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PROGRAM DESCRIPTION AND REQUIREMENTS

The interdisciplinary program of study in Human Movement Science is designed to provide students from various fields an opportunity to pursue doctoral studies in Human Movement Science. The Department of Allied Health Sciences grants the degree in the Curriculum in Human Movement Science.

Our mission is to create, disseminate, and implement knowledge of human movement that promotes physical well-being and quality of life in clinical and healthy populations.

The goals of this program are to:

1. Prepare doctoral research scholars who will create and disseminate knowledge in Human Movement Science. Program graduates will excel in functioning as part of a team to address scientific problems related to human movement in a global, integrated manner.

2. Conduct applied and/or translational research using interdisciplinary approaches focused on healthy and impaired human movement. Research conducted through our program will reflect the complexity and interdependence of the multiple systems underlying movement, and ultimately will promote health and physical well-being.

To meet these goals, our objectives are:

- To prepare doctoral research scholars who will create and disseminate knowledge in Human Movement Science by:
  - Seeking excellent students and supporting them appropriately.
  - Responding to the growing health care needs of the state and nation through innovative research, training, and outreach.
  - Fostering mentored professional development via publication, presentation, grantsmanship, networking, and course instruction.

- To conduct applied and translational research using interdisciplinary approaches focused on healthy and impaired human movement by:
  - Engaging the participation of innovative and productive faculty.
  - Providing excellent, state-of-the-art facilities.
  - Providing financial resources to support student research.

A unique focus of the program is on maintaining health, preventing disability, and improving movement ability in persons with movement problems. The program provides training through a rigorous research curriculum of didactic and research experiences, and an interdisciplinary emphasis provided by faculty, course work, and students. The curriculum combines core requirements for all students in the program while allowing for considerable flexibility in designing programs of study to meet the needs of a specific area of concentration and the students’ interests. The program is committed to developing leading researchers, teachers, and scholars in academe who will interweave the cutting edge of scientific knowledge with clinical practice for maintaining and improving human movement.
A key feature of this program is the interdisciplinary orientation of the combined efforts of several successful programs on the UNC Chapel Hill campus. We believe that the advancement of the science of human movement can best be accomplished with methods and researchers across disciplines. Human movement is inherently complex and dynamic and is the product of biological, mechanical, behavioral, and environmental systems. The dynamic and complex nature of human movement provides an organizational perspective for the curriculum. Specific features of this organizing perspective include:

- An emphasis on developing and testing theory of normal and dysfunctional human movement;
- Applying these and other theories of movement to maintaining and improving human movement;
- Recognizing the multifactorial nature of human movement;
- An interdisciplinary approach to solving problems of human movement;
- Studying movement at multiple levels of analysis; and
- Addressing the unique movement problems associated with injury, disease, development and aging.

A. Degree Areas of Interest

Students of varied academic disciplines are accepted into the program. Students in our program study across the spectrum of these three primary areas of interest in human movement:

- Biomechanics
- Exercise physiology
- Neuromuscular control and motor learning

To develop one (or more) of these areas of interest, students may choose courses and research experiences from a wide variety of classes offered in various departments at The University of North Carolina at Chapel Hill, or at other universities.

B. Core Requirements (These are minimal requirements. The student and advisor will plan an individualized course of study that may require additional courses.)

1. **HMSC 700, 701 (or equivalent), 702 Scientific Basis for Human Movement** (9 credits) *(HMSC 702 is the lecture portion of EXSS 780 Physiology of Exercise).* These courses include basic knowledge in biomechanics, neuroscience, motor control/learning, and exercise physiology. Students who have extensive background knowledge in neuroscience and motor control/learning may be permitted to take HMSC 743 instead of HMSC 701 to meet the core requirement. A student who is interested in this option should submit the syllabus or syllabi from previous course(s) in this content area and obtain approval from his/her advisor and from the coordinator for the HMSC 743 course prior to registering.

2. **Allied Health Sciences Research Design Sequence** (7 credits total) [AHSC 902 - Philosophical Foundations (1 credit), AHSC 903 - Qualitative Foundations (1 credit), AHSC 904 - Quantitative Foundations] (1 credit), AHSC 914 - Academic Writing (1 credit), and AHSC 909 - Grant Writing (3
credit). This is a requirement of all HMSC students starting with the Fall 2015 admitted cohort.


4. **A two-course sequence in graduate statistics above the introductory course** which is required for admission (examples are BIOS 645, 660, 661, EDUC 784, 884). Two advanced courses are the minimal requirement. We expect that students will take additional courses to help them learn the statistics for their dissertation projects and for their future research careers.

5. **One course in research methods**
   This requirement is specific to the student’s need to learn the methods within his or her area of research. (Examples are AHSC 905 Mixed Methods, AHSC 906/907 Single Subject Design, AHSC 908 Measurement and Psychometrics, AHSC 910 Advance Qualitative Methods, AHSC 911/912 Group-based Interventions, AHSC 913 Survey Design, EXSS 705 Applied Statistics and Research Methods Laboratory, BMME 701 Biomedical Instrumentation, BMME 621 Digital Signal Processing, HMSC 791 Analysis of Human Motion, EPID 706 Clinical Research Skills, EPID 668 Fundamentals of Epidemiology, PSYC 716 Developmental Psychology: Experimental Methods).

6. **Doctoral Seminar in Human Movement Science (IHMS 870)**
   The purpose of this one credit seminar is to allow a scholarly format for faculty and students to share scientific knowledge and ideas in an interdisciplinary milieu. In the seminar, which will be held weekly during both the fall and spring semesters, students and faculty present and discuss research, research ideas, and professional issues related to Human Movement Science and academic career development. Participation by faculty and students helps to ensure the interdisciplinary thrust of the program. Each student is required to register for 4 credits of Doctoral Seminar over the course of their time in the program. Participation in all seminars over the course of the student’s entire program is encouraged.

7. **Two Directed Research Projects (leading to or part of the dissertation)**
   Each student will conduct two research projects under the direction of a faculty mentor. These projects should be related to, or preliminary to, the final dissertation project. Each project should result in a paper that may lead to a presentation and/or publication. These are different from the three required research experiences in that they are complete research projects.

8. **Two Graduate Seminar courses**
   This seminar requirement is for content courses related to the student’s area of concentration and is meant to assure that students get adequate depth in specific areas of study. These seminars are in addition to the required doctoral seminar series identified above.
9. Research Experiences
Each student is required to complete three structured research experiences. These will vary in length, typically lasting one semester or less, depending on the project and the faculty offering the experience. The research experiences are meant to add depth as well as breadth to student learning. To insure interdisciplinary training, only one research experience should be conducted with the dissertation advisor, and one must be out of the student’s home department. Faculty offering research opportunities are responsible for developing a learning experience for each student. These assignments should be feasible for completing within the period of the rotation. We expect that requirements and expectations will vary across projects. Students are expected to learn methods and assist with data collection and analysis. For example, students may assist in data collection or analysis with an ongoing project with a mentor, learn a method of data reduction or analysis, conduct secondary analysis, develop a pilot project, or write a grant. Depending on the experience, students may conduct a well-defined study that culminates in an abstract submitted to a scientific meeting or a paper for publication.

The faculty advisor for the research experience and the student should meet and develop a written contract that identifies the project and the expectations of the student, requirements, and grading. The student is responsible for gaining approval of his/her primary advisor and for providing a copy of this contract to the program registrar for placement in the student’s academic file. There is a form in the record of progress for the research experiences. We expect that most students will complete the three research experiences by the end of the second year.

10. Teaching Experiences
In addition to preparing doctoral students for careers as researchers, the program prepares them for careers as educators. Each doctoral student will complete two teaching experiences for courses related to movement science. All educational experiences are directed by a faculty member and may include teaching a lab section of a course, teaching lecture units of an established course, or developing a new unit for a course. Teaching workshops are presented yearly for all students through the Graduate School and courses are available in the Department of Education at UNC-CH and at NCSU. We recommend that students complete some of the graduate school workshops or EDUC 257 College Teaching prior to their teaching experiences.

Each student is expected to present research conducted on a laboratory rotation or from another research project periodically at Doctoral Seminar. We also encourage students to submit and present their research each year at scientific meetings.

12. Doctoral Examination
The purpose of these examinations is to ensure that students have achieved a satisfactory level of knowledge in Human Movement Science. Successful completion of this exam is required for the student to continue in the program. This exam should be completed after required class work is completed. This process will be structured to include three independent components. Although each component has its own specific aims, the combination of components addresses the overall purpose of the Doctoral Examination process.

13. Preliminary Approval of the Dissertation Topic
Before writing the dissertation prospectus, the student must receive preliminary approval of the topic and overall plan. The student and dissertation advisor together develop a dissertation committee. As the topic develops, the student should receive advice and consultation from the advisor and the committee members. Then the student should arrange a meeting with the doctoral dissertation committee either as a group or individually, to present the project for feedback and approval. The student prepares a brief description of the project that includes the aims/questions and methods in 2-3 pages. This description is distributed to the committee at least 1 week prior to the meeting. The student should prepare a brief presentation (10 minutes) of the overall project, timeline and feasibility. The committee members may provide feedback for revisions, suggestions to narrow, advice about study feasibility, etc. Once the committee approves the plan, the student may begin writing the dissertation prospectus.

14. Dissertation Prospectus Presentation and Approval
After receiving preliminary approval, the student will prepare, with guidance and assistance from the advisor and dissertation committee, a formal proposal. The format of the proposal should be decided upon by the student and his or her advisor and committee.

15. Written Dissertation in thesis or manuscript format
After acceptance of the proposal, the student completes the project and writes a doctoral dissertation for presentation to the committee for approval. The dissertation may be written in one of three formats (traditional thesis, alternative, or manuscript format), and follow the guidelines for dissertations required by the Graduate School. The format chosen may depend on the topic area and the committee’s preference. This decision for format should be discussed and approved at the time of the proposal presentation. If the manuscript format is selected, the student and dissertation advisor agree on a journal style that the student will follow in writing the final document. The dissertation document may be a series of manuscripts prepared for submission, submitted, and/or published. Our goal is to prepare students as scholars, and preparing grants and submitting manuscripts for publication are critical scholarship skills. Two to three manuscripts are expected from the dissertation project.

C. Other Course Requirements
Our intent is to provide students the maximum flexibility in an area of study while assuring a consistent level of quality education. The faculty believes that this approach assures adequate didactic content in the student’s area of interest and
provides them with ample scholarly experiences for an academic/research career. Although there are no specific numbers of courses or units required for this program, students will be required to complete all core requirements and demonstrate that they have obtained sufficient knowledge in their program track.

D. Program Structure

1. Academic Advisement
A faculty academic advisor typically is identified by each student during the application process. The Program Director will assign an advisor in the student’s concentration area for any student who is admitted without an identified advisor/mentor. Each student develops an individual study plan with guidance and approval from his or her advisor and academic committee. The advisor meets with the student regularly and guides his or her academic and scholarly progress through the program.

2. Ph.D. Record of Progress
All students are required to maintain a Record of Progress (contained within the HMSC Forms and Document section of this policies and procedures manual). This is the departmental record of your degree progress. It outlines what you have done as well as what needs to be done. A copy of this record, completed to date, must be on file in the HMSC Administration Office (209 Fetzer Hall). You may “check out” or copy the Record of Progress for meetings with your advisor or academic/dissertation committee. This is your doctoral plan and progress and must be updated regularly (at least annually) and completed for matriculation through the doctoral program.

