



## HEALTH SCIENCES 5901 (9901): MASTER'S THESIS POLICIES AND PROCEDURES for MASTER'S THESIS PROPOSALS and DEFENCES

Approved June 21, 2010 (Collaborative Faculty Meeting)

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All relevant information about the Health Sciences master's thesis is on the D2L course site, and applies to the thesis in both the Master of Health Sciences and Master of Public Health programs.

Students who have documented disabilities/medical conditions and who require accommodations to successfully engage in the thesis should be in touch with Student Accessibility Services. More information is available at: <https://www.lakeheadu.ca/current-students/student-services/accessibility/>

### OBJECTIVES and COMPETENCIES

Our thesis-based programs aim to prepare students who will emerge as health researchers with advanced methodological and health-related education that enhances their understanding of health and their ability to contribute to the advancement of health. Through their thesis work, students will:

- Demonstrate advanced knowledge about, and critical analysis of, health and the factors that contribute to health;
- Identify, retrieve, and use appropriate sources of information and evidence;
- Critically analyze evidence in relation to the research methodologies employed;
- Synthesize and evaluate information to determine gaps, limitations, impacts, and implications, and make appropriate recommendations;
- Communicate effectively orally and in writing; and
- Work independently toward goals and deadlines.

This document provides an overview of the various activities engaged in over the course of completing a thesis in the Department of Health Sciences. The following topics are covered in this document:

1. Selection of thesis committee
2. Thesis proposal
3. Ethics approval
4. Thesis defence
5. Final submission of the Master's thesis

### THESIS TIMELINES AND EVALUATION OF PROGRESS

Students in a thesis program should be in regular touch with their thesis supervisor for the duration of their program, and beginning in their first term of study. Only the supervisor and student are required to sign the progress form submitted after the first term.

A (conservative!) timeline for thesis-related tasks and activities is available here:

<https://www.lakeheadu.ca/sites/default/files/uploads/60/TIMELINE%20for%20THESIS%20writing%20template.pdf>

As per program Regulations, student progress will be formally evaluated according to the procedures established by the Department in each term in which the student is registered to work on their thesis (i.e., HESC 9901). Students who receive two (2) unsatisfactory evaluations of progression through the program will be withdrawn from the program.

## 1. SELECTION OF THESIS COMMITTEE

Together, the thesis supervisor and thesis committee members should have expertise in the content area of study, the study methodology, and the study's implications for public health or health sciences. The committee must have **at least three members** (including supervisor and co-supervisor, if applicable), **of which two must be from the Department of Health Sciences**.

The **thesis supervisor** is normally selected from among Faculty in the Department of Health Sciences, who have a doctoral degree, current research activity, and recent publications.

- It is possible to have a **co-supervisor** within the three-member thesis committee. A co-supervisor can be a Faculty member in the Department of Health Sciences, a Faculty member from another academic unit at Lakehead or another university, or a professional with relevant expertise (e.g., content area, methodology). If a professional, this person must, as a minimum have a Master's degree. **Co-supervisors external to the Department must be approved as adjuncts.**

**Conflict of Interest:** Conflict of Interest refers to the real or perceived potential for competing roles to affect the responsibilities of committee members. For example, when a potential committee member is employed by the thesis supervisor, or has a close personal relationship with the student or thesis supervisor. If a conflict of interest situation exists, the individual may act as a non-voting member of the committee, and **an additional (i.e., fourth) committee member must be identified.**

### Finalizing the thesis committee:

- The **thesis supervisor** must complete the ***Thesis Topic & Committee*** form and submit it to the Graduate Coordinator for approval. *Ideally, the committee will be finalized before the end of the student's first term in the program.*
- The **Graduate Coordinator** must discuss any concerns related to appropriateness of members (e.g., content and methodological expertise, potential conflict of interest) with the thesis supervisor. Once approved, the Graduate Coordinator signs off on the ***Thesis Topic & Committee*** form, and submit it to the **Administrative Assistant** for inclusion in the student's file.



The Lakehead University Faculty of Graduate Studies Supervisory Policy can be found here: <https://www.lakeheadu.ca/programs/graduate/regulations/responsibilities/node/3529>. This policy provides additional guidance related to the roles and responsibilities of students, thesis supervisors, and members of the thesis committee.

