

## Ph.D. Program in Kinesiology

### Comprehensive Examinations

In order to determine whether students have broad knowledge of their respective field(s), the Department of Kinesiology requires that all doctoral students pass three written examinations, followed by an oral exam.

The comprehensive exam should be completed no later than the conclusion of the second academic year of the PhD program.

All course work, with the exception of the Doctoral Seminar (KINE-9950) and Community Internship (KINE-9698), should be completed before Comprehensive Examinations are undertaken. After completion of these course requirements, the comprehensive exam serves as preparatory work for the Dissertation (KINE-9980) and enables students to develop recognized areas of expertise for teaching and career purposes.

### Comprehensive Examination Timeline

| TIME<br>(Business<br>Days)                         | 0  | 10-15 Days                                   | 10 Days   | 5 Days                                       | 5 Days                            | No more than 60 days from<br>approval of reading list   | 10 Days                                | 1 Day   |
|--|--|--|---|--|-----------------------------------|---|--|---|
| <b>STUDENT'S<br/>RESPONSIBILITIES</b>              | Establish committee and exam areas with advisor        |  | Prepare and submit preliminary reading list (20-25 units <sup>1</sup> per question) |  | Revise reading list               | Write one (1) paper <sup>3</sup> in response to each question for a total of three (3) papers. Each paper will normally be 20 pages in length, with 1" margins, double-spaced, 12pt Times New Roman font, plus references, tables, figures, and so forth, formatted in the approved style for the discipline. |  | Oral defense <sup>5</sup> (not to exceed 2.5 hours in length) |
| <b>COMMITTEE<br/>MEMBERS'<br/>RESPONSIBILITIES</b> | Agree to serve on committee and attend initial meeting | Provide three (3) questions (≈ 1 per member) |   | Provide feedback on preliminary reading list | Approve reading list <sup>2</sup> |   | Grade papers (Pass/Fail <sup>4</sup> ) | Oral defense (not to exceed 2.5 hours in length)              |

<sup>1</sup> 1 unit = 1 peer-reviewed research article; books are equivalent to 5 units (or more, based on size). Total to be 60-75 units.

<sup>2</sup> This process may continue until the Committee is satisfied with the reading list.

<sup>3</sup> The 'paper' can take many different forms. For instance, students could be asked to write an essay in direct response to the question posed to them, a proposal for a research project, a research review of the prescribed area (e.g., citation network analysis, narrative review, scoping review), and design a new course in the prescribed area, among others.

<sup>4</sup> Examination Appeal and Re-write Procedures are to remain as currently outlined.

<sup>5</sup> Apart from extending the duration of the Oral Exam by up to 30 minutes, the format is to remain as currently outlined.

### 1. Establishing the Comprehensive Exam Committee

PhD students, in consultation with their doctoral advisors, will invite professors to make up a Comprehensive Examination Committee (hereafter referred to as the Committee). The Committee will comprise three (3) faculty members in the relevant area(s), one (1) of whom may be external to the department, plus an independent (i.e., non-voting) Chair. The doctoral advisor may not hold the position of Chair. In instances where students may have co-advisors, they share a single position on the Committee. **NOTE:** A majority of the Committee, including the Chair, must hold [Graduate Faculty Status](#).

An initial meeting involving all Committee members shall be held at a mutually-convenient day and time to establish the scope of the exam and so that all members may complete and sign the Comprehensive Exam Committee Form, which is to be filed with the Graduate Secretary. The day of this initial meeting denotes the start date for the Comprehensive Exam.

## 2. Establishing the Examination Questions

Within 15 business days of the start date, each member will provide the student (copied to the Chair) with a single written examination question (which may contain multiple parts), for a total of three (3) questions. It is the responsibility of the Chair to ensure that the questions for the Written Examination are distinct and without duplication.

## 3. Preparing the Reading List

Upon receiving these three (3) questions, the student then has ten (10) business days to prepare and submit a preliminary list of 20-25 reading units, per question (for a total of 60-75 units for the entire exam), to each respective Committee member (copied to the Chair). Please note, one (1) reading unit is equal to one (1) peer-reviewed research article, while books are equivalent to five (5) units or more, based on size.