3. Admissions and Educational Review Committees
There are two committees that play a significant role in governance of education within HMSC. The Admissions Committee is responsible for the admissions process, student reviews, and curricular reviews. During the application process, the Admissions Committee identifies content deficiencies and determines the need for completing any prerequisite coursework. The Educational Review Committee reviews the progress of each student yearly, with formal review and a meeting between the student, mentor, and committee occurring at the end of the first year (see section 5 below).

4. Individual Study Plan
After acceptance into the program and prior to the beginning of classes, the student meets with the academic advisor to develop a plan of study. By the end of the student’s first semester, the plan should be completed to include all course work, research and educational experiences for the doctoral program, and a timetable for completion. The plan should be reviewed annually by the student and advisor and revised as needed. The Educational Review Committee reviews all study plans for compliance with requirements for
graduation prior to the first year review. The student is responsible for submitting an updated plan of study at least annually to their advisor and the registrar.

5. **First-year Review and Annual Review of Progress**
The Educational Review Committee will review all students annually, with a formal review meeting between the student, mentor, and members of the committee occurring at the end of the student’s first year of course work. The purpose of these reviews is to monitor student performance and potential to successfully complete the doctoral program. For the first year review, the student and advisor provide information to the committee that includes an updated record of progress, student’s course grades, general performance in laboratories and seminars, overall progress, curriculum vita, and future plans. The committee will review the materials and meet with the student and advisor to discuss the student’s progress and make recommendations. Within a week after the review, the student must prepare a summary statement of the committee's evaluation and recommendations. The student must provide a copy of the summary statement to the Chair of the Educational Review Committee for review and approval. A copy of the approved summary is provided to the HMSC Administrator to place in the student’s academic records folder. After the first year, the Educational Review Committee will review each student’s updated record of progress (including grades for all courses completed) annually, and will schedule meetings with the student and advisor as needed.

6. **Dissertation Committee**
The student’s Dissertation Committee will be responsible for guiding the student in the dissertation process, approving the dissertation project (preliminary oral dissertation exam), and administering the final oral exam (defense of the Dissertation).

Each student identifies a faculty member of the Curriculum in Human Movement Science who is willing to guide his/her dissertation studies. That faculty member will serve as dissertation advisor and chair the dissertation committee. The student and dissertation advisor together formulate a Dissertation Committee of five members. The committee will have at least two members from the student’s concentration area and must be comprised of faculty from at least two different departments to reflect and assure the interdisciplinary nature of the academic and research experience. Current Graduate School requirements are that the Dissertation Committee will be made up of at least three regular members of the Graduate School Faculty and no more than two members may be fixed-term members of the Graduate School Faculty. The student is expected to consult regularly with his/her advisor throughout the dissertation process.

7. **Length of Study**
Anticipated time to completion is three to five years, depending on background education and experience of the student. In compliance with Graduate School requirements, all work must be completed within eight years from the date of first registration.
Administration—Administrative Structure of the Curriculum

The HMSC Program is administered through the cooperation of the Division of Physical Therapy and the Department of Exercise and Sport Science. The administration of the program is conducted by the Director, Associate Director, Advisory Committee, Admissions Committee, Educational Review Committee, and other committees and officers necessary to conduct the functions of the program.

A. Director

The Program Director is appointed by the Director of the Division of Physical Therapy and the Chair of Exercise and Sport Science. The Director assumes overall responsibilities for the conduct of the curriculum and reports directly to the Director of the Division of Physical Therapy and the Chair of Exercise and Sport Science. He/she serves as the key representative and executive officer of the program, and holds administrative authority over program affairs. The Program Director exercises leadership in the formulation of program policies and procedures and in activities directed toward fulfilling the program’s mission. Responsibilities of the Director include: serving as administrative officer between the program and other administrative organizations of the University; consulting with the Advisory Committee; attending meetings of and providing input to the Admissions Committee and the Educational Review Committee as requested; making recommendations to the HMSC faculty for major changes in program policies or procedures; planning regular meetings of the full HMSC faculty (once per semester); and publicizing the program and assisting with recruitment of qualified HMSC faculty and students. The term of the Director will be five years, and may be subject to renewal. During the 4th year of the Director’s term, the Director of the Division of Physical Therapy and the Chair of the Department of Exercise and Sport Science will appoint a Search Committee, which will recommend a new Director or, alternatively, recommend that the incumbent be reappointed for the next five-year term. The Search Committee will be comprised of 5 members of the HMSC faculty, with at least one member from the Division of Physical Therapy and at least one member from the Department of Exercise and Sport Science. Procedures for selection of a Director are described in the “Procedures for Director Nominations” document. If the Program Director cannot or does not complete a term, the Director of Physical Therapy and the Chair of Exercise and Sport Science will appoint an interim Director for 1 year of service while an appointed Search Committee determines the recommendation for a new Director.

Appointments to the Program Director Position typically will alternate between the Division of Physical Therapy and the Department of Exercise and Sport Science. Administrative support for the HMSC program will be provided by the home Department/Division of the Program Director, as a condition of appointment to the position.

1. The Program Director shall maintain communication with the faculty on all matters of concern to the faculty and the program as a whole.
2. The Program Director shall be apprised of all recommendations of ad hoc and standing committees or appointed representatives, and shall have an opportunity to respond to these recommendations prior to any vote by HMSC faculty.

3. The Program Director serves at the discretion of the Director of the Division of Physical Therapy and the Chair of Exercise and Sport Science. Upon recommendation by a majority of HMSC faculty, the Program Director may be removed from his/her position by the Director of the Division of Physical Therapy and the Chair of Exercise and Sport Science.

B. Associate Director
The Associate Director is appointed by the Program Director, with approval from the Director of the Division of Physical Therapy and the Chair of the Department of Exercise and Sport Science. The Associate Director may not be from the same home Department/Division as the Program Director. The Associate Director provides assistance to the Director as needed, with primary responsibility for oversight of the activities of the Admissions and Educational Review Committees. The Associate Director will attend meetings of these committees as requested, and will provide input to the Program Director as a member of the Advisory Committee.

The term of the Associate Director will be 5 years. If the Associate Director cannot or does not complete his/her term, then the Program Director will appoint an Associate Director for the remainder of the original term.

C. Advisory Committee
1. Responsibilities
The Advisory Committee is responsible for maintaining the high quality of academic and research activities of the HMSC Program. The responsibilities of the committee include making recommendations to the Director concerning policies, faculty appointments, and creation of additional committees, task forces, or other administrative units required to conduct program business. The Advisory Committee also will a) review matters related to academic standards, courses, and curricula to assure quality and consistently high standards, and b) serve as a review board to assist in resolution of any problems/conflicts that arise among students or faculty within the program.

2. Composition
The composition of the committee reflects the interdisciplinary focus of the program. The Advisory Committee is composed of five to six members: at least one faculty member from the Division of Physical Therapy, the Department of Exercise and Sport Science, and the Department of Biomedical Engineering when possible; the Associate Director; the Admissions Committee Chair; and the Educational Review Committee Chair. Members of the Advisory Committee will be appointed by agreement of the Director and Associate Director, with consent of a majority of the faculty.
D. Admissions Committee

1. Responsibilities
Chair of the Admissions Committee is appointed by agreement of the Director and Associate Director. The committee shall do the following:
   a. Respond to requests for information from potential program applicants.
   b. Participate in applicant interviews, and solicit feedback from other faculty members involved in interviews.
   c. Identify candidates for Merit Awards or other recruitment scholarships, and complete the nomination process.
   d. Process and review all applications to the program and make recommendations for admission to the HMSC Director and Associate Director. A Director or Associate Director serving as an applicant’s identified mentor will not be involved in the final admissions decision for his or her candidate.
   e. Complete or coordinate any other admissions paperwork (justifications, etc.) required by the Graduate School.

2. Composition
The committee is composed of three members of the faculty, not including the Chair. Members serve staggered 3-year terms. A new member rotates on to the Committee each year (and another member rotates off) to help ensure continuity in program administration. In the event of an unusually large number of applications or other increases in workload, additional ad hoc committee members may be added as needed for a term no longer than 1 year. The committee represents the interdisciplinary focus of the program, with no more than two members serving from the same home Department/Division. The Director and the Associate Director will appoint the Admissions Committee Chair. The term length for the Admissions Committee Chair will be at the discretion of the HMSC leadership. If a new Chair is appointed from among the existing Admissions Committee members, an HMSC faculty member will be appointed to fill the vacated committee position in order to maintain the interdisciplinary nature of the committee composition.

E. Educational Review Committee

1. Responsibilities
Chair of the Educational Review Committee is appointed by agreement of the Director and Associate Director. The committee shall do the following:
   a. Conduct formal first year reviews.
   b. Review the progress of all students yearly, in consultation with the student’s advisor, and schedule face-to-face meetings with the student and/or advisor as needed.
   c. Make decisions about program nominations for Graduate School awards or scholarships for enrolled students.
   d. Provide a brief report of student progress each year to the Associate Director and Director.
   e. Review student evaluations of the program and provide a report to the Director.
2. Composition
The committee is composed of two to three members of the faculty, in addition to the Associate Director. Members serve three years. A new member rotates on to the Committee each year (and another member rotates off) to help ensure continuity in program administration. In the event of an unusually large number of first year reviews or other increases in workload, additional committee members may be added as needed. The committee represents the interdisciplinary focus of the program, with no more than two members serving from the same home Department/Division. In addition, as recommended by the Educational Review Committee, a current HMSC student (typically a 3\textsuperscript{rd} year student), may serve as an ad hoc member of the first year review committee.

F. Faculty
The Faculty of the HMSC Program includes both Core and Affiliate Faculty members. HMSC Faculty membership status will be reviewed every 5 years.

1. Core Faculty
Core Faculty, as a body and through designated committees, has responsibility for fulfilling the program’s mission. Core Faculty members have voting privileges, which are exercised in the event of proposed leadership changes or changes to other major program components (e.g., organizational structure, curricular requirements), or whenever the Advisory Committee makes a recommendation for a Faculty vote. Voting typically will take place at regularly scheduled (biannual) HMSC Faculty meetings. Any issues that may require a vote will be included on the agenda distributed in advance of the meeting.

Core Faculty will have expertise related to human movement science, and will hold a full-time appointment and Regular Graduate Faculty status at The University of North Carolina at Chapel Hill. Any new faculty member who is interested in becoming a part of the HMSC Core Faculty should submit a written request (using the Request for HMSC Core Faculty Membership form in HMSC Forms section of this Policies and Procedures manual) and a copy of his/her CV to the Director. Such requests will be brought up for consideration at the next HMSC Faculty meeting, with membership granted by consensus or, in the event of lack of consensus, by a majority vote of the Core Faculty. A faculty member may be granted temporary Core Faculty membership by agreement of the Director and Associate Director, with such membership valid only until the matter can be decided at the next HMSC faculty meeting.

