



THE UNIVERSITY OF BRITISH COLUMBIA

School of Health and Exercise Sciences (HES) Graduate Programs

M.Sc. (Health and Exercise Sciences) and Ph.D. (Kinesiology)

Okanagan Campus

Director: Dr. Jonathan Little

Jonathan.little@ubc.ca

Graduate Program Coordinator: Dr. Glen Foster

hes.grad@ubc.ca

Graduate Program Assistant: Chris Marriott

fhsd.graduateprogram@ubc.ca

August, 2024



Acknowledgements

We respectfully acknowledge that we live and work in the traditional, ancestral and unceded territories of the Syilx people in the Okanagan Valley.

About This Handbook

This Student Handbook is intended to provide current and prospective students with information regarding the Master of Science (M.Sc.) in Health and Exercise Sciences and Doctor of Philosophy (Ph.D.) in Kinesiology programs, including an overview of the admission and program requirements, and the School's policies and procedures. It is important that students also review the [Okanagan Academic Calendar](#) and be familiar with all University policies, dates and deadlines. In the event that a date or deadline differs between this Handbook and the Academic Calendar, the Academic Calendar shall be considered to be correct.

UBC Okanagan's College of Graduate Studies (CoGS) [Policy Manual](#) is frequently referenced in this Handbook. Please refer to this Policy Manual for more information beyond the scope of this Handbook.

This Handbook is available on the [Graduate Student Resources](#) page of the School of Health and Exercise Sciences' website. It will be evaluated regularly, and updated as needed; please ensure you are using the current version. Changes in policy that affect current students will be communicated to both students and faculty members as soon as they have come into effect. Any questions or concerns about the handbook should be directed to the Graduate Program Committee via the [Graduate Program Assistant](#).



Contents

Acknowledgements.....	2
About This Handbook.....	2
Overviews of the School of Health and Exercise Sciences Graduate Programs	5
M.Sc. in Health and Exercise Sciences Program Requirements.....	5
Ph.D. in Kinesiology Program Requirements	5
Application to the School of Health and Exercise Sciences Graduate Programs.....	5
M.Sc. Application Guidelines for Domestic Students	6
M.Sc. Application Guidelines for International Students	6
Ph.D. Application Guidelines for Domestic Students.....	7
Ph.D. Application Guidelines for International Students.....	7
Tips for Successful Applications	7
Transfer Credits – M.Sc. in Health and Exercise Sciences.....	8
M.Sc. and Ph.D. Student Responsibilities	9
Supervisor Responsibilities	10
Supervisory Committees	11
Tuition Schedules	11
Graduate Student Awards, Scholarships and Bursaries.....	11
Minimum Ph.D. Funding Policy.....	12
Teaching Assistantships	12
Research Assistantships	12
Graduate Academic Assistantships	12
Registering for Courses	13
Continuous/Continuing Registration	13
Registering for Courses at UBC Vancouver	13
Directed Studies Courses	13
Annual Progress Reports.....	14
Annual Progress Report Guidelines	14
M.Sc. to Ph.D. Transfers.....	15
Advancement to Candidacy	15
Comprehensive Exams.....	15
M.Sc. Thesis Proposal.....	15
Ph.D. Dissertation Proposal	16



Thesis/Dissertation Formats 16

Degree Conferral and Graduation..... 16

Leave of Absence 16

 To request a Leave of Absence 16

Graduate Student Associations..... 17

My H.E.S. Canvas Page 17

Policies and Procedures 17

Living in the Okanagan During Graduate Studies 18

Child Care 18

Student Wellbeing and Resources 18

Students with Disabilities..... 18

Indigenous Services and Resources 18

Antiracism and Equity, Diversity and Inclusivity Commitments 18

Appendix I – Checklists 19

 Application Checklist..... 19

 Advancement to Candidacy Checklist (Ph.D. students only) 19

 Defence/Program Completion Checklist – M.Sc..... 20

 Defence/Program Completion Checklist – Ph.D. 21

 Graduation Checklist..... 23

Appendix II – Recommended Internet Bookmarks..... 24

Appendix III – Terminology 25



Overviews of the School of Health and Exercise Sciences Graduate Programs

Degrees Offered: M.Sc., Ph.D.

The Health and Exercise Sciences graduate programs offer full-time, research-based Master of Science degrees in Health and Exercise Sciences and Doctor of Philosophy degrees in Kinesiology. We anticipate that applicants to the program will have interests in health sciences and will come from a variety of backgrounds within the biological, behavioural, and social sciences.

M.Sc. in Health and Exercise Sciences Program Requirements

The M.Sc. degree requires continuous enrollment in the M.Sc. Thesis course (HES 549) as well as completion of HES 506, and a minimum of 9 additional credits of coursework. Students must obtain an overall average of 76% or higher.

Elective course(s) must be approved by the student's supervisor/supervisory committee. The supervisory committee may require additional coursework, if this is necessary for successful completion of the thesis research.

Ph.D. in Kinesiology Program Requirements

The Ph.D. degree requires continuous enrollment in the Ph.D. Dissertation course (HES 649) but there are no additional course requirements, unless mandated: 1) by the student's supervisor/supervisory committee, or 2) as a condition of admission. Any such courses will be selected in consultation with the supervisory committee.

All doctoral students are required to [advance to candidacy](#) within 36 months of their enrolment in the Ph.D. program. To advance to candidacy, students must pass comprehensive examinations, have their dissertation proposal approved by their supervisory committee, and complete any required coursework.

The principal component of the Ph.D. degree is completion of a research dissertation (HES 649), which meets the [requirements of the College of Graduate Studies](#).