Within five (5) business days, Committee members will review the reading list associated with their respective questions and provide written feedback to the student via email (copied to the Chair). At this point, if the Committee member is satisfied with the reading list, this will be communicated to the Committee Chair via email. However, if necessary, an additional five (5) days is permitted for the student to revise and resubmit their reading lists based on the feedback provided. Revisions to the reading lists may continue using this same process until each member of the Committee approves their respective reading list.

## 4. The Written Examination

Once the reading lists have been approved by all members of the Committee, the Chair will inform the student via email and the Written Examination will commence on the next business day. At that time, the Chair will also determine the due date for the Written Examination, which will be communicated via email to the student, all members of the Committee, as well as the Graduate Secretary.

The student has no more than sixty (60) business days to write one (1) paper in response to each question (for a total of 3 papers). These papers can take on many different forms. For example, students could be asked to write an essay in direct response to the specific question(s) posed to them, a proposal for a research project, a research review of the prescribed area (e.g., citation network analysis, narrative review, scoping review), or design a new course in the prescribed area, among others.

Each paper is to be prepared using Microsoft Word (download for free [here](#)), normally be **twenty (20) pages in length**, with **1" margins, double-spaced**, with **12pt Times New Roman font**, plus references, tables, figures, and so forth, and be formatted in the approved style for the discipline (e.g., APA, MLA).

During the writing period, the student may **not** consult members of the Committee or any other faculty member regarding their examination. Moreover, the student is **not** permitted to have anyone read any part of their work (e.g., proofread or receive feedback on their papers). Papers must represent the student's original thoughts and independent composition. While these papers may synthesize previous coursework, it must not duplicate an assignment from previous courses. Violations of these rules may be deemed a form of Academic Misconduct, which is governed by [Senate Bylaw 31: Academic Integrity](#). Questions or concerns regarding one or more of the examination questions may be directed to the Chair at any point during the writing period.

Completed papers must be submitted by the student to the Chair via e-mail by no later than 9:00am Eastern Standard Time (EST) on the 61<sup>st</sup> business day.

**NOTE:** If the student wishes to attend a conference, experiences a significant illness that prevents them from working on their papers, or has some other event scheduled during the writing period that requires them to discontinue their work, the student may request, in writing to the Chair, an extension of time equivalent to the time lost to complete their papers. The Chair will confer with the Committee to confirm permission for the time extension and communicate to the student the revised submission date, as required.

## 5. Evaluating the Written Examination

Members of the Committee will have ten (10) business days to evaluate the acceptability of the student's responses to their specific question and one other. As such, each of the student's papers will be evaluated by two (2) members of the Committee. Each member will decide whether the papers are acceptable to have the candidate proceed to the Oral Examination and e-mail their decision to the Chair by no later than 9:00am Eastern Standard Time (EST) on the 11<sup>th</sup> business day. Evaluation of the Written Examination will not include judgment of whether a particular reference or references are used, but will be based on the quality and depth of the paper, and the extent to which the student adequately answered the question(s) that were posed.

In cases where Committee members' evaluations differ from one another on the same paper (e.g., one member recommends a passing grade, while the other recommends a failing grade), the third member of the Committee will be asked to evaluate said paper and render a decision to break the tie. The student must pass at least two (2) of the three (3) papers to proceed to the Oral Examination.

The Chair will notify the student, Committee, and Graduate Secretary of the outcome within two (2) business days so that the Oral Examination can be scheduled, and file the completed Written Examination Checklist & Report Form with the Graduate Secretary.

## 6. The Oral Examination

Following the evaluation of the Written Examination, an Oral Examination will be held, which will provide the student with an opportunity to defend, clarify, or expand upon on issues directly related to the content of the written papers.

The Chair, in consultation with the Graduate Secretary, is responsible for booking the room, and notifying the student and Committee of the date, time, and location of the Oral Examination within five (5) days of notifying all parties of the outcome of the Written Exam. The examination should take place on the University of Windsor campus, and will typically be held within the Human Kinetics Building. The Oral Examination should not exceed 2.5 hours in duration.

The student and Chair must be physically present at the Oral Examination. At most, one (1) Committee member may be virtually present. At most, and only in exceptional circumstances, one (1) Committee member may be absent (i.e., not physically or virtually present). If a Committee member must be absent, their questions ought to be submitted to the Chair in advance, who will then ask the questions on their behalf for the consideration of the Committee members who are present.

