



Kinesiology

WELCOME

Welcome to the Graduate Program in the Faculty of Kinesiology. The Graduate Program originated in 1973 with a Masters Degree in Physical Education. Today we offer four Master's degrees: **MSc (Kinesiology)**, **MA (Sport & Recreation Studies)**, **MBA in Sport and Recreation Management** and a joint **MSc (Sport Science)** program with the University of West Indies.

The Graduate Program of the Faculty of Kinesiology is designed to blend the best of theory with the best of practice. The program endeavors to provide a unique individualized opportunity for advanced study, research, and work experience in selected areas of exercise, sport, wellness, recreation, and leisure.

In all four-degree programs, students are provided with a program of study tailored to their needs in consultation with their supervisor. Those students in both the MSc and MA degrees will conduct their work under the direction of a supervisory committee. Students are provided with the opportunity to conduct research-based work, or to follow an applied route through an internship program. Cooperative study, research and internships with other academic and program units on campus as well as with external agencies are encouraged within the framework of this program.

Students in the MBA in Sport and Recreation Management will receive a broad base of theory and application reflecting the current thinking in sport and recreation management. With its focus on preparing students for management, supervisory and administration careers, the MBA in Sport and Recreation Management degree fills a major gap in the range of education opportunities available for continuing and returning students with an interest in this growing and diverse field. Students will benefit from shared resources, teaching experts, research opportunities, collaborative learning and work experiences through this joint program.

The joint MScSS program is a 12-month, course-based Master's degree that will lead to the awarding of a dual degree, one from each of the partnering institutions. This program will be delivered entirely at the Cave-Hill Campus. (this program is not being offered for 2025-26)

I invite prospective students to take a few minutes to visit the research pages of our graduate faculty, as well as the research profiles of our current graduate students, to learn more about the professional, scholarly, and research avenues being explored. I trust that you will find the diversity offered by our graduate faculty provides opportunities that suit your research interest. Students joining our MBA program will have the opportunity to participate in our Internship Program. This program incorporates a wide spectrum of institutions, companies and corporations.

If you are a current student, the graduate program website provides academic information specific to your degree, information about thesis preparation, and laboratory tutorials and technical support.

I would like to thank you for your interest in our graduate program and welcome the opportunity to discuss our programs with you. Please feel free to call 506-453-4575 or e-mail gradcontact@unb.ca.

Martin Sénéchal, PhD
Acting Assistant Dean, Graduate Studies and Research

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1.0 THE FACULTY

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- WAYNE J. ALBERT, BSc (Ottawa), MA (Western Ontario), PhD (Queen's). Occupational biomechanics, ergonomics/human factors, workplace injuries.
- DANIELLE BOUCHARD, BSc (Moncton), MPAS (Quebec), PhD (Sherbrooke) Clinical Exercise Physiology, Chronic Conditions and Exercise, Energy Expenditure, Aging.
- TERRI BYERS, BPE (Acadia), MA (DeMontfort) Leisure Management, PhD (DeMontfort) Sport Management. Management, operations & control in sport organizations, voluntary sport clubs, impacts/legacy of mega events on community sport & recreation, international sport systems.
- VICTORIA L. CHESTER, BScHK (Guelph), MA (Laurentian), PhD (UNB). Clinical gait analysis, joint arthroplasty, and treatment effectiveness.
- STEPHAN DOMBROWSKI, BA (University of Essex), MSc (University of Sussex), PhD (University of Aberdeen). Health Psychology: Behaviour Change Interventions
- GREGORY DUQUETTE, BKin (McMaster), MA (Central Michigan)
- JONATHON R. J. EDWARDS, BSM (Brock), MA (Alberta), PhD (Alberta). Sport Management, Sport Delivery Systems, Athlete Recruitment, Athlete Retention, Coaching from a management perspective, Organizational and Management theory, and sport and recreation marketing and sponsorship.
- JEFF HEBERT, Bachelor's degree in Psychology (University of Denver) and PhD in Exercise Science (University of Utah). Before pursuing an academic career, he worked as an outpatient and hospital-based clinician in multidisciplinary environments including pain, sports medicine, and spine surgery.
- MARYAM KEBBE, BSc (Ottawa), PhD (Alberta). Nutrition and Physical Activity, Maternal and Infant Health, Breastmilk and Microbiome, Obesity and Metabolic Diseases.
- USHA KURUGANTI, BScE, MScE, PhD (UNB). Neuromuscular strength, industrial ergonomics, electromyography, signal processing
- FRED MASON, BPE & BA (Memorial), MA (Ottawa) PhD (Western). Sociology and history of sport, with a general focus on the media, gender and disability
- TIM MCGARRY, BSc Spt Sc (Liverpool), MSc (Bradford), MPE (UBC), PhD (UBC). Motor control, motor learning, EMG, brain, behaviour, dynamics, coordination, sport analysis.
- CHRIS MCGIBBON, BScE, MScE, PhD (UNB). Human movement, biomechanics, musculoskeletal modelling, biomedical imaging
- JEREMY NOBLE, BSc, MSc, PhD (Waterloo). Interaction between motor control mechanisms and biomechanics during human movement.

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- JACKIE ONCESCU, BRM (Acadia University), MA Recreation Management (Acadia University), PhD (University of Ottawa) Community Recreation Provisions, Community Development, and Leisure Access and Inclusion
- DAVID SCOTT, BA, PGCE (Ulster), MA, MA, PhD (Victoria). Sport and exercise psychology, performance enhancement, mental health and physical activity.
- KEN SEAMAN, BScKin (Dal), MScESS (UNB), PhD (UNB). Exercise physiology, strength and conditioning, and exercise prescription.
- MARTIN SÉNÉCHAL, Bsc, MSc, PhD (Sherbrooke). Exercise, Physical Activity, Exercise Response, Obesity, Pediatric Obesity, Type 2 diabetes, Cardiometabolic Health
- CHARLENE SHANNON-MCCALLUM BBA, BRM (Acadia), MA, PhD (Waterloo). Gender and leisure/sport, family leisure, relationship between illness and leisure, adolescent leisure, and leisure education.
- GABRIELA TYMOWSKI GIONET, BA, BEd, MA (Western), PhD (Gloucester). Ethics & sport, health care ethics, research ethics; children's participation in competitive and high-performance sport, high-risk sport; Olympic Movement.

Honorary Research Associates (HRA)

HRA	Expertise
Diana De Carvalho	- Spine Biomechanics
Meaghan Donahue-Wies	- Director of Athletics at St. Thomas University - Meaghan has an MBA SRM - High Performance Athlete Pathways - Sport Management
Adam Douglas	- Sport Science & Performance
Greg Duquette	- Sport and Recreation Management - Sport and Recreation Pedagogy
Ryan Hamilton	- Sport Psychology
Wendy Hill	- Occupational Therapist - Prostheses - Upper Limb Amputees
Cheryl MacDonald	- Sport Management - Sociology of Sport (gender, masculinity, attitudes related to sexuality)
Ken Morrison	- High performance strength and conditioning
Lynn Sweeney	- Pelvic Health - Physiotherapy
Julie Weibe	- Physical Therapy

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Ian Reid	<ul style="list-style-type: none"> - Sport and Recreation Management - Sport Sponsorship - Sport Marketing
Cynthia Stacey	<ul style="list-style-type: none"> - Sport and Recreation Management - Sport Tourism - Event Management
Shirley Cleave	<ul style="list-style-type: none"> - Sport Management - Volunteer Management
Mary McKenna	<ul style="list-style-type: none"> - Nutrition - Health promotion - Public health policy

Adjunct Professors

Adjunct Professors	Expertise
Kristi Allain	<ul style="list-style-type: none"> - Sport Sociology - Hockey, curling - Elderly - Qualitative
Christos Anagnostopoulos	<ul style="list-style-type: none"> - Sport governance - Social responsibility - Ethics in sport and recreation
Daniel Blustein	<ul style="list-style-type: none"> - Neuroscience, Neuroprosthetic technologies
Michelle Cardoso	<ul style="list-style-type: none"> - Ergonomics - Neuromuscular
Steve Fisher	<ul style="list-style-type: none"> - MSD Prevention - Ergonomics
Odette Gould	<ul style="list-style-type: none"> - Aging and healthcare - Front-line worker experience in long-term care - Decision-making surrounding health care - Dementia caregiver support
Jess Haines	<ul style="list-style-type: none"> - Behaviour changes in diets - Family eating behaviours - Nutrition assessments
Grant Handrigan	<ul style="list-style-type: none"> - Biomechanics - Human movement analysis
Emily Hayday	<ul style="list-style-type: none"> - Sport management - Virtual environments
Scott Kehler	<ul style="list-style-type: none"> - Clinical and epidemiological aspects of frailty and aging
Sharon Kirkpatrick	<ul style="list-style-type: none"> - Community and public health nutrition - Human and planetary health, equity, and policy

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Cory Kulczycki	<ul style="list-style-type: none"> - Sport and Recreation Management - Sport Tourism - Sport Events
Calvin Nite	<ul style="list-style-type: none"> - Institutional theory - sport management - collegiate athletics - organizational theory
Colleen O’Connell	<ul style="list-style-type: none"> - Spinal Cord Injuries
Norman O’Reilly	<ul style="list-style-type: none"> - Recreation management and marketing - Analytics, sponsorship - Management education
Gozde Ozakinci	<ul style="list-style-type: none"> - Management of long-term conditions - Community-based health promotion - Pro-environmental and health behaviours
Rodney Paul	<ul style="list-style-type: none"> - Macroeconomics - International Economics - Economics of Sports
Greg Pearcey	<ul style="list-style-type: none"> - Neurophysiology of human movement - High-density surface electromyography
Kyle Rich	<ul style="list-style-type: none"> - Community sport and recreation policy - Rural and remote communities - Social Inclusion and exclusion - Community-based and participatory research methodologies
Hans Christian Tingelstad	<ul style="list-style-type: none"> - Strength training - Physiology and motion analyses
Marvin Washington	<ul style="list-style-type: none"> - Institutional theory - Collegiate athletics - Sport management
Neils Wedderkopp	<ul style="list-style-type: none"> - Lower back pain prevention - Large epidemiological work - Sports injury prevention
Kevin Willis	<ul style="list-style-type: none"> - sport psychology

Professor and Dean Emeritus

- CHRISTOPHER L. STEVENSON, Retired, BSc (London), MPE (British Columbia), MA, PhD (Stanford). Sociology of sport, using application of an interactionist/career contingency perspective, careers of elite athletes, Christianity and elite sport.

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- TERRY R. HAGGERTY, BA, BPHE (Queen's), Dip Ed, MA (Western Ontario), PhD (SUNY at Buffalo). Information technology in sport and recreation administration, international and comparative aspects of sport and leisure systems.

1.1 Faculty Administration Support

The faculty's administration support is found in the Faculty of Kinesiology's main office in the Kinesiology Building, room 353 and can be reached at (506) 453-4575. If you have any questions about the Faculty or the University, they will be happy to answer them.

2.0 OUTLINE OF GRADUATE PROGRAMS

The graduate program of the Faculty of Kinesiology is designed to blend the best of theory with the best of practice. The program endeavors to provide a unique individualized opportunity for advanced study, research, and work experience in selected areas of exercise, sport, recreation and leisure.