Application to the School of Health and Exercise Sciences Graduate Programs

Applications to the M.Sc. in Health and Exercise Sciences or Ph.D. in Kinesiology programs are submitted to the [College of Graduate Studies](#). Prospective students must apply to the Okanagan campus, not the Vancouver campus; applications cannot be transferred between campuses. For details on application requirements, please review the [College of Graduate Studies Application Guidelines website](#). It is recommended prospective students begin their applications at least two months before the deadline to ensure sufficient time to obtain transcripts and other required documents. Early submissions are encouraged as this will allow time to correct errors, upload any missing components and give three



acceptable referees adequate time to provide their letter of reference (references will not receive the automated request to provide a reference until after the application is submitted). Please note that documents may be uploaded (e.g., statement of interest/intent, transcripts, etc.) after an application is submitted. All required documents, including references, must be received by the following deadlines to be considered for entrance awards.

	Application Deadline
September intake	January 31
May intake (Ph.D. only)	October 1
January intake	June 1

M.Sc. Application Guidelines for Domestic Students

Applicants to the M.Sc. program are expected to have a four-year bachelor’s degree in a biological, natural, health or social science or another related field of study; i.e., their background training must be sufficient for advanced work in Health and Exercise Sciences. After conversion of grades to the UBC scale, the College of Graduate Studies requires that applicants have either: i) at least a B+ (76%) average across all third- and fourth-year courses; or ii) ≥ 12 credits in third- and fourth-year classes in their intended field of study, with at least an A- (80%) average. In exceptional cases, applicants who do not meet these grade requirements but have significant relevant research training or professional experience may be granted admission on the recommendation of the School of Health and Exercise Sciences Graduate Committee and with the approval of the Dean of the College of Graduate Studies. No applicant will be admitted to the program until a member of the Health and Exercise Sciences faculty has agreed to supervise the thesis research; thus, applicants are strongly urged to identify and contact a potential research supervisor prior to beginning an application.

M.Sc. Application Guidelines for International Students

Applicants to the M.Sc. program are expected to have a four-year bachelor’s degree in a biological, natural, health or social science or another related field of study; i.e., their background training must be sufficient for advanced work in Health and Exercise Sciences. After conversion of grades to the UBC scale, the College of Graduate Studies requires that applicants have either: i) at least a B+ (76%) average across all third- and fourth-year courses; or ii) ≥ 12 credits in third- and fourth-year classes in their intended field of study, with at least an A- (80%) average. In exceptional cases, applicants who do not meet these grade requirements but have significant relevant research training or professional experience may be granted admission on the recommendation of the School of Health and Exercise Sciences Graduate Committee and with the approval of the Dean of the College of Graduate Studies.

Applicants from universities outside Canada for which English is not the primary language of instruction must present evidence of competency to pursue studies in the English language prior to being extended an offer of admission. Acceptable English language proficiency tests and minimum required test scores for admission are listed on the [College of Graduate Studies website](#). Test scores must have been taken within the last 24 months. No applicant will be admitted to the program until a member of the Health and Exercise Sciences faculty has agreed to supervise the thesis research; thus, applicants are strongly urged to identify and contact a potential research supervisor prior to beginning an application.



Ph.D. Application Guidelines for Domestic Students

Applicants to the Ph.D. degree in Kinesiology are normally required to have a thesis-based master's degree in Health and Exercise Sciences, Kinesiology, or other related field of study, along with appropriate undergraduate and graduate coursework. Applicants with an undergraduate or graduate degree in a non-Kinesiology program may be considered for admission, particularly if they have a strong background in the biological, natural, behavioural or health sciences. After conversion of grades to the UBC scale, the College of Graduate Studies requires that applicants have at least a B+ (76%) average across all master's-level courses. In exceptional cases, applicants with a different academic background but significant, relevant research training or professional experience may be granted admission on the recommendation of the School of Health and Exercise Sciences Graduate Committee and with the approval of the Dean of the College of Graduate Studies. No applicant will be admitted to the program until a member of the Health and Exercise Sciences faculty has agreed to supervise the dissertation research; thus, applicants are strongly urged to identify and contact a potential research supervisor prior to beginning an application. Ph.D. in Kinesiology students must discuss the UBCO Minimum Funding Policy for PhD Students with their supervisor prior to admission to the program.

Ph.D. Application Guidelines for International Students

Applicants to the Ph.D. degree in Kinesiology are normally required to have a thesis-based master's degree in Health and Exercise Sciences, Kinesiology, or other related field of study, along with appropriate undergraduate and graduate coursework. Applicants with an undergraduate or graduate degree in a non-Kinesiology program may be considered for admission, particularly if they have a strong background in the biological, natural, behavioural or health sciences. After conversion of grades to the UBC scale, the College of Graduate Studies requires that applicants have at least a B+ (76%) average across all master's-level courses. In exceptional cases, applicants with a different academic background but significant, relevant research training or professional experience may be granted admission on the recommendation of the School of Health and Exercise Sciences Graduate Committee and with the approval of the Dean of the College of Graduate Studies.

Applicants from universities outside Canada for which English is not the primary language of instruction must present evidence of competency to pursue studies in the English language prior to being extended an offer of admission. Acceptable English language proficiency tests and minimum required test scores for admission are listed on the [College of Graduate Studies website](#). Test scores must have been taken within the last 24 months. No applicant will be admitted to the program until a member of the Health and Exercise Sciences faculty has agreed to supervise the dissertation research; thus, applicants are strongly urged to identify and contact a potential research supervisor prior to beginning an application. Ph.D. in Kinesiology students must discuss the UBCO Minimum Funding Policy for PhD Students with their supervisor prior to admission to the program.

Tips for Successful Applications

- Begin the application early – prospective students may upload documents (statement of intent, unofficial transcripts, etc.) after their application is submitted but before the application deadline.



- A faculty member in the School of Health and Exercise Sciences must have agreed to supervise the prospective student's proposed research project prior to submission of an application.
- Ensure all references follow the [College of Graduate Studies Guidelines](#):
 - a. As the Health and Exercise Sciences programs are academic programs, academic references are preferred over professional references, however:
 - i) If applicants have been out of school for less than 5 years, one professional reference may be used in place of an academic reference
 - ii) If applicants have been out of school for between 5 and 10 (or more) years, two professional references may be used in place of two academic references
 - b. Please contact the [Graduate Program Assistant](#) to obtain permission from the Graduate Program Coordinator for additional professional references not outlined above.
 - c. Please note that personal references (e.g., colleagues, friends, relatives) are not acceptable. Professional references MUST be able to speak to the applicant's capabilities in a **supervisory capacity**. Academic references must have taught or supervised the applicant's academic work or research. Referees that do not know the applicant in a supervisory/teaching capacity are considered personal and will not be accepted.
- Email the [Graduate Program Assistant](#) with any questions during the application process.

