting their program in the Fall session
August 25.....	Final date to submit Master's Final Defence Request Form to the KPE Office of the Registrar and Student Services (in order to avoid paying fees for Fall term)
September 1.....	Labour Day (University closed)
September 2.....	First day of KIN courses
September 5.....	Final date for KIN7001H/KIN7002H (Summer session) grades to be submitted by instructors
September 10.....	Summer session grades available for viewing by students on ACORN
September 12.....	Last date for tuition fee deferral or payment of minimum required payment to ensure registration for 2025–26
September 15.....	Final date to submit PhD thesis (final version) to SGS to avoid fee charges for 2025–26
September 12.....	Final date to submit KIN8510/KIN8520 Enrolment Forms (for Fall session) to KPE Office of the Registrar and Student Services
September 12.....	Final date to submit Course Add/Drop Forms (for courses in other departments) to KPE Office of the Registrar and Student Services
September 17.....	Final date to enrol in Fall session KIN courses (via ACORN)
September 22.....	Final date to hold a Master's Final Defence (to be eligible to avoid fee charges for 2025–26)
September 26.....	Final date for supervisor to submit approval of Master's defence revisions to KPE Office of the Registrar and Student Services
September 29.....	Final date to submit Master's thesis (final version) to SGS to avoid paying fees for 2025–26 and be eligible for November Convocation
September 29.....	Final date to submit PhD thesis (final version) to SGS to be eligible for November Convocation (some tuition fees still apply)
October 13.....	Thanksgiving Day (University closed)
October 27.....	Final date to drop Fall session courses without academic penalty
October 27–31.....	Reading Week
November TBA.....	November (Fall) Convocation – dates to be posted on <a href="https://convocation.utoronto.ca">convocation.utoronto.ca</a>
December 3.....	Last day of most classes. Refer to course outline for course-specific dates and applicable exam dates
December 24–January 2.....	Winter Break (University closed)

## Winter Session 2026

January 5.....	University re-opens
January 5.....	First day of KIN courses for Winter term
January 9.....	Final date for KIN8510/KIN8520 grades to be submitted by instructors
January 12.....	Final date to submit KIN8510/KIN8520 Enrolment Forms (for Winter session) to KPE Office of the Registrar and Student Services
January 12.....	Final date to submit Course Add/Drop Forms (for courses in other departments) to KPE Office of the Registrar and Student Services
January 15.....	Final date to submit PhD thesis (final version) to SGS to avoid fee charges for Winter session (See <a href="#">Final Year Fees</a> )
January 14.....	Fall session grades available for viewing by students on ACORN
January 19.....	Final date to enrol in Winter session KIN courses (via ACORN)
January 22.....	Final date for supervisor to submit approval of Master's defence revisions to KPE Office of the Registrar and Student Services
January 23.....	Final date to submit a Master's thesis (final version) to SGS to avoid paying fees for Winter session and be eligible for March Convocation (in absentia)
January 23.....	Final date to submit PhD thesis (final version) to SGS for March Convocation (in absentia)
January 31.....	Supervisory Committee Form due to KPE Office of the Registrar and Student Services
February 16.....	Family Day (University closed)
February 16–20.....	Reading Week
February 27.....	Final date to drop full year and Winter session courses without academic penalty
February 27.....	Final date to submit Master's Final Defence Request Form to the KPE Office of the Registrar and Student Services (to be eligible for June Convocation)
April 3.....	Final date to hold a Master's Final Defence (to be eligible for June Convocation; fees still apply)
April 3.....	Good Friday (University closed)
April 4.....	Last day of most classes. Refer to course outline for course-specific dates and applicable exam dates
April 9.....	Final date for supervisor to submit approval of Master's defence revisions to KPE Office of the Registrar and Student Services
April 10.....	Final date to submit Master's thesis (final version) to SGS to be eligible for June Convocation
April 10.....	Final date to submit PhD thesis (final version) to SGS for June Convocation

## Summer Session 2026 (Refer to course outline for information on the last day of classes and applicable exam dates for the Summer 2026 session)

May 5.....	Final date to submit KIN8510/KIN8520 Enrolment Forms (for Summer session) to KPE Office of the Registrar and Student Services
May 5.....	Final date to submit Course Add/Drop Forms (for courses in other departments) to KPE Office of the Registrar and Student Services
May 8.....	Final date for KIN8510/KIN8520 grades to be submitted by instructors
May 11.....	Final date to enrol in May–June or May–August session courses
May 13.....	Winter session grades available for viewing by students on ACORN
May 18.....	Victoria Day (University closed)
June 1.....	Final date to drop May–June F section courses without academic penalty
June TBA.....	June Convocation – dates to be posted on <a href="https://convocation.utoronto.ca">convocation.utoronto.ca</a>
June 22.....	Final date to drop May–August Y section courses without academic penalty
June 30.....	Annual Supervisory Committee Meeting Form due to KPE Office of the Registrar and Student Services
July 1.....	Canada Day (University closed)
July 6.....	Final date to enrol in July–August courses
July 15.....	Grades for May–June F section courses are available for viewing by students on ACORN
July 27.....	Final date to drop July–August S section courses without academic penalty
August 3.....	Civic Holiday (University Closed)
August 4.....	Course enrollment on ACORN begins
August TBD.....	Last date for tuition fee deferral or payment of minimum required payment to ensure registration for 2026–27
August TBD.....	Final date to submit Master's Final Defence Request Form to the KPE Office of the Registrar and Student Services (in order to avoid paying fees for Fall term)



# Welcome to KIN

## Graduate Department of Kinesiology

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Ashley Stirling, Vice Dean, Academic Affairs

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# The Graduate Department of Kinesiology

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Welcome to the Graduate Department of Kinesiology (KIN). The Graduate Department of Kinesiology provides graduate students with access to a research experience under the guidance of researchers renowned for their expertise across the exercise and physical activity spectrum. Such an experience prepares graduates for careers in research or careers where knowledge of the research process and how to interpret and apply cutting new knowledge is critical. Courses and research experience are offered in three disciplinary areas of study: behavioural, biophysical and physical cultural. Research topics may include, but are not limited to:

- Behavioural:** exercise psychology, sport psychology, health psychology, psycho-social aspects of stress.
- Biophysical:** muscle physiology, cardiovascular function and health, physiological responses to exercise in health and aging, women's health, biomechanics, neural control of motor function, motor learning and control and nutrition.
- Physical Cultural:** sport policy, physical cultural, ethical and philosophical issues in health and physical activity, sport and development, sport history and health communication.

Students choose to study a specific stream or adopt a multidisciplinary approach that incorporates many areas of study. The Graduate Department of Kinesiology is governed by the mission of the Faculty:

**To develop, advance and disseminate knowledge about physical activity, health and their interactions through education, research and leadership.**

KIN students will find the common theme across all areas of study is physical activity, health and their interactions, where “physical activity” includes exercise, sport, dance and play, and “health” is the state of complete physical and social well-being; and not merely the absence of disease. Both the master and doctoral degree programs are designed to enhance students’ understanding of the ongoing interaction between health and physical activity, to strengthen their ability to perform independent research and significantly advance their knowledge of Kinesiology.

This handbook focuses on the procedures related to progression through the degree. More information on graduate courses and on other aspects of the program (e.g., [seminar series](#)) can be found in the [School of Graduate Studies \(SGS\) Calendar](#) and on the Faculty website at [kin.utoronto.ca](http://kin.utoronto.ca).



## Registration

Students are considered registered once they have either had their fees deferred, if eligible, or paid the minimum payment to register as noted on their tuition invoice. Students are expected to register every year and remain continuously registered until all degree requirements have been fulfilled unless they take an approved leave, regardless of whether or not they are taking courses. Students who do not register as required, or are not permitted to register because they have reached the time limit for the degree and a program extension was not approved or appropriate, will have their registration end. Students who fail to register may not make demands upon the resources of the University, attend courses, or expect advice from their supervisor.

If you fail to register and wish to return to your studies, you must request to be reinstated in your program. Reinstatement is permitted, upon approval, if you are still within the maximum allowable time for your degree program. For more information, please contact the Graduate Programs team in KPE's Office of the Registrar and Student Services at [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca).

Reinstated students in programs requiring continuity of registration must pay fees owing for any session(s) in which they did not register before and after the time limit including program extension session(s). More information available on the School of Graduate Studies webpage, [Manage Your Program](#). Please note that students cannot be enrolled in more than one full-time program at the same time.

## Policies, Guidelines And Student Responsibilities

It is your responsibility to be aware of policies, procedures and deadlines during the course of the degree. You are expected to comply with the School of Graduate Studies (SGS) policies as detailed in the [School of Graduate Studies Calendar](#).

Find out about U of T policies, SGS regulations, memos and guidelines on intellectual property by visiting the [SGS Policies, Guidelines, Student Responsibilities](#) website.

### Student Code of Conduct

KIN students are expected to act in accordance with the Code of Student Conduct outlined in the current [School of Graduate Studies Calendar](#) as defined by the Office of Governing Council, University of Toronto.

### Avoiding Cheating and Plagiarism

U of T prohibits cheating and plagiarism and enforces severe penalties against students who break the rules outlined in the Code of Behaviour on Academic Matters, which include:

- Using unauthorized aids on an exam or test
- Looking at someone else's answers during an exam or test
- Falsifying documents or grades
- Making up sources or facts for an essay or report
- Submitting the same work in more than one course (without permission)
- Submitting someone else's work as your own

## Official Correspondence with Students University of Toronto Policy

The University and its divisions and the Department of Kinesiology will communicate with students primarily via email, and all students are required to obtain and maintain a University of Toronto email address. This is the only email address that will be used for official correspondence. Official correspondence may include, but is not limited to, matters related to students' participation in their academic programs, important information concerning University and program scheduling, fees information, and other matters concerning the administration and governance of the University.

### Postal Addresses and Electronic Mail Accounts

Students are responsible for maintaining and updating their contact information on the student information system (**ACORN**). This information must include current and valid mailing and permanent addresses as well as a University of Toronto email address. Failure to provide and maintain this information may result in a student missing important information and will not be considered an acceptable rationale for failing to receive official correspondence from the University.

### Personal Time Off Policy

For more information about Personal Time Off, please visit the **Understanding Personal Time Off** page. Requests must be arranged with your supervisor and a formal written request must be submitted to [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca) 10 business days prior to the scheduled time off.

Time off should not interfere with your coursework or your grant/scholarship application deadlines. Personal time off does not result in any changes to registered student status or funding status; students remain registered and continue to receive any funding to which they are entitled as well as pay all fees during the academic session.

The Graduate Department within the Faculty of Kinesiology provides graduate students with reading week periods during both the fall and winter sessions.

### Leaves of Absence

Sick leaves or absences for health reasons do not fall under the category of personal time off. Students who need extended time off personal or medical reasons should consider the option of requesting a **leave of absence**.

Students considering a leave of absence from their program, must contact the Graduate Programs team in KPE's Office of the Registrar and Student Services at [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca) to discuss options. Once on leave, students will neither be registered nor will they be required to pay fees for this period. In general, students on leave may not make demands upon the resources of the university, attend courses, or expect advice from their supervisor.

### Withdrawal

Students considering program withdrawal, must contact the Graduate Programs team in KPE's Office of the Registrar and Student Services at [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca) to discuss options.

Any student that withdraws from the kinesiology program and is interested in rejoining, must re-apply to the program in the following year to continue the program. Re-admission is not guaranteed.

### Petitions

Petitions and procedures are intended to ensure that all students in the Faculty are treated equitably and fairly. However, in some cases there are valid reasons why students should be granted an exception from these policies and procedures. Consideration will be given to the needs of students who are experiencing problems that are beyond their power to foresee or control. Most of these situations concern illness, personal problems, accidents, family difficulties, etc. Appropriate documentation is required for all petitions. Petitions are not always granted.

Students considering a petition, or who are having problems that are interfering significantly with academic work are advised to seek assistance from the KPE Office of the Registrar and Student Services.

Petitions and other special requests must be accompanied with supporting documentation, e.g. a petitions form along with a Verification of Student Illness or Injury form (if applicable). Students have 24 hours from the date of the missed assessment to submit their written request for a petition. You should seek assistance from the KPE Office of the Registrar and Student Services as soon as you can to discuss your situation and begin the process of filing your petition. If you are unwell or unable to come to the Office, please contact [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca) with your information. The paperwork may follow. Students have one week from the missed assessment to submit all the required paperwork to the KPE Office of the Registrar and Student Services for review by the Graduate Committee.

### Course Work Extensions

Occasionally due to unforeseen circumstances (usually documented medical or similar) students may require additional time beyond the grade submission deadline to complete course work. Course work extensions must be signed by the course instructor and submitted to the KPE Office of the Registrar and Student Services for review by the Graduate Committee through the submission of an **Extension to Complete Coursework Form**. Approved extensions will be marked as SDF on the student's transcript until the final course grade is received. Students requiring additional time beyond the initial extension must contact the Graduate Programs team in KPE's Office of the Registrar and Student Services at [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca).

### Appeals

The Department of Kinesiology will follow the SGS policies for student appeals. For information regarding appeals and the nature of appeals, please contact [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca).

## Financial Assistance

Additional information on funding your graduate education can be found on the **School of Graduate Studies website**.

### a) KIN Funding

MA, MSc and PhD degree students admitted to full-time studies in the Department of Kinesiology will receive a funding package. KIN provides two years of funding for full-time students admitted in the MA and MSc programs and four years of funding for full-time students admitted in the PhD program. Full-time students who are admitted into the direct-entry PhD program (upon completion of a bachelor's degree) receive five years of funding. Students in the MA or MSc programs who successfully complete the transfer process into the PhD program will receive an additional four years of funding, beyond any funding already received for a total of five funded years. Refer to the MA/MSc Transition section on [page 5](#).



KIN funding is calculated by adding the base funding amount (provided to all students in the research-stream funded cohort) and the cost of tuition plus fees (calculated each academic calendar year) to calculate the total minimum, base funding package for each academic year.

The funding package may include funds from a variety of sources, including University of Toronto Fellowship (UTF) Stipend, Teaching Assistant positions and/or Research Assistant positions, Internal and External Awards. Individual funding package breakdowns (annual funding letter) will be provided to students before the start of each academic year. This letter includes the total funding for the academic year, including awards and the expected installments of each. Details about the calculation of funding packages is in the Appendix of the funding letter.

## Guidelines to Maintain Funding Eligibility

Continued eligibility for funding depends on maintaining good academic standing and registering and maintaining status as a full time student (students who are not registered for the full academic year — e.g., on approved leave — will have their funding revised to reflect their enrolment status).

### b) Awards

The Department of Kinesiology offers several admission and in-program awards in addition to the funding package. The KIN internal awards announcement will be sent out annually by the KPE Office of the Registrar and Student Services, inviting students to submit applications. You must be a full-time student in order to apply for internal awards.

MA, MSc and PhD students are eligible for a variety of external awards and scholarships, for example NSERC, CIHR, SSHRC and OGS. Scholarship competitions begin in the early fall each academic year and all eligible students are encouraged to apply for external funding in order to maintain good academic standing. The KPE Office of the Registrar and Student Services will send detailed information about external awards (deadlines, application process, etc.) to current students. Information on these awards can be found by consulting the section on Government Funded Awards on the [School of Graduate Studies website](#).

### Tuition Fees

Tuition fee invoices will be available in mid-July on [ACORN](#). More information about tuition fees and payment instructions, is available on the U of T University Registrar's [Fees and Payments](#) website.

### Tuition Fee Deferral

Students are eligible to defer their tuition fee in order to register if they are in the funded cohort or if they are on OSAP. Full-time students beyond their funded cohort who are receiving TAs and other funding sources in the amount that exceeds the minimum payment to register amount may also be eligible for deferral of tuition fees to register. For more information, please contact [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca).

## SUPERVISION

All MA, MSc and PhD students must have a supervisor. Supervisors oversee their student's program of study, including selection of courses, delineation of material and reading lists for comprehensive exams (for PhD students), development

and defence of the research proposal, progress through ethics review, conduct of research, and the writing and defence of the dissertation. MA, MSc and PhD students have only one primary supervisor on record in the Graduate Department of Kinesiology.

Upon admission, students are assigned a supervisor and the supervisor's name will be included in the offer of admission. The Supervisor will be a member of the Faculty of Kinesiology and Physical Education and must hold a Graduate Faculty Membership (GFM). The matching process seeks to maximize opportunities for the student and aims for a good and viable relationship for the faculty. This match is not binding, however. As students become involved in designing their individual programs, some shifts in areas of interest may take place and thus a shift to a new supervisor may be necessary. Similarly, other considerations such as personality, work style and shifts in methodology may dictate the selection of an alternate supervisor. The student and supervisor may wish to involve the Associate Dean, Graduate Education to facilitate this transition. In any case, the student must inform the Asst. Registrar of the change in supervisor by submitting the Change in Supervisory Committee Form. A record of the transition will be placed in the student's file and recorded on ACORN.