- Students are provided with the opportunity to conduct research-based work, or to follow an applied route through an internship program. Cooperative study, research and internships with other academic and program units on campus and with external agencies are encouraged within the framework of this program.
- Students are provided with a program of study tailored to their needs in consultation with their supervisor and conduct their work under the direction of a supervisory committee.
- The professional, scholarly, and research interests of the graduate faculty, coupled with the addition of several new faculty with new research and teaching strengths has resulted in the natural evolution of our graduate program into three degree areas: **MSc Kinesiology, MA Sport & Recreation Studies** and a degree in **Master of Business Administration in Sport and Recreation Management**.
- In addition to the above three programs, the faculty collaborates with the University of West Indies (UWI) by providing a one-year course based MSc in Sport Science Degree. The program is designed to provide students with a broad understanding of a range of sport science related subject areas. It utilizes international best practices to ensure that students exit the degree program capable of entering the professional field related to their area of study. Students will receive degrees from both UWI and UNB.

Application requirements

1. Masters applicants must have a minimum GPA 3.0 (B average) in Kinesiology or a related field (for example, those applying to the MScKIN program should have a background in kinesiology or a related applied science field). If the applicant does not hold an undergraduate degree in Kinesiology or related field upon review of their application, they may be required to take additional courses to ensure adequate preparation for the degree.
2. Applicants to the MSc Kinesiology and MA Sport and Recreation Studies degree programs are to provide a detailed statement of research goals and interests and must include the names of the full-time faculty members who closely match your area of interest. Three references are required (at least two academic), with a complete application for admission to the School of Graduate studies.
3. Applicants to the MBA Sport and Recreation Management program must also score 550 on GMAT (students may apply to have the GMAT waived for CGPA of 3.4 or greater); an undergraduate course in Microeconomics is required with at least a B grade; resume, three references are required (at least two academic).

Applicants to the MSESS (Barbados) program are to submit a complete application.

If applicable, a minimum TOEFL 92/120 (Internet based), or a minimum IELTS score of 7/9.

2.1 Master of Science in Kinesiology

Students electing the MSc program must complete specific curricular requirements as well as a thesis.

Areas of study:

- Adapted physical activity
- Biomechanics
- Exercise physiology/biochemistry
- Sport and exercise psychology
- Health/wellness
- Motor control and learning
- Pediatric exercise science
- Sociology of Sport
- Philosophy of sport
- Applied Ethics
- Nutrition
- Maternal and Infant Health

2.1.1 Overall Program Structure

Students registered and/or accepted into the MSc KIN program will be required to complete the following:

MScKIN		
KIN 6111	Research Methods	3 ch
	Statistics Course	3 ch
KIN 6995	Graduate Colloquium	1 ch
	Elective Courses (minimum 3ch internal)	6 ch
KIN 6997	Master's Thesis	18 ch
	Total	31 cr. hrs.

2.2 Master of Arts (Sport and Recreation Studies)

Areas of Study:

- Information technology in sport and recreation administration
- Resource based recreation
- Management/Marketing of sport and recreation
- Volunteerism and leadership
- Sociology of sport and leisure
- Gender Issues
- Sponsorship and partnership arrangements
- History of leisure and sport

2.2.1 Program objectives

The current program will allow students to choose from a broad range of academic foci within the existing MA degree, to attract a broad mix of students, and to minimize the time needed for completion. These objectives will allow this program to stay in step with current trends in the disciplines.

2.2.2 Overall program structure

The program is designed to blend the best of theory with the best of practice. The program endeavors to provide a unique individualized opportunity for advanced study and research in selected areas of recreation and sport.

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Students are provided with a program of study tailored to meet their needs in consultation with their supervisor and given the opportunity to conduct a research-based work program. Cooperative study and research with other academic program units on campus as well as with external agencies are encouraged within the framework of this program.

Students registered and/or accepted into the MASRS program will be required to complete the following:

MASRS		
KIN 6222	Research Methods in Recreation & Sport	3 ch
	Statistics Course	3 ch
KIN 6995	Graduate Colloquium	1 ch
	Elective Courses (minimum 3 ch internal)	6 ch
KIN 6997	Master's Thesis	18 ch
	Total	31 Cr. Hrs.

2.2.3 Anticipated student/graduate outcomes

This structure provides students with:

- Flexibility in their academic studies of Sport and Recreation
- opportunities to gain a broader understanding of the application of the Humanities and Social Sciences to the study of the social phenomena of Sport and Recreation
- opportunities to gain an understanding of theoretical and research-based studies of the administration of Sport and Recreation

2.2.4 Admission requirements

The admission requirements and standards will remain in compliance with the regulations of the School of Graduate Studies.

2.3 Master of Business Administration in Sport and Recreation Management

The Faculty of Kinesiology in partnership with the Faculty of Management on the Fredericton Campus now offers a unique graduate program building on the strengths of both faculties.

2.3.1 Program objectives

The primary objective is to respond to a need identified by employers in sport and/or recreation organizations and agencies. This jointly offered graduate degree provides a

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more concentrated and focussed professional development program for those individuals who wish to pursue administrative/management careers in sport and/or recreation organizations and agencies, whether for-profit or not-for-profit. This is an attractive two-year, course-work option for such individuals and provides a more effective entry into practice.

This is the first program of its kind in Eastern Canada, demonstrating that the University of New Brunswick is ready to provide the professional development needed for the future leaders of Atlantic Canada's sport and recreational organizations and agencies.

Students receive a broad base of theory and application reflecting the current thinking in sport and recreation management. With its focus on preparing students for management, supervisory and administration careers, the MBA (Sport and Recreation Management) degree fills a major gap in the range of education opportunities available for continuing and returning students with an interest in this growing and diverse field. Students benefit from shared resources, teaching experts, research opportunities, collaborative learning and work experiences through this joint program.

Graduates from the program will be prepared to pursue careers in the public, private and not-for-profit sectors and will have a knowledge base in areas such as marketing, public relations, data analysis, finance, human resources and E-business.

2.3.2 Program structure

The degree program simply replaces the 27 credit hours of elective courses in the current MBA (54 credit hours total) with graduate courses from the Faculty of Kinesiology.

This degree includes an internship, designed for those individuals who wish to pursue professional careers in the administration of sport and/or recreation organizations.

2.3.3 Academic Program

Year 1: Term 1 - Total 15 ch

KIN 6300 Foundations of Sport and Recreation (3 ch) (or substitute course agreed by Kin advisor)

MBA 6203 Accounting for Managers (3 ch)

MBA 6303 Marketing Theories and Strategies (3 ch)

MBA 6503 Organizational Studies (3 ch)

MBA 6606 Business Data Analysis (3 ch)

KIN 6995 Graduate Colloquium (attendance required, non-credit)

Year 1: Term 2 - Total 12 ch

MBA 6106 Information Technology and E-Business (3 ch)

MBA 6403 Financial Management (3 ch)

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MBA 6607 Production and Operations Management (3 ch) MBA 6153 Corporate Development and Law (3 ch) KIN 6995 Graduate Colloquium (attendance required, non credit)
<u>Year 2: Term 1 - Total 15 ch</u> KIN 6222 Research Methods in Recreation and Sport (3 ch) KIN 6301 Trends and Issues in Sport and Recreation (3 ch) MBA 6107 Strategic Management (3 ch) Elective Courses (in consultation with KIN advisor) (6 ch) KIN 6995 Graduate Colloquium (attendance required, non-credit)
<u>Term 2 - Total 12 ch</u> KIN 6400 Sport and Recreation Management Internship KIN 6995 Graduate Colloquium (attendance required, non-credit)
Total Credit Hours: 54 (MBA courses: 27 ch; MA in Sport/Rec Admin courses: 27 ch)

Table 1: MBA in Sport and Recreation Management

Optional KIN Graduate Courses		
KIN 6323	Sport Marketing (Sponsorship in Sport and Recreation)	3 ch
KIN 6392	Careers and People Management in Recreation and Sport Organizations	3 ch
KIN 6340	Current and Evolving Issues in Sport from a Legal Perspective	3 ch

Table 2: Optional Courses in Sport and Recreation Management

2.3.4 Anticipated student/graduate outcomes and their relevance

Successful graduates will have:

- a theoretical knowledge and the technical skills to perform successfully in leadership and managerial roles.
- an understanding of the organizational culture and societal context specific to public, not-for-profit and private sport and recreation organizations and agencies in which to apply such knowledge and skills; and
- an appreciation of the contributions sport and recreation make in community development and community health and wellness and how to foster such contributions.

2.3.5 *Admission requirements*

Applications are considered from candidates holding an undergraduate degree in any discipline from a recognized university. UNB's School of Graduate Studies requires a cumulative grade point average (CGPA) of 3.0 (out of a maximum 4.3) for admission. A minimum score of 550 on the Graduate Management Admission Test (GMAT) is a factor in the consideration of applications. Work experience normally is expected, preferably in a managerial capacity. Economics prerequisite - If your UG degree does not record successful completion of a university-level (3ch) Economics course with at least a B grade, you will be required to satisfy the Microeconomics prerequisite prior to beginning your MBA program (or during the first term of the degree). The recommended course at UNB is ECON1013-Principles of Microeconomics.

Individuals without an undergraduate degree who have extensive business experience can be considered in exceptional circumstances.

Admission is competitive and subject to availability of space. Accordingly, satisfaction of minimum entry requirements does not ensure acceptance. In addition, an applicant must submit a current resume and three letters of reference (two of the three are required to be academic references).

2.3.6 *Listing of the courses required*

See Table 1 in 2.2.1.

2.3.7 *Method of program delivery*

The first year of the program is composed primarily of MBA courses offered by the Faculty of Management, which are offered in a traditional classroom-mode of delivery. In the second year of the program, the students will focus primarily on Kinesiology graduate courses and on the Internship experience. The courses will be offered in classroom- and seminar-format. The Internships in the current MBA in Sport and Recreation Management program take place in faculty-approved work environments. The on-going supervision of the interns and mentors during the Internship experiences will be the responsibility of faculty members from the Faculty of Kinesiology.

2.3.8 *Registration*

UNB Senate approved the following academic regulations for the MBA degree. These regulations apply to all MBA students both new and returning. In order to ensure that all students are aware of the regulations, we are instituting the following procedures:

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4. All MBA students will be blocked from adding or deleting courses only.
5. All MBA students will be informed by email of any changes in regulations.
6. All MBA students must sign a form indicating that they have read and understood the regulations.
7. All MBA students must return the form to the MBA office.
8. Upon receipt of the form the MBA office will unblock online registration and students will be permitted to add or delete courses only.

For further information or questions, please contact the MBA office at MBAContact@unb.ca.

2.4 Master of Science in Sport Sciences (currently suspended for 2025-26)

The Master of Science in Sport Sciences is a joint graduate degree between the University of New Brunswick (Fredericton) and the University of West Indies-Cave Hill (Barbados). The program is delivered entirely at the Cave-Hill Campus.

2.4.1 Program Requirements

This 12-month, course-based Master's will lead to the awarding of a dual degree, one from each of the partnering institutions. Students will be required to complete 10 three credit hour courses in the first two terms of the program. In the final term students will complete either a 9 ch internship or a 9 ch research project.

2.4.2 Internship

The internship will be for a total of 9 credit hours and must be conducted in an approved organization. The duration will be for 3 months and must be completed by the 31st of August each year. The scope of responsibilities must also be approved by the coordinator of the program and specific supervisors from UNB and UWI must be identified at the beginning of the assignment.

2.4.3 Research Project

In general, the research project will conform to existing standards and requirements at the Cave-Hill Campus and will be worth a total of 9 credit hours. The Faculty of Social Sciences Labour and Employment Relations (LAER) Masters' Degree Research Paper Format will be adopted by the Cave-Hill Academy of Sport for this MSc program.

Students will be assigned an academic supervisor who will provide guidance during the research process. The main objective of this research is to engage students in a research

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activity that would allow them to explore a sport science topic and utilize their knowledge gained throughout the program to conduct analysis and make recommendations.

The research should have an applied component and should relate to a specific sport organization or sporting sector. The research should be completed over a 3-month period and be no less than 15,000 words. It should be completed by the 31st of August of each year.