Core Faculty members will:
A. Attend regularly scheduled HMSC Faculty meetings, or provide input in writing about issues to be addressed at the meeting, \textbf{AND}

B. Perform at least 2 of the following functions:
   - Teach or co-teach courses in the HMSC curriculum
   - Mentor HMSC student research experiences
   - Serve on HMSC program committees (Admissions Committee, Educational Review Committee, Advisory Committee, or other ad hoc committees and task forces)
- Serve on HMSC student comprehensive examination and/or dissertation committees
- Serve as mentor/primary advisor for HMSC students

2. **Affiliate Faculty**
   Affiliate Faculty will have expertise related to human movement science, and will request designation as a part of the HMSC Faculty. Affiliate Faculty members do not meet the criteria for designation as Core Faculty and do not have voting privileges, but are encouraged to attend HMSC Faculty meetings and contribute to the HMSC Program. With approval of the Advisory Committee, Affiliate Faculty may serve as mentors/primary advisors for HMSC students,
ADMINISTRATIVE STRUCTURE AND COMMITTEES MEMBERS

Program Director (Interim): Vicki Mercer
Program Administrator: Cindy Atkins
Registrar: Jennifer Canders
Associate Director: TBD

HMSC Advisory Committee
- Anthony Hackney
- Paul Weinhold
- Deborah Thorpe
- J. Troy Blackburn

HMSC Admissions Committee
- Debbie Thorpe, Chair
- Johna Register-Mihalik
- Michael Gross
- Brian Pietrosimone

Educational Review Committee
- Bing Yu, Chair
- Eric Ryan
- Jason Mihalik
- Prue Plummer
GUIDELINES FOR RESEARCH EXPERIENCES

Each student is required to complete three structured research experiences. The duration of these experiences will vary depending on the project, but typically is one semester or less (6-12 weeks). The research experiences are meant to add depth as well as breadth to student learning. To insure interdisciplinary training, only one research experience should be conducted with the dissertation advisor, and one must be out of the student’s home department. Faculty offering research opportunities are responsible for developing a learning experience for each student. These assignments should be feasible for completing within the period of the rotation. We expect that requirements and expectations will vary across projects. Students are expected to learn methods and assist with data collection and analysis. For example, students may assist in data collection or analysis with an ongoing project with a mentor, learn a method of data reduction or analysis, conduct secondary analysis, develop a pilot project, or write a grant. Depending on the experience, students may conduct a well-defined study that culminates in an abstract submitted to a scientific meeting or a paper for publication.

The faculty mentor and student should meet and develop a written contract that identifies the project goals, expectations of the student, and the requirements for completing the research experience. The student is responsible for providing a signed copy of this contract to the program registrar for placement in his/her academic file (Form is included in The Record of Progress). Students should discuss with and gain approval from their major advisor for all structured research experiences. We encourage students to complete the three research experiences by the end of the second year.
GUIDELINES FOR TEACHING EXPERIENCES

The following general principles will guide teaching experiences

1) Enrolled students serving as teaching assistants must have an assigned faculty preceptor.

2) We recommend that doctoral students take the Graduate School series for teaching assistants or EDUC 757 College Teaching prior to the teaching experience.
   a) To identify teaching experiences, students should contact the faculty instructor for a course about the potential for a TA experience at least one semester prior. This will give the instructor and the student time to plan.
   b) Students must have adequate knowledge of the content area and work under the direction of the course instructor.
   c) Doctoral students may satisfy teaching requirements by teaching in 2 different courses, teaching the same course twice, or teaching sections of courses. All teaching experiences must be approved a priori by the student’s advisor.
   d) Faculty preceptors (course instructors) should design learning objectives for the teaching assistant and progress expectations in a learning contract. We expect students will have a gradual increase in teaching/learning responsibility across teaching experiences. Faculty preceptors are responsible for monitoring the quality of teaching/learning and providing feedback to the TA.

3) Students engaged in a teaching experience may enroll for course credit (2-3 units per course). Course credit enrollment is not required, but an equivalent level of expectation should be considered for the teaching assistant’s learning contract.

4) Each student will develop a contract with the course instructor that clearly identifies the teaching responsibilities, method of evaluation, and any other expectations. This contract should be signed by the student, course instructor (preceptor), and the student’s advisor. After the student completes the teaching experience, a copy of the contract should be placed in the student’s Record of Progress.

5) Teaching activities and responsibilities should be consistent with the student’s level of responsibility and prior teaching experience.

6) Students may not receive financial compensation for a teaching experience if they are receiving course credit.

7) Paid teaching positions are negotiated with the department offering the course.

8) Stipends for teaching assistant activities will be based on the relative workload units assigned (e.g., grading exams only versus teaching a substantial portion of the course).
GUIDELINES FOR FIRST YEAR REVIEW

The purpose of the first year review is to evaluate the student’s progress as a doctoral student and provide feedback and recommendations. Each student’s progress will be reviewed at the end of his or her first year in the program and no later than midterm of the second fall semester. This review will include the student’s academic and research experiences. The Educational Review Committee will be responsible for conducting the review. The committee will review the documents, meet with the student, and make recommendations to the student.

The student will prepare the following materials and present them to the committee two weeks before the meeting:

1. Educational and Professional Objectives
2. Program Plan that includes:
   - Record of progress
     i. Completed and Proposed Coursework (including grade sheets)
     ii. Research experiences - Completed and Proposed (including objectives and mentor’s comments)
     iii. Teaching experiences - Completed and Proposed (including description and feedback/evaluation)
3. Example of written work such as a course paper or publication
4. Overview of other activities and responsibilities such as presentations or other education experiences
5. Curriculum Vitae
6. Questions for the Committee

Within a week after the review, the student must prepare a summary statement of the committee’s evaluation and recommendations. The student must provide a copy of the summary statement to the Chair of the Educational Review Committee for review and approval. That committee approves the summary and places a copy in the student’s academic records folder.
GUIDELINES FOR DOCTORAL COMPREHENSIVE EXAMINATION

The purpose of this examination is to ensure that students have achieved a satisfactory level of knowledge in Human Movement Science. Successful completion of this exam is required for the student to continue in the program. The student will not be allowed to schedule a preliminary oral exam for the dissertation project until satisfactorily completing the exam.

The following describes the components of the process:
- Part I: area-specific questions
- Part II: grant or area-specific paper
- Part III: oral examination

The following describes the order of events for this process:

1. The student formally establishes a Comprehensive Examination Committee. This committee should be established at least three months prior to beginning the Doctoral Examination process.

2. The student schedules on-site written (Part I) and oral (Part III) doctoral examination dates. These dates should be after all required course work is completed or during the semester in which this course work will be completed. Part III should be scheduled to occur no later than six (6) weeks from the scheduled Part I. Students are advised to start the planning process early.

3. **Part I: Area-specific questions**
   a. Part I will consist of at least two questions that test the student’s knowledge in his/her field of study. This examination will be completed on-campus while under the supervision of a proctor. No reference materials will be available to the student while taking Part I.
   b. The purpose of Part I is to probe the student’s general problem-solving ability as well as establish the breadth and depth of his/her area-specific knowledge base drawn from coursework and research experiences.
   c. The advisor, with input from the Comprehensive Examination committee and the student, will generate a GENERAL list of topic areas or a body of literature that will serve as a study guide for Part I of the process. Students will not be provided with specific, potential exam questions as part of the study guide.

   Suggested format:
   - 3 hour Morning session: 1-2 questions
   - 1 hour break
   - 3 hour Afternoon session: 1-2 questions

4. **Part II: Grant or Area-Specific Paper**
   a. The purpose of Part II is to determine the student’s area-specific depth of knowledge and/or ability to formulate a valid research design.
   b. Based on the student’s training and experiences, the committee will propose several topics/problems for Part II of the process.
   c. Immediately upon turning in Part I, the student will receive Part II of the doctoral exam.
d. The Comprehensive Examination committee and the student will decide the choice of format. This decision will be based on which option would be most beneficial and challenging to the student. Each option will require a similar amount of work.

e. **Honor pledge.** The student should not speak to or receive help from anyone (including other students), whether it is in person, by phone, or by email about the exam after receiving the exam questions. No consultation or discussion of the assignment is allowed. This behavior would be considered a violation of the UNC-CH honor code. Students may access any library or web materials for assistance.

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**Grant Option Guidelines**

- A proposal written in NIH format using the current NIH R03 Guidelines (format, pagination, etc). For current R03 guidelines, see: [http://grants.nih.gov/grants/funding/r03.htm](http://grants.nih.gov/grants/funding/r03.htm)
- The topic of the grant should be specific to the student’s area. The topic of the grant should not be the same as the dissertation topic (if student has already decided on a topic), but may be related.
  - the topic of the grant to be chosen by the student from 2-3 topic options formulated by the student’s Comprehensive Examination Committee
  - the student to notify the advisor within 48 hours regarding which topic he/she selects
- A budget is not required unless requested by the Comprehensive Examination committee at initiation of Part II of the examination. Inclusion of a budget is encouraged.
- A list of other support personnel to conduct the project is required.
- The human subject and IRB documentation is NOT required.

This format is meant to examine the student’s preparation for designing and conducting research. This proposal should be realistic in terms of feasibility for available manpower, funding, and resources. The major resources needed should be in place.

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**The Area-specific Paper Option**

A 20-40 page (double spaced) paper should provide in-depth analysis of research within the field to address a topical question. This question will be developed from the student’s proposed topics and agreed upon by the committee.

f. Both grants and papers will be graded using a generic rubric to promote standardized expectations

g. The student will have three (3) weeks to complete Part II. During this time the Comprehensive Examination committee members will individually critique Part I. The committee should complete grading of the exam within two weeks.

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5. **Feedback**

a. All Comprehensive Examination committee members will critique both Part I and Part II prior to the oral examination date. The Comprehensive Examination Grading Form (included in the HMSC Forms section of this policies and
procedures manual) will be used to grade the exam. Upon completion, please return it to the Chair of the student’s Comprehensive Examination Committee.

b. Prior to the oral exam date, the student will be able to review all of his/her submissions for Parts I and II, but will not see specific feedback or comments from committee members. The committee members, along with the advisor, will discuss and determine GENERAL feedback for the student, which the advisor will then relay to the student.

c. It is expected that a student should be able to identify weaknesses in his or her answers and be able to address those weaknesses during the oral examination; therefore, the feedback from the committee should be general but informative. For example:
   Question 1: Not enough depth/breadth in…
   Question 2: Needs clarification for…
   Question 3: More integration needed
   Question 4: Incomplete discussion of the theories

6. Part III: Oral Examination
   The purpose of the oral doctoral exam is:
   ▪ To provide the student with a chance to clarify or explain any weaknesses within any of the written work.
   ▪ To examine the student’s ability to directly answer specific questions orally.
   ▪ To evaluate how well the student understands the topics by allowing him/her to expand on what he/she has written.

7. Committee Decision
   a. Comprehensive Examination Committee will meet privately to determine whether the student has passed or failed the doctoral examination process. If additional work is required, the committee identifies the specific requirements the student must complete to pass the doctoral exam process. Those requirements must be conveyed to the student at the conclusion of the oral examination. These requirements should be written and signed by the student and the majority of the Comprehensive Examination Committee to indicate agreement with and understanding of these requirements.

   b. Upon completion of the doctoral exam process, the Chair of the Comprehensive Examination committee (typically the advisor) will sign a document indicating approval or disapproval. At this point, the student’s Comprehensive Examination Committee is officially dissolved.
GUIDELINES FOR MENTORING
Source: University of Washington Graduate School Guidelines

Graduate education depends primarily on the establishment of an intellectual relationship between a graduate student and mentoring faculty members. Mentors most frequently serve as wise and trusted advisors, supporters, tutors, visionaries, challengers, guides, advocates, and models.

