

# **GRADUATE PROGRAM APPROVAL FORM**

Before registering for the first time, a Program Approval Form must be submitted to the Associate Dean (Research & Graduate Studies). This form is used to record the course work students are expected to complete as part of their degree requirements. The form is to be completed by the advisor, in consultation with the student.

Only courses listed on the Program Approval Form will count towards the students program of study.

Note: Revisions to the Program Approval Form must be approved by the advisor and the student and registered with the Associate Dean (Research & Graduate Studies).

Student Name: \_\_\_\_\_ Student Number \_\_\_\_\_

## **MASTER'S PROGRAM**

All students are required to successfully complete [GRAD 7500](#) Academic Integrity Tutorial (0 credit hours) within their first term of initial registration. Students must also register for [GRAD 7300](#) prior to applying to any ethics boards which are appropriate to the student's research or within the student's first year, whichever comes first.

Complete a minimum of twelve (12) credit hours of course work approved by the faculty advisor. Of these, a minimum of nine (9) credit hours must be at or above the 7000 level.

Students are required to take KPER 7000 Research in Kinesiology and Recreation Management (3 credit hours).

Students are required to take at least 3 credit hours of graduate level education offered by the Faculty of Kinesiology and Recreation Management.

Additional credit hours of coursework may be chosen from a combination of courses offered by the Faculty of Kinesiology and Recreation Management or from other faculties or institutions.

Within their program of study, students may complete a maximum of two KPER 7800 Directed Studies courses (different topics) for a total of six (6) credit hours; however, only three (3) credit hours will count towards the minimum twelve (12) credit hour course work requirement.

Course	Credits	Term	Year
GRAD 7020 Master's Re-registration	0		
GRAD 7300 Research Integrity Tutorial	0		
GRAD 7500 Academic Integrity Tutorial	0		
KPER 7000 Research in Kinesiology and Recreation Studies	3	Fall	

**Please note:** Students are also required to complete performance not related to course work.



# GRADUATE PROGRAM APPROVAL FORM

Students must attend a minimum of one professional development event per term enrolled as a graduate student in the program until the program is completed (i.e., students must complete this requirement once per term for the FALL (September-December) WINTER (January-April) and SUMMER (May-August term)). Professional development is defined as the process of improving and increasing capabilities through access to education and training opportunities. Professional development occurs by reflecting upon the knowledge gained through attendance at research seminars, thesis proposals and/or defenses, Grad Steps workshops, conferences, online presentations that include an academic or evidence-informed aspect, or opportunities situated in practice that are unrelated to the academic or work-related roles that an individual is normally involved in. A breadth of events can count towards fulfilling this requirement, as the professional development needs for each student will be unique. Students are to work with their advisors to identify appropriate professional development training plans and to have the advisor’s pre-approval for each specific professional development training event. After participating in a specific professional development training event, the student is required to document their participation (i.e., the student will create a report that provides specific information about the event as well as written reflection about how the knowledge gained through the event will enable them to improve and increase their capabilities). Please contact the Graduate Program Coordinator for the report template. Once completed, the report for each professional development event must be signed by the student’s advisor and submitted to the Graduate Program Coordinator to be counted. Progress is monitored by the Graduate Program Coordinator and is a requirement for graduation.

If a student does not complete the professional development requirement in a term, they and their advisor will be notified. The student will have 1 month to complete the professional development requirement that was missed. If the student does not complete the professional development requirement during that timeframe, the student will be required to meet the Associate Dean (Research and Graduate Studies) and their advisor for the purpose of identifying a plan to address the Professional Development requirement within 1 month. Failure to do so will require that the student meet with their thesis advisory committee and the Associate Dean (Research and Graduate Studies) for the purpose of completing a Progress Report, where an “In Need of Improvement” rating will be recorded. The student must identify a plan to address the Professional Development requirement and to describe that plan on the Progress Report form, which will be submitted to FGS. If the issue is not resolved by the end of that term, the student will be required to complete a second Progress Report with their thesis advisory committee and the Associate Dean (Research and Graduate Studies), where a second “In Need of Improvement” rating will be recorded. If the issue is resolved through this remediation process, the student will have fulfilled this requirement for the term that it was aligned with. In either case, the student is responsible for completing the professional development requirement for the current term that they are enrolled in (i.e., they must meet the requirement for the previous term through this remediation process and also complete the professional development event for the subsequent term that they are now enrolled in).

For a student to get a “satisfactory” rating on their Progress Report, they must complete their professional development requirements for all terms that they were enrolled as a graduate student during the academic year prior to the Progress Report. Failure to do so will result in an “In Need of Improvement” rating on their Progress Report.

Forms available at: [https://umanitoba.ca/faculties/kinrec/grad\\_programs/curstudents/forms.html](https://umanitoba.ca/faculties/kinrec/grad_programs/curstudents/forms.html)

Student signature: \_\_\_\_\_

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

Advisor signature: \_\_\_\_\_

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

Co-Advisor signature: \_\_\_\_\_

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

Associate Dean signature: \_\_\_\_\_

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