2.4.4 Curriculum Requirements

TERM 1	OFFERED BY	CH
Research Methods & Statistics	UWI	3
Leadership	UWI	3
Nutrition	UWI	3
Sport Management & Marketing	UWI	3
Sport Sociology	UWI	3
TERM 2		
KIN 6821 Exercise Physiology	UNB	3
KIN 6801 Strength & Conditioning	UNB	3
KIN 6831 Sport Biomechanics & Analysis	UNB	3
KIN 6851 Sport Psychology	UNB	3
KIN 6841 Sport Ethics	UNB	3
TERM 3		
Internship	UNB/UWI	9
OR Research Project	UNB/UWI	9

3.0 GRADUATE COURSES

Courses offered in a particular year depend on demand and on availability of staff. The minimum enrolment in a course is three students.

One hour lecture per week per term (13 weeks) constitutes one unit. Before registering for the course, students are advised to consult the instructor as to the prerequisites. The credit hours specified in this handbook for graduate students take precedence over any other course description. If any of the following courses carries the same number of undergraduate credit hours, then graduate students would be required to do additional work for the course.

3.1 Course Numbers and Titles

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The following courses are generally available, but not all courses are offered each year. Courses are offered based upon faculty availability, student interest, and in some cases a minimum registration requirement. Course titles refer to the general area covered, with subject content often set to meet the requirements and interests of the students. All courses are 3 credit hours unless noted otherwise.

More detailed description of courses can be found at: [Kinesiology Courses | UNB](#)

KIN 5072	Advanced Motor Control and Learning
KIN 5281	Instrumentation in Exercise Physiology
KIN 6063	Biomechanical Instrumentation and Data Acquisition
KIN 6065	Biomechanical Modeling and Analysis
KIN 6111	Research Methods (3 ch)
KIN 6163	Matlab and 3D Math
KIN 6192	Professionalism and Ethics in the Research Environment
KIN 6222	Research Methods in Recreation and Sport
KIN 6230	Sport & Recreation Management Seminar
KIN 6281	Instrumentation in Exercise Physiology
KIN 6300	Foundations of Sport and Recreation
KIN 6301	Trends & Issues in Sport & Recreation Administration
KIN 6303	Leadership in Sport and Recreation
KIN 6305	Problem Solving in Sport & Recreation Administration
KIN 6307	Qualitative Data Analysis
KIN 6310	Special Event Management
KIN 6312	Not-for-Profit Sector Management
KIN 6313	Leisure Education, Theory and Practice
KIN 6323	Sport Marketing
KIN 6331	Innovation & Entrepreneurship in Sport and Recreation
KIN 6340	Current and Evolving Issues in Sport from a Legal Perspective (online course)
KIN 6361	Issues in Recreation and Sport Delivery
KIN 6391	Selected Topics in Sport & Recreation Administration
KIN 6392	Selected Topics in Sport & Recreation Administration
KIN 6400	Sport & Recreation Internship (12ch)
KIN 6401	Corporate Social Responsibility in Sport (online course)
KIN 6501	Advanced topics in Occupational Biomechanics
KIN 6511	Motor Control and Learning
KIN 6522	Rehabilitation Biomechanics
KIN 6561	Applied Exercise Physiology
KIN 6601	Advanced Neuromuscular Exercise Physiology
KIN 6691	Selected topics in Exercise & Sport Science
KIN 6692	Exercise Physiology Journal Club
KIN 6700	Advanced Topics in Health Promotion

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KIN 6742	Advanced Topics in Gender, Sport and Leisure
KIN 6901/2/3	Independent Study (any term)
KIN 6995	Graduate Colloquium (1ch in KIN MSc and MA programs)
KIN 6996	Project Report (9ch)
KIN 6997	Master's Thesis (18ch)

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KIN 6801	Strength & Conditioning
KIN 6821	Exercise Physiology
KIN 6831	Biomechanics and Sport Analysis
KIN 6841	Ethics & Sport
KIN 6851	Advanced Sport and Exercise Psychology
KIN 6861	Internship

4.0 RESEARCH

The Graduate Program of the Faculty of Kinesiology is research based and is characterized by a deliberate attempt to blend the best of theory with the best of practice. The professional, scholarly and research interests of the graduate faculty have resulted in the development of three focused and distinct Masters degree programs: MSc in Kinesiology, MA in Sport & Recreation Studies, and an MBA in Sport and Recreation Management.

These programs endeavor to provide a unique individualized opportunity for advanced study and research in selected aspects of the exercise, sport, recreation and leisure areas of Kinesiology. The program's focus is on research, work, which has significance for improving our understanding of the interaction of various factors (e.g., environmental, physiological, psychological, social, individual, organizational) with selected aspects of exercise, sport, recreation or leisure. Students are provided with a program of study tailored to their needs in consultation with their supervisor and conduct their work under the direction of a supervisory committee. Cooperative study, research, and internships with other academic and program units on campus and with external agencies is encouraged within the framework of the program.

Research is conducted in the areas of interest indicated in the faculty member listing and the GAU is well equipped for this research. The University Library holdings are extensive with several databases available as well as an excellent interlibrary loan service. Faculty facilities include the graduate student room (rm. 213) with shared work/desk spaces and internet.

With state-of-the-art facilities, the Faculty of Kinesiology has the following research labs:

- Andrew & Marjorie McCain Human Performance Lab

- Behaviour Change Lab
- Cardiometabolic Exercise and Lifestyle Lab
- Health, Exercise, and Sport Psychology Lab
- Institute of BioMedical Engineering- CAREN Lab (R.N. Scott Hall)
- Musculoskeletal Health Lab
- Occupational Performance Lab
- Perinatal-Pediatric Health & Development Studies (PEADS) Lab
- Sports Innovation VR Lab

The GAU has also developed several research linkages on and off campus including, the Dr. Everett Chalmers Hospital, and various sport and recreation agencies and governmental departments. Independent study opportunities are available in a variety of settings.

5.0 REGULATIONS GOVERNING GRADUATE STUDENTS

<http://www.unb.ca/gradschl/calendar/index.html>

5.1 General Student Responsibilities

- It is the responsibility of students to pay for the production of their thesis/report (i.e. the cost of producing all editions of the thesis/report/dissertation, all school fees, binding fees, etc.) If your supervisor determines otherwise, that is between you and the supervisor, not the faculty.
- It is the responsibility of students to obtain and read all guides, regulations, and procedures named in this document.
- It is the responsibility of students to read, understand, and implement the regulations concerning thesis or report format and style.
- It is the responsibility of students to deliver the thesis/report to the graduate school. Members of the Faculty will not do this for you
- It is the responsibility of students, before departing from the University, to ensure that all applicable fees (including university fees, thesis/report binding, library fines, parking tickets, etc.) have been paid. Nonpayment of some of these fees could result in your degree being withheld!

5.1.1 *Subscribe to the KINGGRADS Mailing List*

The KINGGRADS mailing list will be used to distribute information to all Kinesiology graduate students. All subscribers will be able to post to the list.

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- To find out if you're on the list, send a message to KINGGRADS-SERVER@UNB.CA
- To subscribe to the list, send the following message (from your UNB email account) to KINGGRADS-SERVER@UNB.CA : Subject line leave blank
In the body of the message type: SUB KINGGRADS your name
For example: SUB KINGGRADS Jim Smith
- To remove your name from the list, send the following message to KINGGRADS-SERVER@UNB.CA :
SIGNOFF KINGGRADS
- To distribute a message to all KINGGRADS graduate students, send it to KINGGRADS@UNB.CA

5.1.2 MBA List Serve

The Faculty of Management have an electronic mailing list in place which your name will be added to. If for some reason you are not receiving e-mails, please contact MBAContact@unb.ca.

5.2 Conditions on Acceptance

Students may sometimes be accepted into a graduate program under the condition of one of the following:

1) Qualifying Period

An applicant may be admitted to a Qualifying period when an assessment of the transcript indicates that the background preparation is inadequate for the proposed course of study, but where the standard of academic performance matches that required for admission to the School of Graduate Studies. Such a situation could arise where:

- a) The student proposes to continue in the same discipline as the undergraduate degree, but the transcript indicates that there is inadequate depth in the number or type of courses taken in that or related disciplines; or
- b) The student is proposing to do a graduate program in a discipline different from her/his undergraduate degree program, and it is not appropriate to start the graduate program until an academic background in the new discipline is established.

Students in a Qualifying period are expected to carry a full load of courses (minimum 12 credit hours per term), most of which will of necessity be at the upper graduate level. Because the program deficiencies may vary, the duration of the Qualifying period may be of one or two

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terms. The required courses for the Qualifying period are to be determined in consultation with and approved by the Assistant Dean. The academic performance must be at an acceptable level – typically a cumulative grade point average of 3.0 (B) with no mark below a B-. Normally, students who successfully complete a Qualifying period are automatically admitted as regular graduate students.

In the case of part-time students who must go through a qualifying period, the minimum number of credit hours required per term will be set at an appropriate level by the GAU.

During the Qualifying period, the student does not have regular graduate student status, may not commence research work towards a report or thesis project, and may not receive financial assistance from the School of Graduate Studies. However, the student may receive support from funds available at the GAU level.

Graduate program credit will not be granted for the required courses taken during the Qualifying period. With the approval of the Assistant Dean and School of Graduate Studies prior to course registration, students may be allowed to take a maximum of 3 credit hours per term of upper undergraduate or graduate level courses in addition to those considered necessary to fill in the required background; transfer credit of these courses to a graduate program may be allowed if they are completed with a minimum grade of B. No more than 6 credit hours may be transferred towards a graduate degree program. Credit towards residence requirements for a graduate degree program will not be granted for time spent as a Qualifying Student. Fees paid during a Qualifying period will not be credited towards the subsequent fees for a graduate degree program.

2) **Probationary Period**

A student may be admitted to a Probationary period in either of the two situations outlined below. In both cases, if the academic performance of the student at the end of any academic term during that period does not meet the normal academic standards required of a graduate student, enrollment in the graduate program will be terminated immediately. A student on Probation is considered to be a regular graduate student and is eligible to receive financial support from the usual sources according to the pertinent guidelines and regulations.

A probationary period may be defined in terms of either academic terms or credit hours (ch) depending upon the status (full-time or part-time) of the student and nature of the program (thesis, report, or course based).

a) Probationary Assessment Period (one to three terms, or up to 24 ch)

This form of admission may be used for students with apparently acceptable credentials applying from countries having an educational structure different from that of Canada, and for which there may be doubts or concerns about the

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level of achievement relative with the same credentials to students from the Canadian educational system. [It may be used, for example, where a student with a Master's degree from another country has applied for a PhD. The student may be accepted to a Master's level (Probationary Assessment) for one or more terms while the student's academic and research ability is assessed, following which a decision is made on her/his suitability for PhD work.]

b) Probationary Period (Student on Probation; three terms, or 15-24 ch)

A student admitted to this form of Probationary period is accepted to the normal first year of the graduate program but is on academic probation during that year or equivalent period.

In general, a student is admitted on Probation when the academic performance of the student as an undergraduate does not meet the normal academic admission standards of the School of Graduate Studies, but where there are very strong indications of potential.[It may be used, for example, where a student has a cumulative GPA below 3.0 (B) but greater than 2.7 (B-) and there is both an acceptable explanation for this performance and evidence of excellent (A range) academic performance during the last two years.]

This form of Probationary Admission will not be granted readily and will only be granted on the basis of strong supporting evidence and documentation. It will be for the complete period indicated in the letter of acceptance, and it will not, under any circumstances, be extended. When full-time admission on probation is granted on an academic term basis, the GAU involved is expected to require the student to register in at least 6 ch of graduate courses per term, so that the academic as well her/his research abilities can be assessed. For students admitted on Probation, the assessment will be based on completion of the first 12 ch of graduate level courses in thesis/report based programs or 15 ch of graduate level courses in course based programs.