In this context, the student’s role is to:
• devote an appropriate amount of time and energy toward achieving academic excellence and earning an advanced degree in a timely fashion
• recognize the constraints and other demands imposed on faculty members and program staff
• take the initiative to communicate regularly with faculty advisors, especially in matters related to research and progress within the graduate program

In this context the faculty member’s role is to:
• provide clear direction for the requirements each student must meet, including course work, languages, research tools, examinations, and thesis or dissertation, delineating the amount of time expected to complete each step
• evaluate student progress and performance in regular and informative ways consistent with the practice of the field; offer fair opportunities for students to correct deficiencies in their work
• offer adequate time to meet with students
• attend committee meetings and examinations, and participate with full attention in these activities
• help students develop writing, oral communication, and quantitative skills
• assist graduate students to develop grant writing skills
• take reasonable measures to ensure that each graduate student initiates a dissertation in a timely fashion
• provide oral or written comments and evaluation of students’ work in a timely manner
• encourage graduate students to participate in professional meetings
• prepare students for employment, which includes providing current information about the field and the market, making use of professional contacts for the benefit of students, and supporting students’ employment goals without being prescriptive
• create an ethos of collegiality so that learning takes place within a community of scholars
• continue to be an advisor and colleague after student graduates

Professionalism and Ethics
High quality graduate education depends upon the professional and ethical conduct of the participants. Faculty and graduate students share complementary responsibilities in the maintenance of academic standards and the development of high quality graduate programs. Excellence in graduate education is achieved when both faculty and students are highly motivated, possess the academic and professional backgrounds necessary to perform at the highest level, and are sincere in their desire to see each other succeed.

To this end, it is essential that graduate students:
• conduct themselves in a mature, professional, and civil manner
• work with diverse faculty and peers regardless of their race, gender, religion, sexual orientation, or national origin
• exercise the highest integrity in taking examinations, in collecting, analyzing, and presenting research data, and in teaching practice
• take primary responsibility to inform themselves about the specific regulations and policies governing their graduate studies at the department and Graduate School levels
• recognize that, in many disciplines, the faculty advisor provides the intellectual and instructional environment in which the student conducts research, and may, through access to teaching and research funds, also provide the student with financial support
• manage time effectively for maximum professional development as well as personal health and well being, balancing competing demands such as being a student, a graduate assistant, a parent, a spouse, a caregiver, etc.
• respect faculty members’ need to allocate their time and other resources in ways that are academically and personally productive
• recognize that the faculty advisor is responsible for monitoring the accuracy, validity, and integrity of the student’s research, so that careful, well-conceived research will reflect favorably on the student, the faculty advisor, and the University
• acknowledge the contributions of the faculty advisor and other members of the research team to the student’s work in all publications and conference presentations
• maintain the confidentiality of the faculty advisor’s and fellow students’ professional activities and research prior to presentation or publication, in accordance with existing practices and policies of the discipline
• participate at an appropriate level in discipline-based activities, such as seminars and conferences, as a component of professional development
• participate at an appropriate level in university, departmental, or program governance as a component of professional development
• uphold the public service mission of the university at an appropriate level

It is essential that faculty:
• act in a manner that best serves the education and professional development of students
• interact with students in a professional, civil, and collegial manner in accordance with University policies and relevant laws
• impartially evaluate student performance regardless of the student’s religion, race, gender, sexual orientation, nationality, or other criteria that are not germane to academic evaluation
• promise a reasonable degree of confidentiality in communication with students, taking care not to discuss a student’s performance, research results, or behavior with other students
• serve on graduate student committees without regard to the race, gender, sexual orientation, or national origin of the graduate student candidate
• prevent personal rivalries with colleagues from interfering with duties as graduate advisor, committee member, or colleague
• excuse themselves from serving on graduate committees when there is an amorous, familial, or other relationship between the faculty member and the student that could result in a conflict of interest
• discuss laboratory, studio, or departmental authorship policy with graduate students in advance of entering into collaborative projects
• acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents
• ensure that a student’s experience as a teaching, research, or staff assistant contributes to his/her professional development and does not impede the student’s progress toward the degree
• create in the classroom, lab, or studio supervisory relations with students that stimulate and encourage students to learn creatively and independently
• respect the academic freedom for students to express opinions that may differ from those of faculty
• attain with graduate students a clear understanding of their specific research responsibilities, including time lines for completion of research and the thesis or dissertation
• refrain from requesting students to do tasks not closely related to their academic or professional development for the personal advantage of a faculty member.
• familiarize themselves with policies that affect their graduate students
• provide opportunities within the graduate program for students to seek assistance for their grievances without threat of retaliation
• respect students’ need to allocate their time among competing demands

Teaching

Experience in teaching will be useful for presentations, evaluation and assessment, leading discussions, and the like. Teaching includes interactions with students about instructional issues, such as holding office hours, reviewing tests or paper scores/evaluations with students, answering questions in special teaching centers in the discipline, tutoring, conducting labs, leading discussions, assisting students to solve problem sets, commenting on studio work, or lecturing. Graduate students and faculty should work together to enhance student learning and achieve professional development for the graduate teaching assistant.

In this context, the graduate student’s role is to:
• work cooperatively with supervising faculty and other teaching assistants to accomplish the tasks set out by the TA assignment
• give adequate attention to the teaching role by conscientious efforts in planning, preparation, and implementation of TA assignments
• achieve an appropriate balance between teaching responsibilities and other essential activities
• take advantage of whatever orientation and training opportunities are offered as professional development; use the library and other services of the Center for Instructional Development and Research for more information on teaching and learning
• proactively seek varied teaching opportunities
• engage in reflective analysis of teaching activities

In this context, the faculty member’s role is to:
• provide adequate training for teaching assistants appropriate for the responsibilities they will assume; in some cases training will be provided by departmental training programs
• provide appropriate communication with and mentorship for teaching assistants to enhance their professional development and to ensure the quality of student learning
• develop a clear understanding with graduate students about their specific TA responsibilities, including division of authority and labor, expectations for performance, and the like
• observe the student’s teaching in order to provide feedback on, and assistance for, current activities and recommendations for the student’s future employment
• identify appropriate departmental and campus resources to assist graduate students in their professional development as teaching scholars
• respect the boundary of part-time appointments when assigning duties
• foster opportunities for students to attain teaching competence
GUIDELINES FOR DISSERTATION COMPLETION

1. Dissertation

A dissertation is a research project independently designed and completed by a PhD candidate under the direction of a dissertation committee chair and the supervision of a dissertation committee. A dissertation should make significant and unique contributions to science and clinical practice. The research design of a dissertation should be scientific and hypothesis driven. The presentation of the results of a dissertation should be honest and objective. The conclusion of a dissertation should be unbiased with a comprehensive consideration of all results and limitations of the study. A replication of existing literature is not acceptable as a dissertation.

A dissertation can be written in one of three acceptable formats: (1) traditional five-chapter format, (2) manuscript format, and (3) alternative manuscript format. To facilitate publication in refereed journals, choice of a manuscript format rather than the traditional format is encouraged. The format should be determined by the student, chair, and committee during the prospectus.

A dissertation in the traditional five-chapter format should contain

1) a dissertation title page
2) a dissertation abstract
3) a list of contents
4) a list of tables
5) a list of figures
6) Chapter I, Introduction
   Background and rationale of the dissertation
   Statement of the problem
   Hypotheses
   Operation definitions
7) Chapter II, Review of Literature
   Review of literature related to the background and rationale of the dissertation
   Review of literature related to the hypotheses of the dissertation
   Review of literature related to the methods used in the dissertation
8) Chapter III, Methods
   Subjects
   Research design
   Equipment
   Data collection
   Data processing
   Data reduction
   Data analysis
9) Chapter IV, Results
   List of all results
10) Chapter V, Discussion
   Interpretation of results
   Indication of major findings to the hypotheses of the dissertation
   Comparison of results to literature
Limitations and the possible effects of limitations on the interpretation of results
Future studies
Conclusions

11) a list of references
All references cited in the dissertation

12) a list of appendices
Pilot studies and results
Details in methods that may not be directly related to data collection, and
directly affect the understanding of Chapter III.

A dissertation in the manuscript format should contain

1) a dissertation title page
2) a dissertation abstract
3) a list of contents
4) a list of tables
5) a list of figures
6) Chapter I, Introduction
   Background and rationale of the dissertation
   Statement of the problem
   Hypotheses
   Operational definitions
7) Chapter II, Review of Literature
   Review of literature related to the background and rationale of the dissertation
   Review of literature related to the hypotheses of the dissertation
   Review of literature related to the methods used in the dissertation
8) Chapter III, Methods
   Subjects
   Research design
   Equipment
   Data collection
   Data processing
   Data reduction
   Data analysis
9) Chapter IV, Summary of Results (Synthesis)
   A brief summary of major findings related to the hypotheses of the dissertation
   A discussion of limitations of the research design
   An outline of future studies
   Conclusions
10) At least two manuscripts approved by the dissertation committee in the proposal and written in the formats required by the journals the manuscripts are to be submitted to. Each manuscript should have detailed discussion of the results included, and its own list of references cited in the manuscript.

11) a list of references
A list of all references cited in the dissertation

12) a list of appendices
Pilot studies with detailed research designs and results
Details in methods that may not be directly related to data collection, and directly affect the understanding of Chapter III.

A dissertation in the alternative manuscript format should contain

1. a dissertation title page
2. a dissertation abstract
3. a list of contents
4. a list of tables
5. a list of figures
6. Chapter I, Introduction
   Background and rationale of the dissertation project
7. Chapter II, Manuscripts
   At least two manuscripts approved by the dissertation committee in the proposal, and written in the quality, length, and format expected for publication in a peer-reviewed journal.
8. Chapter III, Synthesis
   Overview of major findings of all manuscripts.
   Discussion of significance, the ways in which the project contributes to the field, that is, where it confirms previous work or breaks new ground, or the context in which the research should be placed, and the applications to practice the work suggests.
   Discussion of major strengths and weakness (limitations) of the work; directions of future research.
   The synthesis should reflect the entire research agenda reflected in the dissertation, that is, it should synthesize across the individual manuscripts.
9. a list of references
   A list of references cited in the introduction and synthesis
   Each manuscript should contain its own list of references.
10. a list of appendices
    Literature review
    As needed, additional details of methods or results that may not have been included in the manuscripts

2. Dissertation Committee

A dissertation committee is a group of faculty who will direct and supervise a candidate to propose a research project for a dissertation, to conduct the research project, and write the completed dissertation. A dissertation committee should be formed before a dissertation proposal is written. The minimum number of faculty in a dissertation committee is five and the maximum number is six.

The dissertation committee chair and advisor may or may not be the same individual. It is also possible for the committee to be co-chaired by two faculty members. A dissertation committee chair and advisor should be experts in the major interest areas of the dissertation.

Dissertation committee members should be experts in the major interest area of the dissertation or supporting areas related to the dissertation. At least two thirds of the committee members should be from the Program of Human Movement Science.
Committee members from outside of the university are permissible with approval from the Program Director and the Graduate School. Please see the Program Director to seek the necessary approvals.

To avoid any appearance of conflict of interest, a faculty who has a personal relationship with the candidate should be excused from the candidate’s dissertation committee. A personal relationship is defined as any amorous relationship or close friendship.

