

MSc Thesis Proposal Defence Procedures

Please note: The Student, the Supervisor and the Supervisory Committee (SC) are responsible for completing the steps outlined in this checklist; the timeline is suggested.

I. Prior to the Thesis Proposal Defence:

- A. The Student is enrolled in HSCI 860 MSc Thesis Proposal.
- B. Normally the thesis proposal defence will be completed at the end of the Student's first year.
- C. The Student will prepare a written research proposal that integrates theory, current research, and methods in fields related to the selected research problem. The proposal will be organized and evaluated in accordance to the policies and procedures established by the FHS MSc/PhD Graduate Studies Committee. Briefly, these policies specify that the proposal:
 1. Reviews the relevant research literature;
 2. Describes methodology appropriate to the principal research question(s).
- D. The Student, in collaboration with the Supervisor and SC will determine the timeline for defending the thesis proposal
- E. The Student will contact the SC and schedule a meeting (research room) for the thesis proposal defence. All SC members will be involved in all steps of the thesis proposal defence, and be present in person (or via phone or other media if not possible) at the thesis proposal defence
- F. The MSc/PhD Graduate Program Assistant will provide Supervisor with the MSc Thesis Proposal Confirmation of Acceptability form for completion by the SC at the conclusion of the thesis proposal defence
- G. To ensure consistency of standards across the Faculty of Health Sciences the MSc/PhD Graduate Studies Committee will oversee the thesis proposal defence processes. This may include attending the Student's thesis proposal defence at the invitation of the Student and SC.

II. At the thesis proposal defence meeting:

- A. The Student will present a summary of the thesis proposal. Normally the presentation will be approximately

with his/her MS thesis research once specific conditions (attached) are addressed to the Supervisor's satisfaction; the Supervisor will withhold signature until such time that the conditions are fully addressed.

3. **Unsatisfactory** (attach specific conditions for satisfactory assessment). The Supervisor Committee has read and responded to the student's thesis proposal and defence. We agree that the student has not satisfactorily met the requirements of this committee and is not adequately prepared to move forward with his/her MS thesis research. A new thesis proposal defense may be required.
- B. If the Student fails a portion of the thesis proposal and must rewrite and redefend, they may only do so once; if they do not successfully pass on the second try they will be withdrawn from the program in accordance with Graduate General Regulation 1.8.3.

III. After the thesis proposal defence meeting:

- A. The Student is invited to return to the room when the Supervisor will notify the Student formally with the completion of the MS Thesis Proposal Confirmation of Acceptability form. The form has the signatures of the Supervisor and SC confirming that the Student has successfully completed the thesis proposal and defence
- B. The Supervisor (or designate)