5.3 Program Registration

Traditionally, at the University of New Brunswick, the term 'Academic Year' has been used to denote the normal time frame during which the majority of undergraduate courses are offered, which is from the start of September through to the end of the next April. However, since the graduate education process typically involves research, the calendar year has been separated into three formal academic terms for students in the School of Graduate Studies. Those terms are the Fall term (1 September to 31 December), the Winter term (1 January through 30 April), and the Summer term (1 May through 31 August). **Graduate students in the MSc and MA programs must maintain continuous registration in the School of Graduate Studies from the date of**

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initial enrollment through to final completion of all degree requirements regardless of whether courses are being taken or not.

For students to register or continue registration in their graduate program, they must obtain approval for their proposed program of studies (courses and/or thesis/report research) from their Supervisor. Once approval has been obtained, students will register through the on-line registration system. Typically, students in thesis or report-based programs will register on-line in September of a given year for the Fall, Winter, and Summer terms. Students in course-based programs usually will be required to register on-line at the start of every term. In all cases, registration does not become official until all the appropriate fees have been paid. Failure to maintain registration will be interpreted as withdrawal from the graduate program, however, informing your supervisor and the graduate program administrative assistant of your intentions are advisable.

Registration is completed on-line. Instructions for on-line registration can be found at the following web site: <http://www.unb.ca/registration/>. Should you require assistance with on-line registration, please see Leslie at harquail@unb.ca.

In general, a period of full-time study at the university (i.e. When the student is physically present on campus) is considered to be highly desirable in order that students may benefit from close association with faculty members and other graduate students working in their field of study

5.3.1 Part-Time Studies

It is recognized that the work for the degree can, in certain circumstances, be completed effectively either partially or completely on a part-time basis.

Part-time students may not register for more than two courses per term. (For this purpose, the thesis and report [KIN 6996/6997] are not counted as courses.) Note: Individual GAUs may have more restrictive regulations and students are advised to consult the appropriate sections of the Calendar and their Director of Graduate Studies.

5.3.2 Transfer of Status: Part-Time/Full-Time

Students who are taking a degree program by part-time study may transfer to full-time status with the approval of their Director of Graduate Studies and the Graduate School. The form can be found at <http://www.unb.ca/gradstudies/current/forms.html>.

Full-time students may transfer from full-time to part-time status. The transfer must be arranged through their Director of Graduate Studies <http://www.unb.ca/gradstudies/current/forms.html>.

5.4 Grade Standards

A student's final standing in a course will be indicated by one of the following letter grades A+ (4.3 grade points), A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), D (1.0), or F (0.0). Graduate credit will be given for required courses in which a grade of C or better is obtained. A minimum cumulative grade point average of 3.0 must be maintained for all completed courses. In the calculation of this grade point average a full year course shall be assigned twice the weight of a term course. The number of courses in which credit is required is determined by the student's GAU, subject to any overriding regulations which may exist for the particular degree. Where the unsatisfactory performance is due to a grade in a single course, a student may normally petition to the School of Graduate Studies to take a single course to replace the unsatisfactory one or to repeat the course. Where the Dean, after consultation with the GAU, elects to grant permission, the mark in the replacement course shall be substituted for the original grade in question.

The performance of a student who obtains a cumulative grade point average of less than 3.0, or who obtains one or more grades in the range of D to F, shall be considered unsatisfactory, and appropriate action will be taken by the GAU in consultation with the Dean of Graduate Studies. The student will be required either to take additional courses, to repeat courses, or to withdraw from the School of Graduate Studies.

In some GAUs and Faculties, seminar courses are required to be completed satisfactorily, but no grade is assigned. Such courses will receive a CREDIT on the transcript.

The grade of INC (Incomplete) is awarded only on the basis of illness supported by medical evidence, on compassionate grounds, or on other unusual circumstances upon the recommendation of the faculty member concerned and with the approval of the Registrar.

An INC grade which remains on a student's record by the end of the term following the submission of the INC, will be converted to an F unless arrangements to extend the period of holding the INC, which satisfy the School of Graduate Studies, are made.

Where a course extends beyond the normal duration (e.g. a reading course or a seminar type course covering more than one year), a grade INP (In Progress) may be used until the course is complete.

5.5 Fees

Fees are paid at Financial Services, located in the basement of the Physics and Admin Building/IUC (near the Science Library).

5.5.1 *Research Based Programs (MSc & MA)*

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Once you are registered in the School of Graduate Studies you **MUST** maintain your registration and pay fees continuously until graduation (ie: 3 terms/year).

The final date to pay tuition is the third week of each term. Accounts without full payment arrangements with Financial Services will be subject to IT access removal. Following the removal of IT access, withdrawal from the School of Graduate Studies and the graduate program will occur.

An exception to the above will be made for those students who are defending their theses/dissertations before the last day of the first month of the term.

Please note: Prior to completion, part-time Research-Based Masters students must have paid 4.5 times the full time program fee in place at first registration. Part-time PhD students must pay the equivalent of 9 times the full time program fee in place at first registration.

5.5.2 *Course Based Programs (MBA)*

Fees will be charged at the time of course registration. Students registered in course-based programs will be charged a per diem for the number of weeks they are registered if a course is dropped prior to the deadline. There will be no refund if the course is dropped after the deadline. For deadline dates, refer to the <http://www.unb.ca/calendars.html> on the UNB website.

5.5.3 *Fee Structure*

2024-2025 Tuition & Fees (effective September 1, 2024) can be found at:

[https://www.unb.ca/financialservices/students/Masters and PhD Tuition and Fees/index.html](https://www.unb.ca/financialservices/students/Masters_and_PhD_Tuition_and_Fees/index.html)

5.5.4 *Fee Regulations*

- MBA and course-based students will be charged a per diem if courses are dropped
- Interest will be charged on overdue accounts
- Account access will be frozen if payment is not received by the due date, please see <http://www.unb.ca/financialservices/students/index.html>
- It may be necessary to re-apply to graduate school if deleted for non-payment
- GRA/GAA/GTA and RA payments cannot be processed unless tuition payments are arranged.

For further information contact:

Financial Services - 453-4624 – gradfees@unb.ca

5.7 Leave of Absence

Interpretation of the Leave of Absence Policy - Bernd Kurz, 14 Sept 1999

The admission of a student to Graduate Studies is based on a legal contract between the University (SGS) and the student. The University is obligated to make available the resources (courses, supervision, etc.) for the intended study, and the student is obligated to pay tuition fees (and other fees, if applicable) in consideration of this. As with any other legal contract, if one party breaks the contract agreements, or voluntarily relinquishes this contract (if provided for) the other party is no longer obligated to live up to the contract agreements either, unless certain escape clauses exist.

Two escape clauses are the leave of absence policy (benefits the student) and the policy that a student is deemed to have voluntarily withdrawn from the study program if fees have not been paid for a terms (benefits the University)

Admitting a student and providing the proper resources over several years takes a significant planning effort on the part of the GAUs. It is for this reason that students are required to continue in their study program without interruptions until completion. Any allowable interruptions will lengthen the planning interval and increase the difficulty for the GAUs and, thus, the University to adhere to its obligations, e.g by shifts in the GAUs research direction, deletion of programs, loss of supervisors, etc.

However, it is recognized that occasionally students may be affected by hardships in circumstances which are beyond their control and that prevents them from temporarily continuing their studies. The University accommodates those students by offering a one-time leave of absence for up to one year. This escape clause unilaterally relieves the student from his/her obligation to the contract for this period (no fees, no time-count towards the program), but upholds the obligation of the University to the contract of continuing to make available the resources for study after the return of the student. The number of allowable leaves and the duration must be limited to allow the GAUs to properly do their planning over a longer than initially expected time period.

Allowing a liberal and unrestricted use of the leave of absence escape clause would render the GAUs non-functional due to the constant changing information input into their planning strategies to meet their obligations to students. Thus, the leave of absence policy is of necessity very strict. The guidelines for the eligibility for a leave of absence are documented in the SGS Handbook.

If a student requests relief from his/her obligations during the study program but does not qualify for a leave of absence, other avenues are available. This includes switching to part-time studies (with lower expected workload and lower tuition fees) or voluntary withdrawal from the

University with a possible re-application thereafter. The first option maintains the obligations of both parties (student and University) with changed terms, whereas the second option cancels the contract between both parties.

5.8 Thesis/Reports

5.8.1 *Thesis and Report Proposals*

All thesis and report-based research requires the formulation of a supervisory committee, normally comprised of at least three members, the student's supervisor(s) and two other members either internal to the Faculty of Kinesiology or other Faculties (including adjuncts and HRAs). The members of the supervisory committee should be selected for their specific expertise regarding the student's research focus. This committee should be involved in the research program from the development of the methodology to the completion of the thesis/report document. Only research theses are subject to a formal proposal meeting which will normally take place after the student's first academic year. The decision to proceed to the proposal is made by the supervisor with the agreement of the supervisory committee.

A proposal date is established once the supervisor advises the Assistant Dean that the proposal is ready to be presented and that it has received supervisory committee approval. A copy of the proposal document must be provided to the Graduate Program Administrative Assistant, who will produce a form accompanying the proposal document outlining the abstract and the time, date and location of the presentation. All arrangements will be made by the Graduate Program Administrative Assistant and not by the student. The proposal document will be placed in the main office for a full week (5 working days) prior to the presentation and notice will be sent to the Faculty and University announcing the Proposal Presentation. In order to adhere to the full week guideline, the student should budget sufficient time for the Graduate Program Administrative Assistant to arrange the proposal date, time and location. A proposal time will be established that is convenient for the student, the Chair (the Assistant Dean or designate), the Supervisor and at least one of the two of supervisory committee members (every effort should be made to find a proposal date that is convenient for all committee members). The Supervisor must be present at the proposal presentation. If approved by the Assistant Dean in advance, the Supervisor may be present via a videoconference/teleconference link. If the link with the Supervisor is lost at any time during the proposal, the proposal must be adjourned.

A detailed checklist for MSc KIN proposal preparation can be found in appendix A.

A detailed checklist for MASRS proposal preparation can be found in appendix B.

5.8.2 *Proposal Meeting and Role of the Chair*

The role of the chair in both the proposal meeting and the thesis defense/report presentation are the same (refer to Thesis Defense and Report Presentation for detailed information). However, the chair should remind the Supervisory Committee and members in attendance that the purpose of the Proposal Meeting is to ensure that the:

- methods being proposed are appropriate for the research question(s) being addressed
- student can demonstrate a command of the relevant literature related to their area of research; can articulate the rationale for their research and can demonstrate their competence to conduct the proposed research methodology

5.8.3 *Thesis Defense and Report Examination*

The completed thesis or report must be reviewed by the supervisor and supervisory committee prior to the document being submitted to the Examining Committee. The supervisor and supervisory committee must sign the *Thesis/Report Acceptance form* indicating that they have reviewed the document and indicate their decision as to whether it should proceed to defense. Once the *Thesis Acceptance form* has been signed by all members of the Supervisory committee, the thesis document or report can be submitted to the Graduate Program Administrative Assistant for distribution to the Examining Committee. The supervisor must identify potential candidates for the Examining Committee to the Graduate Program Administrative Assistant. The Graduate Program Administrative Assistant will contact the identified individuals and invite them to be members of the Examining Committee and establish a tentative defense (thesis) or presentation (report) date.