Colleagues who work in the same academic unit at the same institution with a candidate may serve as dissertation committee members. The total number of committee members who work in the same academic unit at the same institution with the candidate should not be more than two (2).

3. **Pre-proposal Meeting**

A pre-proposal meeting between a candidate and dissertation committee is recommended. The candidate should clearly present the general idea for a dissertation including (1) topic, (2) scope, and (3) methods. The committee should decide if the general topic, scope, and methods are sufficient and realistic for a dissertation.

4. **Dissertation Proposal**

A dissertation proposal is a contract between a PhD candidate and dissertation committee on what the candidate will do and how the candidate will do what he or she is planning to do. A dissertation proposal for a dissertation that will be written in a traditional five chapter format should contain

1. a proposal title page
2. a proposal abstract
3. a list of contents
4. a list of tables
5. a list of figures
6. Chapter I, Introduction
7. Chapter II, Review of Literature
8. Chapter III, Methods
9. a list of references, and
10) a list of appendices

4. **Dissertation Proposal Defense**

A dissertation proposal defense is an oral examination of a PhD candidate’s comprehensive understanding of the basic knowledge related to the proposed research project, and preparation of the proposed research project. A PhD dissertation proposal defense may be open to the public with approval of the candidate.

A hard copy of the dissertation proposal should be submitted to each committee member at least two (2) weeks before a scheduled dissertation proposal defense.

Meetings between the candidate and individual committee members may be arranged to help the dissertation committee members understand the background, purpose,
measurement, and research design of the proposal after a dissertation proposal has been submitted to the committee. No subsequent changes should be made in the written document after the proposal is submitted to the committee and before the proposal defense is completed. Dissertation committee has the right to request rescheduling of a dissertation proposal defense if the candidate makes a significant change in the dissertation proposal before the defense. A significant change is defined as a change that affects a committee member’s understanding of the proposal.

A dissertation proposal defense should have five sections: (1) candidate’s presentation of background, purpose, and research design, (2) limited questions and comments from audience, (3) questions and comments from the committee, (4) a closed-door committee meeting to evaluate and grade the defense, make decisions for re-defense if necessary, and have an agreement on required revisions, and (5) a meeting between the candidate and the committee chair for the committee chair to inform candidate of the committee’s decisions. The entire dissertation proposal defense should not be longer than three hours.

The committee chair should summarize all the required revisions from all committee members, inform all committee members, and get all committee members agreement on the required revisions before informing the candidate of required revisions to the proposal. The revised proposal should be submitted to the committee for final approval. Each committee member should sign the proposal for final approval. The candidate should not start collecting data before the final approval of the proposal revision.

Any changes in the methods of the approved proposal should be communicated to the committee and approved by the committee. Any changes in the proposal without the committee’s approval may result in a re-defense of the proposal upon the request of the committee.

A re-defense of a dissertation proposal should take place if (1) the research project is not well justified, (2) the research design has one or more major flaws, (3) the candidate fails to show appropriate depth of understanding in the scientific areas associated with the dissertation proposal, (4) the candidate fails to show that the proposed dissertation research project is feasible, or (5) the candidate fails to clearly describe the proposed research project.

5. Dissertation Defense

A dissertation defense is an oral examination of a PhD candidate’s comprehensive understanding of the contents of his or her dissertation. The examination nature of a dissertation defense should be emphasized and reflected in the preparation of a dissertation defense. A dissertation defense should be open and advertised to the public.

A hard copy of a dissertation should be submitted to each dissertation committee member at least three (3) weeks before the scheduled dissertation defense.

Meetings between the candidate and individual committee members can be arranged to help the dissertation committee members understand the results, discussion, and conclusion of the dissertation after a dissertation has been submitted to the committee. No changes should be made in the dissertation document after it is submitted to the committee.
committee and before the dissertation defense is completed. The committee has the right to request rescheduling of a dissertation defense if the candidate makes a significant change in the dissertation before the defense. A significant change is defined as a change that affects a committee member’s understanding of results, discussion of the results, and conclusion, or raises major concerns about the content of the dissertation.

A dissertation defense should have five sections: (1) candidate’s presentation of the rationale, hypotheses, methods, and major results of the dissertation, (2) limited time for questions and comments from audience, (3) questions and comments from the committee, (4) a closed-door committee meeting to evaluate and grade the defense, make decisions for re-defense if necessary, and reach agreement on required revisions, and (5) a meeting between the candidate and the committee chair for the committee chair to inform the candidate of the committee’s decisions.

A re-defense of a dissertation may be requested if (1) results are questionable due to errors in data collection, reduction, and analyses, (2) results are inconclusive because of inadequate sample size, (3) results are not appropriately reported, (4) methods are not consistent with the approved methods in the proposal, (5) the candidate fails to appropriately interpret results, (6) the conclusions are not supported by the results, or (7) the candidate fails to show appropriate depth of understanding in the scientific areas associated with the dissertation.

6. Dissertation Revision

Committee members should submit their required revisions to the committee chair during the closed-door committee meeting. An agreement on required revisions should be made during this meeting. The committee chair should summarize all the required revisions from all committee members, inform all committee members, and obtain all committee members final approval on the required revisions before informing the candidate of the required revisions.

The revised dissertation with clearly marked revisions should be submitted to all committee members or, if the committee is in agreement, to the committee chair only. The candidate should justify any disagreement with required revisions in writing for the committee to review. Committee members have one (1) week to review the revised dissertation and respond. The committee has the right to request further revision if the completed revisions do not meet the committee’s requirements. The committee should sign the title page of the dissertation if the revised dissertation is satisfactory.
FACULTY GOVERNANCE POLICIES AND PROCEDURES

Admissions Policies & Procedures

1. General Policy on Admission
This program is a mentor-driven program. Therefore, students that meet minimum academic requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths. Students should complete their written applications and the interview process no later than December 15 to be considered for graduate school funding. Admission application forms are available online: https://itsapps.unc.edu/account/register. All applications are completed online.

2. Specific Requirements for Admission Consideration into HMSC
Students will be admitted to the program based upon enrollment availability and their ability to meet the following minimum recommended entrance requirements:

- **Core HMSC faculty member(s) has/have agreed that he/she might serve as a mentor.** This is not a guarantee for admission, but an indication that they have endorsed the application. If the potential applicant is having difficulty finding a willing mentor, it is recommended that they contact the Admissions Committee Chair for assistance with this process.

- A master’s degree or a professional doctorate (i.e. DPT) in a field related to human movement is preferred. Under rare circumstances, qualified candidates with a bachelor’s degree will be considered for admission.

- A grade point average of 3.0 or better in the most recent degree program.

- GRE scores.
  - All applicants to the UNC HMSC doctoral program will submit GRE scores that are within five years of the April 30 application deadline for that specific year.
  - Typically, students who are accepted score above the 50th percentile on both the verbal and quantitative portions of the GRE. The designated mentor will provide the Admissions Committee with the documentation necessary to justify admission to the Graduate School for any candidate who does not meet these minimum requirements.
  - Only official scores submitted from ETS will be accepted. UNC Institution code #5816.

- **Prerequisites for admission include:**
  - Introductory Graduate-level Statistics
  - Human Anatomy
  - Human Physiology
  - Physics or Biomechanics
  - Chemistry
  - Psychology
  - Exercise Physiology (Recommended)
  - Motor Learning, Motor Control, and/or Neuromuscular Control (Recommended)
  - Neuroanatomy (Recommended)

3. Admissions Application Processing
The admission process is completed as follows:

1. If an interested applicant relays a general interest in HMSC to the Director, Associate Director, Admissions Committee Chair, or any other faculty member, the student should
be directed to http://hmsc.unc.edu and should contact a prospective mentor prior to applying to the program.

2. When an application is submitted, the HMSC Administrative Assistant will forward the application to the Admissions Committee Chair, who will verify that the specific admission requirements are met.

3. The Admissions Committee Chair will forward the application package to the faculty mentors identified on the application. The Admissions Committee Chair will ask the faculty mentors to confirm their interest in considering the applicant as a mentee.

4. If the identified faculty mentor(s) is/are interested in the applicant:
   a. The applicant’s materials shall be distributed to the Admissions Committee at this time for review.
   b. The faculty mentor shall schedule interviews they feel are necessary to vet the prospective candidate. Interviews with these faculty members are highly recommended: Director and at least two members of the Admissions Committee. These may be in person, or over an appropriate video teleconference platform (e.g. Skype, GoToMeeting, etc.).
   c. The Admissions Committee member(s) who meet with the applicant will provide feedback directly to faculty mentors, copying the Director, Associate Director, and Admissions Committee members on this correspondence.
   d. Faculty mentor informs the Admissions Committee of their decision to mentor the applicant.
      i. If interested, all other members of the Admissions Committee will review the applicant materials and make a recommendation.
      ii. If the faculty mentor is unable or unwilling to admit an applicant after the interview process is completed, the Admissions Committee Chair reserves the right to send the application to other potential mentors. If no mentor agrees to support the application, a decision to reject will be made.

5. If no faculty express interest in a particular applicant, the Admissions Committee will not complete a formal review of the materials, and a decision to reject will be promptly made.

6. Applications are processed as they are completed. The Admissions Committee will submit all recommendations for admission to the Director and Associate Director. The Director and Associate Director will make final admission decisions.

4. Important Admissions-Related Dates
   - September → Online applications portal opens
   - October 1 → The Admissions Committee Chair will contact all core HMSC faculty in early fall, and identify all core faculty members interested in recruiting applicant(s) into the curriculum.
   - December 16 → Applications and interviews must be complete to be considered for merit award scholarships. The HMSC core faculty will be reminded of this deadline earlier in the fall semester. Interested HMSC core faculty members will submit to the Admissions Committee Chair a written describing why his or her potential candidate would be a viable merit nominee.
   - January → Admissions Committee evaluates applicants who have completed the entire application process (submitted materials, interviews, and faculty mentor has made a decision on candidacy). The Admissions Committee will meet to rank the eligible applicants for the purpose of Graduate School merit awards. Factors influencing the
ranking decisions will include the following: 1) A recommendation to admit is supported by a faculty mentor; 2) the applicant’s academic standing; 3) the applicant’s diversity; and 4) a strong indication that the applicant will accept an offer of admission.

- 3rd Monday in January → Faculty mentors notified of Admissions Committee decision for merit award scholarships.

- April 14 → All applications must be complete in order for applicant to be admitted to the program. Exceptions can be made for special circumstances.

- June 1 → All admission decisions complete.
Procedures for Naming a Director
The Director of the Interdisciplinary Curriculum in Human Movement Science (HMSC) is nominated by the core HMSC faculty to the Director of the Division of Physical Therapy (PT Director) and Chair of the Department of Exercise and Sport Science (EXSS Chair), who appoints the Director (typically to a five-year term). Nomination may only be from the ranks of current core HMSC faculty, including an incumbent Director. The PT Director and EXSS Chair have sole authority, not bound by core HMSC faculty recommendations or votes, to appoint a Director. The HMSC procedures described herein are for the purpose of presenting to the PT Director and EXSS Chair individuals for possible appointment. Formation of a HMSC Director Search Committee (DSC) is central to accomplishing this purpose. The collective and individual advice of core HMSC faculty through the DSC will assist the PT Director and EXSS Chair in making an appointment that is in the best interests of HMSC, the Division of Physical Therapy and Department of Exercise and Sport Science, and the University. Only core HMSC faculty may participate in the Director nomination-voting process. Voting will be by individual ballot (in-person or electronic). All DSC members must agree to hold all information received from individual faculty as confidential within the committee.