Transfer Credits – M.Sc. in Health and Exercise Sciences

- A) Graduate students who have earned credits outside their current master's program (e.g., from a different university, in a different UBC master's program, as an undergraduate, as an unclassified or Access Studies student, or as part of an academic-credit certificate program) may transfer up to 12 credits towards completion of their current program, provided that:
 - I. The courses were not used to satisfy the requirements of another credential (except when used for an academic-credit certificate program);
 - II. At least a "B" standing (UBC 74%) was obtained in courses considered for transfer;
 - III. The courses considered for transfer credit have been taken within five years of commencement of the current degree program.
- B) The 6-credit restriction does not apply to students in UBC-approved Exchange Agreements (e.g., the Western Deans' Agreement).
- C) No more than 6 credits of transfer credit may be at the undergraduate level (300-/400-level), including credits taken as part of a post-graduate certificate program.
- D) Requests for transfer credit must be approved by the Graduate Program Coordinator, then submitted to the College of Graduate Studies accompanied by a memorandum from the home graduate program addressed to the Dean of the College of Graduate Studies. The memorandum must provide an academic justification for allowing the transfer credit on a course by course basis.



M.Sc. and Ph.D. Student Responsibilities

1. Prospective students must approach at least one potential research supervisor prior to applying to the program, and confirm this supervisor is willing to oversee their research before admission to the program
2. Before the end of their first term, new students must work with their supervisor to complete the [HES Checklist of Expectations for Graduate Student & Supervisor](#) form
3. Complete any required workshops/certificates (for example, TCPS2 Core certificate, CIHR Sex and Gender training certificates, [WHMIS and Chemical Safety](#), [Laboratory Biological Safety](#), UBC Privacy & Information Fundamentals)
4. Consult with their research supervisor to plan the research project, and ask for guidance on appropriate or additional learning experiences that will be required to complete the thesis or dissertation
5. Maintain continuous enrollment in HES 549 (M.Sc. students) or HES 649 (Ph.D. students)
6. M.Sc. students must complete required coursework (HES 506 and other courses chosen in consultation with their supervisor, for a total of 12 credits) while maintaining an average of 76% or higher
7. Submit all forms ([College of Graduate Forms](#) and [School of Health and Exercise Sciences](#) forms) to the [Graduate Program Assistant](#); even those requiring Program Coordinator signature must first go through the Graduate Program Assistant
8. Form their [supervisory committee](#) - master's students within 16 months of starting the program, Ph.D. students within 18 months of starting the program
9. M.Sc. students must have their thesis proposal approved within 16 months of starting the program
10. Ph.D. students must [advance to Candidacy](#) (i.e., successfully complete the comprehensive exams and have the dissertation proposal approved) within 36 months of starting the program
11. Know the deadline dates for submission of a thesis or dissertation (found on the College of Graduate Studies' [Examination website](#))
12. Ensure that they have formatted their thesis or dissertation to conform to the [College of Graduate Studies' requirements](#)
13. Participate in an oral examination. Details regarding the oral examination can be found on the [College of Graduate Studies website](#)
14. Make any required revisions to the thesis or dissertation following the oral examination and submit copies of the completed thesis or dissertation to the College of Graduate Studies, the supervisor and committee members, and the School of Health and Exercise Sciences [Graduate Program Assistant](#)



Supervisor Responsibilities

School of Health and Exercise Sciences Faculty Supervisors are required to:

1. Work with new students to complete the [HES Checklist of Expectations for Graduate Student & Supervisor](#) form in the first term of their program
2. Advise students on which – if any – certificates/workshops are required (for example, TCPS2 Core certificate, CIHR Sex and Gender training certificates, [WHMIS and Chemical Safety](#), [Laboratory Biological Safety](#), UBC Privacy & Information Fundamentals)
3. Assist their student to apply for research funding
4. Work with their student to identify appropriate supervisory committee members to ensure that the student has access to the required content and methodological expertise. When committee members are chosen, the supervisor will notify the [Graduate Program Assistant](#) so the information can be added to the student's file in SISC.
5. Submit all forms ([College of Graduate Forms](#) and [School of Health and Exercise Sciences](#) forms) and other required information (e.g., supervisory committee members) to the [Graduate Program Assistant](#); even those requiring Program Coordinator signature must first go through the Graduate Program Assistant
6. Guide their student through the research design, data collection, analysis and report-writing phases of each project, seeking input from committee members, as appropriate
7. Oversee all aspects of the thesis or dissertation planning, conduct, and submission process
8. Help their student to integrate the feedback received from the committee members regarding a preliminary draft of their thesis/dissertation
9. Determine, in consultation with committee members, when the thesis or dissertation is ready to be submitted to the College of Graduate Studies and initiate the process for the oral examination
10. Work with their student to identify appropriate University and/or External Examiners as well as obtain approval from the College of Graduate Studies for all examiners external to UBCO. When a defence date is agreed to by all parties, book a room for the defence
11. Submit a copy of the approved thesis or dissertation to the College of Graduate Studies along with the required forms. The necessary submission forms can be found on the [College of Graduate Studies website](#)
12. Assist the student to prepare for the oral examination
13. Assist the student to make final revisions to the thesis or dissertation, if necessary



Supervisory Committees

Supervisory committees are required for all M.Sc. and Ph.D. students. Supervisory committees are comprised of the student's supervisor, any co-supervisors, and other faculty members from inside or outside the School of Health and Exercise Sciences program, or even from other institutions.