The Examining Committee will consist of the following members:

- 1) Assistant Dean (or delegate) who will act as chair
- 2) External Examiner (note: an Honorary Research Associate with the Kinesiology GAU **is** eligible to be an external examiner, unless they have been formally involved in the supervision of the candidate).
- 3) Internal Examiner

5.8.4 *Supervisor(s)*

It is the supervisor's responsibility to contact potential examiners and provide the list to the Graduate Program Administrative Assistant. The student is to have no

involvement in this process. The Graduate Program Administrative Assistant will send copies of the thesis or report (provided by the student) to the Examining Committee members. An accompanying letter will outline the tentative time and date of the oral examination to all members of the examining board and the chair (Assistant Dean or designate) and request a response within **two** weeks from the examining committee's receipt of the document as to their recommendation to proceed to the oral examination (thesis) or presentation (report).

Once receipt of approval to proceed to oral examination/presentation has been received, the Graduate Program Administrative Assistant will issue an announcement of the examination time, date and location to both the Faculty and the University community and a copy of the document will be available for a one-week reading period prior to the defense. Therefore, the process is a maximum of three weeks depending on the turnaround of the Examining Committee.

5.8.5 *Thesis Defence*

- The Supervisor must be present at the proposal presentation. If approved by the Assistant Dean in advance, the Supervisor may be present via a videoconference/teleconference link. If the link with the Supervisor is lost at any time during the defence, the defence must be adjourned.
- If the External Examiner is not present in person, they are required to submit a list of questions to the Assistant Dean. These questions **must not** be shown to the Candidate or their Supervisor prior to the defence. When the External Examiner is present via video/teleconference link it is advisable to have a written list of questions in case the link is lost the defence.
- It is expected that all members of the Examining Committee have read the thesis/report.
- The Chair may postpone the oral defense/presentation if the above procedures have not been followed.

5.9 **Format and Standard Style for Graduate Thesis/Reports:**

[UNB Libraries](#), in partnership with the [School of Graduate Studies](#) (SGS), provides support for graduate students submitting final copies of their theses and dissertations (including master's reports) to both [UNB Archives & Special Collections](#) (print, archival) and [UNB Scholar](#) (digital, online). UNB Scholar's collection of [electronic theses and dissertations](#) (ETD) provides full-text access to most theses and dissertations submitted electronically from 2010 to the present.

Detailed instructions on completion of the Thesis/Report please see Thesis Guidelines and Regulations at [thesisformattingguide.pdf](#)

5.9.1 Master's Thesis Submission Formats

A research-based Master's degree- A Master's degree will be awarded upon completion of a postgraduate program of study in which individuals will be able to demonstrate the following:

- Advanced expertise in a specific field of study or area of professional practice
- Complex knowledge in a specialized body of theoretical or applied topics
- Experience with varied techniques associated with the research to showcase the range of transferable and professional skills gained throughout the program of study.

Students can choose from one of two thesis submission formats: Traditional or Article-Based. The format of a research-based Master's thesis is dependent upon a discussion between the student, supervisor, and supervisory committee members. The length of the thesis will vary depending on the project. Please refer to the provided checklist in regard to a detailed description of each required section.

The School of Graduate Studies has provided a template for thesis formatting that must be followed [Thesis Preparation and Submission | UNB](#)

Traditional Thesis Format- A traditional thesis is a coherent document that provides a complete and systematic account of the research conducted. The thesis should be original, unpublished work by the student. The format of the document typically consists of the following:

- **Abstract-** The abstract should not be more than 150 words in accordance with the School of Graduate Study guidelines.
- **Introduction-** The introduction clearly states:
 - The rationale, the statement of problems or hypotheses that are the focus of the research
 - The key concepts & objectives of the study
 - Review of relevant literature
 - Discussion of methodological issues germane to understanding the research,
 - A description outlining the function of each chapter and how the different parts of the thesis will be presented to make sure chapters flow logically into one another (e.g., linking the chapters).
- **Literature Review-** The literature review will:

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- Discuss the relevant literature (e.g., peer-reviewed literature) divided by topics related to the student's project
 - Identify gaps, shortcomings, and/or limitations within the literature to provide a context for the proposed research
 - Support a justification for conducting the proposed study and links to the question/problem/aims and objectives/purpose statement/hypothesis being studied.
- **Methodology and/or Methods-** The Methodology Section will include:
 - A description of the specific type of methodology being used for this research (e.g., qualitative- ethnography, ground theory, case studies, emergent design; quantitative- descriptive, experimental, intervention, etc.; mixed-methods- sequential)
 - A justification that the chosen methodology is appropriate for the research problem/purpose statement/aims and objectives/questions/hypothesis being posed
 - Data collection techniques and tools, along with a description of how the data will be analyzed.
 - This segment should be written in the past sentence as you describe what you have done in the past.
 - **Results/Findings-** The findings section should provide the results of a statistical analysis and/or qualitative research data analysis. This segment should be written in the past sentence as you describe what you have done in the past.
 - **Discussion-** The discussion section should indicate whether the results met expectations associated with the research or supported the hypotheses. In the case of qualitative research, the discussion section synthesises the findings within the context of the literature and theoretical framework provided. The Discussion should also include an explanation of unexpected results and an evaluation of their significance. Consider alternative explanations for interpreting the findings to help support your position. Depending on the direction of the supervisor and committee, the limitations of the study could also be added to this section.
 - **Conclusion-** The conclusion should provide a summary of the results and identify the “so what” of the research project. In addition, it should include recommendations, identify what the project has contributed to the field of study, and future directions that subsequent studies could take. Depending on the direction of the supervisor and committee, the limitations of the study could also be added to this section.
 - **References-** A reference list is to be presented in a single list at the end of the thesis referring to the work cited within the thesis.

- **Appendices**

Article-Based Thesis Format- A manuscript-based or article-based thesis is constructed around one or more related manuscripts that are ready and intended for publication. The article(s) need to be in the format for publishing with the intended journal. The article-based thesis format must contain sufficient detail for an examiner to make a judgement of the research, and to assess the contribution of the student towards the research. In the case where there is more than one article presented, consideration should be given to include one or more bridging sections to orient the examiner and provide an overall outlook of the research project. The format for an Article-Based Thesis is as follows:

- **Abstract-** The abstract should not be more than 150 words in accordance with the School of Graduate Study guidelines.
- **Introductory Chapter-** An article-based thesis must have one or more introductory chapter(s), which must include:
 - The rationale, the statement of problems or hypotheses that are the focus of the research
 - The key concepts & objectives of the study
 - Review of relevant literature
 - A description outlining the function of each chapter and how the different parts of the thesis will be presented to make sure chapters flow logically into one another (e.g., linking the chapters). This is optional, and would require consultation with the supervisor and committee.
- **Article-** In the case of multiple articles, each article should be presented as a separate chapter. The thesis can be comprised of one or more potentially publishable article(s). In the case of multiple articles, each article should be presented as a separate chapter. The student can be a co-author of the article; however, the student must have (a) done the majority of the writing, (b) be listed as first author, and, have the (b) co-author's permission.
- **Discussion/Conclusion-** The thesis must, as a minimum, contain either a chapter (when there is more than one article presented), or a section of the article (when there is only one article), which discusses the overall research presented in the article(s), expanding in whatever detail is necessary to provide a coherent and complete interpretation, and overall conclusion of the research. This chapter/section is essential to the presentation of the thesis as a 'narrative whole'. Therefore, the purpose, then, is to integrate and relate the research to the existing body of knowledge, and discuss implications for further research, practice or policy.

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- **References-** These can either be listed chapter-by-chapter or be presented in a single list at the end of the thesis. If the chapter-by-chapter approach is adopted, each chapter, including chapters that are not manuscripts (such as the introduction and concluding chapters), requires a list of references.
- **Appendices**

5.10 University Oral Examinations

Students are required to orally defend their thesis through a University Oral Examination. Along with members of your committee, the defense will be open to invited guests, which includes graduate students and members of the University community. The oral presentation should be between 20 – 25 minutes long. A question period will follow. Questions will first be asked by your committee members, and then from the audience.

5.11 Graduate Student Assistantships

Payments to graduate students are made on a bi-weekly basis. Further information regarding payments of student fees can be found by accessing the following web site: [Financial Services | UNB](#) Your student account information can be accessed through [Financial Services | UNB](#)

Please refer to the PSAC-UGSW Agreement at <http://www.unb.ca/hr/employeeagreements/psac-ugsw.html> for further details on graduate student Collective Agreement.

Renewal of assistantships for a second or subsequent year is not automatic and is subject to the availability of funds and to the student's satisfactory performance in academic work and in fulfilling their assigned duties. The recipients of assistantships must be a resident at UNB. A three-week vacation is allowed while on assistantship, but this should be taken in consultation with the student's supervisor.

The Faculty of Kinesiology provides teaching and research opportunities to help qualified graduate students meet the cost of their studies. The following are the four types of funding available:

Graduate Student Teaching Assistantships (GSTAs)

- Full time and part-time students are eligible
- Work is in support of the teaching activities of the faculty

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- Rates for GSTAs according to the Collective Agreement and the Union of Graduate Student Works:
 - Hourly minimum (includes vacation pay);
 - Master's level: \$28.34 doctoral level: \$29.59
- MPHEC guidelines limit paid employment of full-time students to 10 hours/week
- A full GSTA assignment is 130 hours per term (20 hours per week x 13 weeks) but partial GSTAs are allowed
- GSTA should be at the stated rates as above with hours defined in the contract form identified as Appendix B1 found at:
<https://www.unb.ca/hr/employeeagreements/psac-ugsw.html>

Graduate Research Assistantships (GRAs)

- GRAs are available to full-time students
- GRAs are awarded by the faculty from funds allocated by the School of Graduate Studies

Graduate Academic Assistantships (GAAs)

- Scholarships including NSERC, SSHRC, CIHR as well as funding coming from a supervisor with no work expectation, which is considered thesis related research that forms the basis of the student's thesis/dissertation

Graduate Student Research Assistantships (GSRAs)

- Full-time and part-time students are eligible
- GSRA funds come from research grants or contracts awarded to faculty members by external agencies and administered by the university
- Minimum hourly rates according to the Collective Agreement with the Union of Graduate Student Works (includes vacation pay): Master's level \$29.92 and the Doctorate level \$31.24
- GSRA plus GSTA time should not exceed 10 hours per week or 520 hours per year. There can be some flexibility in the distribution of hours to account for vacations and periods when the university is closed
- GSRAs should be at the stated rates above with hours defined in the contract form identified as Appendix B2 found :
<https://www.unb.ca/hr/employeeagreements/psac-ugsw.html>

All graduate students are paid through “direct deposit”. For information on banking forms that are required please see [Payroll and Financial Forms | People & Culture | UNB](#). All students are required to complete the Federal Personal Tax Credit (TD1) Form & the NB Provincial Personal Tax Credit Form as well as the Direct Deposit Banking Form. These forms are to be completed and forwarded by secure file drop (using your UNB email in the form) to abigail.shortall@unb.ca. All tuition must be paid in full before deposits will be made. For questions concerning your student account gradfees@unb.ca.

Taxes are automatically deducted from assistantships. If you do not wish to have taxes deducted, a notation should be made on your T4A form at Financial Services.

5.12 Withdrawal Guidelines

Graduate Student Withdrawal Guidelines

Required Withdrawal due to Extended Absence

The School of Graduate Studies routinely deals with three different types of withdrawals of graduate students from a program in Graduate Studies:

- Voluntary withdrawal upon the request of the graduate student
- Required withdrawal on the basis of unsatisfactory academic performance (normally initiated by the GAU or the School of Graduate Studies); and
- Required withdrawal on the basis of an unexplained extended absence from the university (normally initiated by the GAU or the School of Graduate Studies).