### Addressing Difficult Situations

Difficulties arising between students and thesis supervisors and/or committee members should first be addressed, and hopefully resolved, by the parties involved. Supervisory committee members and students are urged to discuss perceived problems early and to communicate any major problems to the program Graduate Coordinator. If a resolution is not achieved, the matter will be referred to the Department Chair and/or the Dean of Graduate Studies, through the Graduate Coordinator. Note that during any related meeting, students and faculty have the right to bring an advocate.

If the dispute cannot be resolved, the student may take their issues/concerns to the Faculty of Graduate Studies Appeals Committee.

## 2. THESIS PROPOSAL

Over the course of many months, the student will work with the thesis supervisor and committee members to develop the thesis topic. While the student is expected to independently identify the study objectives, review the literature, and prepare the written Thesis Proposal document, it is expected that these efforts will be guided by the thesis committee.

### A. Written Thesis Proposal

The section below provides *guidance only* on the content and length of various components of the written thesis proposal – students, supervisors, and thesis committee members should discuss expectations early in the thesis writing process. **The written thesis proposal will be approximately 30-40 double-spaced pages in length, excluding references.** See thesis formatting guidelines here: [https://www.lakeheadu.ca/sites/default/files/uploads/60/MPH.MHSc\\_Thesis%20Formatting%20Guidelines\\_June%2017%2C%202019.pdf](https://www.lakeheadu.ca/sites/default/files/uploads/60/MPH.MHSc_Thesis%20Formatting%20Guidelines_June%2017%2C%202019.pdf)

#### Introduction and Rationale (approximately 2 to 3 pages)

**WHAT is the issue and WHY is it important?** This section should set the overall scene for what is to come. This is also when you set the scene, and provide context and rationale for your work. Convince the reader the study is timely, important, and addresses a ‘need’ and/or ‘unresolved question’.

- Introduction to the general topic area; provide basic information/data on the current situation
- Importance of topic (e.g., for target population, health system, broader field)
- What is the knowledge gap – very briefly address key gaps in knowledge and their impact
- Specific scope of your research interest and how it addresses the knowledge gap
  - Why *this* study, in *this* place, at *this* time? (specific basic data related to the problem and characteristics in the target population will be needed)
  - Overall research aim/goal
  - What will be the potential use and who are the potential users?

#### Literature Review (approximately 15 to 20 pages)

**WHAT do we already know and HOW do we know it?** This section defines the *conceptual* scope of your work and is intended to provide a well-organized overview of the research most closely related to your work. This section leads into your research questions and validates the rationale of your proposed work.

- Synthesize knowledge, information and data related to the issue; include info on key debates, conceptual/theoretical approaches, methodological research designs
- *Critically evaluate* the research that has been done in this area and the methodologies/methods that have been used to obtain it
- Identify gaps in the literature – this can be something that has not been researched at all, not well researched, or could be researched differently

#### Research Questions and Specific Objectives (approximately 2 to 3 pages)

**WHAT will your research focus on – i.e., WHAT questions are you asking?** This section very clearly and explicitly tells the reader about the focus of your work and why you are doing it. The objectives of the current research project should ideally flow from the identification of gaps, and include a well-justified rationale for the need of the work. The questions will link directly to your methodologies and methods.

- Very briefly highlight the main limitations or gaps in the literature (1 or 2 sentences)
- Define the main research question, including the specific problem/outcomes and specify the determinant(s) and other factors that may be linked to the identified problem
- Discuss the specific objectives or questions that will be derived from the overarching question

### **Methodology and conceptual framework (approximately 2 to 3 pages)**

**HOW will you approach the research?** This section further demonstrates your knowledge of the different types of research used to study the topic (as described in the literature review), and informs the reader of the overarching approach to research you have chosen for this work. Examples of research approaches include: health services quantitative research, social determinants quantitative research, clinical epidemiologic research, health economy research, qualitative ethnographic research, eco-health approach, mixed methods, etc.

Clearly describe and justify the type of research you are going to do, and include information on any other kinds of research your study is related to and/or informed by. For example, you might describe the high level conceptual framework that is specific to your research, and adapted from existing framework(s).

You will need to demonstrate that you have considered alternatives and justify your chosen approach. Your justification should inform on why your selection is appropriate and feasible, and directly link to your research question and objectives.