Both the M.Sc. and Ph.D. supervisory committee must be comprised of at least three faculty members, including the student's supervisor. If the student is co-supervised, there must be at least one committee member for each co-supervisor (i.e., a student with two co-supervisors will have a committee of at least four individuals). The committee may include faculty members from other graduate programs. At least two members of the committee must be faculty members at the UBC Okanagan campus.

M.Sc. supervisory committees must be formed in the first 16 months of study; Ph.D. committees must be formed in the first 18 months of study.

Committee members should possess expertise that complements that of the supervisor(s) and expands the student's academic training. Committee members frequently contribute to the mentorship of the student and are an important component of degree landmarks, including the thesis/dissertation proposal, comprehensive exams (Ph.D. students only), and the defence.

To include qualified non-faculty members or faculty external to UBC, please submit the [Dean's Approval for Co-Supervisor/Committee Member form](#) to the [Graduate Program Assistant](#).

Please see the College of Graduate Studies [Supervisory Committee Policy 9.3](#) for full details on supervisory committees. For more information on Comprehensive Exams Committees (Ph.D.) students only, please review the [Comprehensive Examinations Committee](#) section of this document.

Tuition Schedules

Tuition for UBC Okanagan Graduate Students is assessed per term, not per course taken. Fees are subject to change. The M.Sc. and Ph.D. programs in the School of Health and Exercise Sciences are considered "Standard Programs". For more information about tuition and other fees, visit the [College of Graduate Studies Tuition and Fees Page](#)

Graduate Student Awards, Scholarships and Bursaries

UBC Okanagan now has minimum guaranteed funding for PhD Graduate students (see below). Please visit the College of Graduate Studies' [Award Opportunities](#) page to learn more about Scholarships, Fellowships, and other funding opportunities. Students in the program may also receive updates and information on funding opportunities by email from the Graduate Program Administrators or from the College of Graduate Studies.

Please visit the College of Graduate Studies [Bursaries and Financial Support](#) page to learn more about financial assistance.

Students are encouraged to discuss funding opportunities with their supervisor prior to submitting an application and throughout their degree.



Some internal awards adjudicated by the School of Health and Exercise Sciences (e.g. [University Graduate Fellowship](#), [Graduate Dean's Entrance Award](#)) do not require formal application and are distributed according to a funding policy available to current graduate students on the [My H.E.S. Canvas page](#).

The College of Graduate Studies outlines information for student appointments (Teaching Assistantships, Research Assistantships, Academic Assistantships) in the [Graduate Student Employment manual](#).

Minimum Ph.D. Funding Policy

The College of Graduate Studies implemented a Minimum Funding for PhD Students Policy, guaranteeing all PhD students a minimum funding package of \$20,000 effective September 2021. The minimum funding continues to be reviewed on an ongoing basis, effective September 2024 PhD minimum funding will rise to \$24,000 per annum. This funding can come from a variety of sources, and applicants should discuss the potential source(s) of these funds prior to applying. More information can be found on the [College of Graduate Studies website](#). Although discussions are occurring related to Master's level minimum funding there is not such policy to date.

Teaching Assistantships

Graduate Teaching Assistant (GTA) positions are offered to graduate students at both the M.Sc. and Ph.D. level. GTA duties may include preparing for lectures/laboratory work, lecturing, or laboratory instruction. Graduate students must not work more than 12 hours per week, across all of their roles within UBC (GTA, GRA, etc.).

Current students must apply for GTA positions by April 30th annually, and incoming students must apply for GTA positions by June 30th annually. Application forms and further instructions are circulated several weeks prior to the application deadline. It is recommended that students work with their supervisor to plan their academic year, including GTA positions.

GTA positions are limited, and not guaranteed.

Research Assistantships

Graduate Research Assistant (GRA) positions are offered to graduate students at both the M.Sc. and Ph.D. level. GRA duties may constitute part of the graduate degree requirements for the student; funding for these positions comes from the faculty member's research grants. The stipend is considered a scholarship.

Graduate students are not guaranteed a GRA position with their supervisor(s).

Graduate Academic Assistantships

Graduate Academic Assistantships (GAA) include duties not conforming to the GRA role. The stipend may not be considered a scholarship.

Contact the [Graduate Program Assistant](#) with any questions about GTA/GRA/GAA positions.



Registering for Courses

Course registration is done online, through the [Student Services Centre \(SSC\)](#). Registration dates are available on the SSC and current students will be sent a reminder email approximately two weeks prior to the opening of registration for each term. In order to help our instructors plan the delivery of graduate courses in HES, the School requests that all students register for Winter Term 1 and 2 courses by July 15th each year.

Course registration opening dates can also be found on the [Registration Dates website](#).

Students should discuss course selection with their supervisor or supervisory committee. All questions around registration – including late registration or withdrawal – should be directed to the [Graduate Program Assistant](#).

Continuous/Continuing Registration

All M.Sc. and Ph.D. students must maintain registration in at least one course throughout the duration of their degree, including summer semesters, unless on an approved leave of absence. Even if required coursework is complete, students MUST be registered in either their thesis (HES 549) or dissertation (HES 649) every term of their degree. The Ph.D. in Kinesiology program does not have required coursework (see [Ph.D. in Kinesiology Program Requirements](#) for full details); however, students may take courses as recommended or required by their supervisory committee.

Registering for Courses at UBC Vancouver

Students wishing to take courses at the UBC Vancouver campus must follow these steps:

1. Identify a graduate-level course that aligns with the student's research area of interest; student and supervisor to discuss the feasibility and applicability of the course
2. Download and complete the ["Registration in Vancouver Courses Form"](#) from the College of Graduate Studies at UBC Okanagan
3. Submit the completed form to the [Graduate Program Assistant](#) at least four weeks before the start of the academic term in which the course is offered

Directed Studies Courses

Students may complete a directed studies course with permission from their supervisor. At least four weeks prior to the beginning of the term, the course instructor must submit the [directed studies scheduling form](#) and the [directed studies course syllabus](#) to the Graduate Program Assistant for the Graduate Program Coordinator's approval. Please review the College of Graduate Studies [Policy on Directed Studies Courses](#).