This document deals with the last type of required withdrawal due to an unexplained extended absence from the university, including not maintaining regular contact with the supervisor(s), not maintaining continuous registration and/or not paying tuition fees while registered.

By admitting graduate students to graduate programs/degrees, the university assumes the responsibility to providing and maintaining adequate resources in supervision, course offerings and research opportunities, thus enabling students to move through their programs without undue delay. In order to be able to undertake proper long-term planning, the university expects that graduate students work towards the completion of their full-time or part-time programs/degrees; make steady progress; maintain registration throughout their program period; pay their tuition fees; and complete their programs/degrees within the maximum allowable time period (4 years for full-time Master and 7 years for full-time PhD degree programs, and negotiable for P/T Master students). Limited extensions to this maximum time period are normally permitted upon the recommendation of the GAU and the approval of the School of Graduate Studies, subject to the university's ability to maintain the study resources needed. In addition to the above policy on allowable time periods, the graduate students and their supervisors are to remain in regular contact in order to assist the students and monitor their study progress. Maintaining this contact is a mutual requirement.

5.13 Status Change

Students who require to change their status from full-time to part-time or vice versa are required to complete the "Recommendation for Status Change" form found at <http://www.unb.ca/gradstudies/current/forms.html>. This form requires approval from the

Director of Graduate Studies before it is submitted to the School of Graduate Studies for consideration.

The student should be aware that a change of status might have implications on completion of residency requirements, health care coverage, financial assistance and Visa conditions (if applicable). The student is responsible to clarify and resolve any and all of these implications. If a student changes to part-time studies before the residency requirements are completed a study plan is required by the School of Graduate Studies.

5.14 Time Limits on Degrees

Graduate students proceeding to the master's degree must complete their work within four years of the date of their first registration as a candidate, and those proceeding to the doctor's degree must complete their work within seven years.

For a master's degree taken entirely on a part-time base, the time limit to be applied will be determined at the time of admission to the program. For the PhD degree taken entirely on a part-time basis, the time limit for completion is seven years.

An extension to the time limit may be granted to a student in exceptional circumstances, provided that the department concerned supports such an extension.

5.15 Important Academic Dates

The dates of important events and deadlines are found at [Important Dates | Graduate Studies | UNB](#) these dates change slightly each year, so make sure you are consulting the latest edition of the Calendar.

5.16 A Policy on Reproducing Published Work in a Report or Thesis

A student wishing to reproduce previously published works wholly or partly in a report or thesis should obtain permission from his or her supervisory committee to do so. In no case is a student allowed to include published work prior to registering at UNB for the degree being sought. It is up to the supervisory committee to decide if the student has contributed enough in the research for, and the writing of, a publication to allow its inclusion. The student should obtain written permission from the copyright holder to reproduce a publication if required by the copyright holder. In any case, a full citation of the published work and the extent of the student's

contribution should be indicated in footnotes to the chapters containing the reproduced publications.

6.0 STUDENT – ADVISOR RELATIONSHIP

The provision of structure by supervisors is crucial at all stages of a graduate student's work, but is particularly important during the initial phase of graduate studies. It is essential that supervisors and students have a shared set of expectations about all aspects of supervision. Each needs to understand the constraints that operate on the other and the effects that these may have on supervision. Good supervisors make their expectations clear to students on issues such as the need for regular meetings, mastery of methodological skills, conference publications and conference presentations, timelines for degree completion, etc. Once these expectations are clearly outlined, it is much easier to develop a positive, productive relationship. The following are suggested topics to cover in initial discussions between student and supervisor:

- Frequency of contact.
- Preferred communication method (e.g., e-mail, voice mail, in person).
- Timelines for each stage of the work.
- Frequency of submission of work (in writing or through presentation).
- Type of feedback expected.
- Whether students work in the department or at home/library.
- Hours of work.
- Nature of any directed reading program.
- Monitoring, evaluation, and reporting of progress.
- Additional training, courses, fieldwork requirements.
- Whether publication is expected. When publication is expected? Whether papers will be presented at conferences. Availability of funding for travel and registration at conferences.
- Intellectual property issues.
- The establishment and membership of the supervisory committee.

6.1 Student Expectations

Good supervisory practice entails responsibilities not only of the supervisor but also of the student. When a student enters a graduate program, that student commits time and energy necessary for research / internship leading to a thesis / report that makes a substantial and original contribution to knowledge. It is the responsibility of the student to conform to University and program requirements and procedures. Although it is the duty of the supervisor to be reasonably available for consultation, the primary responsibility for keeping in touch rests with the student. The student's responsibilities include the following:

- Becoming familiar with, and adhering to, the rules, policies, and procedures in place in the Faculty, the School of Graduate Studies, and the University as outlined in

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available resources such as departmental handbooks/Web sites and the SGS Calendar.

- Adhering to all deadlines and policies regarding registration, withdrawal, and thesis submission.
- Preparing a research plan and timetable in consultation with the supervisor as a basis for the program of study, including any proposed fieldwork.
- Meeting with the supervisor when requested and reporting regularly on progress and results.
- Establishing a supervisory committee, with the assistance of the supervisor, by the end of the first year of study.
- Keeping supervisors informed on how they can be contacted and informing them of any significant changes that may affect the progress of the research.
- Acquiring the necessary health and safety skills for undertaking the proposed research and adhering to the ethical practices appropriate to the discipline.
- Maintaining good records of each stage of the research.

6.2 Advisor Expectations

Within the context of their role as supervisors, a faculty member's primary task is to guide and inspire his or her students to reach their scholarly potential. At the same time, each supervisor must try to ensure that each student is in compliance with the rules and regulations of the University. The supervisor should promote conditions conducive to a student's research and intellectual growth and provide appropriate guidance on the progress of the research and the standards expected. Good supervisory practice includes the following:

- Guiding the student in the selection and planning of an original research topic that can be successfully completed within the expected time frame for the degree program.
- Establishing with the student a realistic timetable for completion of various phases of the program.
- Providing students with realistic times for provision of feedback and ensuring students adhere to the timetable.
- Ensuring that students have an understanding of the relevant theories and the methodological and technical skills necessary for the research, including provision of information through an ethical review process where applicable.
- Establishing with the student a supervisory committee by the end of the first year of the student's program, and ensuring that the committee meets with the student at least once a term, as a committee.
- Being accessible to give advice and provide feedback.
- Making arrangements to ensure continuity of supervision during leaves or an extended period of absence.
- Encouraging participation in departmental seminars and colloquium.

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- Encouraging and assisting students to attend and present work at local, national, or international conferences and to publish their work in appropriate journals.
- Advising on matters of career options, job market, preparation of the CV, and strategies for launching an academic career.
- Contributing to the student's professional development and funding through letters of reference and general advice.
- Ensuring that the research environment is safe, equitable, and free from harassment and discrimination.
- Avoiding personal or business relationships that may constitute a conflict of interest.
- Being honest with the student when academic performance is not meeting expectations. While dealing with inadequate academic performance can be difficult, it is in no one's best interests to prolong a program of study when success is unlikely. Students sometimes experience personal difficulties. These can include family difficulties, problems in personal relationships, cultural adjustments, financial pressures, and problems associated with employment. The importance of these various problems should not be under-emphasized. Clearly supervisors are not trained counsellors and cannot be expected to help in a professional sense, nor should they intrude into the personal lives of their students with unwanted advice. However, supervisors should try to ensure that their relationships with students are such that students will be comfortable telling supervisors that they are having significant personal difficulties. Sometimes a timetable can be rearranged or a referral can be made to the appropriate support staff.

6.3 Supervisory Committee Expectations

The academic experience is greatly enhanced if faculty members other than the direct supervisor are readily and formally available for consultation and discussion with the graduate student. To provide this element of supervision, a thesis supervisory committee or, as an alternative, an area supervisory committee should be in place for all graduate students by the end of the first year of their programs. It should be noted that the supervisory committee is not the student's University Examining Committee.

The graduate unit is responsible for monitoring the progress of the student through the supervisory committee, as follows:

- A supervisory committee should consist of the supervisor and at least two graduate faculty members.
- The supervisory committee must meet with the student, as a committee, at least once per term to assess the student's progress in the program and to provide advice on future work.

6.4 University Examining Committee

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A candidate for the master's degree, unless proceeding to the degree by a report or course program, shall present a thesis. The thesis shall be examined and approved by the supervisory committee before proceeding to the oral defence.

The Examining Board shall be constituted in accordance with the following regulations:

- Examining Board shall consist of at least three persons
- Not more than two persons who have been formally involved in the supervision of the candidate may serve on the Examining Board
- Members of the Board who were involved in the supervision of the candidate must constitute a minority
- At least one of the non-supervising members of the Board must be from a GAU other than that in which the candidate has studied. In the case of a master's report this requirement, although not mandatory, is desirable.

The Board may also include an external reader. Should the Board approve the thesis, it shall then examine the candidate orally. The oral examination will be chaired by the Director of Graduate Studies, who will not vote. Other members of the University Faculty may participate in the examination but shall not vote. The Director of Graduate Studies shall report the decision of the Examining Board to the Dean of Graduate Studies.

The thesis must conform in all respects to the regulations governing the presentation of theses approved by the School of Graduate Studies.

6.5 Graduate Academic Unit Expectations

The Dean, the Director of Graduate Studies, and the support staff in the Faculty play a key role in the life of graduate students. The Faculty must endeavour to create an environment within which scholarly work by graduate students can flourish, and problems can be resolved in an effective manner. Students should take the time to get to know the Faculty administrators. In this way, students can stay current with regulations and departmental activities and events.

Responsibilities of the graduate unit include the following:

- Producing a handbook/brochure/Web site that outlines program requirements, regulations and procedures, financial support and information on faculty members and their area of research/expertise.
- Having procedures in place to facilitate the search for a supervisor and to allow a change in supervisor in the unlikely event that this becomes necessary.
- Establishing an effective communication system with graduate students (i.e., mailboxes and/or KINGRADS listserve) and workspace where possible.
- Providing orientation sessions for both new and continuing students. Information conveyed in these sessions might include: overview of program policies and

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requirements, areas of faculty expertise for research supervision, expected performance and timelines for completion of degree requirements, intellectual property policies, publication and authorship issues, scholarship/funding information, information on policies regarding the proper conduct of research, sexual harassment, race relations, safety and workplace regulations, and procedures for complaints and appeals.

- Ensuring that the student's supervisory committee meets once a term.
- Providing a mechanism for resolving problems, which may arise between graduate students, supervisors and/or members of the supervisory committee.
- Establishing a Faculty appeals committee to review formal complaints from students.
- Ensuring a safe, equitable and fair working environment for students, and informing them of all relevant safety and work regulations.
- Being sensitive to special academic needs and concerns that may arise for international students, students with disabilities, or mature students with family responsibilities.
- Disbursing Faculty scholarship and bursary support in a fair and equitable manner that is consistent with the graduate unit's funding policy.

7.0 DEPARTMENT FACILITIES

7.1 Fax Machine

To use the fax machine for research purposes, students must obtain an account number from Leslie Harquail.

7.3 Printer

A printer for graduate students' use is located in the grad room 213. Print credit can be purchased through your myUNB.

7.4 Computers

Research: To be arranged with supervisor.

Graduate: There are 2 computers designated to graduate students. The computers are located in Graduate student lounge, room 213 of the Kinesiology building. Personal data should be saved to your personal drive or your own back up devices (USB keys, etc.).

7.5 Access to the Graduate Room (213)

Access to the graduate room will be provided to all graduate students. Your uCard is your key. Contact Leslie Harquail for assistance harquail@unb.ca

7.6 Desks/Mailboxes

All graduate students are provided with community desk space in the grad room. All graduate workspaces are the property of the faculty, and should be kept tidy. There is a general mailbox for all graduate student mail in the Kinesiology building main office room 355. You will be contacted via email if there is mail for you.