### **Methods (approximately 10-12 pages)**

**HOW specifically will you do the research?** The specific ways in which you will do the research must logically link to your research questions, objectives, and methods. In this section, the following will need to be addressed:

- Study design
  - Describe and justify appropriateness/feasibility of the design to answer your questions
- Study population
  - Provide some high level criteria/characteristics of your specific study population
- Data Collection/Databases
  - New Data Collection
    - Describe the materials and instruments that will be used
    - Describe the sampling strategy and recruitment process
      - Sample size (calculate and justify)
      - Selection process and inclusion/exclusion criteria
      - Methods and timeframe for recruiting participants
  - Use of Existing Data
    - Describe existing databases that you will use and how the data was collected
    - Describe how/where the data is stored and how you will get access to it
- Concepts/Variables – description and operationalization in the current study
- Hypotheses
- Data Analysis – the tests and models that will be used and why you will use them
- Research Rigour – discuss potential validity, causality and generalizability here; explain how you will mitigate biases and risks if applicable
- Ethical Considerations – specify whether the study is to be considered minimal risk (and why) or if there is risk (and explain) – this will be helpful for the submission to the Research Ethics Board.
- Overall study limitations – include discussion strengths and limitation of the study design, data collection/databases, and analyses; Describe any potential challenges specific to your work and how you will overcome them

## B. Thesis Proposal Oral Presentation

Once the thesis committee has approved the written Thesis Proposal, the **thesis supervisor** will complete the ***Proposal Ready for Review*** form and submit it to the Administrative Coordinator for approval by the Graduate Coordinator.

The student will present his/her thesis topic in an oral presentation open to the public on the Thunder Bay campus; video-conference may also be used (e.g., to allow for participation by committee members who are off campus, to allow for students at a distance to attend the presentation). *As an exception, MPH students who study at a distance have the option to present via videoconference.*



### ***Scheduling the Thesis Proposal Presentation***

- The **thesis supervisor** works with the student and committee members to schedule a date/time for the thesis proposal presentation when all can attend (in person, tele/videoconference). In the event that not all can attend, the Department's policy related to Absent Committee members applies (see box). The thesis supervisor will then communicate the selected date/time to the Administrative Assistant; **at least 5 business days are required** to confirm arrangements with the Administrative Assistant.
- The **Administrative Assistant** will book the room and needed equipment, and organize video-conferencing.
- The **student** must provide the Administrative Assistant with both a hard copy and an electronic copy of the written Thesis Proposal **at least 2 weeks in advance of the Thesis Proposal Presentation**; an electronic copy of the Thesis Proposal must also be provided to all committee members at this time. *Failure to adhere to this timeline may result in the need to reschedule the Thesis Proposal Presentation for a later date.* Note that the student is responsible for providing thesis committee members with a hard copy of the Thesis Proposal if requested; **all related costs are the responsibility of the student.**
- Once a copy of the Thesis Proposal has been received, the **Administrative Assistant** will announce the Thesis Proposal Presentation and place a copy of the thesis proposal on display for a period of **no less than two weeks.**

### ***Process Related to the Thesis Proposal Oral Presentation***

#### Policy on Absent Committee Members

The presentation will not take place **unless the thesis supervisor and at least one other committee member is present.** In cases of co-supervision, all three committee members must be present.

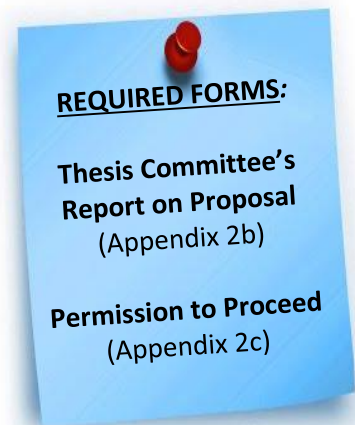
A **committee member who cannot attend** must submit the following to the Administrative Assistant **at least one week prior to the presentation date:** (1) a list of questions to be posed during the presentation, (2) assessment of the proposal, and suggested revisions to improve the Thesis Proposal and/or study. The **Administrative Assistant** will forward this information to the person chairing the Thesis Proposal Presentation.

It is the responsibility of **the person chairing** to ensure that this information is communicated during the oral presentation and deliberations.

The student is given a maximum of 20 minutes to present on the following: Introduction and overview of the topic; Summary of literature review; Study objectives and rationale; Proposed methods; and Relevance to knowledge, practice, and/or policy in health sciences/public health.