Annual Progress Reports

Students in the M.Sc. and Ph.D. programs work with their supervisors to complete an Annual Progress Report (APR) each year they are enrolled in their program. **This online report must be completed by May 15th each year.** APR form Version A (for thesis-based students) can be found on the [College of Graduate Studies Forms Page](#). It is recommended that students review this form at the beginning of their program and consider the questions of the APR they plan each year of their degree.

Students must also submit a copy of their grades to date in their program to their supervisor, supervisory committee (if formed), and the [Graduate Program Assistant](#). A screen shot of “My Grades Summary” on the SSC is sufficient.

The report is a summary of the progress a student has made in their program over the past year. It is an opportunity to highlight successes along with any challenges, and allows students to plan for the upcoming year. The progress report provides supervisors, the program coordinator, and the College of Graduate Studies with the information necessary to ensure that each student’s program is on-track, and also facilitates communication with students regarding areas that may require improvement. Furthermore, the APR will be used to assess eligibility for funding via the [University Graduate Fellowship](#); i.e., any student whose progress is rated as “unsatisfactory” will not be eligible for that Fellowship (or other UBC awards) for the following academic year.

If students will defend their thesis/dissertation or complete their program before June 1st, they are not required to submit the APR for that year. If student’s Ph.D. program commences in May, they are not required to submit an APR until the second year of their studies (e.g., students starting in May 2020 do not need to submit an APR until May 2021). If a student was required to submit an interim progress report earlier in the year, they are still required to submit the APR.

Annual Progress Report Guidelines

1. Complete version A of the progress report form from the [College of Graduate Studies Forms Page](#).
 - a. Review the [instructions for completing Annual Report A](#)
 - b. The web form does not save progress. Therefore, it is recommended students complete the sections in a Word document and transfer the text to the online form once ready to submit.
 - c. If a supervisor does not appear in the dropdown, please request they complete the [CoGS Web User form](#) to be added to the website.
2. Once the form is complete, hit “submit” at the bottom of the form. Students will be re-directed to a confirmation page, and receive a copy of the report by email.
 - a. Students will receive email updates as their form moves through the approval process. If students have questions or concerns about their form please email gradadmin.ubco@ubc.ca



- b. If students are having any issues with the digital form please email gradadmin.ubco@ubc.ca. CoGS staff have administrator access to both the student and supervisor version of the forms and can easily cancel/restart a specific workflow or make edits to forms.
3. Students must submit a copy of their grades to date in the program (a screen shot of “My Grades Summary” on the SSC is sufficient) to their supervisor, supervisory committee (if formed), and the [Graduate Program Assistant](#).

M.Sc. to Ph.D. Transfers

In exceptional cases, students may transfer from the M.Sc. program to the Ph.D. program without completing the M.Sc. program requirements. Please see the [College of Graduate Studies Policy Manual](#) for more information.

Advancement to Candidacy

Ph.D. students must be [admitted to Candidacy](#) within 36 months of starting the program; however, it is the stance of CoGS and the School that students should aim to complete these requirements within 24 months. Students who do not advance to candidacy within 36 months of starting the program must withdraw from the program, unless granted an extension by the Dean of the College of Graduate Studies. Students granted an extension will remain in the program but their progress will be rated as “unsatisfactory” on the next Annual Progress Report, which means they will not be eligible for UBC awards for the following academic year. To advance to candidacy, students must pass their [Comprehensive Examinations](#) and their [Dissertation Proposal](#) must be approved by their supervisory committee. The process to apply for Advancing to Candidacy is completed with the submission of the [Recommendation for Advancement to Candidacy form](#) to the College of Graduate Studies (via the [Graduate Program Assistant](#)).

Comprehensive Exams

To schedule the Comprehensive exams, the student must submit the [Notice of Doctoral Comprehensive Exams form](#) to the [Graduate Program Assistant](#). It is recommended students carefully review the [Notice of Doctoral Comprehensive Exams form](#) well in advance of scheduling their Comprehensive Exams to familiarize themselves with the full policy. Once the Comprehensive Exams have been completed, the [Comprehensive Examination Report](#) form must be completed and submitted to the College of Graduate Studies (via the [Graduate Program Assistant](#)).

M.Sc. Thesis Proposal

M.Sc. students must review the [School of Health and Exercise Sciences M.Sc. Thesis Proposal Guidelines](#) prior to submitting their thesis proposal to their supervisory committee. Once M.Sc. thesis proposals are approved by the supervisory committee, the [School of Health and Exercise Sciences M.Sc. Thesis Proposal Approval Form](#) must be submitted to the [Graduate Program Assistant](#). Thesis proposals must be approved within 16 months of beginning the program.



Ph.D. Dissertation Proposal

Ph.D. students must review the [School of Health and Exercise Sciences Dissertation Proposal Guidelines](#) prior to submitting their dissertation proposal to their supervisory committee. Once Ph.D. dissertation proposals are approved by the supervisory committee, the [School of Health and Exercise Sciences Dissertation Proposal Approval](#) form must be submitted to the [Graduate Program Assistant](#).

Thesis/Dissertation Formats

Please refer to the College of Graduate Studies [Thesis and Dissertation Website](#) for more information on theses in general, the difference between a doctoral dissertation and a master's thesis, structure and components of these documents, and more.

Degree Conferral and Graduation

Graduation and degree conferral are interchangeable terms. There are 4 conferral periods annually (February, May, September and November). Students must apply for graduation on the [Student Services Centre \(SSC\)](#) upon email approval from the College of Graduate Studies that their program has been completed. Visit the College of Graduate Studies' [Graduation page](#) for more info on how the process of applying for graduation works.

The act of walking the stage is called the "graduation ceremony" or "convocation", which occurs each year in early June. Regardless of which conferral period (February, May, September, or November) a student graduates in, their graduation ceremony/convocation is the next June.