7.7 Photocopier

Contact Leslie Harquail harquail@unb.ca.

7.8 Binding

Available at Print Services in Marshall d'Avray Hall or contact Leslie Harquail.

7.9 Security

Students will not be admitted into main office after hours. The office hours are 8:15 am – 4:30 pm (winter), 8:00 am – 4:00 pm (summer).

7.10 Libraries

There are three libraries on campus; the Engineering library located in Head Hall, the Science Library located between the Forestry and Physics building, and the Harriet Irving Library located beside Tilley Hall. Each of these libraries provide study areas for groups and individuals. Professors will often put the course textbook on reserve at the library. To borrow items that have been placed on reserve you must look up the call number (ask a librarian how) and then sign the item out at the main desk. Other course materials, old exams and supplementary material may also be placed on reserve and it can be accessed in the same way as a textbook. At UNB, your student ID card serves as your library card. Library hours are posted on the Internet as well as on the library doors. Richelle Witherspoon is the librarian assigned to the Faculty of Kinesiology. She may be reached at (506)453-4602 or r.witherspoon@unb.ca

7.10.1 Overdue Items

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You will be informed of an overdue item by email. Even if you do not receive this email you are still responsible for any late fees. The late fee is \$1.00/hour for items on two-hour reserve, while Periodicals have a \$1.00/day late fee. The maximum fee is \$24.00 / item. Overdue books have a late fee of \$2.00/day, up to a maximum of \$10.00 / item.

7.10.2 Lost, Missing and Unreturned Items

Unreturned items are considered lost thirty days after becoming overdue. At that time you will have to pay overdue fines as well as the replacement cost for the item. The minimum replacement cost for items from the Engineering Library is \$100. You will not be able to sign out anything else until these charges have been paid.

7.10.3 Unpaid Charges

Until all library charges have been paid, the Registrar's Office may withhold grades, transcripts or diplomas. If you are planning on using the library it would be a good idea to pick up a copy of the library's Circulation Policy, which is found at the main desk of each of the campus libraries. Also, towards the start of every term workshops are offered on how to effectively use the library. You will receive notification of these workshops via e-mail.

8.0 UNIVERSITY SUPPORT SERVICES

8.1 Accommodations

Living in residence will give you the freedom to make your own decisions while still providing you with the support you need to be successful during your time at the University of New Brunswick (UNB). Home to [12 residence buildings](#), our campus puts your classes, professors, [dining halls](#), libraries and all that UNB has to offer at your doorstep. Also available from UNB is an apartment complex for married students, located on the south end of campus. Further information on these accommodations can be found at: <http://www.unb.ca/fredericton/residence/contactus/index.html>

8.2 Awards for Graduate Students

Submit one application to be considered for scholarships offered by the School of Graduate Studies. Current graduate students should submit an application between January 1 - May 1 to be considered for scholarship support [Scholarships | School of Graduate Studies | UNB](#)

8.3 The International Student Advisor's Office

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The University of New Brunswick – Fredericton Campus, welcome all international students. International students are encouraged to visit the International Student Advisor’s Office for information that will help during their transition stage. Students who encounter difficulties in the area of immigration, housing, communications or personal problems should not hesitate to contact the International Student Advisor’s Office. The International Student Advisor’s Office provides support services for international students, CIDA students, and exchange abroad students. Further information on the above can be found at [International Student Advisor's Office | UNB](#)

8.4 Graduate Student Association and the Kinesiology Graduate Student Association

The GSA is an organization of and for all full-time graduate students at UNB, web site <http://www.unbgsa.ca/>. It concerns itself with all aspects of graduate student life at the university; formal and informal, academic and non-academic, intellectual and recreational. The GSA provides services such as travel grant funding, annual research conference, orientation week events, subsidized daycare services, and weekly media communications.

Kinesiology Graduate Student Association

The objectives of the Kinesiology Graduate Student Association are to promote and represent the interests of all graduate students within the Faculty of Kinesiology:

1. To identify and promote the academic, intellectual and career concerns of the membership.
2. To provide social and recreational activities for the membership and encourage friendship among the members.
3. To undertake projects and activities to benefit the members.
4. To undertake such other activities as the members may from time to time decide.

8.5 Financial Aid

The Financial Aid Office provides emergency and financial aid to students requiring assistance to finance their university education. Financial counseling is also available in the Financial Aid Office to assist students with budget preparation, financial planning, and debt management. The Financial Aid Office is located in the C.C. Jones Student Centre, 26 Bailey Drive (506) 453-4796

8.6 Student Health Centre

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A primary health care centre on campus is open daily for graduate and undergraduate students. A team of three nurses and three doctors deals with acute care problems and provide preventative medical care, health teaching and information. Referral to specialists is arranged when indicated. The Centre is located at the C.C. Jones Student Centre, phone (506) 453-4837. Further information on the Student Health Centre can be found at [Health Centre | Wellness | Student Affairs and Services | UNB](#)

8.7 Counseling Services

Counseling Services are offered by a professional team located at the C.C. Jones Student Centre, and is part of the Student Health Centre, phone (506) 453-4837. Counselors help students with personal, social-emotional, career, and educational concerns. This office also contains a Career Information Library, which includes material on occupations and university calendars of all Canadian universities. [Student Services | Counselling Services | UNB](#)

8.8 Student Employment Service

An employment service is located in The Neville Homestead on campus to assist students in securing permanent, summer, and part-time employment. The Employment Service arranges interviews with national and local companies recruiting on campus. Its reading room provides an excellent source of information on career opportunities and company literature. Phone (506) 453-4620

8.9 Student Services

The Executive Director of Student Affairs & Services is located in the C.C. Jones Student Centre - (506) 453-4527 - <http://www.unb.ca/fredericton/student-services/>. This office provides the following services:

Ombudsperson: The Director will act as ombudsperson for students. As ombudsperson, the Director will assist individual students or groups of students in dealing with academic matters, appeals, disciplinary matters, and the like.

Information and Referral: A student who is uncertain where to begin to address a problem or concern, should contact the Director. That office will help the student make contact with the appropriate people and will ensure that student concerns are addressed. This office collaborates with several other offices in the provision of a broad range of support services designed to meet the needs of students as whole persons.

8.10 Banking

Students receiving an assistantship are required to have a chequing account set up for direct deposit.

8.11 Bookstore

The Campus Bookstore offers a full service to the University of New Brunswick. They offer a wide variety of products and services to the university community, including textbooks, general interest books. There is a small pharmacy also located within the Bookstore. For more information on their products and services please check their web site at <http://www.unb.ca/fredericton/bookstore/index.html>.

8.12 Parking

There are several parking areas on the UNB campus that are designated for the use of UNB students. In order to park in these areas between the hours of 8:00am and 4:00pm, Monday to Friday, you must purchase a parking permit. This permit may be purchased from the UNB Security & Traffic at [MyUNB - Home \(sharepoint.com\)](http://www.unb.ca/fredericton/security/parking-rules/index.html). Annual parking permits are normally issued during the months of August and September, though they are available at any time of the year. Annual permits are valid until August 31 of the following year.

Vehicles parked on campus without a parking permit will be fined. Failure to pay any fines may result in the University withholding transcripts, marks, etc... Further information concerning parking on campus can be found at <http://www.unb.ca/fredericton/security/parking-rules/index.html>. This website contains information on where you can park, how to obtain a permit, and when fines are given, along with other information that you may need to know if you plan to park on campus.

8.13 Social Insurance Numbers

Visa students are required to apply for a Social Insurance Number through the Government of Canada. Visit <https://www.canada.ca/en/employment-social-development/services/sin.html> or call 506-452-3650.

9.0 FREQUENTLY ASKED QUESTIONS

9.1 I am a new student. Where do I begin?

Contact Leslie Harquail at harquail@unb.ca and your supervisor as soon as possible. You will be provided with instructions on procedures to follow. Your fellow students are excellent sources of information on a wide range of matters.

9.2 In which ways are graduate studies different from undergraduate studies?

You can usually get through an undergraduate program by working hard on your courses. The environment that most graduate students work under is less structured. A diploma program consists mainly of senior undergraduate and graduate courses, and it is like an undergraduate program at a more advanced level.

The MSc and MA programs are based on specific curricular requirements, as well as a thesis - both serve to demonstrate the graduate student's capability to carry out analytical, and critical thinking. The MA program also includes advanced study, research, and work experiences, one of which must be either research based work, or, an internship. The MBA program involves specific curricular requirements as well as a thesis. Within the MBA program, the student must complete either a course based curriculum, or an internship.

As a graduate student, you will find that you are on your own most of the time. You will study and work hard on your research project. You should also take this opportunity to broaden your vision and build networks by talking to faculty members and fellow students, and by attending seminars and conferences.

9.3 In which ways are graduate courses different from undergraduate courses?

Graduate courses at UNB start one week after the undergraduate courses and follow more flexible timetables. They are not listed in the official timetable in the same way as undergraduate courses, and so the first week of an academic term is normally used to set up timetables for graduate courses. If you are interested in a graduate course, contact its instructor as soon as possible. A good source regarding who teaches which course is the graduate secretary. The course instructor usually holds an organizational meeting to brief potential students on course requirements and to set up a timetable.

9.4 Where can you find regulations related to your program of study?

As a graduate student, you are governed by two sets of rules: one from the university and one from the Faculty. The regulations are all listed in the Graduate Calendar. The university rules are listed under the sections on "General Regulations, Standards and Procedures" and "Regulations for Specific Degrees." The rules specific to the Faculty are listed under the "Graduate Academic Unit Listings" for Kinesiology. More detailed interpretations of the Faculty rules are contained in other documents included in this handbook.

9.5 How do I register?

9.5.1 MyUNB Services – Getting Started

MyUNB is available to all faculty, staff, and students at the University of New Brunswick. Simply go to <https://unbcloud.sharepoint.com/sites/MyUNB> to activate your computer account at UNB. You will require your Student ID and your student login account. Your student login account is the same as your e-mail ID. This information is sent to you through the automated system when your acceptance is unconditional.

9.5.2 Course Registration for MBA Students

UNB Senate approved the following academic regulations for the MBA degree. These regulations apply to all MBA students both new and returning. In order to ensure that all students are aware of the regulations, we are instituting the following procedure:

1. All MBA students will be blocked from adding or deleting courses online.
2. All MBA students will be informed by email and regular mail of the changes in regulations.
3. All MBA students must sign a form indicating that they have read and understood the new regulations.
4. All MBA students must return the form to the MBA office.
5. Upon receipt of the form the MBA office will unblock online registration and students will be permitted to add or delete courses online.

9.5.3 Course Audits/Extras

Note that students will have to complete a Course Change Form for any courses they wish to audit or take as an extra to their graduate program. These forms can be obtained from Leslie Harquail or found on the School of Graduate Studies web site <http://www.unb.ca/gradstudies/current/forms.html>. In order to audit a course, the course change form must be approved by the course instructor and the Assistant Dean. Note that regulations for auditing a course rests with the course instructor. It is up to the student to discuss these regulations with the instructor before registration.

9.5.4 Registration in Thesis/Report Courses

All students enrolled in an MSc, and MA programs are required to register each term in their report/thesis course. **Note that each term means Fall/Winter/Summer Session.**

9.6 Can I change supervisor?

If your current supervisor does not fit your research interests, contact the Assistant Dean to discuss options regarding a switch.