The success of good supervision is a shared responsibility between the student and the supervisor. Students are responsible for communicating well, committing to a regular mutually agreed upon meeting schedule and being responsive to supervisor feedback. For more information, please visit the [SGS webpage on supervision](#).

## STRUCTURE OF THE SUPERVISORY COMMITTEE

The Supervisory Committee must consist of three members:

### Supervisor

This is the primary member and your direct supervisor. This member must have an appropriate School of Graduate Studies (SGS) Graduate Faculty Membership (GFM) in the Department of Kinesiology.

### Supervisory Committee Members:

This committee should include **two** additional faculty members holding Graduate Faculty Memberships (GFM) at the University of Toronto and of which at least one must be a faculty member at the Faculty of Kinesiology and Physical Education.

For questions about acquiring SGS Graduate Faculty Memberships for supervisory committee members (if not already in place), please email [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca).

Once the supervisory committee is formed (by the end of January of Year 1), you need to submit the [Supervisory Committee Form](#) to the KPE Office of the Registrar and Student Services.

## ANNUAL SUPERVISORY COMMITTEE MEETINGS

The School of Graduate Studies requires that all graduate students have at least one official Supervisory Committee Meeting each academic year. These meetings are necessary to maintain good standing and to make satisfactory progress to degree completion. An official meeting requires that all members of the supervisory committee participate and offer feedback to the student. The [Annual Supervisory Committee Meeting Form](#) must be completed and submitted to the KPE Office of the Registrar and Student Services before the end of June each academic year. [Guidelines for Graduate Supervision](#) for students and faculty are available on the SGS website.



## CODE OF STUDENT CONDUCT

KIN students are expected to act in accordance with the Code of Student Conduct outlined in the current [School of Graduate Studies calendar](#) as defined by the Office of the Governing Council at the University of Toronto.

## GOOD STANDING REQUIREMENT

Satisfactory progress through the graduate program is a shared responsibility between the Graduate Department of Kinesiology (KIN), the graduate student and the supervisor. Understanding and being in compliance with the conditions and regulations of “Good Standing,” as well as maintaining satisfactory academic progress, ultimately remains the responsibility of the graduate student.

To be in good academic standing, a student registered in a degree program in the School of Graduate Studies must:

1. Comply with the [General Regulations](#) of the School of Graduate Studies as well as with the Degree Regulations and program requirements governing that degree program.

2. Make satisfactory progress towards the completion of the degree.

Please check [Appendix A](#) on page 30 for details.

## MA/MSc TRANSITION

Occasionally, exceptional MA and MSc students may be invited by their supervisor and/or committee to transfer to the direct-entry PhD Program. The decision to transfer will be determined and approved by the Graduate Committee as a part of the PhD admission application process. Current Master's students interested in requesting a transfer to the PhD program must submit their request with written support from their supervisor and committee by the PhD admission application deadline of their first year of study. Details regarding MA/MSc to PhD transfers can be obtained from the KPE Office of the Registrar and Student Services, [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca).

## KIN COURSE DESCRIPTIONS

**Graduate courses in the Department of Kinesiology are divided into A, B and C course categories. Multidisciplinary courses may be coded in more than one category.**

**Category A** courses include courses on the sociology of sport, sport history, cultural studies of sport, sport policy studies, sport and health ethics, social determinants of health, critical race studies, sport, equity and social justice issues, and in some instances socio-psychological studies of sport.

**Category B** includes research methodology and methods courses offered in the Graduate Department of Kinesiology.

**Category C** courses include courses on biophysical, behavioural and clinical aspects of sport, exercise and health, motor behaviour and control, biomechanics, neurorehabilitation, muscle plasticity, and sport and exercise psychology.

Not all courses are offered every year. Please visit the departmental website for course timetables.

### Category A

KIN8133H • Indigenous Communities, Health and Physical Activity  
KIN8136H • Physical Activity for Persons with Disabilities  
KIN8231H • Sport Policy & Development  
KIN8233H • Sport Ecology  
KIN8235H • Safeguarding in Sport  
KIN8410H • Social Justice in Health and Physical Activity  
KIN8510H • Independent Reading  
KIN8520H • Independent Research

### Category B

KIN8310 • Qualitative Research Methods  
KIN8320 • Quantitative Research Methods

### Category C

KIN8115H • Movement for Health & Wellness  
KIN8116H • Exercise & Mental Health  
KIN8117H • Exercise Program Design  
KIN8124H • Exercise and Cardiovascular Health  
KIN8125H • Clinical Assessment of Movement Capacity  
KIN8126H • Clinical Exercise Programming for Neurorehabilitation  
KIN8127H • Exercise Programming for Cardiometabolic Health & Disease  
KIN8128H • Exercise Oncology  
KIN8210H • Athlete Development and Human Performance

KIN8214H • Leadership in Sport Coaching  
KIN8217H • High Performance Strength & Conditioning  
KIN8218H • Sports Nutrition  
KIN8235H • Safeguarding in Sport  
KIN8236H • Sport Injury Research & Prevention  
KIN8240H • Emerging Issues in Sport Analytics and Data Modelling  
KIN8245H • Analytics in Sport Tactics and Strategy  
KIN8247H • Artificial Intelligence in Sport Analytics  
KIN8248H • Technologies for Wellness and Performance  
KIN8325H • Advanced Biostatistics  
KIN8420H • Exercise Psychology  
KIN8421H • Sport Psychology  
KIN8440H • Human Sensory and Motor Neurophysiology  
KIN8450H • Instrumentation in Sport Sciences  
KIN8455H • Movement Analysis for the Sport Sciences  
KIN8510H • Independent Reading  
KIN8520H • Independent Research

### Seminars

SRM3335H • Master's Seminar Series — Compulsory Attendance  
SRD4445H • Doctoral Seminar Series — Compulsory Attendance



### **KIN8115H Movement for Health & Wellness**

It is known that physical activity not only adds years to your life, but also life to your years. In this course, we explore the large body of evidence that relates different types of movement or exercise to longevity, functional capacity, risk of injury, and psychosocial wellness. Each class considers a different aspect of that relationship, and identifies open questions or nuances in the evidence that warrant further enquiry. Students are assigned to research these issues and report back to the class with brief in-class presentations of their findings. In the end, students develop a leading-edge understanding of the relationships between movement and different aspects of wellness, and a familiarity with the evidence that supports their existence.

### **KIN8116H Exercise and Mental Health**

Motivating and supporting exercise behaviours towards improved health are central to the role of kinesiologists in delivering client care. This course takes a psychosocial approach to understanding health behaviour and draws from research and practice in exercise psychology, health psychology and behavioural medicine. A variety of topics will be presented and discussed, including but not limited to physical activity theories, measurement of behaviour, social relationships and support, quality of life, and behavioural interventions. The course content will be applied to understanding the complex interaction of clients' perceptions, goals, experiences, objectives, barriers and facilitators around exercise and health behaviours and healthy lifestyle planning with a focus on mental health outcomes. Skill development will focus on individualized interviewing and counselling techniques, strategies to accommodate varying degrees of health literacy and dynamic approaches to establishing and monitoring health behaviour change. Students will engage in case-based learning, partner/small-group role-playing, and lectures to develop a rich understanding of behaviour change theory and its application.

### **KIN8117H Exercise Program Design**

This course provides students with the knowledge and skills necessary to design comprehensive exercise programs that suit specific health and fitness goals. In this course students are introduced to an integrated approach to exercise program design and implementation within the context of kinesiology. The central tenet of this integrated approach is that every individual, regardless of age, experience, fitness or job status, needs the capacity to meet the demands of their life. This model provides a common foundation to establish exercise recommendations to improve health, prevent injury, manage chronic disease and enhance performance. Students will improve their ability to meet clients' specific needs by developing an appreciation for the process of designing and implementing exercise programs. Using a combination of teaching styles, small and large group activities, case studies, and hands-on experiences, students will be provided with the knowledge and tools to make exercise matter for any client.

### **KIN8124H Exercise and Cardiovascular Health**

This course provides students with an opportunity to explore the physiology of cardiovascular health with respect to exercise performance alongside the pathophysiology of cardiovascular disease and the role of physical activity. Students will deconstruct the oxygen delivery pathway from the lung to the active skeletal muscle in health and disease while applying transferable physiological models to develop the ability to discuss physiological limitations in common cardiovascular disease states including heart failure, pulmonary/systemic hypertension and thrombosis. This course will develop students' capacity to critically assess the literature and present evidence to support their scientific interpretation while contextualizing the role of exercise and physical activity. This integrative physiology course will provide students with the foundational knowledge required to excel in research and professional practice in health-related fields.

### **KIN8125H Clinical Assessment of Movement Capacity**

Kinesiologists typically assess individuals' movement capacity using observations of their ability to execute whole-body, functional movement patterns. When someone is unable to perform such movements, or performs them in undesirable ways, there are multiple possibilities as to why this is the case. In this course, we consider the underlying components of movement capacity, and potential causes of incapacity including neuro-musculo-skeletal health disorders. Students learn about the process of clinical reasoning that links manifestations of movement incapacity to potential underlying causes, and develop skills related to the techniques of assessment that underlie that reasoning. A mixture of lectures and practical laboratories will be used to aid in the development of knowledge and skills related to clinical assessment.

### **KIN8126H Exercise Programming for Neurorehabilitation**

This course explores the application of exercise science principles in designing and implementing safe, effective and evidence-based exercise interventions for individuals with various clinical conditions, including congenital heart disease, stroke, spinal cord injury and multiple sclerosis. Students will examine the physiological effects of exercise on different diseases and conditions, the unique needs of clinical populations, and the role of exercise in rehabilitation and healthcare settings. Through case-based learning sessions, small and large group discussions, presentations, written assignments, and laboratory work, students will gain both theoretical knowledge and practical skills necessary to develop and apply evidence-based exercise prescriptions in clinical practice. Emphasis will be placed on the integration of critical thinking, peer feedback and evidence-based decision-making in clinical settings. Additionally, students will develop and apply communication and physical skills relevant to exercise programming, ensuring they are prepared to assess, prescribe, and adapt exercise interventions to meet the diverse needs of individuals in healthcare and rehabilitation environments.





### **KIN8127H Exercise Programming for Cardiometabolic Health & Disease**

This course focuses on the application of exercise for populations at risk for and with cardiometabolic diseases in both research and general non-hospital-based settings. Students will learn the principles of clinical exercise testing and prescription with special considerations for research design and common conditions within the general population including obesity, cardiovascular risk factors, metabolic risk factors, cancers associated with cardiometabolic risk, type 2 diabetes as well as aging-related impairments. Emphasis will be placed on the demonstration of critical thinking, peer feedback, evidence-based decision making, and application of communication and physical skills relevant to exercise. Through case-based learning sessions, small and large group discussions, presentations, written assignments, and laboratories, students will gain the knowledge and skills necessary to design and implement exercise-based research studies and to work with clients as an exercise professional.

### **KIN8128H Exercise Oncology**

This course is designed to provide an overview of the role of physical activity in cancer control. Evidence for the effectiveness of physical activity in coping with treatments, recovery after treatments, and survivorship will be examined. The objectives of the course are to (1) obtain a basic understanding of cancer including its epidemiology, treatments and side effects, (2) gain a comprehensive understanding about the role of exercise for cancer survivors during and after treatment, and (3) identify the key outcomes and determinants of physical activity. A multidisciplinary perspective will be taken drawing from kinesiology, oncology, epidemiology, psychology, rehabilitation medicine and health promotion. Course emphasis will be placed on reading, student participation, critiques and presentations.

### **KIN8133H Indigenous Communities, Health and Physical Activity**

This course offers a comprehensive exploration of the intersection between Indigenous communities, health and physical activity. Students will engage in critical discussions about historical and cultural factors influencing Indigenous health and physical activity, focusing on community-based approaches, settler colonialism and decolonization. The ways settler colonialism continues to impact the health and physical activity of Indigenous peoples in Canada will be examined. As well, Indigenous-led frameworks for promotion of health resurgence will be advanced. This course aims to prepare students to work effectively with Indigenous communities, respecting their cultural values and traditions while promoting health and physical activity initiatives that align with their unique perspectives on wellness towards becoming anti-racist allies in Indigenous health. Graduates will be equipped with the knowledge and skills to contribute meaningfully to Indigenous health promotion efforts and engage in culturally respectful practices in their professional careers.

### **KIN8136H Physical Activity for Persons with Disabilities**

This course is designed to provide students with a comprehensive understanding of the importance of physical activity for individuals with disabilities. This course explores various disabilities and their impact on motor, sensory, and cognitive functioning and overall well-being. Students will learn strategies to support the physical activity of persons with disabilities in a variety of physical activity settings, inclusive teaching and assessment methods, and how to design individualized exercise programs to enhance the well-being of persons with disabilities. Through a combination of lectures and practical activities, emphasis will be placed on promoting inclusivity, accessibility and empowerment through physical activity.

### **KIN8210H Athlete Development and Human Performance**

This course focuses on the design and application of research on athlete development, skill acquisition, and expert performance in sport and related domains. Potential topics include long-term athlete development, motivation, practice, self-regulation, attention, athlete identification/selection, player forecasting and performance analytics. In addition, the course will emphasize the application of these skills in applied sport settings and explore the appropriateness of interventions to improve varying elements of skill and performance across development. Importance is placed on developing a multi-disciplinary understanding of the constraints on human performance and development.

### **KIN8214H Leadership in Sport Coaching**

This course explores leadership theory in sports coaching, examining how coach leadership styles impact motivation, team dynamics and decision-making in sport. Through case studies, students will evaluate sport coaching methods and develop a personal leadership philosophy. The course also covers leadership in sports governance and career pathways. By the end of the course, students will gain practical leadership strategies to inspire athletes, build teams and advance coaching.

### **KIN8217H High Performance Strength & Conditioning**

This course is designed to provide students with a comprehensive understanding of the principles, methods, and practices related to improving athletic performance through strength and conditioning. Topics covered in this course include the assessment of athletic populations, principles of periodization and long-term athletic development, and the art and science of coaching. Through practical demonstrations, class discussions and active participation in exercise sessions, students will develop the knowledge and practical skills necessary to design evidence-informed strength and conditioning programs for various sports.

## KIN8218H Sports Nutrition

In this course, students will develop an understanding of the role of nutrition in sports enabling them to apply these principles across various athletic settings. Course topics covered include specific nutritional needs of athletes in enhancing athletic performance and recovery, energy production pathways in the body and the role of carbohydrates, fats, and proteins in energy metabolism during exercise, hydration and electrolyte balance, and supplements and ergogenic aids. This course employs a combination of lectures, case studies, group discussions and practical assignments.

## KIN8231H Sport Policy & Development

Sport has long been understood to have significant social and political implications, both positive and negative. The significance of these implications has only been bolstered by the recent institutionalization of sport in the service of international development and peace building. For example, in announcing the new Sustainable Development Goals, the United Nations referred to sport as an “important enabler of sustainable development.” With this context in mind, this course is designed to stimulate and propel scholarly discussion and analysis of the relationship between sport and social development. The course materials and discussion will approach this relationship from a variety of viewpoints, including but not limited to, history, politics, policy studies, social theory and political economy. Students will draw on the materials, discussions, and activities in the course to gain insights into the formulation, implementation, and evaluation of sports policies, as well as their role in fostering sustainable sports development and societal well-being.

## KIN8233H Sport Ecology

This course provides an in-depth review of the multidirectional relationship between sports and the natural environment, including the shifting seasonality of the sports calendar, the impacts of climate change on sport organizations and participants, and sustainable practices in the sports industry. Students will engage with both Western and Indigenous theories of environmental management and will be invited to consider dominant assumptions which govern many sport practices, from the sporting calendar to training regimens, from nutrition plans to recovery protocols. Students will gain practical skills in sport ecology through climate risk assessments, examinations of the ecological footprint of sports events, facilities and activities, and sustainable practices in sport. Through case studies, practical examples and hands-on projects, students will develop a comprehensive understanding of sport ecology and the role of sports professionals in promoting environmental sustainability.

## KIN8235H Safeguarding in Sport

This course will address the protection of human rights in sport. In this course, we will adopt a psychosocial perspective to advance our understanding of current issues in sport, including problems of early specialization, inequitable access to sport opportunities and experiences of maltreatment. Students will be introduced to research on children's rights, child and adolescent development, violation of human rights in sport, and safeguarding initiatives. Students will have the opportunity to critically discuss research within the field of athlete welfare and will be challenged to critique educational, advocacy and policy initiatives intended to safeguard people in sport.