Formation of the Director Search Committee
Please refer to Section II (Administration—Administrative Structure of the Curriculum), Subsection A (Director), of the HMSC Policies & Procedures manual for a description of the formation of the DSC. Additionally, the DSC will elect a Chair or co-Chairs from its membership. The DSC is charged with gathering information and recommendations from the core HMSC faculty, and with identifying potential nominees for the PT Director and EXSS Chair to consider for HMSC Director.

Procedures for the Director Search Committee
A. ANNOUNCEMENTS
The membership and DSC Chair(s) will be announced to all core HMSC faculty by either the incumbent or interim Director or the DSC Chair(s), along with procedures and dates for DSC actions.

B. SOLICIT NOMINATIONS – DETERMINATION OF THE BALLOT
1. The DSC Chair(s) will invite all core HMSC faculty to nominate persons; self-nomination is permissible. Nominators will be invited and encouraged to provide reasons for nominating each individual, including a ranking of nominees and supporting statements in the event one person nominates multiple candidates.
2. Completed nomination forms are submitted to the DSC Chair(s) by the date specified. After nominations are received the DSC Chair(s) will seek acceptance of the nomination from each nominee.
3. The DSC Chair(s) will present all nominees and all accompanying information to the DSC. Through a careful, deliberative process—focusing on the number of nominators and persuasive supporting information for each nominee—the DSC will develop a ballot listing nominees who have substantial faculty support.
4. The DSC Chair(s) will announce to the core HMSC faculty the names to be on the
C. FACULTY RESPONSE TO DSC
   1. The DSC Chair(s) will require all nominees to submit, in writing, their vision, direction and goals for HMSC under their leadership if they were to become Director.
   2. All written statements received will be provided to all voting faculty and will be included in all information submitted to the PT Director and EXSS Chair.
   3. Nominees are required to verbally address and respond to questions from core HMSC faculty.
   4. The DSC reserves the right to waive these requirements should only one faculty member be nominated by core HMSC faculty.

D. VOTING
   1. The DSC Chair(s) will prepare and distribute the ballot to all core HMSC faculty. The ballot will list, in alphabetical order by last name, all nominees under consideration. Voters will be instructed to rank all candidates for HMSC Director with “1” indicating their first choice, “2” second choice, etc. Space will also be provided on the ballot for comments on each nominee with respect to perceived strengths and weaknesses, or to indicate that the nominee is unacceptable as a potential Director.
   2. Voting will take place in either 1) a meeting of assembled core HMSC faculty by written, secret ballot and conducted by the DSC Chair(s) acting independently of the incumbent or interim Director, or 2) by electronic ballot. Votes will be tabulated and reported by the DSC Chair(s) to the DSC.

E. DSC DETERMINES NOMINEES TO BE SUBMITTED TO THE PT DIRECTOR AND EXSS CHAIR
   1. The DSC, duly weighing the vote results, all nomination information, all other input/feedback received from core HMSC faculty, and preserving the intent of the HMSC Policies & Procedures encouraging inter-department leadership transitions, will develop a list of nominees to submit to the PT Director and EXSS Chair. During this process, any core HMSC faculty member may seek further discussion with the DSC.
   2. The DSC Chair(s) will announce to the core HMSC faculty the names to be submitted to the PT Director and EXSS Chair.

F. CHAIR OF DSC REPORT TO THE PT DIRECTOR AND EXSS CHAIR
   The DSC Chair(s) will write a confidential report to the PT Director and EXSS Chair that summarizes the findings of the DSC, including the following information:
   1. The final list of nominees as determined by the DSC.
   2. Detailed results of the formal faculty ballot including the number of votes each nominee received from core HMSC faculty, all statements of strengths and weaknesses, and any indications that a prospective Director is found unacceptable by any core HMSC faculty members.
3. All written statements from the nominees received by the DSC.
4. An integrated discussion of the comments the DSC received from faculty concerning the nominees.
5. A ranking of the nominees and/or recommendations should the DSC wish to do so.
6. The DSC Chair(s) will meet with the PT Director and EXSS Chair as needed to express the will of the DSC and the core HMSC faculty.

G. SPECIAL CIRCUMSTANCES

1. At any point a member of the DSC begins to be seriously considered as a nominee, that person must resign from the DSC and be replaced, by appointment from PT Director and EXSS Chair, with another core HMSC faculty member—as much as is possible—from the same area of specialization.
2. Any core HMSC faculty member who will be away or unavailable during any part of the nomination-voting process may arrange a specific individual strategy for nominating, providing input, and voting by contacting the DSC Chair(s).

H. DIRECT COMMUNICATION WITH THE PT DIRECTOR OR EXSS CHAIR
Consistent with University policy, at any time anyone can write to or meet with the PT Director or EXSS Chair with his or her opinions in this or any other matter. NOTE: Written communications about a faculty member become a part of that faculty member’s permanent file, and may be viewed by the faculty member.

I. PT DIRECTOR AND EXSS CHAIR’S PREROGATIVE
The PT Director and EXSS Chair may request, at any time, confidential individual meetings with core HMSC faculty to discuss the nominees, the outcome of the vote, and to seek additional, pertinent information.
Ph.D. Record of Progress
Human Movement Science Curriculum
University of North Carolina
Chapel Hill, NC

A COPY OF THIS RECORD OF PROGRESS, COMPLETED TO DATE, MUST BE ON FILE AS PART OF YOUR DEPARTMENT RECORD IN THE OFFICE OF HUMAN MOVEMENT SCIENCE. YOU MAY "CHECK OUT" OR COPY THE RECORD OF PROGRESS FOR MEETINGS WITH YOUR ADVISOR OR ACADEMIC/DISSERTATION COMMITTEE. IF YOU "CHECK OUT" THE RECORD OF PROGRESS IT SHOULD ONLY BE FOR A BRIEF TIME. THIS IS YOUR DOCTORAL PLAN AND PROGRESS AND MUST BE UPDATED REGULARLY AND COMPLETED FOR MATRICULATION THROUGH THE DOCTORAL PROGRAM. ALL FORMS, INCLUDING THOSE FOR THE GRADUATE SCHOOL, MUST BE SUBMITTED TO THE HMSC ADMINISTRATION OFFICE ONCE ALL SIGNATURES ARE OBTAINED.

Demographic Information

NAME: ________________________________

LOCAL MAILING ADDRESS:

____________________________________

____________________________________

____________________________________

PHONE#: ________________________________

EMAIL: ________________________________

PERM. MAILING ADDRESS:

____________________________________

____________________________________

____________________________________

SPECIALIZATION AREA: ________________________________

DOCTORAL MENTOR: ________________________________
First Year Review

The First Year Review is a listing of academic coursework that the doctoral student will take as part of their doctoral program. This should be completed by the doctoral student and the academic advisor and then approved by each member of the Review Committee. Ideally, an initial draft of the program of study (including all academic coursework to be taken during doctoral program) will be completed by the end of the first semester. Changes made to the student’s program of study must be updated in the Record of Progress and agreed to by the Review committee members.

Education Review Committee Approval of the Program of Study:

Education Review Committee Chair Signature

HMSC Director: ____________________________ Date: ____________
COURSE OF STUDY OUTLINE

Student: ____________________  Mentor: ____________________

Latest Revision Date: _______________

Specialization Area: _______________

List the courses, teaching experiences, lab rotations, etc. you plan to take. If you list a Problems or Reading course, be certain to include the area of study and the instructor's name.

### YEAR 1

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Research Experiences (1 of 3)

1. Student: ____________________________

2. Dates: ____________________________ to ____________________________
   (Include your best estimate of weeks/semester/years)

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<tr>
<th>Experience Mentor:</th>
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<td>Topic/Subject/Course:</td>
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<td>Expected outcomes/goals (Research/Teaching):</td>
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<td>Student signature: ____________________________</td>
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<tr>
<td>Experience Mentor signature: ____________________________</td>
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<td>Primary Mentor approval: ____________________________</td>
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Brief Description of the Experience: (Fill in after completion)
Based on expectations agreed upon by the student and mentor, what were the results?

Student’s assessment:

Faculty assessment of student performance/suggestions:

Overall the student’s performance was: satisfactory □ unsatisfactory □
Research Experiences (2 of 3)

1. Student: ______________________________

2. Dates: ______________________________ to ______________________________
   (Include your best estimate of weeks/ semester/years)

Experience Mentor:

Topic/Subject/Course:

Expected outcomes/goals (Research/Teaching):

Student signature: ____________________

Experience Mentor signature: ________________

Primary Mentor approval: ____________________
Research Experiences (3 of 3)

1. Student: __________________________

2. Dates: __________________________ to __________________________
   (Include your best estimate of weeks/ semester/years)

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<td>Topic/Subject/Course:</td>
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<tr>
<td>Expected outcomes/goals (Research/Teaching):</td>
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Student signature: __________________________
Experience Mentor signature: __________________________
Primary Mentor approval: __________________________

Brief Description of the Experience: (Fill in after completion)

Based on expectations agreed upon by the student and mentor, what were the results?
   Student’s assessment:

Faculty assessment of student performance/suggestions:

Overall the student’s performance was: satisfactory □ unsatisfactory □
Student signature: __________________________
Mentor signature: __________________________
Teaching Experiences (1 of 2)

1. Student: __________________________

2. Dates: ___________________________ to ___________________________
   (Include your best estimate of weeks/ semester/years)

Experience Mentor:

Topic/Subject/Course:

Expected outcomes/goals (Research/Teaching):

Student signature: ________________
Experience Mentor signature: ________________
Primary Mentor approval: _______________________

Brief Description of the Experience: (Fill in after completion)

Based on expectations agreed upon by the student and mentor, what were the results?
   Student’s assessment:

Faculty assessment of student performance/suggestions:

Overall the student’s performance was: satisfactory ☐ unsatisfactory ☐

Student signature: _____________________
Mentor signature: _____________________
### Teaching Experiences (2 of 2)

1. **Student:** ____________________________

2. **Dates:** ____________________________ to ____________________________
   (Include your best estimate of weeks/semester/years)

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<tr>
<td><strong>Topic/Subject/Course:</strong></td>
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<tr>
<td>Expected outcomes/goals (Research/Teaching):</td>
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</table>

| Student signature: ____________________________ |
| Experience Mentor signature: ____________________________ |
| Primary Mentor approval: ____________________________ |
Doctoral Exam Committee
A Doctoral Exam Committee will be created when the student is ready to begin their comprehensive exams. The exam will be developed, administered, and evaluated by the exam committee. HTTP://GRADSCCHOOL.UNC.EDU/FORMS.HTML

Primary Mentor ___________________________ Date

Doctoral Exams
Doctoral students must pass a three part doctoral examination. These consist of an onsite written examination (area specific), a take-home grant proposal, and an oral examination. HTTP://GRADSCCHOOL.UNC.EDU/FORMS.HTML

Specialization Area: ________________________________

Date Passed: _______________

Date Retaken (if failed): _______________

Chair of Doctoral Exam Committee

Dissertation Committee
After the successful completion of your doctoral exams you may form your dissertation committee. It is your responsibility to seek a minimum of five University of North Carolina at Chapel Hill Faculty. The dissertation committee is separate from the doctoral program committee. The dissertation committee is responsible for overseeing and evaluating the student’s dissertation. HTTP://GRADSCCHOOL.UNC.EDU/FORMS.HTML

Signature of HMSC Director: ___________________________ Date: _______________

Approval of Dissertation topic
A brief overview (2-3 pages) of the topic and plans of the dissertation must be submitted and presented to the dissertation committee for their approval. HTTP://GRADSCCHOOL.UNC.EDU/FORMS.HTML

Advisor ___________________________ Student ___________________________

Date _______________ Date _______________

Application for Admission to Candidacy
Submitted once all requirements for the degree, except the dissertation, have been satisfied. (Confers “ABD” status). HTTP://GRADSCCHOOL.UNC.EDU/FORMS.HTML

Submitted to HMSC: ___________________________ HMSC Administrator ___________________________ Date _______________

HMSC Administrator ___________________________ Date ___________________________
Dissertation Proposal

THE DISSERTATION SHOULD BE PRESENTED ORALLY TO THE DISSERTATION COMMITTEE FOR APPROVAL. THE WRITTEN PROPOSAL SHOULD BE DISTRIBUTED TO EACH COMMITTEE MEMBER AT LEAST 14 DAYS BEFORE THE PRESENTATION. ALL PREVIOUS REQUIREMENTS MUST BE COMPLETED PRIOR TO THE DISSERTATION PROPOSAL.