9.7 What is an Examining Board?

The Examining Board consists of individuals who read, and evaluate the thesis/ report, after it has been submitted, and approved by the supervisory committee. The individuals on the examining board need to indicate to the Assistant Dean, that they are satisfied with the document (thesis/report), and that it is ready to go to oral examination, otherwise known as the defence. Once the thesis/report has made it to the defence, the examining board then asks questions, and engages the candidate in discussion. In a closed meeting following the defence, recommendations are given on what revisions (if any) need to be made prior to the final document being submitted for fulfillment of the degree. The Examining Board typically consists of a supervisor(s), internal member (Kinesiology) and external member (University). The supervisor(s) must constitute a minority within the Board.

9.8 How can I find a research topic and carry it out?

The most difficult part of academic research for a degree is to find a topic and to know when to stop. Generally, a research topic is developed between you and your supervisor, with the help of the supervisory committee, if necessary. A good topic is one that is interesting to both of you, your peers in the discipline, appropriate for your degree, focused, and intellectually challenging. It is a topic that you can state in one sentence and get others excited.

We expect students to carry out their research rather independently. After all, it is your contribution to the academic world rather than your supervisor's. It is important that you maintain an open line of communication with your supervisor while you are doing research, preferably on a regular basis. Since research means probing into uncharted terrain, difficulties and frustrations could arise. It is sometimes necessary to modify your initial objectives. If that happens, make sure that both you and your supervisor agree on the modifications.

Knowing when to wrap things up could be difficult, and it is often a judgment call made jointly by you and your supervisor. In general, a project stops when you have met the objectives set out in your proposal. Regular briefing sessions with your supervisor during the course of the project can help you both make this decision easier.

An important component of graduate training is research. The irony of this is that you can only learn by doing it. Except for the born researchers, the rest of us would have to struggle through the process to master it. Hopefully, you will find the answer to this question when you finish. Azuma [2000] offers useful information on this matter.

9.9 What is the difference between a report and a thesis?

The format of a report is like that of a thesis. Their main differences are in the extent and depth of the projects undertaken. A student has about 12 months of work on a thesis, but we expect a student to spend about 6 months on the report. A report project is not required to be of research nature but must demonstrate critical and analytical thinking at the graduate level. Appropriate report projects include critical review of system or technology, system conceptual design, and system implementation. A thesis, on the other hand, is the project of a research project and therefore must demonstrate some degree of innovation. A thesis requires an open proposal and oral defense, whereas the report requires an open presentation at completion to disseminate outcomes.

9.10 How to write a report or a thesis?

The University has a set of regulations and guidelines for this [School of Graduate Studies, 1999]. You should bear in mind that it is your responsibility to ensure that the English used in your report or thesis is correct and proper. You can seek the help of editorial services, and you are normally expected to pay for them. Those who would like assistance in writing can contact the Writing and Study Skills Centre ([Student Affairs & Services | UNB](#)) or attend courses offered by the English Department and the English Language Program.

You might want to know that a report or thesis can be in “traditional” or “articles” format [School of Graduate Studies, 1999]. Under the articles format, the document is composed of three or more published and related articles produced from the work you have done while being a graduate student here.

9.11 What is plagiarism?

Basically, plagiarism is the use of somebody else’s ideas or writings as though it is yours. It is very serious offence and can lead to expulsion from the University. There is a section on it in the School of Graduate Studies Regulations and Guidelines [academic offenses | UNB](#). Many times, a student commits plagiarism by just being ignorant or simply careless. The best defense against this is to properly cite the sources of reference.

9.12 What is an Oral Examination?

The oral examination occurs before the examining committee after a student’s thesis has been approved to move forward by the examining committee. In addition, other individuals such as faculty, students, and supervisory committee members, etc., also attend. The oral examination begins with a 20-25-minute presentation of the student’s research, followed by a couple of

rounds of questions by the examining committee. In closing, there will be questions from the general audience, and following after, a closed meeting in which the deliberations occur. NOTE: It is strongly recommended that students attend other grad student's oral presentations, so that they may gain experience, and knowledge of what is expected.

9.13 What is a Research Proposal?

A research proposal is the document that a graduate student writes in which he/she outlines the research he/she intends to conduct for his/her thesis. Generally, the research proposal, or outline, involves three chapters – an introduction, a review of the literature, and a discussion of the methods to be used in carrying out the research. No research proposal is needed for the report.

9.13.1 What is a Research Proposal Oral Presentation?

The research proposal oral presentation takes place prior to the graduate student embarking on his/her research. In this case, the research oral presentation involves the supervisory committee, and the supervisor asking questions. Other faculty who are a part of the graduate unit are encouraged to attend, for following the research proposal, a closed meeting takes place, in which all faculty are invited to provide their input prior to the student receiving approval to move forward with his/her research. This process is used to help strengthen the research questions and methodology to be used in the student's thesis project

9.14 How am I funded?

If you receive an assistantship, your funding comes mainly from Graduate Research Assistantships (GRAs), or by contracts held by your supervisor. Incoming students, once accepted, are considered for Graduate Research Assistantships (GRAs), and Graduate Student Teaching Assistantships (GSTAs). GRAs are awarded based on merit (i.e. GPA), and the amount varies depending on the budget available, and how the student ranks among the pool of candidates. Please note that there is a maximum number of months that you can receive assistantship, depending on your program of study. You should be prepared to pay for yourself if you exceed the maximum time period allotted. GSTA positions are open to everyone – both Part-time, and Full-time students. Please note that Full-time students should not exceed 10 hours of assistantship work per week. Part-time students are not limited to the number of hours per week of employment. In some cases, efforts are made to match students' expertise, and interests with courses, however, this is not always possible. GSTA's hours are predictable, and scheduled, but there are also times in which students are asked to give more time due to certain circumstances i.e., midterms. Finally, funding may be provided by other means such as awards like The Board of Governors award, and merit awards etc. The Graduate Assistantship Committee (GAC) will aid students in this area.

9.15 University Map

Detailed information on the Fredericton campus can be found at [frederictonmap.pdf](#)

10.0 REFERENCES

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APPENDIX A

MSc Kin Proposal Document Preparation Checklist

Depending on the selected research project, the design and elements included in a research proposal can differ. Below are some common elements that are typically included in your proposal:

_____ **Introduction, Literature Review and Significance of the Research (Normally about 15-25 pages)**

- Provide background information relevant to the proposed study.
- State the gaps the research will be addressing.
- Explain the relevance of study.
- Describe the literature relevant to the project, population or research question(s).
- Provide the relevant literature (e.g., peer-reviewed literature) divided by topics related to your project.
- The literature review should identify gaps, shortcomings, and/or limitations throughout the discussion of the existing research to provide a context for the proposed research.
- The literature review should support a justification for conducting the proposed study and links to the question/problem/aims and objectives/purpose statement/hypothesis being studied.

_____ **Research Problem/Purpose Statement- Objectives/Questions/Hypothesis**

- State the research problem/purpose statement/ objectives/questions/ hypothesis when relevant.
- Objectives/questions / hypothesis should be:
 - attainable, manageable, and realistic.
 - linked with the presented literature.
 - linked to the predicted or measured outcomes.

_____ **Methods (Normally about 10-15 pages)**

- Describe the selected research methodology (e.g., experimental, quasi-experimental, longitudinal, cross-sectional).
- Articulate the tool/instrument that will be used for data collection.
- Articulate the validity /reliability of the above methods that is supported by current and relevant peer-reviewed literature.
- Identify and describe the who, what, where, when, why, and how the data is going to be collected.

Data Analysis

- Describe:
 - the intended data analysis procedures and tools.
 - the sample size considerations (if appropriate).

References

- The proposal document is to provide a list of cited references that are relevant and current.
- A writing formatting style (e.g., APA or MLA) is consistently used throughout the proposal document.
- Note: Zotero, a referencing software, is supported by UNB and can be used to provide referencing assistance for students.

Overall

- Overall, the expectation is that the overall proposal document is coherent and easily understood by the supervisory committee members.
- Headings are used within the proposal document to organize each section.
- The proposal document is to be proofread for spelling, grammar, and punctuation errors.
- Additionally, consider providing a timeline for completing the research for the supervisory committee members.

APPENDIX B

MASRS Proposal Document Preparation Checklist

Depending on the selected research project, the design and elements included in a research proposal can differ. Below are some common elements that should be included in your proposal document:

Introduction, Background and Significance of the Research

- The intended result of the proposed research is to fill a gap, build on, extend or replicate existing evidence and knowledge in surrounding the subject area is described within the proposal document.
- With the document the empirical context for which the research is positioned is described.
- The intended result of the proposed research is to advance our understanding of the topic area is discussed.

Literature Review

- Relevant literature (e.g., peer-reviewed literature) needs to be identified and discusses within the context of the proposed research area.
- Critically review the literature and discuss that critique pertaining to the proposed research.
- The literature review should identify gaps, shortcomings, and/or limitations throughout the discussion of the existing research to provide a context for the proposed research.
- The literature review supports a justification for conducting the research and links to the question/problem/aims and objectives/purpose statement/hypothesis being studied.

Theoretical Framework

- The theoretical framework needs to be clearly identified and described.
- A rationale for why the theory is being used is needs to be discussed.
- The student needs to provide a discussion how the theoretical framework links to the research problem/questions/aims and objectives/hypothesis/purpose statement.
- The theoretical framework should be discussed within the context of current and relevant peer-reviewed literature.

Research Problem/Purpose Statement/ Aims and Objectives/Questions/Hypothesis

- It is important to note that depending on the discipline and direction of the supervisor, the central purpose can be framed in a number of different ways: research problem/purpose statement/ aims and objectives/questions/hypothesis.
- The research problem/purpose statement/aims and objectives/questions/hypothesis is clearly stated within the research proposal document.

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- The research problem/purpose statement/questions/hypothesis needs to be attainable, manageable, and realistic.
- The research problem/purpose statement/aims and objectives/questions/hypothesis is linked with peer-reviewed literature.

Methodology

Rational for the Research Methods

- A description of the research methodology (e.g., quantitative, qualitative, and mixed methods) selected for the research is described and is appropriate for the research problem/purpose statement/aims and objectives/questions/hypothesis being posed has been included.
- The proposal document should identify and describe the specific type of methodology being used for this research? (e.g., qualitative- ethnography, ground theory, case studies, emergent design; quantitative- descriptive, experimental, intervention, etc.; mixed-methods- sequential)
- Clearly articulate the methodology that is supported by current and relevant peer-reviewed literature.

Data-Gathering Procedures

- The proposal document should identify the who, what, where, when, why, and how the data is going to be collected.
Clearly articulate the procedures for data collection within the proposal document.
- The procedures should be consistent with the methodology that has been selected for the proposed research.
- The methods are reasonable and appropriate for the research problem/purpose statement/aims and objectives/questions/hypothesis.
- Through the proposal document the student needs to demonstrate a thorough and current understanding and knowledge relevant peer reviewed literature related to the selected research and data-gathering procedures.
- A description of the tool/instrument that will be used for data collection (e.g., interview guide, survey, etc..) has been discussed.
- In some situations, students need to include a list of the required resources (e.g., any special equipment or materials that will be needed during the research) needed to conduct the proposed research. This can be provided in an appendix of the document.

Data Analysis

- A description of the of the intended data analysis procedures needs to be clearly articulated in the proposal document.
- The data analysis process is consistent with the with the described methodology and theoretical framework established.
- Within the data analysis section of the document, there is a demonstration of a thorough and current understanding and knowledge of the research/peer reviewed literature as it relates to the data analysis.

References

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- The proposal document is to provide a list of cited references that are relevant and current.
- A writing formatting style (e.g., APA, MLA, etc..) is consistently used throughout the proposal document.
- Zotero, a referencing software, is supported by UNB and can be used to provide referencing assistance for students.

Overall

- Overall, the expectation is that the overall proposal document is coherent and easily understood by the supervisory committee members.
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