## KIN8236H Sport Injury Research & Prevention

With the increasing global emphasis on sports for health and performance, ensuring athlete safety has become a critical concern. As participation rates rise across all levels — from recreational to elite sport — so too does the demand for evidence-based injury prevention strategies and treatment protocols. This course provides a comprehensive introduction to the principles, methods and applications of sports injury research and prevention, emphasizing the sequence of prevention framework, which involves understanding injury mechanisms, implementing preventive measures and evaluating real-world interventions. Students will explore injury epidemiology in sport, injury surveillance systems, biomechanical and physiological risk factors, and evidence-based strategies for injury prevention and rehabilitation. The course also integrates implementation science to bridge the gap between research and practical applications in sport settings. Through critical evaluation of injury research, study design, data analysis and methodological considerations, students will gain the skills to design and conduct high-quality research and apply injury prevention strategies effectively. Whether pursuing careers in academia, coaching, sports medicine or policy development, students will be equipped to advance the field of sports injury prevention and athlete health.

## KIN8240H Emerging Issues in Sport Analytics and Data Modelling

This course will build on students' knowledge of sport statistics and analytics by introducing more advanced approaches to analysis and data modelling. The course will cover core and emerging topics, as well as challenges and issues in the analysis of both large and small datasets related to sport science, athlete training and athlete development. Emphasis will be placed on practical application of course concepts to sport performance contexts.

## KIN8245H Analytics in Sport Tactics and Strategy

Analytics and data analysis can be used to make better decisions in sport. At the strategic level, better choices in player acquisitions and organizational goals can be guided by the informed use of analytics. Through analytics, tactics can be refined and optimized to maximize performance outcomes. Students will learn a variety of techniques using game theory to increase the utility of analytics in sports at multiple levels from grassroots play to professional sport.

## KIN8247H Artificial Intelligence in Sport Analytics

This course provides a hands-on exploration of artificial intelligence (AI) and machine learning (ML) through practical case studies. Students will analyze real-world scenarios to understand how AI and ML are applied in a number of ways including, as a few examples, sport performance optimization, athlete services, injury prevention and rehabilitation, fan and community engagement, and business and financial decision making. This course emphasizes the use of cutting-edge AI tools and data-driven techniques applied in sport settings. By engaging with case studies and industry insights, this experience-based approach ensures students gain firsthand knowledge of how AI is transforming sport analytics and prepares them for careers in this rapidly growing field.

## KIN8248H Technologies for Wellness and Performance

This course delves into the intersection between technologies, wellness and human performance. Students will explore cutting-edge technologies relevant to kinesiology and sport sciences. This course will first provide a survey of tools and systems, as well as how they relate to human functions. The tools to be considered include wearable devices, mobile applications, and data analytics tools that can gather human motor and physiological functions or use real-time or delayed analytics output to alter human motor and physiological functions. Through lectures, critical discussions and hands-on experiences, this course will help students to critically evaluate, implement, and innovate with regard to technologies in kinesiology and sport sciences.

## KIN8310H Qualitative Research Methods

Qualitative inquiry represents a diverse range of approaches to studying the experiences of individuals participating in sport and physical activity. This course seeks to examine qualitative research methods and methodologies in sport and physical activity settings. This course will examine foundational issues of epistemology, ontology, and paradigms, methods of data collection, analysis and forms of representing qualitative research findings.

## KIN8320H Quantitative Research Methods

The objective of the course is for students to develop an understanding of common research approaches and procedures, and the application of statistical techniques in current use in the study of physical activity and health. Topics include research design, descriptive and inferential statistics, non-parametric, univariate and multivariate analysis of variance, correlation, and regression.

## KIN8325H: Advanced Biostatistics

This course covers advanced biostatistical methods with a focus on applications in kinesiology and health research. Students will explore a range of real-world problems that motivate the introduction of commonly used biostatistical methods. The course covers Exploratory Data Analysis, including data visualization techniques, handling missing data and reporting summary statistics. It also includes Generalized Linear Models, focusing on methods for analyzing continuous, categorical and count outcomes. Survival Analysis is discussed, with emphasis on methods for analyzing time-to-event outcomes. Additionally, the course addresses Longitudinal Data Analysis, which involves methods for analyzing repeated measurements over time. This course is designed for students interested in learning advanced biostatistical methods and gaining hands-on experience by applying them to real-world data. The focus is on practical application rather than in-depth theoretical or mathematical foundations. Previous programming experience for data analysis using R, SAS or other similar software is preferred but not necessary. Lecture examples will be given using the R language.



## KIN8330H Program Evaluation and Applied Research for Professionals

The emphasis of this course is on understanding the various paradigms, methods and types of knowledge that may be used to evaluate programs. Topics will include distinguishing research, assessment and evaluation, the evaluation process, developing an evaluation question, paradigms and models of program evaluation, quality criteria, and ethical considerations in program evaluation. Learning outcomes will be achieved through a combination of lectures, critical discussion, group work and applied assignments.

## KIN8410H Social Justice in Health and Physical Activity

This course is intended to provide students with a graduate-level introduction to physical cultural studies (PCS) of health and physical activity from inter- and trans-disciplinary theoretical perspectives. In the process of examining PCS theoretical paradigms, we will pay attention to a range of key thinkers who have contributed to the study of PCS of health and physical activity. We will also introduce anti-oppression scholars whose theoretical and analytical paradigms continue to offer PCS alternative and radical visions for social justice. The relationships between culture, power, embodiment, the production of knowledge and the conditions under which lives are governed, subjected to practices of normativity, discipline, scientization, (dis) placement, othering, vulnerability, and violence will be examined. We will explore how the future of PCS of health and physical activity might benefit from philosophical, social, and political paradigms of resistance, abolition, livingness, responsibility and reciprocity and from new ways of ordering earthly life.

## KIN8420H Exercise Psychology

This course examines research, literature, and applied skills related to the psychology of physical activity, exercise and health. The course takes a biopsychosocial approach to understanding health behaviour and draws from research and practice in exercise psychology, health psychology and behavioural medicine. A variety of topics will be presented and discussed, including but not limited to, physical activity theories, measurement of behaviour, self-concept and body image, identity and schema, affect and emotion, social relationships and support, clinical populations and exercise, quality of life, and behavioural interventions.

## KIN8421H Sport Psychology

This course focuses on the psychological aspects of sport participation, competition, and performance. Main outcomes include a) developing an awareness of the foundational areas of sport psychology research, theory and practice; b) critically examining the theory and methods used in sport psychology research; c) understanding the theoretical bases of sport psychology intervention/applications; d) developing skills related to academic writing, presentation and critical thinking; and e) developing competencies in application of psychological skills to enhance performance and well-being in sport. The course will consist of faculty-led and student-led sessions, with an emphasis on student participation and discussion of assigned readings. Students will develop skills through case-based learning, presentations, psychological skill program planning, implementation and evaluation, and reflective learning to develop their understanding of theory-based application of strategies to improve psychological aspects of sport participation, competition and performance.

## KIN8440H Human Sensory and Motor Neurophysiology

The objective of the course is for students to develop a comprehensive knowledge of the neural networks underlying the processes of perception and action from the micro to the macroscopic levels. Topics include neural anatomy and physiology, neurotransmitters, cortical and subcortical structures of the central nervous system, and neurophysiological techniques employed to study the structure and function of the human nervous system. Students will then use the principles and theories uncovered during the course to develop an appreciation of neural dysfunctions leading to a cognitive or motor disorder of their choosing.

## KIN8450H Instrumentation in Sport Sciences

This course is designed to expose students to methods and instruments used to collect and process data in sport science practice and research. The number of new instruments and technologies to assess athlete performance and risk of injury has grown exponentially from amateur to professional levels — and will continue to grow. It is more important than ever, therefore, that sports sciences researchers and practitioners understand how these instruments and technologies develop signals and how the data are analysed. This course will balance the theory of data acquisition and signal processing with the practical application of these instruments and technologies in various settings. Emphasis will be placed on motion analysis, force transducers and muscle activation. A large practical focus of this course will be on the implementation, collection and processing of this data. This course will also introduce students to various types of computational modeling. Finally, we will spend time discussing evidenced-based best practices in sport sciences instrumentation with a strong emphasis on instrument and model validation.

## KIN8455H Movement Analysis for the Sport Sciences

The analysis and interpretation of human motion are fundamental aspects of sport science, playing a key role in maximizing human performance, guiding equipment design, identifying musculoskeletal injury risks and supporting rehabilitation. To advance knowledge in these areas, sport science professionals often need to manage and analyze large human motion datasets in both research and applied settings. This course will introduce students to the various tools and techniques used to quantify and analyze human motion, emphasizing their biological basis and practical applications in sport science and biomechanics. The course will offer a balanced approach, combining instruction on computational theory and standard conventions with hands-on experience using both open-source and commercially available motion analysis software widely used in industry and research laboratories. Additionally, we will explore the underlying assumptions built into many motion analysis tools and examine how these simplifications can impact the quantities and interpretations of kinematic and kinetic outcome variables. By the end of this course, students will have developed a strong theoretical and practical foundation, preparing them to effectively and independently analyze complex human motion data in both applied and research contexts.

## SRM3335H/SRD4445H: Graduate Seminar Series (Masters/Doctoral)

The KIN Department offers monthly graduate seminars featuring speakers from across U of T and Canada. They present a broad variety of topics. Graduate students are expected to attend all of the graduate seminars. This is a credit/no credit course. Students will be pre-enrolled in the Graduate Seminar Series.

## KIN8510H Independent Reading

An independent reading or research course may fulfill a Category A or C course requirement. The student is responsible for identifying a faculty member willing to collaborate on the course. Together, they will define the course sub-title, learning objectives, deliverables, resources, timeline and feedback mechanisms. The supervising faculty member must hold a Graduate Faculty (SGS) Appointment at the Faculty of Kinesiology & Physical Education. Students must work with the faculty member to complete the 'Request for Reading and/or Research Course' form and submit it to [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca) for departmental approval. Approval is required before beginning the course.

## KIN8520H Independent Research

An independent reading or research course may fulfill a Category A or C course requirement. The student is responsible for identifying a faculty member willing to collaborate on the course. Together, they will define the course sub-title, learning objectives, deliverables, resources, timeline and feedback mechanisms. The supervising faculty member must hold a Graduate Faculty (SGS) Appointment at the Faculty of Kinesiology & Physical Education. Students must work with the faculty member to complete the 'Request for Reading and/or Research Course' form and submit it to [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca) for departmental approval. Approval is required before beginning the course.



## MASTER OF ARTS

The MA in Kinesiology is designed as a two-year, full-time program involving a combination of coursework and original research. The purpose of the Master of Arts is intended to broaden students' understanding of the various aspects of kinesiology from a social sciences and/or humanities disciplinary perspective, as well as to provide them with the necessary scholarly and technical research skills so that they may pursue a high-quality research project. The research project will culminate in the presentation of a formal written thesis and oral defence.

### COURSE REQUIREMENTS FOR STUDENTS ADMITTED AS OF SEPTEMBER 2025

**Coursework:** Students must successfully complete a total of 2.5 full-course equivalents (FCEs) as follows. All courses must be approved in advance by the student's supervisor and the Graduate Department of Kinesiology.

- 0.5 FCE in Methods/Methodology
- 1.0 FCE in Kinesiology Category A
- 1.0 FCE other courses
- SRM3335H Graduate Seminar Course (attendance required in all Graduate Seminars)

#### Additional Requirements:

- A thesis proposal written under the supervision of a thesis committee and its oral defence before an examination committee.
- An original thesis written under the supervision of a thesis committee and its oral defence before an examination committee.
- Annual meeting of student and supervisory committee.

## MASTER OF SCIENCE

The MSc in Kinesiology is designed as a two-year, full-time program involving a combination of coursework and original research. It is the intent of the program to broaden the students' understanding of the various interdisciplinary aspects of kinesiology as well as to provide them with the necessary scholarly and technical research skills so that they may pursue a high quality research project. The research project will culminate in the presentation of a formal written thesis and oral defence.

### COURSE REQUIREMENTS FOR STUDENTS ADMITTED AS OF SEPTEMBER 2013\*

**Coursework:** Students must successfully complete a total of 2.0 full-course equivalents (FCEs) as follows. All courses must be approved in advance by the student's supervisor and the Graduate Department of Kinesiology.

- 0.5 FCE in Kinesiology
- 0.5 FCE Statistics or Methodology course (in Kinesiology or other department)\*\*
- 1.0 FCE from Kinesiology or another department
- SRM3335H Graduate Seminar Course (attendance required in all Graduate Seminars)

#### Additional Requirements

- A thesis proposal written under the supervision of a thesis committee and its oral defence before an examination committee.
- An original thesis written under the supervision of a thesis committee and its oral defence before an examination committee.
- Annual meeting of student and supervisory committee.

\*Note that these course requirements are a minimum and the student's supervisor and/or advisory committee members may recommend additional courses.

\*\*MA and MSc students are required to attend all graduate seminars for two years. Students may miss up to one seminar per year due to valid reasons. If students miss a second seminar, they are required to attend an alternate graduate seminar (at another department) and provide a brief one page (single spaced) write-up about the seminar (date, speaker, topic, details, etc) by the end of the term. Students who fail to meet this requirement may not receive credit for the course.

Notes: FCE = full course equivalent [1.0 FCE can mean either one full course or two (0.5) half courses]. New students should make their course selections in consultation with their supervisor and/or supervisory committee. All students must satisfy their degree requirements. There are no exclusions or exceptions to the number or type of courses a student is required to complete.

### COURSE WORK EXTENSIONS

Occasionally due to unforeseen circumstances (usually documented medical or similar) students may require additional time beyond the grade submission deadline to complete course work. Course work extensions must be approved by the course instructor and submitted to the KPE Office of the Registrar and Student Services for review by the Graduate Committee through the submission of an [Extension to Complete Coursework Form](#). Approved extensions will be marked as SDF on the student's transcript until the final course grade is received. Students requiring additional time beyond the initial extension must contact the Graduate Programs team in KPE's Office of the Registrar and Student Services at [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca).



## GRADING

Graduate students must obtain no less than a B- (or 70 per cent) in any graduate courses (or undergraduate courses if applicable) taken as a graduate student. In accordance with the [University Assessment and Grading Practices Policy](#) any grade below B- will be recorded as a failure (FZ).

## TRANSFER CREDITS

Transfer credit for graduate work completed in another program is limited to ONE full course equivalent (1.0 FCE) or 25 per cent of the course requirements for the degree, whichever is greater, provided the courses have not been credited to another degree, diploma or certificate. Such credit may be given on the recommendation of the Graduate Department of Kinesiology, with the approval of SGS. Students participating in an approved exchange program, on the recommendation of the Graduate Department of Kinesiology, may receive transfer credit for up to 50 per cent of the course requirements for their degree. In all cases, transfer credit arrangements for exchange program participants must be approved in advance by the Graduate Department of Kinesiology and the Vice Dean, Programs of SGS or designate.

## ORIGINAL RESEARCH AND THESIS

The purpose of the research project and thesis in the Master of Arts and Master of Science programs is to introduce students to the basic technical and scholarly skills of research in the exercise sciences. Students may choose to focus on a particular aspect of the exercise sciences or may take a multidisciplinary approach and examine a broader issue within the exercise sciences. The thesis must be based on research conducted while registered in the MA or MSc program. The research project should be one that can be completed, from proposal to successful defence, in 18 to 24 months.

**The format of the thesis document should be determined by the supervisor and student in consultation with the advisory committee. In Kinesiology both “traditional” and “paper-based” formats are acceptable. The table below outlines the general formats.**

	Traditional Format	Paper Format
<b>Front Pieces</b>	Title page Abstract Table of Contents Acknowledgements List of Tables and Figures	Title page Abstract Table of Contents Acknowledgements List of Tables
<b>Introduction</b>	Introduction with research question, purpose and/or hypothesis	Introduction with research question, purpose and/or hypothesis
<b>Review of Literature</b>	Review of literature (theory and content) and assessment of related methods	Review of common elements of literature (theory and content) and assessment of related methods
<b>Methodology and Methods</b>	Methodology and Methods	Common Methods and Methodology
<b>Data and Analysis</b>	Results and Discussion. May separate findings and discussion or integrate	Paper(s) in publication format (student's version)
<b>Conclusion</b>	Conclusion Recommendations Future Directions	Integrated and extended discussion and conclusion Future Directions
<b>References Appendices</b>	References Appendices	References Appendices

The decision as to which format to use is best made early in the writing process, in consultation with your supervisor. In general, the choice depends upon the stage you are at in the preparation of publications and whether your thesis is most readily viewed as one continuous work or a set of discrete, but related studies that together tell your story. Subject to the approval of the Supervisory Committee, you may decide to omit some of your work from the results and include it instead in an appendix.

After successful defence of the thesis in an oral examination, a final copy of the thesis must be provided to the School of Graduate Studies as an electronic thesis (ETD). Instructions on providing a finished copy of the thesis can be found on the [SGS website](#).