The Thesis Proposal Presentation will be chaired by a Faculty member in the Department of Health Sciences who is **not** on the thesis committee. This person will:

- Ensure that the student does not exceed the 20-minute time allotment;
- Oversee the question period, including:
  - Inviting each committee member to pose questions – committee members will be allotted 10 minutes to ask questions in each of a maximum of two rounds of questions (i.e., 20 minutes per committee member total, for a maximum of 60 minutes of questions). In cases where there is a fourth, non-voting committee member, time allotted to committee members will be adjusted to adhere to the 60-minute maximum.
  - Inviting members of the audience to pose questions (after completion of committee questions). Note that this question period may not exceed 20 minutes.
- Upon completion of all questions, request that the student and audience to leave the room to allow for thesis committee deliberations and evaluation of the acceptability of the Thesis Proposal Oral Presentation; the student will be asked to remain nearby during the deliberations. The deliberations should normally be completed within 60 minutes, after which the student will be invited to return to meet with the thesis committee.
- Oversee the deliberations of the thesis committee, including:
  - Documenting all suggested changes to the original written Thesis Proposal (e.g., to the literature review, research questions, methods) on the ***Thesis Committee's Report on Proposal (Appendix B)*** form;
  - Ensure the completion and signing of the ***Thesis Committee's Report on Proposal*** form by **all** committee members **within one week** of the Thesis Proposal Presentation, and submit it to the Administrative Assistant.



Once the *Thesis Committee's Report on Proposal* is received:

- The **Administrative Assistant** will file a copy of the evaluation, and distribute to the student and thesis committee members.
- The **student** will make the appropriate revisions to the written Thesis Proposal and submit a revised version to the thesis supervisor.
- The **thesis supervisor** must ensure that the revised document addresses all committee concerns noted in the ***Thesis Committee's Report on Proposal*** form, and sign off on the ***Permission to Proceed (Appendix C)*** form, which is submitted for approval to the Graduate Coordinator.
  - NOTE: In cases where the Thesis Proposal was **deemed unacceptable** by the thesis committee, the revised document (and second oral presentation, if applicable) must be approved by all members of the thesis committee in order for the student to continue.
- The **Graduate Coordinator** will review and approve/sign off on the Permission to Proceed form, and submit it to the **Administrative Assistant**, who will include it in the student's file.
- Once the ***Permission to Proceed*** form has been signed by the Graduate Coordinator, **the student** may proceed with the submission for ethical review.

### 3. ETHICS APPROVAL

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#### IMPORTANT NOTE

**Students may NOT proceed with submission to ethics until the *Permission to Proceed* form has been approved and signed by the Graduate Coordinator.**

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All thesis projects involving human or animal subjects must be approved by the Lakehead University Research Ethics Board prior to initiation of any form of recruitment or data collection. Note that secondary analysis of existing, anonymized data is exempt from ethical review, as per the TCPS2; **however, an exemption must be requested** from the Research Ethics Board. Additional information about guidelines for ethical review, including information on how to submit an ethics application, is available through the [Office of Research: https://www.lakeheadu.ca/research-and-innovation/ethics](https://www.lakeheadu.ca/research-and-innovation/ethics).

#### Process for submitting an ethics application

It is the responsibility of both the **student and thesis supervisor** to ensure that all necessary ethics approval is obtained **prior** to beginning the study (e.g., recruitment, data collection).

- The **student** is responsible for preparing the ethics submission or request for ethics exemption (if using existing, anonymized data). Those who are uncertain whether their study requires ethical approval should consult with their supervisor and/or the Office of Research (i.e., Research Ethics Administrative Officer) directly.
  - Note that **the student** must also work with their thesis supervisor and Office of Research to determine whether ethical review is also required by another organization. For example, in cases where the student is recruiting subjects from a healthcare organization, approval by that organization's Research Ethics Board may also be required.
- As part of the application for ethical approval, **the student** must a copy of their TCPS2 Certificate of completion (i.e., certifying completion of the online tutorial for the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans) and of the Researcher's Agreement form. The Researcher's Agreement form includes all components of the thesis proposal (the proposal may also be attached as an Appendix to the form), as well as the following (as appropriate): a letter to potential participants, consent form, and sample questionnaire
- Upon receipt of ethics approval, the **student** must complete the ***Confirmation of Ethics Approval*** form and submit it to the Administrative Assistant along with the ethics certificate(s).
  - In the case of exemption from ethical review, a copy of the confirmation of exemption from the Research Ethics Board must be submitted.
- The **Administrative Assistant** will include the ethics certificate(s)/confirmation of exemption in the student's file.