The Chair will provide hardcopies of the three (3) Written Examination papers in case the student wishes to refer to specific elements during the Oral Examination. The student may bring only a blank note pad and pen to the examination room.

Immediately prior to the start of the Oral Examination, the Chair may request to meet privately with the Committee to solicit general comments, overall appraisals, questions the Committee may wish to ask, and verify the order of questioning. **NOTE:** Except in instances where a Committee Member is absent, the Chair does not ask evaluative questions of the student during the Oral Examination.

At the conclusion of the Oral Examination, the student is requested to vacate the examination room while the Committee members deliberate and vote by secret ballot on the student's overall performance on a pass/fail basis. The Chair does not cast a vote but indicates the voting outcome on the Oral Exam Checklist & Report Form. The minimum basis for an overall passing grade shall be positive unanimity less one (1) vote, and the Chair determining that the Oral Examination has been fair to the student. All members of the Committee, including the Chair, sign the Report Form where indicated.

Once the outcome of the Oral Examination has been determined and subsequently recorded, the student is invited back into the examination room where the Chair will inform them of the outcome. If more than one (1) negative vote is cast, the student shall be deemed to have failed the Oral Examination. If the student fails the Oral Examination, the student must be given a written explanation for the failing grade.

The Chair will file the completed Oral Examination Checklist & Report Form with the Graduate Secretary.

## 7. Examination Appeal and Re-write Procedures

Failed Comprehensive Examinations may be appealed only on the basis of an incorrect evaluation or procedural irregularities, as per [Senate Bylaw 51: Academic Evaluation Procedures](#). A letter must be sent to the Dean of Graduate Studies detailing the reason for the appeal.

If a student fails the written or oral component of the Comprehensive Examination, they may retake the examination only once at the discretion of the Graduate Coordinator and the Faculty of Graduate Studies. If either the second Written or Oral Examinations are failed, the student must withdraw from the program.

In such instances, the student normally should maintain the same Committee. Under exceptional circumstances, there may be flexibility regarding the length of time between failing and retaking the Comprehensive Exam. Approval of the Graduate Coordinator is required. Otherwise, the exam protocol and timelines proceed as prescribed above.

When retaking a Written Examination, the reading list may be revised at the discretion of the Committee. There will, however, be a new set of examination questions, which will be similar in nature and format to those of the original questions. In the event the composition of the Committee changes, a revised reading list must be devised



University of Windsor

Department of Kinesiology, Faculty of Human Kinetics

401 Sunset Avenue

Windsor, Ontario, Canada N9B 3P4

PhD Comprehensive Exam Committee Form

|                  |  |             |  |
|------------------|--|-------------|--|
| Student Name:    |  | Student ID: |  |
| (Co-)Advisor(s): |  |             |  |

|                     |  |       |  |
|---------------------|--|-------|--|
| Committee Member 1: |  |       |  |
| Topic:              |  |       |  |
| Signature:          |  | Date: |  |
| Committee Member 2: |  |       |  |
| Topic:              |  |       |  |
| Signature:          |  | Date: |  |
| Committee Member 3: |  |       |  |
| Topic:              |  |       |  |
| Signature:          |  | Date: |  |
| Chair:              |  |       |  |
| Signature:          |  | Date: |  |

Please submit a signed copy of this form to the Graduate Secretary.

|                       |  |       |  |
|-----------------------|--|-------|--|
| Graduate Coordinator: |  |       |  |
| Signature:            |  | Date: |  |



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PhD Comprehensive Exam
Written Exam Checklist & Report Form

Form with fields for Student Name, Student ID, (Co-)Advisor(s), and three Committee Members.

Comprehensive Examination Start Date: \_\_\_\_\_

Written examination questions provided to student (copied to Chair) within 15 business days from the start date

- 1. (Date: \_\_\_\_\_) 2. (Date: \_\_\_\_\_) 3. (Date: \_\_\_\_\_)

Submission of preliminary reading list for each question to Committee members within 10 business days of receiving examination questions

(Date: \_\_\_\_\_)

Feedback on preliminary reading list provided to student within 5 business days

- 1. (Date: \_\_\_\_\_) 2. (Date: \_\_\_\_\_) 3. (Date: \_\_\_\_\_)

Submission of revised reading list for each question to Committee members within 5 business days of receiving feedback on preliminary reading lists