## MA/MSc DEGREE TIME LIMIT

Full-time students registered in both the MA and MSc programs are strongly encouraged to complete all program requirements within two years. The maximum time allowed to complete the degree is three years from the first date of registration for full-time students and six years for part-time students. Should a student be unable to complete their degree requirements within the defined degree time limit, a program extension may be requested. Students should reach out to the KPE Office of the Registrar and Student Services at [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca) for more information concerning program extension requests.

## MA/MSc DEFENCES

Both an MA and MSc student is formally evaluated at two stages of the research process. The first of these evaluations will be the presentation and defence of the thesis proposal. The second evaluation is the formal presentation and examination of the thesis.

### a) MA and MSc Thesis Proposal Defence

The thesis proposal defence should take place after the student, in consultation with their supervisory committee, has developed a research plan, and prior to submission of the project for ethics review. The student must have had a formal supervisory committee meeting in advance of defence being scheduled. Refer to the Program Timeline (page 31). It is the purpose of the proposal defence to establish the student's level of understanding of the research topic and to ensure that the proposed research design and methodology are consistent with standardized practice in the student's area of study. The proposal defence also serves to determine whether the methods chosen will enable the student to develop a scholarly piece of research. The proposal defence is seen as an opportunity for the student to give and receive feedback so that weaknesses can be identified and addressed in preparation for the final oral examination of the thesis. The proposal defence is viewed as public.

While it is important that this evaluation be viewed as a positive opportunity for scholarly exchange and discussion of the topic between the student, their committee and other members of the academic community, it must also be recognized that this defence is an evaluation of the student's readiness to move further with the research phase of their degree.

It is advised that this time also be used to update the committee on other aspects of the student's progress (e.g., coursework) and academic preparation (e.g., conference attendance, teaching experience, etc.).

### i) Planning the Proposal Defence

#### Examination Committee Composition

The student's supervisory committee forms the core of the proposal defence examination committee. Although additional members may be added, all committee members must hold a Graduate Faculty Membership (GFM) at SGS in order to participate in the defence. The committee must be approved by the Associate Dean, Graduate Education in advance of the defence. The quorum for the proposal defence is **three** SGS GFM holding members. For questions about acquiring Graduate Faculty Memberships for supervisory committee members (if not already in place), please contact the Graduate Programs team in KPE's Office of the Registrar and Student Services by emailing [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca).

## Voting Members:

- i. Supervisor
- ii. Thesis Committee (two SGS GFM holding members of which at least one must be a faculty member at the Faculty of Kinesiology and Physical Education, in addition to supervisor)

Once the committee has read the thesis and thinks that the student is ready for the proposal defence, the student should discuss and confirm a prospective defence date and time with the Committee. All exam committee members must attend the defence. If a member cannot attend the proposal defence, they must contact the the Graduate Programs team in KPE's Office of the Registrar and Student Services immediately.

### ii) Booking the Defence

The thesis proposal defence is a supervisory committee led process. Students should work with their supervisory and committee to schedule a date and time that works for everyone. Thesis proposal defences will only take place between 9 a.m. and 5 p.m. either virtually or located on campus.

### iii) At the Defence

## Format of the Defence

The proposal defence will be scheduled for two hours. All members of the supervisory committee must participate in this meeting (either in person or through teleconference). If the defence is scheduled to occur in person or in a hybrid format, the supervisor must attend in person. The proposal defence includes:

1. Student presentation of the thesis proposal, (duration: 20 minutes): introduction, review of literature, objectives, hypotheses/research questions, methods and proposed analyses.
2. Summary of progress to date: coursework (completed / pending grades), teaching experience, research progress, details of publications, conference presentations, lectures and other scholarly or academic activities.
3. Other activities: seminar attendance, journal club participation, student council activities, etc.
4. Proposed timeline for completing graduate program.

### iv) Evaluation

## Written Thesis Proposal

Since the thesis proposal often represents the first three chapters of the thesis, it is important that there is critical discussion about both the content and the written presentation of the proposal. It is advisable that the proposal be evaluated using criteria similar to those which will form the basis of the evaluation of the final defence. The student is then aware of the expectations of the various committee members. Specific suggestions regarding content, writing style and presentation should be incorporated into the final written document.



## Presentation

The presentation should be evaluated on the basis of both content and style. It is important that the student be made aware of features associated with good scientific presentation style and format. Feedback from the presentation should serve to better prepare the student for the presentation associated with the final defence of the thesis.

## Defence of the Proposal

The student should be evaluated on their ability to defend the scientific merit of the study, to clearly explain the rationale and need for the study based on existing literature, and to discuss the strengths/potential weakness of the methods and design of the study. Whenever possible, the format of questioning and the type of questions should be similar to what would occur at the final defence.

### v) Notification of the Candidate and Record of Defence

Upon completion of questioning of the candidate and the discussion of the thesis proposal, the committee should ascertain what remains to be done before the student can apply for ethics approval, and subsequent to ethics approval, to begin the collection of data. Verbal and written follow up instructions should be provided to the candidate by the supervisor and copied to the KPE Office of the Registrar and Student Services. It is both the student and the supervisor's responsibility to ensure that each committee member approves the thesis proposal prior to the onset of data collection. Formal approval is verified by the signature of each committee member on the [Confirmation of Thesis Proposal Defence Form](#) and emailed to [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca) within three weeks following the date of the thesis proposal defence.

In the instance when the proposal is deemed "unsatisfactory," a second defence of the proposal should be scheduled after the student has had an opportunity to follow up with each committee member and ensure that the changes being made to the proposal are in accordance with the requirements of the committee.

### b) MA/MSc Final Defence

The defence of the master's degree should serve to determine whether the completed thesis is representative of proper standards of scholarship, and to examine the student on both the substance and implications of the research. It is also the responsibility of the examining committee to ensure that all other requirements for the degree have been completed satisfactorily before the defence. The oral defence is viewed as public and all members of academic staff and graduate students are welcome to attend.

### i) Planning the MA/MSc Final Defence

When planning the MA/MSc Final Defence, please review the SGS thesis submission deadlines for convocation and fees implications (see [page iii](#) for thesis submission deadlines). For example, if a student plans to graduate in June, they must submit their completed thesis (defended and corrections made according to defence result) in April to SGS. As the deadline date changes each year, please contact the Graduate Programs team in KPE's Office of the Registrar and Student Services ([grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca)) for the current deadline dates or check the KIN Sessional Dates (see [page iii](#)). Allow at least four weeks to organize a final defence and keep in mind that there may be scheduling difficulties if a defence is planned around holidays/busy times of year. See Section iii) Booking the Defence for detailed instructions.

It is the supervisor's responsibility to propose an external examiner and submit the contact information and CV to the KPE Office of the Registrar and Student Services for approval by the Associate Dean, Graduate Education. Once approved, the supervisor needs to confirm the external examiner's availability to participate in the defence.

The supervisor needs to be confident that the final draft of the thesis is defensible before it is given to members of the supervisory committee. Students are strongly urged to submit chapters to their supervisor throughout the process of writing. This will reduce the chance of the thesis moving too far in an inappropriate direction. Depending on the nature of the research, it is often wise to submit selected chapters to appropriate members of the advisory committee as well.

### ii) Examination Committee Structure

The student should select a committee in collaboration with their supervisor. The committee must be approved by the Associate Dean, Graduate Education. The quorum for the examination is **three** SGS GFM holding members and the External Examiner.

### Voting members:

#### i. Supervisor

**ii. Thesis Committee (two SGS GFM holding members of which at least one must be a faculty member at the Faculty of Kinesiology and Physical Education, in addition to supervisor)**

**iii. External Examiner:** This individual must have an arms-length relationship to the Candidate and the project and the Candidate's supervisor, as well as be a recognized expert in the field. This individual should be "external" to the Department of Kinesiology and KPE. The supervisor is responsible for contacting potential external examiners/appraisers after consultation with the candidate and supervisory committee on a potential date for the defence. The final Committee composition must be approved by the Associate Dean, Graduate Education before the thesis is distributed to the external examiner. The external examiner will have two weeks to review the thesis and is responsible to submit an appraisal one week prior to the MA or MSc Departmental Defence date.

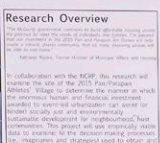
The appraisal will be shared with the student and committee members one week prior to the defence date.

All exam committee members must participate in the defence. In the absence of a quorum, the defence will be cancelled.



## Literature Review

For over a decade, political figures, business elites, and sports aficionados in Toronto have aggressively chased an operationalized, integrated sport mega-event to stimulate the renewal of the area's future and, more broadly, the city's future. The sports is a re-imagining of the city's future, as it is seen to be a catalyst for economic growth, social cohesion, and urban renewal. The 2015 Pan/Parapan American Games (2015 Pan/Parapan) is a re-imagining of the city's future, as it is seen to be a catalyst for economic growth, social cohesion, and urban renewal. The 2015 Pan/Parapan is a re-imagining of the city's future, as it is seen to be a catalyst for economic growth, social cohesion, and urban renewal.



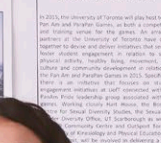
## Research Overview

In collaboration with the KPE, this research will explore the role of the 2015 Pan/Parapan in the re-imagining of the city's future. The research will explore the role of the 2015 Pan/Parapan in the re-imagining of the city's future. The research will explore the role of the 2015 Pan/Parapan in the re-imagining of the city's future. The research will explore the role of the 2015 Pan/Parapan in the re-imagining of the city's future. The research will explore the role of the 2015 Pan/Parapan in the re-imagining of the city's future.



## Contribution to SP

This research will contribute to the understanding of the role of the 2015 Pan/Parapan in the re-imagining of the city's future. The research will contribute to the understanding of the role of the 2015 Pan/Parapan in the re-imagining of the city's future. The research will contribute to the understanding of the role of the 2015 Pan/Parapan in the re-imagining of the city's future. The research will contribute to the understanding of the role of the 2015 Pan/Parapan in the re-imagining of the city's future. The research will contribute to the understanding of the role of the 2015 Pan/Parapan in the re-imagining of the city's future.



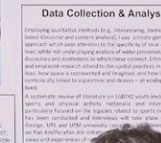
## Research Overview

In 2015, the University of Toronto will play host to the Pan/Parapan American Games, a multi-sport event that brings together athletes from across the Americas. The event is a significant opportunity for the University to showcase its facilities and services to a global audience. The research will explore the role of the 2015 Pan/Parapan in the re-imagining of the city's future. The research will explore the role of the 2015 Pan/Parapan in the re-imagining of the city's future. The research will explore the role of the 2015 Pan/Parapan in the re-imagining of the city's future.



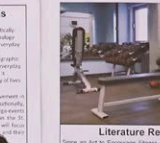
## Literature Review

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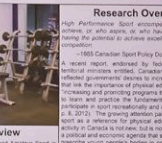
## Data Collection & Analysis

This section describes the data collection and analysis methods used in the research. The data collection and analysis methods used in the research. The data collection and analysis methods used in the research. The data collection and analysis methods used in the research. The data collection and analysis methods used in the research. The data collection and analysis methods used in the research.



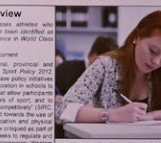
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## Objectives

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## Contributions to SP

This section describes the contributions of the research to the field. The contributions of the research to the field. The contributions of the research to the field. The contributions of the research to the field. The contributions of the research to the field. The contributions of the research to the field. The contributions of the research to the field. The contributions of the research to the field. The contributions of the research to the field. The contributions of the research to the field.

## Non-Voting: Chair of Examination Committee

The KPE Office of the Registrar and Student Services will find a Chair for the defence. In some cases, the supervisor may be asked to help find a Chair.

## iii) Booking the Defence

Four weeks prior to the defence date, students must submit the **Master's Departmental Defence Request Form** and the **Thesis Approval Form** and an electronic copy of their thesis (approved by the committee).

- The KPE Office of the Registrar and Student Services will confirm the defence booking.
- The KPE Office of the Registrar and Student Services will send the thesis to the external examiner with detailed instructions.

## iv) Before the Defence

The External is required to submit the appraisal to the KPE Office of the Registrar and Student Services one week prior to the defence date.

The KIN Graduate Program Office will distribute the appraisal to the student and the committee members.

A reminder email will be sent to the student, committee members, external examiner and the defence chair one day prior to the defence.

## v) At the Defence

Responsibilities of the Chair of the Examination Committee:  
 The Chair acts on behalf of the Associate Dean, Graduate Education and is responsible for ensuring that the examination is conducted within the guidelines outlined in this document. The Chair is expected to exercise full control over the examination and does not participate directly in the questioning of the candidate.

## It is the responsibility of the Chair

- To guarantee that the candidate is given a fair opportunity to defend the thesis.
- To ensure that the candidate alone, and not the supervisor or other members of the committee, defends the thesis.
- To protect the candidate from harassment by one or more of the committee members.

## Responsibilities of the Members of the Examination Committee:

The Examination Committee operates within the full authority of the Graduate Department of Kinesiology with respect to the examination of the candidate and the thesis. The committee's specific responsibilities are:

- To verify that there has been satisfactory completion of all degree requirements and to ascertain that the appropriate documentation is available to confirm completion of these degree requirements.
- To consider the appraisal of the thesis prior to the oral defence.
- To examine the candidate on the content and implications of the thesis.
- To assess whether the thesis meets the proper standards of scholarship.
- To vote on whether the thesis and its defence are acceptable.



## Examination Format

Following introductions, the candidate and any observers will be asked to leave the room. The procedures for the examination are then reviewed by the Chair with the members of the examining committee. Procedures to be followed are:

- The Chair must confirm that a quorum of four appointed members is present. Should there not be a quorum it is the responsibility of the Chair to decide whether to delay the examination or to postpone it to another date.
- The Chair confirms that each member of the committee has sufficient knowledge of the thesis to form a judgment as to its acceptability. This ensures that there will be no abstentions during voting on the grounds of lack of knowledge of the contents of the thesis.
- The Chair reminds the members of the committee of the scope of the examination, specifically that the candidate is to be judged on both the content of the thesis and the oral defence of the thesis and that all modifications, other than minor corrections (e.g., typographical errors), must be raised in the questioning of the candidate.
- The Chair also reminds the committee that the study must be an independent piece of scholarship/research. This is particularly important when the study is part of a larger investigation, or when an individual other than the candidate is the principal/co-investigator. The Examination Committee must fully establish that the candidate's personal contribution is sufficient to meet the requirements of the master's degree.
- The written assessment of the thesis is read by the external examiner. No other written statements are permitted other than a written report which can be made by the supervisor. All other examiners, should they wish, may make an oral statement at this time.
- The Chair discusses the order of questioning, the number of rounds of questioning and the time allotment per examiner with the committee. The recommended sequence is external examiner, members of the supervisory committee and supervisor. It is recommended that there be two rounds of questions, with each examiner being allotted 10 to 12 minutes for questions in the first round and five to 10 minutes in the second round. A third round of questioning may occur if an examiner has issues concerning the thesis which have not been raised, and which are important to the outcome.

## Conduct of the Examination

Once the format of the examination has been agreed upon, the completion of the course requirements confirmed and the appraisal read, the Chair will ask the candidate and any other non-voting participants to return to the room. The candidate will be asked to give a 20-minute presentation summarizing their research and conclusions. The defence will be conducted in accordance with the previously outlined format. It is the responsibility of the Chair to intervene at any time during this questioning if the examination is

becoming an inquisition of the candidate and/or is being unduly dominated by a committee member.

Following the rounds of questioning, the non-voting participants will be given an opportunity to question the candidate for no longer than 10 minutes, after which all non-voting participants will be asked to retire. As part of the dialogue of learning and as a collegial courtesy, the candidate is given an opportunity to make final remarks or address questions for clarification to the Exam Committee. Once complete, the Chair will ask the candidate to retire.

## Evaluation and Voting

Prior to voting, the thesis and the oral defence of the thesis should be discussed amongst the examination committee, and the options regarding the status of the candidate's performance on the defence should be considered. Upon conclusion of the discussion, there will be a vote to accept, or not to accept the thesis. If this vote is positive, a second vote will be taken to determine the terms of acceptance of the thesis.

**Note: more than one negative vote and/or abstention will result in the thesis not being accepted and the examination will be adjourned.**

The candidate has the option of re-working, re-submitting and re-defending the thesis ONCE more within six months of the original defence.

## After the Defence

After the defence, the student is responsible for making corrections (according to the result of the defence). The corrected thesis should be sent to the supervisor for review. Once approved, the supervisor needs to inform the KPE Office of the Registrar and Student Services in writing to [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca).

The KPE Office of the Registrar and Student Services will send the student a follow-up email with instructions and next steps for submitting the final thesis to SGS.

The KPE Office of the Registrar and Student Services will send the confirmation to SGS about program requirements completion for graduation.