Title of Dissertation Proposal: __________________________________________________________

Outcome of the Dissertation Proposal: __________________________________________________

Committee Approval of Dissertation Proposal: (SIGNATURE) __________________________________

DISSERTATION COMMITTEE CHAIR _______________________________ DATE ______________________

Application for Graduation

SUBMITTED TO THE ADMISSIONS OFFICE FOR HUMAN MOVEMENT SCIENCE. DO NOT SUBMIT EARLIER THAN THE SEMESTER BEFORE YOU ARE GOING TO DEFEND YOUR DISSERTATION. HTTP://GRADSCHOOL.UNC.EDU/FORMS.HTML

Commencement Application Deadline
Fall (December) 2nd Friday in October
Spring (May) 2nd Friday in February
2nd Summer (August) 2nd Friday in June

DATE SUBMITTED: ________________________________
ANTICIPATED DATE OF GRADUATION: ________________________________

SUBMITTED TO HMSC: ________________________________ HMSC ADMINISTRATOR __________________ DATE __________________

Announcement of Dissertation Defense

THE DISSERTATION DEFENSE MUST BE ANNOUNCED TO THE HMSC ADMINISTRATION 14 DAYS AHEAD. HMSC ADMINISTRATION WILL FORWARD THIS ANNOUNCEMENT TO ALL FACULTY AND STUDENTS. THE ANNOUNCEMENT SHOULD BE COMPRISED OF COMMITTEE MEMBERS, DATE, LOCATION, TIME, AND ABSTRACT. THE FINAL COPY OF THE DISSERTATION MUST BE DISTRIBUTED TO DISSERTATION COMMITTEE MEMBERS 21 DAYS BEFORE THE DEFENSE DATE. THE DISSERTATION DEFENSE IS OPEN TO ALL FACULTY AND STUDENTS. THIS DEFENSE SERVES AS THE FINAL EXAMINATION.

SUBMITTED TO HMSC: ________________________________ __________________
HMSC ADMINISTRATOR __________________ DATE __________________
Dissertation Defense

ALL OTHER REQUIREMENTS MUST BE SATISFIED BEFORE THE DISSERTATION DEFENSE. ALL MEMBERS OF THE DISSERTATION COMMITTEE SHOULD BE PRESENT AT THE DEFENSE.

HTTP://GRADSCHOOL.UNC.EDU/FORMS.HTML

Title of Dissertation Defense:

Outcome of the Dissertation Proposal:

_________________________________________________________

DISSERTATION COMMITTEE CHAIR

_________________________________________________________

DATE
DOCTORAL COMPREHENSIVE EXAMINATION GRADING FORM

Student: __________________________ Date: __________ Evaluator: __________________________

Pass

Evidence of adequate depth and scope of knowledge required to answer the question.

Evidence of creativity or problem solving.

Mastery of the content; well organized, concise, and coherent.

Facts are accurate and major issues are addressed.

Appropriate and accurate presentation of the research literature.

Fail

Major gaps in knowledge, lacks accuracy and completeness.

Organization poor and difficult to follow.

Misunderstanding of major issues or misuse of the literature.

Does not answer the question or clearly demonstrates limited understanding of the issue.

Strengths:

Weaknesses:
STUDENT/ACADEMIC MENTOR EXAM TIMELINE SHEET

Select Comprehensive Examination Committee

Establish Timeline for Review and Exam (Part 1, 2, and 3)

Student Receives Review Materials
1-2 months prior to exam

Complete Part 1 (Written Exam)

Student Receives Part 2 Topic Choices
Choose Part 2 question within 48 hours

Turn In Part 2
3 weeks after Written Exam

Oral Defense of Part 1 and Part 2
~1 month after grant completed

(Insert Dates in Boxes)
REQUEST FOR HMSC CORE FACULTY MEMBERSHIP
Curriculum in Human Movement Science
University of North Carolina at Chapel Hill

In accordance with HMSC Policies and Procedures, full-time faculty members who have expertise related to human movement science and hold Regular Graduate Faculty status at The University of North Carolina at Chapel Hill may request consideration for appointment as HMSC Core Faculty. Core Faculty, as a body and through designated committees, has responsibility for fulfilling the program’s mission.

Core Faculty members will:
C. Attend regularly scheduled HMSC Faculty meetings, or provide input in writing about issues to be addressed at the meeting, AND
D. Perform at least 2 of the following functions:
   • Teach or co-teach courses in the HMSC curriculum
   • Mentor HMSC student research experiences
   • Serve on HMSC program committees (Admissions Committee, Educational Review Committee, Advisory Committee, or other ad hoc committees and task forces)
   • Serve on HMSC student comprehensive examination and/or dissertation committees
   • Serve as mentor/primary advisor for HMSC students

I, ________________________ (print name), have read and understand the requirements for and responsibilities of HMSC Core Faculty membership. I request appointment as a member of the HMSC Core Faculty. If so appointed, I intend to fulfill the responsibilities described above.

__________________________________________  __________________________________________
(Signed)                                      (Date)
FREQUENTLY ASKED QUESTIONS BY HMSC STUDENTS

What resources are available to navigate being a member of the graduate student community here at UNC?
The UNC Graduate School website has vast amounts of information regarding campus life, being a graduate student at UNC, as well as a Graduate Student Center that offers many resources and seminars regarding graduate student success. Please see the links below for a great list of resources for graduate students

- http://gradschool.unc.edu
- http://gradschool.unc.edu/studentlife/resources/gsc/
- http://gradschool.unc.edu/studentlife/guide/

Additionally, the www.hmsc.unc.edu has both student and faculty pages. Please feel free to reach out to anyone on those pages for assistance. We strive to make the transition to UNC a successful, welcoming transition.

As a student in HMSC, how and when should I update my folder that is present within the HMSC Administrative Office?
Each student within HMSC has an administrative folder that is consistently updated by both the administration and the student. Yearly (typically requested in the fall), the student should work with the HMSC administrative assistant to update course work taken, teaching and laboratory experiences, and obtain necessary signatures and approvals for program activities. It is vital for this folder to be maintained so that HMSC Administration can review progress within the program, and eventually provide approval of graduation status. Please see Cindy Atkins (209 Fetzer Hall for assistance with folder updating.

I am new to college teaching. Are their resources that are available to those with teaching assistantship responsibilities?
Both HMSC faculty and students have found the seminars, resources, and services offered by the Center for Faculty Excellence to be very helpful. The primary purpose is to prepare course instructors on how to succeed in the classroom. If you choose to utilize this service, encourage your faculty mentor to attend as well. We can all benefit from the services provided. More information can be obtained at: http://cfe.unc.edu

As a teaching assistant, how do I access the necessary course administrative information (class rosters, grade rosters, etc.) on Connect Carolina?
In order to assess class rosters, grade rosters, submit final grades, etc. for your course, you go to the Connect Carolina entry site (https://connectcarolina.unc.edu). On the home screen, please choose “Login to Connect Carolina (Faculty, Staff, Alumni). Your onyen and password will be needed. Upon entering Connect Carolina as a faculty, choose the “student administrative” tab on the left. All necessary information regarding course administration will be available to you.

As a teaching assistant, how do I handle potential Honor Code violations by a student in a course that I teach?
As teaching assistants who are assigned instructional responsibilities here at UNC, occasionally, potential honor code violations may arise with the students who take the course you instruct. If this situation arises in your class, it is important that you enlist the faculty mentor assigned to the course, and the aid of your primary mentor. These situations require guidance
from faculty. Additionally, each department has an Honor Court liaison in place to aid both the TA and faculty mentors through this process. In the courses offered by EXSS, that liaison is Dr. Diane Groff, associate professor in EXSS. A primary responsibility of the TA is to DOCUMENT all aspects for a pending case, secure all documentation related to the case (exam, answer sheet, essay, paper, etc.), and obtain any other evidence that would support the case (pictures, videos, witness accounts, etc.). The TA needs to know that THEY ARE NOT ALONE in this process. This is a tedious, difficult process that needs to be navigated by the TA, faculty, and liaison TOGETHER. Information specific to the UNC Honor Court can be obtained at: https://studentconduct.unc.edu/honor-system/honor-system-structure/honor-court

**How do I obtain In-state residency?**

Students, who are eligible, are encouraged to apply for NC In-state Residency upon living in the state for 1 year (not just being in the program for 1 year). During that 1 year leading up to applying, students are strongly encouraged to complete many of the items necessary for residency (drivers license, vehicle registration, voter registration, etc.). We recommend that you start the process as soon as you move to the state of NC and apply immediately after being in the state for 1 calendar year. Information about the application process can be obtained at: http://gradschool.unc.edu/studentlife/resources/residency/

Additionally, please work with the HMSC Director when navigating this application process.

**Are there additional funding opportunities available to PhD Students?**

There are a number of additional funding opportunities available to HMSC students that are offered through HMSC, UNC Graduate School, and outside the university. These range from dissertation specific awards, summer funding, assisting with travel, to hardship situations.

Each year, an outstanding HMSC student is provided the **Louis and Eleanor Duquette Scholarship**. This scholarship was created to honor their commitment to higher education by assisting a doctoral student in the field of human movement science. The mission of this award is to recognize a student who shows excellence in research and academic scholarship and whose research will lead to reduced injury and/or improved health. Doctoral students within the Human Movement Science Curriculum, who have passed their comprehensive examination, are eligible for the award. Application materials are provided annually via the HMSC listserv typically during late June/early July.

The UNC Graduate School offers a number of awards, scholarships, and grants geared toward supplemental funding for doctoral students. For more information, please refer to: http://gradschool.unc.edu/funding/gradschool/fellowshipsandgrants.html

When applying for some graduate school awards, it is important to let the HMSC Director know at least a month prior to the deadline. Many of the opportunities only allow for a 2-3 nominations by HMSC. Thus, HMSC has a selection process (led by the Education Review Committee) to determine those nominations and accompanying rank order.