Leave of Absence

Students may require time away from their studies for a variety of reasons, from medical and parental to personal. When considering a leave of absence, students are encouraged to discuss the matter with their supervisor as soon as possible to begin the process of applying for a leave with the College of Graduate Studies. Leaves are taken in one term (four-month) blocks: 4, 8 or a maximum of 12 months, and start on the first day of the term which has been requested. Leave of absences are not counted towards the total time taken to complete the degree. Students on leave may not access any of the University's facilities, nor undertake any academic or research work towards their degree. Students on leave are not permitted to receive awards. Students on leave are not eligible for Health/Dental coverage normally provided to active students at UBC-O, nor are they required to pay for Health/Dental coverage for the duration of their leave. However, students on leave may opt-in for Health/Dental through the [Student's Union](#). Leaves must be requested in advance and approved by the supervisor, Graduate Program Coordinator and the Dean of the College of Graduate Studies; in exceptional cases, leaves may be retroactively requested. Please reference the College of Graduate Studies policies on [leaves and withdrawals](#) from the program.

To request a Leave of Absence

1. Students must discuss their plans for a leave of absence with their supervisor



2. Download and complete the College of Graduate Studies' [Leave of Absence form](#) (Domestic students only; International students, please visit College of Graduate Studies [Leave of Absence](#) page for more information)
3. Once signed by both student and supervisor, submit the form (and any required documentation, for example doctor's notes) to the [Graduate Program Assistant](#) at least 4 weeks prior to the semester in which the leave will commence
4. Students will be emailed notification of the decision regarding their leave of absence from the College of Graduate Studies

Graduate Student Associations

There are several opportunities for students to get involved in graduate student associations on campus and ensure their classmates' input is considered within the School of Health and Exercise Sciences and the University.

The School of Health and Exercise Sciences' [Graduate Health and Exercise Sciences Society \(GHESS\)](#) is a student-led group that liaises between students, faculty and staff in the School of Health and Exercise Sciences. GHESS also organizes social and academic events for Health and Exercise Sciences graduate students. Email gheess.ubco@gmail.com for more information.

Students interested in joining GHESS are encouraged to reach out to gheess.ubco@gmail.com for more information about current opportunities. Committee members are elected to the council yearly, every April.

Graduate student representatives attend School of Health and Exercise Sciences liaison meetings (no more than once per month) and [Graduate Student Advisory Council](#) Meetings (once per month). These meetings are held on-campus, during business hours.

Preference is given to students that can commit at least one academic year, and those who are able to attend meetings in person.

My H.E.S. Canvas Page

Each current M.Sc. and Ph.D. student in the School of Health and Exercise Sciences is automatically added to the [My H.E.S. Canvas page](#). The My H.E.S. Canvas page contains useful information such as forms and policies, CoGS resources, Student Resources, the HES graduate funding model and more. Important announcements, events, funding and award opportunities and other communications are regularly sent to students' email via this website.

Policies and Procedures

For more information on the College of Graduate Studies Policies, please review the [Graduate Policy and Procedure Manual](#). For policies specific to the School of Health and Exercise Sciences, visit the School of Health and Exercise Sciences [Graduate Student Resources](#) website.



Living in the Okanagan During Graduate Studies

For more information regarding on- and off-campus housing, please visit the [UBC-O Human Resources Webpage](#)

Child Care

[The University Children's Learning Centre](#) at UBC Okanagan has an Infant/Toddler Program and a 3-5 Program available for UBC-O staff, faculty and students at discounted rates.

Please contact Kim at Okanagan.daycare@ubc.ca for more information and availability.

Student Wellbeing and Resources

Students are encouraged to proactively support their health and wellbeing. Many resources are offered through UBC Okanagan, including health insurance, counselling, and sexual violence prevention and response. More information is available at the UBC Okanagan Student Services [Health and Wellness webpage](#).

Students with Disabilities

Students with disabilities can access advisors, supports, financial assistance and more through the [Disability Resource Centre](#) (DRC).

Indigenous Services and Resources

We humbly and respectfully acknowledge that UBC Okanagan is situated on the Syilx Okanagan Nation's unceded and ancestral territory. The Syilx Okanagan peoples continue to be present on, and caretakers of, these lands. UBC Okanagan and the School of Health and Exercise Sciences is committed to improving access and support to Indigenous, First Nations, Métis and Inuit students. Please visit the [Aboriginal Programs and Services](#) website and the [Indigenous Engagement](#) website for more information on resources, supports, events, actions and commitments, and more.

Antiracism and Equity, Diversity and Inclusivity Commitments

UBC Okanagan and the School of Health and Exercise Sciences are working towards improving Equity, Diversity and Inclusivity (EDI); the University strives to create inclusive and anti-racist environments for students, faculty and staff. Please visit the [Antiracism UBC website](#) and the [Equity and Inclusion Office website](#) for more information on UBC's commitments, events, and resources.



Appendix I – Checklists

Application Checklist

- Applicant reviews the [School of Health and Exercise Sciences website](#)
- Applicant the College of Graduate Studies [Applications Guidelines website](#)
- Applicant ensures they meet the [admission requirements](#) for the program for which they are applying (M.Sc. or Ph.D.)
- Applicants secure the support of a Health and Exercise Sciences faculty member as their [research supervisor](#)
- Applicants ensure all references meet the [College of Graduate Studies requirements](#)
- Applicant ensures all transcripts, Letter of Intent and English Language Requirements (if necessary) meet the [College of Graduate Studies requirements](#)
- Applicant correctly self-identifies if they are a Domestic (Canadian citizen or permanent resident) or International student on the application (and is prepared to provide evidence of citizenship/permanent residency)
- Applicant submits an application well before the deadline so the referees have time to upload their reference letter prior to the application deadline. Please note, applicants may upload documents to their application (e.g., unofficial transcripts, letter of intent, etc.) after submission. Applicants will not be considered for entrance funding if their application is incomplete at the deadline (e.g., a reference letter is submitted after the deadline).