# DOCTOR OF PHILOSOPHY

The PhD candidate strives to demonstrate the ability to conduct research independently, and develop a program of research that is both original and capable of making a significant contribution to the candidate's field. The PhD program is designed as a four-year program involving a combination of coursework, written and oral comprehensive examinations, and original research. Students are encouraged to develop a program of study that will enhance their basic understanding of critical areas within exercise sciences and have a direct impact on their research program. PhD students are also expected to further develop their scholarly and technical research skills so that they may pursue a high quality research project. This research project will culminate in the presentation of a major formal written dissertation and an internal and external defence of their research.

Effective September 2013 the department changed the program requirements for this degree as follows. Students admitted in September 2013 and future sessions will follow these new requirements. Students admitted prior to September 2013 will follow the requirements in place for the year in which they were first registered.

## PhD Degree Requirements\*

**Coursework:** Students must successfully complete a total of 1.5 full-course equivalents (FCEs) as follows. All courses must be approved in advance by the student's supervisor and the Graduate Department of Kinesiology.

- 1.0 FCE in Kinesiology or another department
- 0.5 FCE Statistics or Methodology course (in Kinesiology or other department)
- SRD4445H Graduate Seminar Course (attendance required in all Graduate Seminars\*\*)

\*Note that these course requirements are a minimum and the student's supervisor and/or advisory committee members may recommend additional courses.

\*\*PhD students are required to attend all graduate seminars for two years, inclusive of seminars that occur during the writing phase for their comprehensive exams. Students may miss up to one seminar per year due to valid reasons. If students miss a second seminar, they are required to attend an alternate graduate seminar (at another department) and provide a brief one page (single spaced) write-up about the seminar (date, speaker, topic, details, etc) by the end of the term. Students who fail to meet this requirement may not receive credit for the course.

## Additional Requirements

1. Written and Oral Comprehensive Examinations.
2. A thesis proposal written under the supervision of a thesis committee and its oral defence before an examination committee.
3. Internal (departmental) defence of an original thesis written under the supervision of a thesis committee and its oral defence before an examination committee.
4. Final Oral Exam (defence) of an original thesis written under the supervision of a thesis committee and its oral defence before an examination committee.
5. Annual meeting of student and supervisory committee.

Doctoral students must have completed all degree requirements exclusive of thesis defence (courses and comprehensive exam and proposal defence) by the end of their third year (fourth for direct entry and flexible-time students) in order to continue in the PhD program and achieve PhD candidacy. Due to the nature of the program, it is recommended that candidacy is achieved by June 30 of their second year. Detailed timeline available in [Appendix B](#)

**Notes:** FCE = full course equivalent [1.0 FCE can mean either one full course or two (0.5) half courses]

**New students should make their course selections in consultation with their Supervisor and/or supervisory committee. All students must satisfy their degree requirements. There are no exclusions or exceptions to the number or type of courses a student is required to take.**

**Degree requirements for the flexible-time program are identical to those listed above for the full-time PhD program; however, students have additional time (up to eight years) to complete the program without requesting an extension.**

## PhD Degree Requirements (Direct-Entry 5 Year Program)

**Coursework:** Students must successfully complete a total of 2.5 full-course equivalents (FCEs) as follows. All courses must be approved in advance by the student's supervisor and the Graduate Department of Kinesiology.

- 2.0 FCE from either Kinesiology or another department
- 0.5 FCE Statistics or Methodology course
- SRD4445H, a graduate seminar in Kinesiology \*

\*PhD students are required to attend all graduate seminars for two years, inclusive of seminars that occur during the writing phase for their comprehensive exams. Students may miss up to one seminar per year due to valid reasons. If students miss a second seminar, they are required to attend an alternate graduate seminar (at another department) and provide a brief one page (single spaced) write-up about the seminar (date, speaker, topic, details, etc) by the end of the term. Students who fail to meet this requirement may not receive credit for the course.

## Additional Requirements

1. Written and Oral Comprehensive Examinations.
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4. Final Oral Exam (defence) of an original thesis written under the supervision of a thesis committee and its oral defence before an examination committee.
5. Annual meeting of student and supervisory committee.



## GRADING

Graduate students must obtain no less than 70 per cent (or a B-) in any graduate courses (or undergraduate courses if applicable) taken as a graduate student. In accordance with the [University Assessment and Grading Practices Policy](#) any grade below B- will be recorded as a failure (FZ).

### Course Work Extensions

Occasionally due to unforeseen circumstances (usually documented medical or similar) students may require additional time beyond the grade submission deadline to complete course work. Course work extensions must be approved by the course instructor and submitted to the KPE Office of the Registrar and Student Services for review by the Graduate Committee through the submission of an [Extension to Complete Coursework Form](#). Approved extensions will be marked as SDF on the student's transcript until the final course grade is received. Students requiring additional time beyond the initial extension must contact the Graduate Programs team in KPE's Office of the Registrar and Student Services at [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca).

### TRANSFER CREDITS

Transfer credit for graduate work completed in another program is limited to ONE full course equivalent (1.0 FCE) or 25 per cent of the course requirements for the degree, whichever is greater, provided the courses have not been credited to another degree, diploma or certificate. Such credit may be given on the recommendation of the Graduate Department of Kinesiology with the approval of SGS. Students participating in an approved exchange program, on the recommendation of the Graduate Department of Kinesiology, may receive transfer credit for up to 50 per cent of the course requirements for their degree. In all cases, transfer credit arrangements for exchange program participants must be approved in advance by the Graduate Department of Kinesiology and the Associate Dean of SGS or designate.

## ORIGINAL RESEARCH AND DISSERTATION

The purpose of the research and dissertation in the Doctor of Philosophy program is to give the student an opportunity to undertake advanced research and writing on a significant problem in the exercise sciences. The candidate will present a dissertation embodying the results of original investigation that was conducted by the candidate. The dissertation shall constitute a significant contribution to the knowledge of the field and must be based on research conducted while registered for the PhD degree. The results of the dissertation should be publishable, either in whole, or in part, by the student as first author. Upon successful completion of the dissertation, the graduate will be qualified to conduct original, authoritative, independent research.

### PhD DEGREE TIME LIMIT

All program requirements exclusive of defence must be completed within three years (plus one year for direct entry) from first registration. Students are strongly encouraged to complete the degree within the four years (plus one year for direct entry PhD students). The maximum time for degree completion is six years (plus one year for direct entry) from the first registration. Should a student be unable to complete their degree requirements within the defined degree time limit, a program extension may be requested. Students should reach out to KPE Office of the Registrar and Student Services at [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca) for more information concerning program extension requests.

## STRUCTURE OF THE SUPERVISORY COMMITTEE

### Supervisor:

Must hold an appropriate SGS Graduate Faculty Membership (GFM) in the Graduate Department of Kinesiology.

### Supervisory Committee members:

The Committee includes two additional faculty holding GFM appointments to the School of Graduate Studies, one of whom must be a Department of Kinesiology faculty member.

### a) PhD COMPREHENSIVE EXAMINATION

The purpose of the comprehensive examination is to provide the student with an opportunity to demonstrate their ability to synthesize current research, discuss strengths and weaknesses of area specific research methodology and design, and to engage in knowledgeable academic discourse with other individuals in their chosen field of study. In light of the professional requirements necessary to achieve ongoing success in these objectives in multiple settings, all students in both written and oral formats should achieve these goals.

The written phase provides an opportunity to organize and integrate material from the reading lists in response to specific questions. The questions will touch on theory, methods and substantive elements of the student's preparation. The oral phase will provide an opportunity to elaborate on areas which were identified in the written phase and to explore additional components of the reading lists so that the student may demonstrate the ability to engage in knowledgeable academic discourse.



## PhD COMPREHENSIVE TIMELINE:

- **2 weeks** prior to the start of the Preparation Phase (reading) ➡ Supervisor sends the reading lists to the KPE Office of the Registrar and Student Services for approval
- **3 to 4 months** ➡ Preparation Phase (reading)
- **2 weeks** prior to the start of the Written Questions Phase ➡ Supervisor sends the three questions to the KPE Office of the Registrar and Student Services for approval
- **10 days** duration ➡ Written Questions Phase
- **72 hours** duration ➡ Committee Evaluation of written responses
- **6 days** within the submission of responses ➡ Oral Examination Phase

### PhD Comprehensive Examination

The comprehension examinations are scheduled on a fixed bi-annual cycle in October and May of each academic cycle.

Doctoral students, with the guidance of their supervisor, are responsible for submitting a formal request to write the comprehensive examination to the Office of Registrar and Student Services to [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca) by the corresponding deadline.

For comprehensive examinations ending in October, the deadline to request to write will be May 15. For those who are unable to meet this deadline, they may request to write by November for an exam completed during May.

### Preparation Phase

The preparation phase should start within eight months of the student joining the Graduate Department of Kinesiology. The first step in the formal process is a graduate supervisory committee meeting.

The graduate supervisory committee, in consultation with the graduate student, will identify three areas of knowledge which should be developed by the student. If additional expertise is required, another member may be added to the comprehensive examination committee with the approval of the Associate Dean, Graduate Education. The areas of knowledge may inform development of the student's thesis but should not be co-extensive.

Once the areas of knowledge have been agreed upon, the members of the comprehensive examination committee will develop, in consultation with the graduate student, reading lists and a preparation plan to prepare the student for examination. The number of readings will vary by discipline. However, graduate student reading lists should in total require a minimum of three but no more than four months to complete taking into consideration the other academic demands placed on the student. Development of the reading lists should be completed following the committee meeting (detailed dates available in the PhD Program Timeline). Reading lists must be submitted to the KPE Office of the Registrar and Student Services by the supervisor for approval by the Associate Dean, Graduate Education prior to the student's beginning to study the contents of these lists. Once approved, the KPE Office of the Registrar and Student Services will send the reading lists to the student. The Preparation/Reading Phase is three to four months.

### Written Questions Phase

The supervisory committee, along with the student, needs to decide on the dates for the Written Questions Phase and the date for the Oral Comprehensive Defence during the exam periods (e.g., October or May). The Written Questions Phase is 10 days in duration and the Oral Examination Phase should occur within six days following the submission of the written responses. The readings for the comprehensive exams will be sent to the student no more than four months, and no less than three months, before the start of the Written Questions Phase. The three questions will be developed by the comprehensive examination committee and submitted to the KPE Office of the Registrar and Student Services for approval from the Associate Dean, Graduate Education two weeks in advance of the date for releasing the questions to the student. The Associate Dean, Graduate Education will review the questions to ensure they are distinct, relate to the reading lists and meet the expectations for a doctoral comprehensive examination in the Department.

The graduate student will have 10 days to prepare written answers to the three questions which will be submitted to the KPE Office of the Registrar and Student Services. Students may consult written sources and must adhere to academic standards in referencing source material. They cannot ask questions of the members of the graduate examination committee or consult other individuals during the written phase of the examination. Questions related to clarification must be submitted to the KPE Office of the Registrar and Student Services. The KPE Office of the Registrar and Student Services will liaise with the committee to provide the necessary information to the student.

The committee will have 72 hours to evaluate the responses, decide on a pass or fail, and notify the KPE Office of the Registrar and Student Services. If the student passes the written component, the members of the graduate examination committee will each develop questions and probes to be employed in the oral examination.

### Oral Examination Phase

The oral examination will take place within six days of submission of answers for the written examination and the reporting of positive results for the student by the committee in the written phase. The oral examination will be based on both further probing of responses to the written and additional questions based on the reading lists. The expected duration for the oral examination is two hours but may last up to three hours. Each member of the graduate examination committee will have equal opportunity to examine the candidate. A Chair who is external to the graduate supervisory and the graduate examination committee will be responsible for the conduct of the exam.

Students will be expected to demonstrate knowledge of the theory, methods and content of the agreed upon areas of knowledge. They will be expected to synthesize information from within and across the reading lists. In the written responses they should demonstrate the ability to construct a logical and clearly written presentation of the materials and their critical analysis of the material. In the oral examination they should demonstrate the ability to present a brief synopsis on a topic area and to engage in scholarly discussion. The student will be expected to identify important contributions by particular individuals or groups to the body of knowledge.



## Evaluation of Performance

On completion of the oral examination, the graduate examination committee will assess whether the student passes or fails the oral examination. If the student fails the oral examination, they will receive one attempt to retake the oral examination. If the student fails on the second attempt, they will be asked to withdraw from the program. A student will have the right to appeal any academic decision as per the guidelines outlined in the [General Regulations](#) related to Academic Appeals in the School of Graduate Studies Calendar.

## Follow up to Examination

Regardless of the examination outcome the graduate examination committee is responsible for contributing to a written assessment of the student and their performance which will be written by the supervisor. The written assessment of performance will be given to the student and the KPE Office of the Registrar and Student Services within one week of the oral examination. If the student passes the combined examinations, they will be ready to proceed to development of a proposal for doctoral research.

## Fail or Re-write Policy:

- In the event that a student fails the written portion of the comprehensive examination, the exam will be marked as a fail. The student has one attempt at re-writing the exam during the next proceeding exam period. The student will receive a reading list with a minimum of 20% new reading material from the supervisory committee.
- In the event that a student fails the oral portion of the comprehensive examination, the exam will be marked as a fail. The student has one attempt to re-rake the oral exam during the next proceeding exam period. If the student fails on the second attempt, they will be asked to withdraw from the program.
- A student will have the right to appeal any academic decision as per the guidelines outlined in the General Regulations related to Academic Appeals in the School of Graduate Studies Calendar.

## Accommodation Testing Services:

As with any exam, student's requiring accommodations through [Accommodation Testing Services](#), should be registered through [Accessibility Services](#) in advance of commencing the comprehensive exam.

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# PhD DEFENCES

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A PhD degree candidate is evaluated at three stages of the research phase during their program. The first of these evaluations is the thesis Proposal Defence. The second evaluation is the Departmental Defence, a formal presentation and examination of the thesis and the third is a University of Toronto Final Oral Exam (FOE).

## a) PhD Thesis Proposal Defence

The thesis proposal defence should take place after the student, in consultation with their supervisor and selected committee members, has developed a research plan, and prior to submission of the project to ethics review. The student should have a supervisory committee meeting before the proposal defence. It is the purpose of the proposal defence to establish the student's level of understanding of the research topic and to ensure that the proposed research design and methodology are consistent with standardized practice in the student's area of study. The proposal defence also serves to determine whether the methods chosen will enable the student to develop a scholarly piece of research. The proposal defence is seen as an opportunity for the student to give and receive feedback so that weaknesses can be identified and addressed in preparation for the final oral examination of the thesis. The proposal defence is viewed as public and all members of academic staff and graduate students are welcome to attend.

Finally, while it is important that this evaluation be viewed as a positive opportunity for scholarly exchange and discussion of the topic between the student, their committee and other members of the academic community, it must also be recognized that this defence is an evaluation of the student's readiness to move further with the research phase of their degree.

It is advised that this time also be used to update the committee on other aspects of the student's progress (e.g., coursework) and academic preparation (e.g., conference attendance, teaching experience, etc.).

## i) Planning the Proposal Defence

### Examination Committee Composition

The student's supervisory committee forms the core of the proposal defence examination committee, although additional members may be added. All committee members must hold a Graduate Faculty Membership (GFM) at SGS in order to participate in the defence. The committee must be approved by the Associate Dean, Graduate Education in advance of the defence. The quorum for the proposal defence is **three** SGS GFM holding members. For questions about acquiring Graduate Faculty Memberships for supervisory committee members (if not already in place), please contact the Graduate Programs team in KPE's Office of the Registrar and Student Services by emailing [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca).

## Voting members:

### i. Supervisor

### ii. Thesis Committee (two SGS GFM holding members of which at least one must be a faculty member at the Faculty of Kinesiology and Physical Education, in addition to supervisor)

After the committee is approved by the Associate Dean, Graduate Education, the student should discuss and confirm a prospective defence date and time with the committee. All exam committee members must attend the defence. If a member cannot attend the proposal defence, they must contact the Graduate Programs team in KPE's Office of the Registrar and Student Services immediately.



## ii) Booking the Defence

The thesis proposal defence is a supervisory committee led process. Students should work with their supervisory and committee to schedule a date and time that works for everyone. Thesis proposal defences will only take place between 9 a.m. and 5 p.m. either virtually or located on campus. .

## iii) At The Defence

### Format of the Defence

The proposal defence will be scheduled for two hours. All members of the supervisory committee must be present at this meeting.

1. Thesis proposal, (duration: 20 to 30 minutes): introduction, review of literature, objectives, hypotheses/ research question, methods, proposed analyses.
2. Summary of progress to date: coursework (completed/ pending grades), teaching experience, research progress, details of publications, conference presentations, lectures, other scholarly or academic activities.
3. Proposed timeline.
4. Other activities: seminar attendance; journal club participation, student council activities, etc.