Additionally, HMSC students have had success obtaining both grants and scholarships from:

- NATA Research and Education Foundation [http://natafoundation.org](http://natafoundation.org)
- American College of Sports Medicine Biomechanics Interest Group – Student Research Award [https://www.acsm.org/join-acsm/interest-groups](https://www.acsm.org/join-acsm/interest-groups)
- American Physical Therapy Association  
  [http://www.apta.org/currentstudents/scholarshipsawards](http://www.apta.org/currentstudents/scholarshipsawards)
- National Strength and Conditioning Association Doctoral Graduate Research Grant  

**How do I register for my classes?**

Connect Carolina now allows and encourages course registration to be completed by the student. However, the HMSC Administrative Staff (Cindy Atkins) can assist with this process. Registration schedules and deadlines are typically provided by the University and from the HMSC Administrative staff each semester. When registering, it is VITAL that you always register for at least 9 credits, even if you plan to make changes to your schedule. Any changes can be made via Add/Drop, thus allowing for at least 9 credits to be present on your record. Students who receive funding must maintain full time status (at least 9 credits) so it is very important that at least 9 credits show up on your registration. Please refer to the current course calendar on Connect Carolina for the most up to date listing of courses that are available for registration.

**For students who receive funding that includes health insurance, how do I set up my health insurance?**

In late summer, the graduate school and HMSC administration will send out an email announcement regarding the proper procedures for enrolling in the health insurance plan associated with being a Teaching/Research Assistant, and opting out of the state-wide student plan that all students are provided (but not needed given the insurance that HMSC students are provided). It is imperative that HMSC students are diligent about reading the informational emails and acting accordingly. More information regarding student insurance can be obtained at: [http://sils.unc.edu/current-students/insurance](http://sils.unc.edu/current-students/insurance)

**As a new student in HMSC and at UNC, what do I need to set up or take care of prior to starting my first semester in the program?**

We recognize that starting a new program at a new university always presents challenges for new students. Our goal as doctoral mentors and HMSC leadership is to assist you with this transition. Below are some of the key items that should be addressed either prior to or immediately following entrance within HMSC. Please seek assistance from your mentor.

- Obtain a UNC One Card – The UNC One Card is your primary identification card while here at UNC. A UNC One Card can be obtained in the bottom floor of the UNC Student Union (across from Fetzer Hall).
- Obtain necessary building and laboratory access. This differs from student to student depending on the home program (PT or EXSS) of faculty mentor. Please ask your faculty mentor to assist with this set up.
- Parking my car at UNC – Like any university, parking is a challenge for students and faculty. Parking permits are available via a lottery system. Perspective and current students typically register for the lottery in early July. The deadlines for applying for parking are fluid and change from year to year. But, additional information can be obtained at: [http://move.unc.edu/parking/student-parking/](http://move.unc.edu/parking/student-parking/). Additionally, public transportation is also available for students and faculty. Information regarding local transit can be obtained at: [http://www.gotriangle.org/go-local/partners/durham-area-transit-authority](http://www.gotriangle.org/go-local/partners/durham-area-transit-authority).
- Is there computer support available? – Yes, both PT and EXSS have technology support to assist students and faculty. Please work with your mentor to identify your appropriate technology support staff member. Students typically utilize their own laptops as their
primary computer. The support staff can assist with securing, connecting, and networking your computer to the necessary data networks, shared drives, and printers.

- How do I obtain the necessary permission and access to utilize the photocopier? – Doctoral students have access to photocopying in their respective administrative offices (PT vs. EXSS). Please ask for assistance from your mentor in obtaining a copying access code for the photocopy associated with your mentor’s home department. Copying should be limited to course teaching materials and research documentation associated with the research line you are currently assigned to as part of your assistantship.

**As a new student at UNC, what should I know regarding payroll for my assistantship?**

- Students are on a 9 month pay cycle, paid monthly over 10 months (last business day of the month in August – May). 8 full month pay periods include September through April, while the 9th month is split between the August and May pay periods.
- Setting up Direct Deposit for your monthly pay – Both PT (Allied Health Science) and EXSS has designated payroll officers. Please see your designated payroll officer (based on the primary department of your mentor). Your mentor can assist with identifying and facilitating a meeting with your designated payroll officer. Additional information can also be obtained at: [http://finance.unc.edu/controller/payroll-services/employee-direct-deposit/](http://finance.unc.edu/controller/payroll-services/employee-direct-deposit/)
- Despite being provided a full funding package, there still appears some student fees that I am required to pay? This is correct. While a majority of the costs associated with enrollment are covered by your funding package, there are still fees that we are not allowed to cover for the student. These fees are minimal compared to the cost associated with attending UNC and the stipend and benefits provided. When you receive an invoice that outlines these fees, please proceed with paying these fees utilizing the payment options provided by UNC.

**The Grading System at UNC appears to be unique compared to my previous institution(s). How does this affect GPA?**

You are correct. Rather than the traditional A, B, … F grading scale, UNC utilizes an H (high pass), P (pass), L (low pass), and F (fail). Because of this unique scale, there is no GPA associated with graduate studies at UNC. This results in a challenge when outside organizations request GPA information from a student (for grants, scholarships, etc). To alleviate this issue, when a GPA is requested, please convert an H to an “A”, P to a “B”, and L to a “C”, then calculate a traditional GPA. Additionally, a letter should be included describing how the current GPA was calculated based on the “GPAless” system at UNC. Additional information can be obtained at: [http://handbook.unc.edu/grading.html](http://handbook.unc.edu/grading.html)

**What is “HMSC Research Day” and how can I get involved?**

For over a decade, the students within HMSC have organized and hosted the HMSC Annual Research Symposium in the early spring. This is a student run conference where students from across HMSC, UNC, and other regional universities can present their research. HMSC students can be involved on a number of levels including: 1) submitting an abstract to present yearly at the conference, or 2) being part of the organizing group (Bing Yu – faculty advisor) that organizes and hosts this great event.
**FREQUENTLY ASKED QUESTIONS BY HMSC FACULTY**

**What are the most up to date Admissions Policies to share with potential students?**

Specific Requirements for Admission Consideration into HMSC include:

- Students will be admitted to the program based upon enrollment availability and their ability to meet the following minimum recommended entrance requirements:
  
- **Core HMSC faculty member(s) has/have agreed that he/she might serve as a mentor. This is not a guarantee for admission, but an indication that they have endorsed your application.** If the potential applicant is having difficulty finding a willing mentor, it is recommended that they contact the Admissions Committee Chair for assistance with this process.

- A master’s degree or a professional doctorate (i.e. DPT) in a field related to human movement is preferred. Under rare circumstances, qualified candidates with a bachelor’s degree will be considered for admission.

- A grade point average of 3.0 or better in your most recent degree program.

- GRE scores.
  - All applicants to the UNC HMSC doctoral program will submit GRE scores that are within five years of the April 30 application deadline for that specific year. A mentor can ask to waive the five year requirement in special situations (military applicant abroad as an example).
  - Typically, students who are accepted score above the 50 percentile on both the verbal and quantitative portions of the GRE. The designated mentor will provide the Admissions Committee with the documentation necessary to justify admission to the Graduate School for any candidate who does not meet these minimum requirements.

- Prerequisites for admission include:
  - Introductory Graduate-level Statistics
  - Human Anatomy
  - Human Physiology
  - Physics or Biomechanics
  - Chemistry
  - Psychology
  - Exercise Physiology (Recommended)
  - Motor Learning, Motor Control, and/or Neuromuscular Control (Recommended)
  - Neuroanatomy (Recommended)

Full details of the HMSC Admissions Policies are presented in the HMSC Policies and Procedures Manual which is located on our website. [www.hmsc.unc.edu](http://www.hmsc.unc.edu)

**What is the minimum and average stipend for a PhD student?**

Students within HMSC typically receive a stipend of $18,000-22,000. Each year, the graduate school sets the minimum stipend that is required for doctoral student funding. Typically the minimum stipend is approximately $15,500. The minimum stipend is published yearly at: [http://gradschool.unc.edu/policies/faculty-staff/tuitonsupport/](http://gradschool.unc.edu/policies/faculty-staff/tuitonsupport/)

**What are the in-state and out-of-state tuition costs?**

There is a large discrepancy in tuition costs between in-state and out-of-state rates. Thus, it is important for you to encourage eligible students to obtain in-state residency. Both in-state and out-of-state tuition and fee costs are published yearly on the UNC Graduate School website.
The most up to date information can be obtained at
http://www.unc.edu/finance/fd/c/sa/docs/14_15_tuitionfees.pdf
Refer to the general graduate degree costs for the medical school when determining most up-to-date tuition costs.

For students in need of out-of-state tuition, how is this financial assistance provided?
HMSC has an out-of-state tuition remission budget that is utilized to cover the out-of-state portion of the tuition costs associated with attending UNC. HMSC prioritizes selection of the students to receive these monies based on a number of factors. The HMSC priority order is as follows: – 1.) our new, incoming students, 2.) students completing their dissertation on time, 3.) students who have attempted to obtain in-state residency but were unsuccessful, 4.) international students, and 5.) students eligible to apply for in-state residency who have not done so. While we have been extremely fortunate to be able to provide tuition remission for those students who qualify, it is important that the student understands that there is no guarantee that this portion of the assistantship is available each year. When out-of-state tuition remission is not provided to the student, the student is responsible for paying this portion of their tuition.

Who pays the in-state tuition portion of the assistantship?
The in-state portion of tuition is provided by the funding source/department that is providing the student’s stipend. The amount provided by all funding sources is prorated to reflect the percent effort associated for each source. For example, if a student receives a stipend of 20K, of which 75% comes from research funding and 25% comes from Teaching Assistantship responsibilities, then 75% of the in-state tuition will be charged to that research funding source while the remaining 25% of the in-state tuition would be covered by the Teaching Assistantship home department.

What are the fringe benefit / insurance costs for students?
The university publishes the updated fringe benefits and insurance costs for students on the Office of Sponsored Research Resource page. Please see the link below for the most up to date published information. (http://research.unc.edu/offices/sponsored-research/resources/data_res_osr_infosheet/#fringe2).

What is the process for determining if a student receives a scholarship/fellowship?
The Graduate School offers both 1-year merit and 5-year fellowships to the best and brightest of the incoming UNC graduate class. Typically, HMSC can nominate two individuals applying to HMSC for consideration. HMSC has policies in place for the Admissions Committee to choose these nominees. All applications received by the December 15th deadline are eligible for consideration. Potential applicants must also interview with the admissions committee and other HMSC faculty prior to being considered. These interviews (which are set up by the proposed research mentor) should be finished by no later than the second week of January, however faculty are strongly encouraged to have the student complete the interview process in the fall semester. The admissions committee considers a number of factors including strength of application, GRE scores, interview performance, and uniqueness of the applicant when determining which two applicants give HMSC the best chance to receive funding. Nominations are due to the Graduate School the third week in January, with selection by the Royster Society of Fellows Faculty Board typically occurring in late February/early March. Additional information regarding these merit/fellowship opportunities can be obtained at:
http://gradschool.unc.edu/funding/gradschool/royster/
Can an HMSC student be admitted who is unfunded?
While we strive to fund all students admitted to HMSC, on occasion there are special circumstances when a faculty member may opt to bring in a student and not provide a funding package. For example, the student may already possess funding provided from the military, the government, or their current occupation. In this scenario, the faculty member recruiting this student must work with the Admissions Committee and HMSC Leadership to ensure that it is an optimal situation for both the student and the faculty mentor.

What do new students in HMSC need to set up or take care of prior to starting their first semester in the program?
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