## 4. THESIS DEFENCE

After receipt of ethics approval (or confirmation of exemption), the student will begin working on their research project. The type of activities undertaken will vary depending on the nature of the study, but may include: recruitment, data collection, transcription, data management, data analysis, interpretation, and write-up. It is expected that the student will work independently on these activities, under the supervision of the thesis supervisor and committee members.

### A. Final Thesis Document

There are many possible formats for the final thesis document. The thesis supervisor and committee members will work with the student to identify the most appropriate format. It is expected that the final thesis proposal will include the final version of the approved Thesis Proposal as well as new sections describing the study results, discussion of results and study limitations, and implications for research, practice, and policy. While the length of the final Thesis document will vary, **it usually falls within 70-100 double-spaced pages in length, excluding references**. See thesis formatting guidelines here: [https://www.lakeheadu.ca/sites/default/files/uploads/60/MPH.MHSc\\_Thesis%20Formatting%20Guidelines\\_June%2017%2C%202019.pdf](https://www.lakeheadu.ca/sites/default/files/uploads/60/MPH.MHSc_Thesis%20Formatting%20Guidelines_June%2017%2C%202019.pdf)

The student will produce a draft write-up of the final thesis document, and work closely with the thesis supervisor on refining that document. Once it is felt that the draft final document is ready, it will be sent to all members of the thesis committee for review and approval. The committee may request that the student complete several rounds of revisions prior to approving the document.

### The External Examiner

In addition to involvement of the thesis committee, all student theses are subject to external review. The committee works with the student to identify an appropriate external examiner, who is either an:

- a Faculty member in another academic unit at Lakehead University who is not affiliated with the Department of Health Sciences (i.e., does not have adjunct status with the Department);  
OR
- a Faculty member from another university who is not affiliated with the Department of Health Sciences (i.e., does not have adjunct status with the Department).

The External Examiner must:

- have a doctoral degree, current research activity, recent publications, and relevant subject matter and/or methodological expertise; and
- be at arm's length from the student, thesis supervisor, and all committee members.
  - As an example, an Examiner that has a current/recent familial or close personal relationship with the student, thesis supervisor, or committee member may not be considered at arm's length.

It is the responsibility of the **thesis supervisor** (or co-supervisor, if applicable) to complete and submit the following two forms to the Administrative Assistant for approval by the Graduate Coordinator: ***Proposed Examiner*** and ***Confirmation of Arm's-Length Status***.

- Once approved by the Graduate Coordinator, the **Administrative Assistant** will be in touch with the individual to confirm their ability to act as an External Examiner. The student and members of the thesis committee **should not have contact with the External Examiner** prior to the Thesis Defence Presentation.

#### **REQUIRED FORMS:**

***Proposed Examiner***  
(Appendix 3a)

***Confirmation of Arm's-  
Length Status***  
(Appendix 3b)



## B. Thesis Defence Presentation

Once all members of the thesis committee have approved the written Final Thesis Document and the External Examiner has been approved by the Graduate Coordinator and confirmed by the Administrative Assistant, the student will defend his/her work in an oral presentation open to the public on the Thunder Bay campus; video-conference may also be used (e.g., to allow for participation by committee members who are off campus, to allow for students at a distance to attend the presentation). *As an exception, MPH students who study at a distance have the option to present via videoconference.*

### Scheduling the Thesis Defence Presentation

- The thesis supervisor submits the **Thesis Ready for Review by Examiner** form to the Administrative Assistant, for sign-off by the Graduate Coordinator.
- The **Administrative Assistant** will then work with the student, thesis committee members, and External Examiner to schedule a date/time for the Thesis Defence Presentation when all can attend (in person, via tele/videoconference); book the room and equipment, and set-up video-conferencing.
  - In the event that not all can attend, the Department's policy related to Absent Committee members applies (see section 2B).
- **At least 2 weeks in advance of the Thesis Defence Presentation:**
  - The **student** must provide the Administrative Assistant with both a hard copy and an electronic copy of the Final Thesis Document. ***Failure to adhere to this timeline will result in the need to reschedule the Thesis Defence Presentation for a later date.***
    - Note that the student is responsible for providing a hard copy of the Thesis Final Document if requested by a committee member or the External Examiner; **all related costs are the responsibility of the student.**
  - The **Administrative Assistant** will:
    - send an electronic and/or hard copy of the Final Thesis Document to the External Examiner, as well as a copy of the **Examiner's Report on Thesis** form (see box below)
    - announce the Thesis Defence Presentation and place a copy of the Final Thesis Document proposal on display.