## iv) Evaluation

### Written Thesis Proposal

Since the thesis proposal often represents the first three chapters of the thesis it is important that there is critical discussion about both the content and the written presentation of the proposal. It is advisable that the proposal be evaluated using criteria similar to those which will form the basis of the evaluation of the final defence. The student is then aware of the expectations of the various committee members. Specific suggestions regarding content, writing style and presentation should be incorporated into the final written document.

## Presentation

The presentation should be evaluated on the basis of both content and style. It is important that the student be made aware of features associated with good scientific presentation style and format, and has an opportunity to present to an audience of varied backgrounds. Feedback from the presentation should serve to better prepare the student for the presentation associated with the final defence of the thesis.

### Defence of the proposal

The student should be evaluated on their ability to defend the scientific merit of their study, to clearly explain the rationale and need for the study based on existing literature, and to discuss the strengths/potential weakness of the methods and design of the study. Whenever possible, the format of questioning and the type of questions should be similar to what would occur at the final defence.

## v) Notification of the Candidate and Record of Defence

Upon completion of questioning of the candidate and the discussion of the thesis proposal, the committee should ascertain what remains to be done before the student can apply for ethics approval, and subsequent to ethics approval, to begin the collection of data. Verbal and written follow up instructions should be provided to the candidate and copied to the KPE Office of the Registrar and Student Services. It is both the student's and the supervisor's responsibility to ensure that each committee member approves the thesis proposal prior to the onset of data collection. Formal approval is verified by the signature of each committee member on the [Confirmation of Thesis Proposal Defence Form](#) and emailed to [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca) within 3 weeks following the date of the thesis proposal defence.

In the instance when the proposal is deemed "unsatisfactory", a second "defence" of the proposal should be scheduled after the student has had an opportunity to follow up with each committee member and ensure that the changes being made to the proposal are in accordance with the requirements of the committee. The student will be asked to withdraw from the program if the proposal is deemed "unsatisfactory" in the second "defence".

Once the student satisfactorily passes the PhD Proposal Defence, the KPE Office of the Registrar and Student Services confirms achievement of PhD Candidacy to SGS.

	Traditional Format	Paper Format
<b>Front Pieces</b>	Title page Abstract Table of Contents Acknowledgements List of Tables and Figures	Title page Abstract Table of Contents Acknowledgements List of Tables
<b>Introduction</b>	Introduction with research question, purpose and/or hypothesis	Introduction with research question, purpose and/or hypothesis
<b>Review of Literature</b>	Review of literature (theory and content) and assessment of related methods	Review of common elements of literature (theory and content) and assessment of related methods
<b>Methodology and Methods</b>	Methodology and Methods	Common Methods and Methodology
<b>Data and Analysis</b>	Results and Discussion. May separate findings and discussion or integrate	Paper(s) in publication format (student's version)
<b>Conclusion</b>	Conclusion Recommendations Future Directions	Integrated and extended discussion and conclusion Future Directions
<b>References Appendices</b>	References Appendices	References Appendices

## b) PhD Departmental Defence

The departmental defence of the Doctoral degree program should serve to determine whether the dissertation can be successfully defended before external examiners. The dissertation should be representative of proper standards of scholarship, and the committee should examine the student on both the substance and implications of their research. It is the examining committee's responsibility to ensure that all other requirements for the degree have been satisfactorily completed before the departmental defence. The departmental defence is viewed as public and all members of academic staff and graduate students are welcome to attend.

## Thesis Format

The format of the thesis document should be determined by the supervisor and student in consultation with the advisory committee. In Kinesiology both "traditional" and "paper based" formats are acceptable. The table above outlines the general formats.

The decision as to which format to use is best made early in the writing process, in consultation with your supervisor. In general, the choice depends upon the stage you are at in the preparation of publications and whether your thesis is most readily viewed as one continuous work or a set of discrete, but related studies that together tell your story. Subject to the approval of the supervisory committee, you may decide to omit some of your work from the results and include them instead in an appendix.

## i) Planning the PhD Departmental Defence

When planning the PhD Departmental defence, please carefully review SGS deadlines for convocation and fee implications. For example, if a student would like to graduate in June, they must submit their completed thesis (defended and corrections made according to defence result) in April. As the deadline date changes each year, please see the [KIN Sessional Dates 2025-2026 on page iii](#) for the exact deadline dates. You should aim to have your departmental defence at least 12 weeks before your proposed Final Oral Exam (FOE), allowing for sufficient time for any revisions. Remember to keep in mind that there may be scheduling difficulties if you are planning your defence around holidays/busy times of year.

The supervisor needs to be confident that the final draft of the dissertation is defensible before it is given to members of the supervisory committee. The final draft of the dissertation should be submitted to the supervisor at least two months before the defence. Students are strongly urged to submit chapters to their supervisor throughout the process of writing. This will reduce the chance of the dissertation moving too far in an inappropriate direction. Depending on the nature of the research, it is often wise to submit selected chapters to appropriate members of the advisory committee as well.

## ii) Examination Committee Structure

The examination committee consists of the supervisor and the members of the thesis advisory committee and the Chair.

## Voting members:

### i. Supervisor

### ii. Thesis Committee (two SGS GFM holding members, of which at least one must be a faculty member at the Faculty of Kinesiology and Physical Education, in addition to supervisor)

All exam committee members must attend the defence.



## Non-Voting members:

### i. Chair of Examination Committee

The KPE Office of the Registrar and Student Services will find a Chair for the defence. In some cases, the supervisor may be asked to help find a Chair.

### iii) Booking the Defence

- **Four** weeks prior to the defence date, the student must submit the **PhD Departmental Defence Request Form** and the signed **Thesis Approval Form** to the KPE Office of the Registrar and Student Services. The Associate Dean, Graduate Education must approve the request to defend before a date can be confirmed.
- The KPE Office of the Registrar and Student Services will confirm the defence booking.
- A reminder email will be sent to the student, committee members and chair one day prior to the defence.

### iv) At the Defence

#### Responsibilities of the Chair of the Examination Committee:

The Chair acts on behalf of the Associate Dean, Graduate Education and is responsible for ensuring that the examination is conducted properly, within the guidelines outlined in this document. The Chair is expected to exercise full control over the examination and does not participate directly in the questioning of the candidate.

#### It is the Responsibility of the Chair

- To guarantee that the candidate is given fair opportunity to defend the thesis.
- To ensure that the candidate alone, and not the supervisor or other members of the committee, defends the thesis.
- To protect the candidate from harassment.

#### Responsibilities of the Members of the Examination Committee:

The Examination Committee operates within the full authority of the Graduate Department of Kinesiology with respect to the examination of the candidate and the thesis. The committee's specific responsibilities are:

- To verify that there has been satisfactory completion of all degree requirements and to ascertain that the appropriate documentation is available to confirm completion of these degree requirements.
- To examine the candidate on the content and implications of the thesis.
- To assess whether the thesis meets the proper standards of scholarship.
- To vote on whether the thesis and its defence are acceptable.
- To determine whether the thesis is ready to be defended at a Final Oral Exam (FOE).

## Examination Format

Following introductions, the candidate and any observers will be asked to leave the room. The procedures for the examination are then reviewed by the Chair with the members of the examining committee. Procedures to be followed are:

- The Chair of the Examination must confirm that there is a minimum of four appointed members present. Should there not be a quorum it is the responsibility of the Chair to decide whether to delay the examination or to postpone it to another date.
- The Chair confirms that each member of the committee has sufficient knowledge of the thesis to form a judgment as to its acceptability. This will ensure that there will be no abstentions in voting on the grounds of lack of knowledge of the contents of the thesis.
- The Chair reminds the members of the committee of the scope of the examination, specifically that the candidate is to be judged on both the content of the thesis and the oral defence of the thesis and that all modifications, other than minor corrections (e.g., typographical errors), must be raised in the questioning of the candidate.
- The Chair also reminds the committee that the study must be an independent piece of scholarship/research. This is particularly important when the study is part of a larger investigation, or when an individual other than the candidate is the principal/co-investigator. The Examination Committee must fully establish that the candidate's personal contribution is sufficient to meet the requirements of the doctoral degree.
- A written report can be made by the candidate's supervisor; however, no other written statements are permitted.
- All other examiners, should they wish, may make an oral statement at this time.
- The Chair discusses the order of questioning, the number of rounds of questioning, and the time allotment per examiner with the committee. The recommended sequence is: Members of the Thesis Advisory Committee, Supervisor.
- It is recommended that there be two rounds of questions, with each examiner being allotted 10 to 12 minutes for questions in the first round and five to 10 minutes in the second round. A third round of questioning may occur if an examiner has issues concerning the thesis which have not been raised, and which are important to the outcome of the defence.

## Conduct of the Examination

Once the format of the examination has been agreed upon and the completion of the course requirements confirmed, the Chair will ask the candidate and any other non-voting participants to return to the room. The candidate will be asked to give a 20-minute presentation summarizing their research and conclusions. The defence will be conducted in accordance with the previously outlined format. It is the responsibility of the Chair to intervene at any time during this questioning if the examination is becoming an inquisition of the candidate and/or is being unduly dominated by a committee member. Following the rounds of questioning, the non-voting participants will be given an opportunity to question the candidate for no longer than 10 minutes, after which all non-voting participants will be asked to retire. As part of the dialogue of learning and as a collegial courtesy, the candidate is given an opportunity to make final remarks or address questions for clarification to the Exam Committee. Once complete, the Chair will ask the candidate to retire.



## v) Evaluation and Voting

Prior to voting, the thesis and the oral defence of the thesis should be discussed amongst the examination committee, and the options regarding the status of the candidate's performance on the defence should be considered. Upon conclusion of the discussion, there will be a vote to accept, or not to accept the thesis. If this vote is positive, a second vote will be taken to determine the terms of acceptance of the thesis.

**Note: more than one negative vote and/or abstention will result in the thesis not being accepted and the examination will be adjourned.**

The candidate has the option of re-working, re-submitting and re-defending the thesis ONCE more within six months of the original defence.

## Waiving Departmental Defence

In exceptional circumstances a student, with the written support of their supervisory committee, can formally request to have the Departmental Defence waived prior to their Final Oral Examination. Students will need to submit a completed [Thesis Approval Form](#) indicating the request to waive the Departmental Defence along with a rationale from the supervisor. Waiving of the Departmental Defence is not a method of shortening the timeline to completion.

Please note that students will not be permitted to submit their [Request for Final Oral Examination Form](#) or request for the Final Oral Examination until the Graduate Committee has reviewed and approved the [Thesis Approval Form](#).

## c) Final Oral Exam

The Final Oral Exam is the final step a PhD candidate must complete in order to receive their PhD degree. The Final Oral Exam (FOE) is a closed exam, conducted with external examiners. It should serve to determine whether the completed thesis is representative of proper standards of scholarship, and to examine the student on both the substance and implications of their research.

Once the student has received confirmation that the corrections from the departmental defence have been approved, the student can book the Final Oral Exam.

### i) Planning the Final Oral Exam

Please note that effective July 2012 the School of Graduate Studies requires that both external examiners participate as part of the quorum. In the event that one or both of the external examiners cannot participate the School of Graduate Studies will cancel the Final Oral Examination.

It is the supervisor's responsibility to contact a potential external examiner and confirm their availability. The supervisor then, needs to send the proposed external examiner's CV and contact info to the Graduate Programs team in KPE's Office of the Registrar and Student Services for approval by the School of Graduate Studies.

### ii) Examination Committee Structure

The quorum for a Final Oral Exam is no less than four voting members. There can be no more than six voting members on the examination committee. The Exam Committee consists of one to three voting members from the candidate's supervisory committee and one to three voting members who have not been closely involved in the supervision of the thesis. Eligible for inclusion in the latter group are the external examiners (two minimum). Detailed information below. All Final Oral Exam committee members, aside from the External Appraiser, must hold a Graduate Faculty Membership (GFM) at SGS.

## Voting members:

- i. Supervisor
- ii. Thesis Committee Members
- iii. External Appraiser
- iv. Internal-External Examiner

## Non-Voting members:

- i. Chair of Final Oral Exam

**External Appraiser:** There is one external appraiser and one internal-external examiner involved in the final oral exam. The external appraiser is not part of the University of Toronto, but should have a background in the student's thesis topic. The internal-external examiner can be a faculty member with the Faculty of Kinesiology and Physical Education or a faculty member from another graduate unit of the University of Toronto and must hold a Graduate Faculty Membership with SGS. Both the external appraiser and internal-external examiner must have an arm's length relationship to the supervisor and the student, and have not have collaborated in any way with the research.

### iii) Booking the Defence

**EIGHT** weeks prior to the defence date, the student must submit the **PhD Final Oral Exam Request Form** to the KPE Office of the Registrar and Student Services with an electronic copy of the thesis and the abstract. While exams typically take two hours to be completed, it is recommended that your supervisor informs your exam committee to be available for up to three hours should the exam go over. Please ensure the supervisor has already confirmed an external examiner.

Once the appraisers are approved, a copy of the thesis along with an appointment letter (with instructions) will be sent to the external examiner at least six weeks before the final oral exam by the KPE Office of the Registrar and Student Services. The external examiner is required to write an appraisal for the student and submit it to the KPE Office of the Registrar and Student Services at least two weeks before the final oral exam. The KPE Office of the Registrar and Student Services will be responsible for distributing copies of the appraisal to the candidate and to all members of the examination committee (at least two weeks before the examination). Please note that the candidate may not discuss the appraisal with the external examiner and the internal-external examiner prior to the defence. A copy of the thesis will also be sent to the internal-external examiner, but no appraisal is required.

If the appraisal is not available two weeks prior to the exam, the Graduate Programs team in KPE's Office of the Registrar and Student Services will contact the candidate to determine if they wish to proceed with the exam under these circumstances. If the student wishes to proceed despite the delay in receiving the appraisal, the student must sign a waiver. Otherwise, the oral exam will be postponed.

**Appointing the Chair:** SGS will appoint the Chair after an FOE has been scheduled.

A reminder email will be sent to the student, committee members, external examiners and chair one day prior to the defence.

## iv) At the Defence

Responsibilities of the Chair of the Examination Committee:  
The Chair acts on behalf of the Dean of the School of Graduate Studies and is responsible for ensuring that the examination is conducted properly, within the guidelines outlined in regulations for the Final Oral Exam (FOE) as established by SGS. The Chair is expected to exercise full control over the examination and does not participate directly in the questioning of the candidate.

### It is the responsibility of the Chair

- To guarantee that the candidate is given fair opportunity to defend the thesis.
- To ensure that the candidate alone, and not the supervisor or other members of the committee, defends the thesis.
- To protect the candidate from harassment.

## Responsibilities of the Members of the Examination Committee:

The Examination Committee operates within the full authority of the School of Graduate Studies with respect to the examination of the candidate and the thesis. The committee's specific responsibilities are:

- To verify that there has been satisfactory completion of all degree requirements and to ascertain that the appropriate documentation is available to confirm completion of these degree requirements.
- To consider the appraisals of the thesis prior to the oral defence.
- To examine the candidate on the content and implications of the thesis.
- To assess whether the thesis meets the proper standards of scholarship.
- To vote on whether the thesis and its defence are acceptable.

## Examination Format

Following introductions, the candidate and any non-voting members will be asked to leave the room. The procedures for the examination are then reviewed by the Chair with the members of the examining committee. Procedures to be followed are:

- The Chair of the Examination must confirm that there is a minimum of four appointed members present. Should there not be a quorum it is the responsibility of the Chair to decide whether to delay the examination or to postpone it to another date.
- The Chair confirms that each member of the committee has sufficient knowledge of the thesis to form a judgment as to its acceptability. This will ensure that there will be no abstentions in voting on the grounds of lack of knowledge of the contents of the thesis.
- The Chair reminds the members of the committee of the scope of the examination, specifically that the candidate is to be judged on both the content of the thesis and the oral defence of the thesis and that all modifications, other than minor corrections (e.g., typographical errors), must be raised in the questioning of the candidate.





- The Chair also reminds the committee that the study must be an independent piece of scholarship/research. This is particularly important when the study is part of a larger investigation, or when an individual other than the candidate is the principal/co-investigator. The Examination Committee must fully establish that the candidate's personal contribution is sufficient to meet the requirements of the Doctoral degree.
- The Chair reports on the student's course requirement status (complete/incomplete).
- The written assessments of the thesis are read by both external examiners. No other written statements are permitted other than a written report which can be made by the supervisor. All other examiners, should they wish, may make an oral statement at this time.
- The Chair discusses the order of questioning, the number of rounds of questioning, and the time allotment per examiner with the committee. The recommended sequence is: External Examiner 2, External Examiner 1, Members of the Thesis Advisory Committee and Supervisor.
- It is recommended that there be two rounds of questions, with each examiner being allotted 10 to 12 minutes for questions in the first round and five to 10 minutes in the second round. A third round of questioning may occur if an examiner has issues concerning the thesis which have not been raised, and which are important to the outcome of the defence.