Advancement to Candidacy Checklist (Ph.D. students only)

- Doctoral student reviews:
 - [The College of Graduate Studies Candidacy Policy 8.7](#)
 - [The College of Graduate Studies Comprehensive Exams Policy 8.6](#)
 - The School of Health and Exercise Sciences [Dissertation Proposal Guidelines](#)
- Doctoral student completes [Notice of Doctoral Comprehensive Exams form](#) and submit to the [Graduate Program Assistant](#)
- Doctoral student passes the comprehensive exams and submits a completed [Comprehensive Exam Report form](#) to the [Graduate Program Assistant](#) for Program Coordinator signature and submission to the College of Graduate Studies



- Doctoral student has Dissertation Proposal approved by their supervisory committee, then submits a copy of the proposal and a completed [Dissertation Proposal Approval form](#) to the [Graduate Program Assistant](#)
- Doctoral student submits a completed [Recommendation for Advancement to Candidacy form](#) to the [Graduate Program Assistant](#) for Program Coordinator signature and submission to the College of Graduate Studies

Ph.D. students must advance to Candidacy within 36 months of starting the program.

Defence/Program Completion Checklist – M.Sc.

- Student and supervisor review the [College of Graduate Studies Oral Examination Forms and Timelines](#) website
- Student shares a draft of the thesis with their Supervisory Committee, requesting approval to schedule defense.
- Supervisor notifies student’s Supervisory Committee of an upcoming examination and requests their availability, then selects 3 dates/times that all committee members are available
- Supervisor contacts a proposed University Examiner (UE) and confirms their participation on the 3 proposed dates/times that all committee members are available
- Supervisor contacts a proposed Neutral Chair, confirms their participation on the 3 proposed dates/times that all committee members are available, and sends the [Master’s Thesis Oral Examination: - Neutral Chair Responsibilities and Procedures document](#). NOTE: a list of available Neutral Chairs is maintained by the College of Graduate Studies; contact the [Graduate Program Assistant](#) for details
- Supervisor completes [Notice of Master’s Thesis Oral Examination Form](#) and submits to the [Graduate Program Assistant](#) for approval and signature
- Supervisor submits to the [College of Graduate Studies](#) the Notice of Master’s Thesis Oral Examination Form at least four weeks prior to the proposed examination dates
- Supervisor submits to the [College of Graduate Studies](#) the electronic version of the final thesis
- Supervisor completes the [Master’s Thesis Oral Examination Announcement Form](#) (leaving the date/time of examination blank until finalized by CoGS) and submits to the [College of Graduate Studies](#)
- Supervisor sends electronic version of the examinable thesis to all committee members, the UE and the Neutral Chair at least four weeks prior to the defence.



- Supervisor fills in Neutral Chair forms and ballots from the [CoGS website](#), then sends the forms and ballots to the Neutral Chair prior to the exam:
 - [Final Master’s Thesis Oral Examination – Neutral Chair’s Report](#)
 - [Master’s Thesis Approval and Program Completion Forms](#)
 - [Voting Ballot Forms](#)
- The Neutral Chair completes the [Neutral Chair’s Report](#) to the [College of Graduate Studies](#) within 2 business days of completion of the examination
- Student or Supervisor submits the final thesis, the signed [Master’s Thesis Approval and Program Completion Forms](#) and the [Thesis/Dissertation Submission Cover Sheet](#) to the [College of Graduate Studies](#)
 - No revisions: within 3 business days of defence
 - Minor revisions: within 2 weeks of defence
 - Major revisions: within 6 months of defence
- After receiving instructions from CoGS, student uploads final thesis to [cIRcle](#)
- CoGS reviews formatting and approves submission to [cIRcle](#); CoGS reviews program requirements and closes out student’s program within 5 business days

Defence/Program Completion Checklist – Ph.D.

- Student and supervisor review the [College of Graduate Studies Oral Examination Forms and Timelines](#) website
- Student shares a draft of the dissertation with their Supervisory Committee, requesting approval to schedule defense.
- Supervisor notifies student’s Supervisory Committee of an upcoming examination within 10 weeks of the proposed examination date, and requests their availability, then selects 3 dates/times that all committee members are available
- Supervisor contacts a proposed External Examiner and confirms their participation on the 3 proposed dates/times that all committee members are available
- Supervisor submits to the [College of Graduate Studies](#) the [Request for Approval of Proposed External Examiner form](#) at least 10 weeks before the proposed examination dates
- Supervisor contacts a proposed University Examiner and Neutral Chair and confirms their participation on the 3 proposed dates/times that all committee members are available. NOTE: a list of available Neutral Chairs is maintained by the College of



Graduate Studies; contact the [Graduate Program Assistant](#) for details

- Supervisor completes [Notice of Doctoral Dissertation Examination form](#) and submits to the [Graduate Program Assistant](#) for approval and signature
- Supervisor submits to the [College of Graduate Studies](#) the signed [Notice of Doctoral Dissertation Examination form](#), the electronic examinable dissertation and the [Doctoral Dissertation Examination Announcement](#) at least 6 weeks before the proposed examination date
- CoGS schedules dissertation exam and posts the Doctoral Dissertation Examination Announcement
- Supervisor distributes examinable dissertation to the Supervisory Committee and the University Examiner at least 6 weeks before the proposed examination date
- CoGS sends the dissertation to the External Examiner for review at least 5 weeks before the examination.
- The External Examiner submits the [External Examiner's Report](#) to CoGS 1 week before the exam
- Supervisor fills in Neutral Chair forms and ballots from the [CoGS website](#), then sends the forms and ballots to the Neutral Chair prior to the exam:
 - [Final Doctoral Dissertation Oral Examination – Neutral Chair's Report](#)
 - [Doctoral Dissertation Approval and Program Completion Forms](#)
 - [Voting Ballot Forms](#)
- The Neutral Chair completes the Neutral Chair's Report to the [College of Graduate Studies](#) within 2 business days of completion of the examination
- Student or Supervisor submits the final dissertation, the signed [Doctoral Dissertation Approval and Program Completion Forms](#) and the [Thesis/Dissertation Submission Cover Sheet](#) to the [College of Graduate Studies](#)
 - No revisions: within 3 business days of defence
 - Minor revisions: within 2 weeks of defence
 - Major revisions: within 6 months of defence
- After receiving instructions from CoGS, student uploads final dissertation to [cIRcle](#)
- CoGS reviews formatting and approves submission to [cIRcle](#); CoGS reviews program requirements and closes out student's program within 5 business days