(Date: \_\_\_\_\_)

Approval of reading list for each question communicated to Chair

- 1. (Date: \_\_\_\_\_) 2. (Date: \_\_\_\_\_) 3. (Date: \_\_\_\_\_)

Written Examination Due Date - by 9am (EST) on the 61st business day:

\_\_\_\_\_

Extension granted (exceptional circumstances only):

YES: [ ]

NO: [ ]

Revised Due Date: \_\_\_\_\_



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Justification for the extension being granted:

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Written Examinations submitted to Chair

(Date: \_\_\_\_\_)

Written Examinations distributed to Committee members for evaluation (2 members per question)

**Written Examination Feedback Due Date – by 9am (EST) on the 11th business day:**

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Written Examination evaluations submitted to the Chair

|             | Committee Member 1:   | Committee Member 2:   | Committee Member 3:   |
|-------------|---|---|---|
| Date:       |   |   |   |
| Question 1: | PASS: <input type="checkbox"/> FAIL: <input type="checkbox"/> N/A: <input type="checkbox"/> | PASS: <input type="checkbox"/> FAIL: <input type="checkbox"/> N/A: <input type="checkbox"/> | PASS: <input type="checkbox"/> FAIL: <input type="checkbox"/> N/A: <input type="checkbox"/> |
| Question 2: | PASS: <input type="checkbox"/> FAIL: <input type="checkbox"/> N/A: <input type="checkbox"/> | PASS: <input type="checkbox"/> FAIL: <input type="checkbox"/> N/A: <input type="checkbox"/> | PASS: <input type="checkbox"/> FAIL: <input type="checkbox"/> N/A: <input type="checkbox"/> |
| Question 3: | PASS: <input type="checkbox"/> FAIL: <input type="checkbox"/> N/A: <input type="checkbox"/> | PASS: <input type="checkbox"/> FAIL: <input type="checkbox"/> N/A: <input type="checkbox"/> | PASS: <input type="checkbox"/> FAIL: <input type="checkbox"/> N/A: <input type="checkbox"/> |

Outcome of Written Examination (must pass 2/3 papers)

PASS:

FAIL:

Notify the student, Committee, and Graduate Secretary of the outcome of the Written Examination within two (2) business days so that the Oral Examination can be scheduled

|            |  |       |  |
|------------|--|-------|--|
| Chair:     |  |       |  |
| Signature: |  | Date: |  |

*Please submit a signed copy of this form to the Graduate Secretary.*

|                       |  |       |  |
|-----------------------|--|-------|--|
| Graduate Coordinator: |  |       |  |
| Signature:            |  | Date: |  |



PhD Comprehensive Exam Oral Exam Checklist & Report Form

|                  |  |             |  |
|------------------|--|-------------|--|
| Student Name:    |  | Student ID: |  |
| (Co-)Advisor(s): |  |             |  |

Oral Examination date, time, and location to be coordinated with the Graduate Secretary, and communicated to the student and Committee within five (5) days of notifying all parties of the outcome of the Written Exam

| Oral Examination<br>(not to exceed 2.5 hours) |  |           |  |
|---|--|-----------|--|
| Date:   |  | Time:     |  |
|   |  | Location: |  |

Oral Examination evaluations must be submitted to the Chair at the conclusion of the exam period via secret ballot

|            | Committee Member 1:   | Committee Member 2:   | Committee Member 3:   |
|------------|---|---|---|
| Signature: |   |   |   |
| Oral Exam: | PASS: <input type="checkbox"/> FAIL: <input type="checkbox"/> | PASS: <input type="checkbox"/> FAIL: <input type="checkbox"/> | PASS: <input type="checkbox"/> FAIL: <input type="checkbox"/> |

Outcome of Oral Examination (minimum passing grade shall be positive unanimity less one (1) vote)

PASS:  FAIL:

Notify the student, Committee, and Graduate Secretary of the outcome of the Oral Examination

|            |  |       |  |
|------------|--|-------|--|
| Chair:     |  |       |  |
| Signature: |  | Date: |  |

Please submit a signed copy of this form to the Graduate Secretary.

|                       |  |       |  |
|-----------------------|--|-------|--|
| Graduate Coordinator: |  |       |  |
| Signature:            |  | Date: |  |