## Conduct of the Examination

Once the format of the examination has been agreed upon, the completion of the course requirements confirmed, and the appraisals read, the Chair will ask the candidate and any other non-voting participants to return to the room. The candidate will be asked to give a 20-minute presentation summarizing their research and conclusions. The defence will be conducted in accordance with the previously outlined format. It is the responsibility of the Chair to intervene at any time during this questioning if the examination is becoming an inquisition of the candidate and/or is being unduly dominated by a committee member.

Following the rounds of questioning, the non-voting participants will be given an opportunity to question the candidate for no longer than 10 minutes, after which all non-voting participants will be asked to retire. As part of the dialogue of learning and as a collegial courtesy, the candidate is given an opportunity to make final remarks or address questions for clarification to the exam committee. Once complete, the Chair will ask the candidate to retire.

### v) Evaluation and Voting

Prior to voting, the thesis and the oral defence of the thesis should be discussed amongst the examination committee, and the options regarding the status of the candidate's performance on the defence should be considered. Upon conclusion of the discussion, there will be a vote to accept, or not to accept the thesis. If this vote is positive, a second vote will be taken to determine the terms of acceptance of the thesis.

**Note: more than one negative vote and/or abstention will result in the thesis not being accepted and the examination will be adjourned.**

The candidate has the option of re-working, re-submitting and re-defending the thesis **ONCE** more within six months of the original defence.

### vi) Postponement of Exams

In the rare instances where a final oral examination is postponed, it is for a very limited amount of time and it is as a result of exceptional circumstances, more specifically, illness, challenges for travel and so on. A defence can only be postponed by the School of Graduate Studies and with the permission of the Office of the Vice Dean, Students.





## Adjourned Oral Exams

In the case of an adjourned oral exam, the procedures outlined below should be followed:

1. **Written Statement:** The Examination Committee must provide the candidate, as soon as possible after the adjournment, with a written statement that specifies clearly the reasons for the adjournment and sets out the Examination Committee's requirements for a reconvened oral examination, making reference both to the written and oral components of the exam.
2. **Scheduling the exam:** The examination committee must decide the approximate date of the reconvened exam. The time between the adjourned exam and the reconvened exam should be as short as circumstances will permit and in no case shall exceed one year. The Committee should inform SGS as soon as it has determined the approximate date of the reconvened exam; SGS shall advise the candidate of this in writing, sending a copy to the KPE Office of the Registrar and Student Services.
3. **Appointing a Chair:** normally, the SGS Associate Dean, Life Sciences will chair any reconvened oral exams. If the Dean is a member of the graduate faculty of the candidate's graduate unit, the Associate Dean of another division will chair the exam.
4. **Abstract:** a new abstract is required only if there have been changes to it.
5. **No new committee members** shall be added, except for necessary replacements. It is the obligation of the members of the original examiners to attend the reconvened examination if they are able to do so.
6. **External Appraisal:** a new appraisal should be obtained from the external examiner if the thesis has been changed substantially. This requirement may be waived by the SGS Vice Dean, Students, at the request of both the student and the graduate unit.
7. **No further adjournment** will be allowed if the candidate is not successful at the reconvened exam and the candidate will be ineligible for further PhD candidacy at the University. The Examination Committee must provide the candidate, as soon as possible, with a written statement that explains clearly and directly why the examiners found the candidate's performance unsatisfactory on the written or oral components of the examination, as may be relevant.

## After the Defence

After a successful defence, the chair will submit the necessary paperwork to the School of Graduate Studies (SGS). The student will receive an email from SGS regarding next steps on submitting corrections and thesis.

# Student Services and Resources

## SUPPORT SERVICES AND RESOURCES

Academic success requires support beyond the classroom. The Faculty of Kinesiology and Physical Education and the University of Toronto offer many services to make your campus experience a positive one.

Below are some key resources to get you started:

- **Accessibility Services**  
Supports students through academic accommodations to achieve academic and co-curricular success
- **Health Sciences Writing Centre**  
Supports students through the various stages and potential challenges of academic writing
- **Housing Services**  
Information on campus and non-campus accommodation, vacancies, online registry and FAQs
- **Sexual and Gender Diversity Office**  
Promotes the sexual diversity of the students, staff and faculty at U of T
- **Student Life Centre**  
Learn about resources to encourage a balanced and dynamic campus life, beyond the classroom

If you do not find the resources you require on these websites, please feel free to contact the Graduate Programs team in KPE's Office of the Registrar and Student Services directly via email at [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca) or via phone at 416-946-3645.

### DAVID L. MACINTOSH SPORT MEDICINE CLINIC

The **David L. MacIntosh Sport Medicine Clinic** is a comprehensive sport medicine care facility. The clinic's staff includes certified athletic therapists, sport and manual physiotherapists, sport massage therapists, sport physicians, orthopaedic surgeons, a certified podiatrist and a registered psychologist (in clinical neuropsychology). The clinic's services are available to anyone with sport or exercise-related injuries or inquiries.

### SEXUAL VIOLENCE PREVENTION & SUPPORT CENTRE

The Centre has a mandate to conduct intake, accept disclosure and reporting of sexual violence, and provide support to individual members of the university community who have experienced or been affected by sexual violence. Please visit The Centre's website for more information: [svpscentre.utoronto.ca](http://svpscentre.utoronto.ca). You are encouraged to review the online sexual violence prevention module at [uoft.me/SVEPtraining](http://uoft.me/SVEPtraining) before attending Orientation day.

### ANTI-RACISM AND CULTURAL DIVERSITY OFFICE (ARCD)

The office is mandated to provide support to students, staff and faculty across the three campuses. The Office engages collaboratively with stakeholders on campus to enable the University's academic mission through the integration of its commitment to equity, diversity and inclusivity. For more information, please visit the **ARCD website**.

## SCHOOL OF GRADUATE STUDIES

The School of Graduate Studies offers an immense array of services that cater to any need a student may have. These include, but are not limited to:

- Conflict resolution
- Campus life
- Equity and diversity
- Family resources
- Health and safety

For more information, please visit the **SGS Services for Students**.

### GRAD HUB

**Grad Hub** is designed to help you navigate grad life at U of T and connect you to workshops, social events, campus services and resources. They provide community through programs where you can gain balance, build skills, seek support and connect with other graduate students across disciplines. To view more information on activities and support resources, visit the **Grad Hub** website.

### GRADUATE CENTRE FOR ACADEMIC COMMUNICATION

The **Graduate Centre for Academic Communication** (GCAC) provides graduate students with advanced training in academic writing and speaking. The GCAC offers five types of support designed to target the needs of both native and non-native speakers of English: non-credit courses, single-session workshops, individual writing consultations, writing intensives, and a list of additional resources for academic writing and speaking.

### CENTRE FOR GRADUATE MENTORSHIP & SUPERVISION

The **Centre for Graduate Mentorship & Supervision** (CGMS) works to support successful mentorship and supervisory relationships by created a person-centred, solution-oriented approach to graduate mentorship and supervision support.

### CENTRE FOR GRADUATE PROFESSIONAL DEVELOPMENT

The **Centre for Graduate Professional Development** (CGPD) is the central hub that supports graduate student professional development needs at the University of Toronto.

### GRADUATE COUNSELLING SERVICES

Health and Wellness Partnership – The School of Graduate Studies and the Office of Student Life are pleased to announce a new partnership to expand the outreach provided by Health and Wellness to our graduate student community.

To better meet the diverse needs of the graduate student population, graduate students can access counselling services at the School of Graduate Studies. The Wellness Counsellor will offer brief counselling services tailored to the challenges presented by graduate-level university life. The focus of counselling is on strengths, resiliency and skills-building.





## KPE WELLNESS COUNSELLOR

The Faculty, in partnership with the U of T Health and Wellness Centre, offers confidential counselling services to graduate students enrolled in KPE degree programs. Many students find it helpful to meet with a counsellor to learn how to manage stress around schedules, exams, relationships, or any unexpected challenge.

To book an appointment, contact the Health and Wellness Centre at 416-978-8030 and ask to book a time with the KPE counsellor.

## KINECTIONS

KINections is all about helping students connect with each other and get involved beyond the classroom. An initiative of the KPE Office of the Registrar and Student Services, KINections presents curated virtual and on-campus activities that support wellness and connection, at KPE and with the local and global community. [www.kinections.utoronto.ca](http://www.kinections.utoronto.ca)

## PROFESSIONAL DEVELOPMENT WORKSHOPS

A series of workshops designed to support research graduate students during their program.

## FACULTY OF KINESIOLOGY AND PHYSICAL EDUCATION FACILITIES

### Athletic Centre (Corner of Harbord St. and Spadina Ave.)

With seven gymnasias, three pools (including the only Olympic-sized pool in downtown Toronto), a strength and conditioning centre, indoor track, dance studio, cardio machines, tennis and squash courts, and steam rooms, there really is something for everybody! Facilities are available for use by U of T students and all other Athletic Centre members.

### Goldring Centre for High Performance Sport (100 Devonshire Place)

The Goldring Centre for High Performance Sport is a multi-storey sport and exercise facility housing a 2,000-seat, internationally rated field house for basketball, volleyball and other court sports, a state-of-the-art strength and conditioning centre, fitness studio, sport medicine clinic, and research and teaching laboratories.

### Varsity Centre (Corner of Bloor St. and Devonshire Place)

The Varsity Centre – which includes a 5,000-seat stadium, 400m eight-lane track, state-of-the-art artificial turf field with a dome for winter use and 4,000-seat arena – is a sport and recreation facility like no other. Home to international, intercollegiate and intramural competitions throughout the year, Varsity Centre also hosts recreational and instructional classes, children's programs and high performance athlete training. During the winter months, the field continues to be a hive of activity under the dome, where students and members can make use of the driving range and a range of drop-in recreational activities.

## FINANCIAL ADVISING

It's best to seek help early so your problems don't get out of control. Most financial problems only get worse unless you seek help. Financial advising can help relieve your stress, resolve your immediate financial problems and help you plan for the future. The financial advisor is trained to assist currently registered students in all aspects of financial management, including planning a budget and debt load management. For more information or to schedule an appointment, please visit the SGS

[Financial Advising](#) website.

## WELLNESS WORKSHOPS

Wellness workshops are offered by the Health and Wellness Centre. Topics of these workshops range from balanced living and emotional regulation to healthy behaviours and many others. For more information and to view the schedule of the workshops, please visit the [Wellness Workshop](#) website.

## KPE STUDENT RESOURCES

### ACADEMIC LEARNING STRATEGIST

Learning strategist appointments are recommended for students who wish to achieve academic success in their university studies and improve their grades, learning skills and study habits.

### CAREER EDUCATOR

Career Advising appointments are for those facing challenges in identifying, strategizing, and moving forward in their own career journey.

To book an appointment with a learning strategist or career educator please email [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca) with your request. Ensure that you include the following information with your appointment request:

- Full name
- Student Number
- UTORid
- Name of the advisor you would like to meet with
- Appointment dates and times that work for you
- Topic(s) you would like to discuss during the appointment

## ACORN – STUDENT WEB SERVICE

The Accessible Campus Online Resource Network (**ACORN**) is U of T's user-friendly and intuitive student web service. ACORN will be your main online resource for updating contact information, student account information and student life resources. Access ACORN using your UTORid and password. Use ACORN to:

- View your daily schedule and upcoming key dates at a glance
- Defer fees
- View tuition invoices and financial account
- Update contact information
- Order transcripts
- Print tax forms
- Access information on housing, health and support, co-curricular programs and more in one place

Visit the **ACORN** website for more information, including **frequently asked questions and how-tos**.



## TCard INFORMATION/LIBRARY INFORMATION

The TCard is the campus ID card, which provides access to services and facilities such as Quercus, libraries, athletic facilities, exams, meal plans, printing services and more. Once students have their TCard, they are also able to enable their UTORid, U of T email address and access U of T WiFi.

As of May 1, 2024, students can begin initiating their TCards by uploading a photo for their TCard.

More information available at: [tcard.utoronto.ca](https://tcard.utoronto.ca).

### Set Up Your Email Address and Activate Your UTORid

Once you have your TCard, activate your UTORid account, which will automatically create your UTmail+ account. All U of T students are given a U of T email address through the UTmail+ service. It's your responsibility to activate and maintain this account. Enter this new email address on your ACORN record. U of T uses email to communicate with you. It's your responsibility to update your email on ACORN and to check your UTmail+ account daily.

## QUERCUS

Quercus is U of T's online course communication system that some of your instructors will use to communicate important course information to you. The majority of instructors will post their course outline, lab and tutorial schedules, and various course notices and policies via Quercus. Some instructors will also post your course assignment, midterm test and essay grades on Quercus. The majority of your courses will become active on Quercus during the firstweek of classes.

Login to **Quercus** using your UTORid.

## CONTACT INFORMATION

### KPE Office of the Registrar and Student Services

If you have any questions regarding administrative matters such as registration, enrollment, grades, fees, financial support and awards, please feel free to contact the Graduate Programs team in KPE's Office of the Registrar and Student Services.

**320 Huron Street, Room BN 110**

(Clara Benson Building, enter via 320 Huron Street doors)

**Email:** [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca)

**Tel:** 416-946-3645

**Fax:** 416-971-2118

**Faculty Website:** [kpe.utoronto.ca](https://kpe.utoronto.ca)

### OFFICE HOURS

Monday to Friday: 9 a.m.–12 p.m. and 1 p.m.–4 p.m.

# APPENDIX A. Satisfactory Academic Progress and Good Standing Guidelines for Kinesiology Graduate Students (MA, MSc and PhD)

## I. Introduction

Satisfactory progress through the graduate program is a shared responsibility between the Graduate Department of Kinesiology (KIN), the graduate student and the supervisor. Understanding and being in compliance with the conditions and regulations of “Good Standing,” as well as maintaining satisfactory academic progress, ultimately remains the responsibility of the graduate student. For questions, clarifications and details regarding the good standing process please contact the Graduate Programs team in KPE’s Office of the Registrar and Student Services at [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca). To be in good academic standing, a student registered in a degree program in the School of Graduate Studies must:

1. Comply with the **General Regulations** of the School of Graduate Studies as well as with the Degree Regulations and program requirements governing that degree program.
2. Make satisfactory progress towards the completion of the degree.

## II. What Constitutes “Good Standing” for a Master’s student?

To be in good academic standing, both MA and MSc students must comply with the **General Regulations** of the School of Graduate Studies as well as with the KIN program requirements. More specifically, these requirements include:

1. Grades of at least a B- for required coursework.
2. A minimum of one supervisory committee meeting per year with an assessment of satisfactory progress through the completion and submission of an **Annual Supervisory Committee Meeting Form** to the KPE Office of the Registrar and Student Services. Please note that two consecutive committee meetings with assessments of unsatisfactory progress may constitute grounds for termination. A student who, through their own neglect, fails to meet with the supervisory committee in a given year will be considered to have received an unsatisfactory progress report from the committee.
3. Satisfactory progress towards the completion of the degree within the timeframe of a two-year period. Important milestones and expectations regarding the approximate timing of achieving such milestones are identified below.

Milestone*	Dates
Complete one course	December 31 of Year 1
Committee established	January 31 of Year 1
Completion of two courses	April 30 of Year 1
First committee meeting	August 31 of Year 1
Proposal defended	August 31 of Year 1
All courses completed	December 31 of Year 2
Second committee meeting	August 31
Final defence	By August 31 of Year 2

4. For Master’s students, an audit result of unsatisfactory progress will be linked with the determination of not being in “Good Standing.” After each milestone achievement (except for coursework), the graduate student or the supervisory committee is required to submit relevant documentation (i.e., Annual Supervisory Committee Meeting forms) to the KPE Office of the Registrar and Student Services. The documentation will be retained in the student file. The coursework completion will be checked by the KPE Office of the Registrar and Student Services during the annual audit.

*\*For a full program timeline, refer to Appendix B in this handbook.*



### III. What Constitutes “Good Standing” for a PhD student?

To be in good academic standing, a PhD student must comply with the [General Regulations](#) of the School of Graduate Studies as well as with the KIN program requirements. More specifically, these requirements include:

1. Grades of at least a B- for required coursework.
2. A minimum of one committee meeting per year with an assessment of satisfactory progress through the completion and submission of an [Annual Supervisory Committee Meeting Form](#) to the KPE Office of the Registrar and Student Services. Please note that two consecutive committee meetings with assessments of unsatisfactory progress may constitute grounds for termination. A student who, through their own neglect, fails to meet with the supervisory committee in a given year will be considered to have received an unsatisfactory progress report from the committee.
3. Achievement of candidacy by the end of Year 3 (Year 4 for direct entry). To achieve candidacy, students in doctoral degree programs must complete all requirements for the degree exclusive of thesis research and courses such as ongoing research seminars that run continuously through the program, and have an approved thesis topic, supervisor, and supervisory committee.
4. Make satisfactory progress towards the completion of the degree within the timeframe of a four-year period. Important milestones and expectations regarding the approximate timing of achieving such milestones are identified below.