Graduation Checklist

- Students ensure they have completed all [program requirements](#)
- Student ensure they have completed the dissertation/thesis defense requirements ([Ph.D.](#) / [M.Sc.](#))
- Students verify all of their final grades have been uploaded to their transcript by checking “Your Grades Summary” under Grades & Records on the [Student Services Centre](#)
- Students apply for Graduation on the [Student Services Centre](#)
- Students update their decision to attend convocation with the College of Graduate Studies, if necessary
- Contact the [Graduate Program Assistant](#) with any questions



Appendix II – Recommended Internet Bookmarks

[College of Graduate Studies](#)

[College of Graduate Studies - Policy Manual](#)

[Academic Calendar - Kinesiology and Health & Exercise Sciences](#)

[Academic Calendar – Homepage](#)

[College of Graduate Studies – Dates and Deadlines](#)

[College of Graduate Studies – Award Opportunities](#)

[College of Graduate Studies – Application Guideline](#) (Prospective students)

[School of Health and Exercise Sciences - Homepage](#)

[School of Health and Exercise Sciences – Graduate Programs](#)

[UBC Okanagan Homepage](#)

[UBC Okanagan Food Services](#)

[Wayfinding at UBC-O](#)

[Off-Campus Housing Registry](#)

[UBC HR Collective Agreements \(BCGEU/Teaching Assistants\)](#)

[Student Service Centre // UBC Course Schedule \(Student Service Centre\)](#)

[Canvas Homepage // Canvas Login](#)



Appendix III – Terminology

1. Annual Progress Report (APR) – Outlines of student progress and plans for future degree completion. M.Sc. and Ph.D. students complete [“Annual Progress Report – A”](#) forms with input from their supervisor.
2. Campus-Wide Login (CWL) – login information (specifically the username) students and faculty use to access a variety of UBC Services. Many forms request a CWL, which in that case refers only to the username; do not ever share your CWL password, even with IT Okanagan.
3. Canvas/CANVAS – [UBC’s online learning platform](#), to which all students must have access. Instructors may post course material, assignments, quizzes, etc. on Canvas. It is also beneficial for students to have access to the Canvas shell for each course to which they are assigned as a [teaching assistant](#).
4. [College of Graduate Studies \(CoGS\)](#) – the overarching body which encompasses all graduate students and programs at UBC Okanagan. CoGS outlines admissions requirements, processes applications, assesses tuition fees, processes degree completion and conferrals, grants degrees, provides resources and award opportunities for students, and much more. The Graduate Programs in Health and Exercise Sciences function under the rules and regulations of CoGS.
5. Continuous Registration - All students must maintain registration in at least one course throughout the duration of their degree, including summer semesters, unless on an approved [leave of absence](#). Students MUST be registered in either their M.Sc. thesis (HES 549) or their Ph.D. dissertation (HES 649) for the duration of their degrees.
6. Directed Studies – See [Directed Studies](#) for more information.
7. Dissertation – A dissertation is a written document summarizing a scholar’s primary research, and is the principal component of a Doctor of Philosophy (Ph.D.) degree. Dissertations are written in essay-format, adhering to a specific academic format (e.g., APA). A dissertation is a Ph.D.-level analog to the M.Sc.-level thesis.
8. First Class Standing – a GPA score that is equal to or higher than an A- (80%) at UBC-O or equivalent GPA from another institution. First class standing is a requirement for some Graduate Student Awards and Scholarships.
9. Graduate Program Assistant – the staff member responsible for organizing and liaising between the Graduate Program Coordinator, the College of Graduate Studies, and the students. The School of Health and Exercise Sciences’ Graduate Program Assistant may be reached at fhsd.graduateprogram@ubc.ca. Student inquiries and form submissions, should be directed to the Graduate Program Assistant.
10. Graduate Program Coordinator – A School of Health and Exercise Sciences faculty member who oversees the entire Graduate-level program.



11. Information Technology (IT) Okanagan – The [IT department](#) ensures computers work properly for all students and staff. Please contact IT directly with any computer/software/Canvas-related issues.
12. Leave of Absence – Please see [“Leave of Absence”](#) for more information.
13. [Student Services Centre \(SSC\)](#) – a webpage where students register for courses, apply for graduation, access grades and order transcripts, pay tuition, download T2202A tax forms etc. Students log in using their CWL (Campus Wide Login).
14. Summer Term 1 – The academic term/semester from early May to June. See the College of Graduate Studies [Academic Calendar](#) for more information and year-specific dates.
15. Summer Term 2 – The academic term/semester from early July to Mid-August. See the College of Graduate Studies [Academic Calendar](#) for more information and year-specific dates.
16. Thesis – A thesis is a written document summarizing a scholar’s primary research, and is at least one component towards the requirements for a M.Sc. degree. Theses are written in essay-format, adhering to a specific academic format (e.g., APA). A thesis is a M.Sc.-level analog to the Ph.D.-level dissertation.
17. UBC-O/UBC-V (also written “UBCO”/”UBCV”) – University of British Columbia (UBC) has two campuses, one in the Okanagan and one in Vancouver. These two campuses operate separately, have independent applications processes, and offer different programs and courses.
18. Winter Term 1 – The academic term/semester from early September (some courses begin in late August) to late December. See the College of Graduate Studies [Academic Calendar](#) for more information and year-specific dates.
19. Winter Term 2 – The academic term/semester from early January to the end of April (some courses extend into May). See the College of Graduate Studies [Academic Calendar](#) for more information and year-specific dates.