Milestones *	Recommended Completion Date	PhD	Direct-Entry
Complete one course (two for direct-entry)	December 31	Year 1	Year 1
Committee established	January 31	Year 1	Year 1
Completion of two courses (four for direct entry)	April 30	Year 1	Year 1
First committee meeting	August 31	Year 1	Year 1
Reading lists submitted and approved	August 31	Year 1	Year 2
Second committee meeting	August 31	Year 2	Year 2
All courses completed	December 31	Year 2	Year 3
Comprehensive exams completed	December 31	Year 2	Year 3
Proposal Defence	June 30	Year 2	Year 3
Third committee meeting	June 30	Year 3	Year 3
Fourth committee meeting	June 30	Year 4	Year 4
Fifth committee meeting	June 30		Year 5
Departmental Defence	June 30	Year 4	Year 5
Final Oral Exam	August 31	Year 4	Year 5

5. For PhD students, two sequential assessments of unsatisfactory progress will be linked with not being in “Good Standing.” After each milestone achievement (except for coursework), the graduate student or the supervisory committee is required to submit relevant documentation (i.e., Annual Supervisory Committee Meeting forms) to the KPE Office of the Registrar and Student Services. The documentation will be retained in the student file. The successful completion of program milestones, including coursework will be verified annually by the KPE Office of the Registrar and Student Services upon the submission of the Annual Supervisory Committee Meeting Form. *\*For a full program timeline, refer to Appendix B in this handbook.*

### IV. Milestone Achievement

To also be in compliance with SGS policy, all graduate students are required to have an annual committee meeting. At each annual meeting, the current progress (milestone achievement) of each student is to be discussed and documented through the completion and submission of an [Annual Supervisory Committee Meeting Form](#) to the KPE Office of the Registrar and Student Services. At the end of each meeting the progress of each milestone will be communicated to the student by the supervisor and where necessary additional information and guidance provided.

*Please note that additional tuition fees may still apply even if students are in good standing as those deadlines are determined by thesis submission to SGS.*

## V. Special Circumstances

There may be occasions when a graduate student is unable to successfully complete the milestone activities within the recommended timeframe due to extenuating circumstances. Such circumstances may range from medical (e.g., illness) or research-related (e.g., change in protocol, ethics review challenges) issues. Please note that working or voluntarily taking on EXTRA work are not acceptable grounds for special circumstances. Provided that these extenuating circumstances are documented in the student's file, they will be considered in the determination of satisfactory progress and good standing. Special circumstances will be reviewed by the KPE Office of the Registrar and Student Services and are not automatically approved; students will be notified of the result of any requests. For questions, clarifications and details regarding good standing process, please contact the Graduate Programs team in KPE's Office of the Registrar and Student Services at [grad.kpe@utoronto.ca](mailto:grad.kpe@utoronto.ca).

## VI. Process for Addressing Satisfactory and Unsatisfactory Progress

1. Once per year, coinciding with the submission of the Annual Supervisory Committee Meeting Form, an academic audit will be conducted by the KPE Office of the Registrar and Student Services. This academic audit consists of a review of the documents in the student's file including notes from the annual committee meeting, coursework grades and notations of successful completion of program milestones.
2. If the appropriate indicators of satisfactory progress are not achieved, the student will be contacted for further information. Should the student be unable to demonstrate evidence of satisfactory progress or extenuating circumstances, an assessment of unsatisfactory progress will be made. Notice of unsatisfactory progress will be made in writing to the student and supervisor with a request for a plan for redress. Should the student provide evidence of extenuating circumstances that may account for unsatisfactory progress, the KPE Office of the Registrar and Student Services/Committee will consider these circumstances in determining whether or not “**Good Standing**” will be maintained.
3. A student who has been assessed as having unsatisfactory progress may return to satisfactory progress and maintain their “Good Standing” by providing written evidence to the KPE Office of the Registrar and Student Services that the appropriate milestones have been reached.

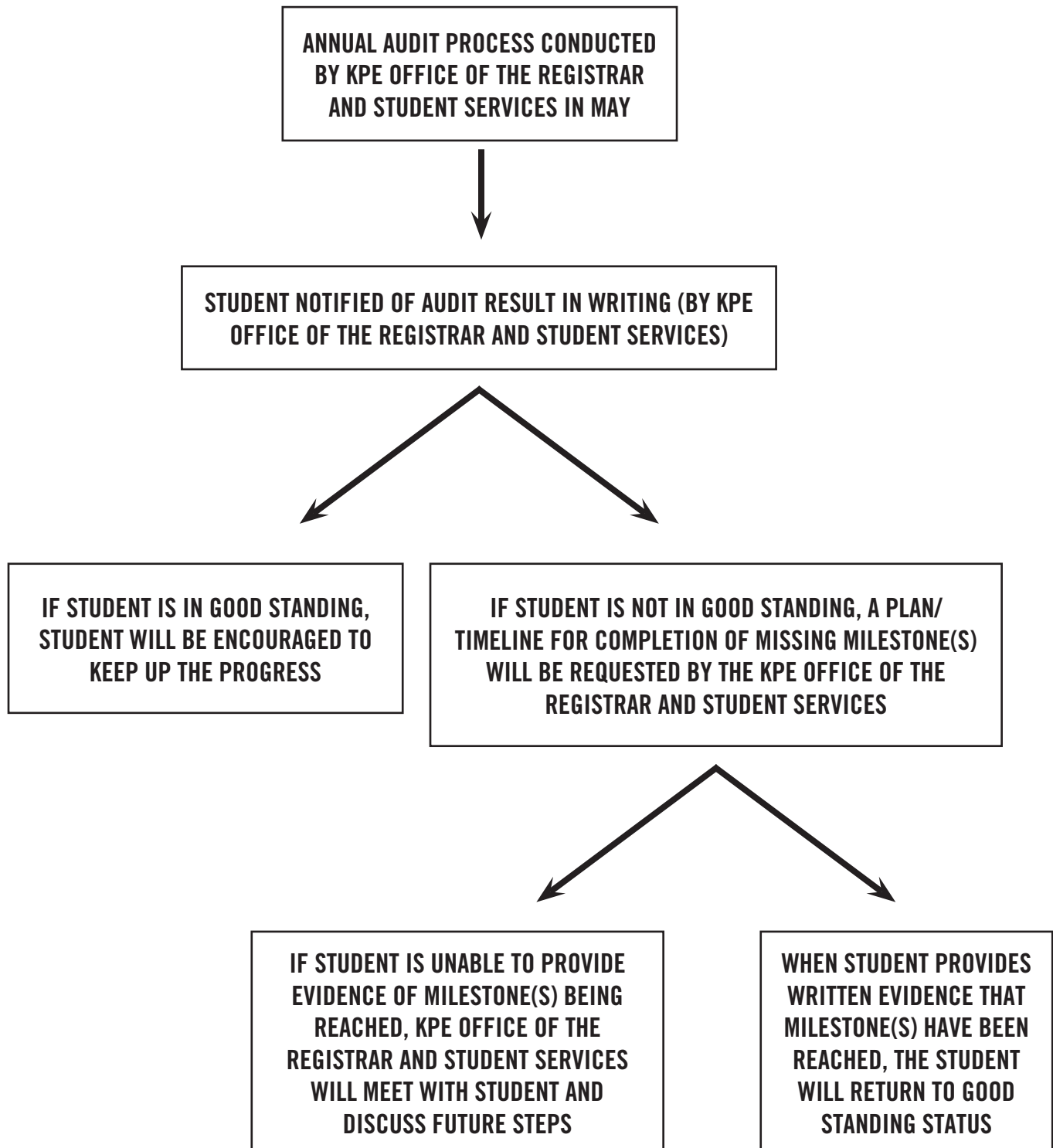
## VII. What are the Consequences of having Unsatisfactory Progress?

Failure to maintain satisfactory progress may result in various sanctions, (including ineligibility for financial assistance internal awards, travel support grants, lowest priority for bursaries, external awards and assistantships) and possible termination of registration (in repeated or extreme cases) as a result of not being in “Good Standing”. The School of Graduate Studies may terminate the registration and eligibility of a student:

1. Who fails to comply with the **General Regulations** of the School of Graduate Studies, the relevant Degree Regulations or the specific degree requirements of the graduate unit in which the student is registered; or
2. Who fails to maintain satisfactory progress in the degree program in which the student is registered, as measured either by the general standards of the School of Graduate Studies or by the specific standards of the graduate unit.

## Graduate Department of Kinesiology Annual Program Audit Process

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## APPENDIX B. Tracking Degree Progress

### MA and MSc Program Timeline — Target Dates

This timeline is to be used as a guideline for the MA and MSc programs. You may use this as a checklist to ensure you are on track for completion of the program.

#### YEAR I

<input type="checkbox"/> Approval of first-year courses	September
<input type="checkbox"/> Completion of one course	By December 31
<input type="checkbox"/> Establish advisory committee (Submit signed <a href="#">Supervisory Committee Form</a> to KPE Office of the Registrar and Student Services)	By January 31
<input type="checkbox"/> Completion of two courses	By April 30
<input type="checkbox"/> First annual committee meeting (Submit signed <a href="#">Annual Supervisory Committee Meeting Form</a> to KPE Office of the Registrar and Student Services)	By August 31
<input type="checkbox"/> Prepare thesis proposal	May to August
<input type="checkbox"/> Defend thesis proposal	By August 31
<input type="checkbox"/> Submit proposal for ethics review	After successful Master's thesis proposal defence

#### YEAR II

<input type="checkbox"/> Complete review of literature	August
<input type="checkbox"/> Approval of second-year courses	September
<input type="checkbox"/> Begin data collection	September
<input type="checkbox"/> Course completion	By December 31
<input type="checkbox"/> Data collection and analysis complete	January/February
<input type="checkbox"/> First draft of thesis to supervisor	March/April
<input type="checkbox"/> Revision process with supervisor	April/May
<input type="checkbox"/> Second annual committee meeting (Submit signed <a href="#">Annual Supervisory Committee Meeting Form</a> to KPE Office of the Registrar and Student Services)	By April 30 of anticipated final year
<input type="checkbox"/> Distribute thesis to committee	May
<input type="checkbox"/> Book Master's departmental defence with KPE Office of the Registrar and Student Services (Submit <a href="#">Defence Booking Request Form</a> , <a href="#">Thesis Approval Form</a> and thesis (pdf format) to the KPE Office of the Registrar and Student Services)	By July 25
<input type="checkbox"/> Final departmental defence	By August 31
<input type="checkbox"/> Thesis corrections and submit to supervisor	TBD (Depending on defence result. Please contact <a href="mailto:grad.kpe@utoronto.ca">grad.kpe@utoronto.ca</a> for details)

## PhD Program Timeline — Target Dates

This timeline is to be used as a guideline for your PhD program. You may use this as a checklist to ensure you are on track for completion of the program.

### YEAR I

<input type="checkbox"/> Approval of first-year courses	September
<input type="checkbox"/> Completion of one course	By December 31
<input type="checkbox"/> Establish advisory committee (Submit signed <a href="#">Supervisory Committee Form</a> to KPE Office of the Registrar and Student Services)	By January 31
<input type="checkbox"/> Completion of two courses	By April 30
<input type="checkbox"/> First annual committee meeting (Submit signed <a href="#">Annual Supervisory Committee Meeting Form</a> to KPE Office of the Registrar and Student Services)	By August 31
<input type="checkbox"/> Submit request for Comprehensive Examination	By May for October Comprehensive Exam

### YEAR II

<input type="checkbox"/> Reading lists for comprehensive examination preparation phase	September to December
<input type="checkbox"/> Comprehensive examination	By December 31
<input type="checkbox"/> Course completion	By December 31
<input type="checkbox"/> Prepare thesis proposal	January to May
<input type="checkbox"/> Second annual committee meeting (Submit signed <a href="#">Annual Supervisory Committee Meeting Form</a> to KPE Office of the Registrar and Student Services)	By August 31
<input type="checkbox"/> Defend thesis proposal	By June 30
<input type="checkbox"/> Submit ethics	By August 31

### YEAR III

<input type="checkbox"/> Begin data collection	September
<input type="checkbox"/> Third annual committee meeting (Submit signed <a href="#">Annual Supervisory Committee Meeting Form</a> to KPE Office of the Registrar and Student Services)	By August 31

### YEAR IV

<input type="checkbox"/> Data collection and analysis complete	September/October
<input type="checkbox"/> First draft of thesis to supervisor	January/March
<input type="checkbox"/> Distribute thesis to supervisor committee	April
<input type="checkbox"/> Book departmental defence with KPE Office of the Registrar and Student Services (Submit <a href="#">Defence Booking Form</a> and <a href="#">Thesis Approval Form</a> to the KPE Office of the Registrar and Student Services)	By mid-May
<input type="checkbox"/> Fourth annual committee meeting (Submit signed <a href="#">Annual Supervisory Committee Meeting Form</a> to KPE Office of the Registrar and Student Services)	By April 30 of anticipated final year
<input type="checkbox"/> Departmental defence	By first week of June
<input type="checkbox"/> Book Final Oral Exam with KPE Office of the Registrar and Student Services (Submit <a href="#">Final Oral Exam Request Form</a> and thesis (pdf format) to the KPE Office of the Registrar and Student Services)	By end of June
<input type="checkbox"/> Final Oral Exam	By August 31
<input type="checkbox"/> Thesis corrections and submit to supervisor	TBD (Depending on defence result. Please contact <a href="mailto:grad.kpe@utoronto.ca">grad.kpe@utoronto.ca</a> for details)

## Direct-Entry PhD Program Timeline — Target Dates

This timeline is to be used as a guideline for your direct-entry PhD program. You may use this as a checklist to ensure you are on track for completion of the program.

### YEAR I

<input type="checkbox"/> Approval of first-year courses	September
<input type="checkbox"/> Completion of two courses	By December 31
<input type="checkbox"/> Establish advisory committee (Submit signed <a href="#">Supervisory Committee Form</a> to KPE Office of the Registrar and Student Services)	By January 31
<input type="checkbox"/> Completion of four courses	By April 30
<input type="checkbox"/> First annual committee meeting (Submit signed <a href="#">Annual Supervisory Committee Meeting Form</a> to KPE Office of the Registrar and Student Services)	By August 31

### YEAR II

<input type="checkbox"/> Approval of second-year courses	September
<input type="checkbox"/> Course completion	By December 31
<input type="checkbox"/> Second annual committee meeting (Submit signed <a href="#">Annual Supervisory Committee Meeting Form</a> to KPE Office of the Registrar and Student Services)	By August 31
<input type="checkbox"/> Submit request for Comprehensive Examination	By June 15

### YEAR III

<input type="checkbox"/> Comprehensive examination	By December 31
<input type="checkbox"/> Prepare thesis proposal	January to May
<input type="checkbox"/> Defend thesis proposal	By June 30
<input type="checkbox"/> Third annual committee meeting (Submit signed <a href="#">Annual Supervisory Committee Meeting Form</a> to KPE Office of the Registrar and Student Services)	By August 31
<input type="checkbox"/> Submit ethics	By August 31

### YEAR IV

<input type="checkbox"/> Begin data collection	September to TBD
<input type="checkbox"/> Fourth annual committee meeting (Submit signed <a href="#">Annual Supervisory Committee Meeting Form</a> to KPE Office of the Registrar and Student Services)	By August 31



## YEAR V

<input type="checkbox"/> Data collection and analysis complete	September to TBD
<input type="checkbox"/> First draft of thesis to supervisor	January/March
<input type="checkbox"/> Distribute thesis to supervisor committee	April
<input type="checkbox"/> Fifth annual committee meeting (Submit signed <a href="#">Annual Supervisory Committee Meeting Form</a> to KPE Office of the Registrar and Student Services)	By April 30 of anticipated final
<input type="checkbox"/> Book departmental defence with KPE Office of the Registrar and Student Services (Submit <a href="#">Defence Booking Form and Thesis Approval Form</a> to the KPE Office of the Registrar and Student Services)	By first week of May
<input type="checkbox"/> Departmental defence	By first week of June
<input type="checkbox"/> Book Senate/Final Defence with KPE Office of the Registrar and Student Services (Submit <a href="#">Defence Booking Form and Thesis Approval Form</a> and thesis (pdf format) to the KPE Office of the Registrar and Student Services)	end of May
<input type="checkbox"/> Final Oral Exam	By August 31
<input type="checkbox"/> Thesis corrections and submit to supervisor TBD (Depending on defence result. Please contact <a href="mailto:grad.kpe@utoronto.ca">grad.kpe@utoronto.ca</a> for details)	TBD

# How we move.

## GRADUATE DEPARTMENT OF KINESIOLOGY

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