### REQUIRED FORMS:

**Thesis Ready for Review by Examiner**  
(Appendix 3c)

**Examiner's Report on Thesis**  
(Appendix 3d)

## Evaluation by the External Examiner

The external examiner's assessment will fall into one of the following four categories:

Accepted

Accepted Subject to Revisions

Revisions are specified and the final document is reviewed and approved by the thesis supervisor.

Appreciable Revisions Required

Revisions are specified and the final document is reviewed and approved by all members of the thesis committee.

The revised thesis must be returned to the Examiner for re-evaluation, through the Graduate Coordinator of the academic unit/program.

A copy of the assessment of the revised thesis must be submitted to the Faculty of Graduate Studies.

Thesis Rejected

Upon receipt, if recommended by the Thesis Committee, a candidate receiving an evaluation of 'Thesis Rejected' will be allowed to defend and resubmit the thesis to the Thesis Committee. The final decision on accepting a thesis is made by the Thesis Committee after considering the reports of the Examiners. The student has failed the program if the thesis is rejected by the Thesis

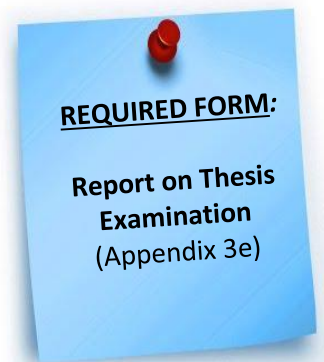
### **Process Related to the Thesis Defence Oral Presentation**

The student is given a maximum of 30 minutes to present on the following:

- Introduction and overview of the topic;
- Summary of literature review;
- Study objectives and rationale;
- Methods;
- Results;
- Conclusions; and
- Implications to knowledge, practice, and/or policy in health sciences/public health.

The Thesis Defence Presentation will be chaired by a Faculty member in the Department of Health Sciences who is **not** on the thesis committee. This person will:

- Ensure that the student does not exceed the 30-minute time allotment;
- Oversee the question period, including:
  - Inviting each committee member to pose questions – committee members will be permitted to ask questions until they are satisfied that the student has adequately addressed the issues/concerns. There is no time limit imposed on the committee members, nor is there a maximum number of rounds of questions.
  - Inviting members of the audience to pose questions (after completion of committee questions). Note that this question period may not exceed 30 minutes.
- Upon completion of all questions, request that the student and audience to leave the room to allow for thesis committee and External Examiner deliberations and evaluation of the acceptability of the Final Thesis Document and Thesis Defence Presentation; the student will be asked to remain nearby during the deliberations. The deliberations should normally be completed within 60 minutes.
- Oversee the deliberations of the thesis committee, including:



**Evaluation by the Examination Committee**  
The examination committee's assessment falls into one of the following four categories:

1. Accepted
2. Accepted Subject to Revisions
  - Revisions are specified and the final document is reviewed and approved by the thesis supervisor.
3. Appreciable Revisions Required
  - Revisions are specified and the final document is reviewed and approved by all members of the thesis committee.
4. Thesis Rejected
  - A choice of "Thesis Rejected" means that the thesis is of insufficient worth to be counted as credit toward a Master's degree. Please see the [Faculty of Graduate Studies regulations](#).

- Documenting all suggested changes to the original written Thesis Proposal (e.g., to the literature review, research questions, methods) on the **Report on Thesis Examination** form (see the box on this page for more information on the assessment of the thesis); and
- Ensuring completion and signing of the **Report on Thesis Examination** form by **all** committee members and the External Examiner **within one week** of the Thesis Defence Presentation, and submit to the Administrative Assistant.

Once the Report on Thesis Examination form is received by the Administrative Assistant:

- The **Administrative Assistant** will send it to the student and save it to the student's file.
- The **student** will make the appropriate revisions to the written Thesis Document and resubmit as a appropriate (i.e., to the thesis supervisor, to all committee members – including or excluding the External Examiner)

## 5. FINAL SUBMISSION OF THE MASTER'S THESIS

Please note that the submission process must be done in a way that meets the requirements of both the Department of Health Sciences and the Faculty of Graduate Studies. Information on the [Faculty of Graduate Studies Thesis Process \(Master's\)](#) must be carefully reviewed to ensure adherence.

### Submitting the final version of the Master's thesis

Once the final version of the Thesis Document is accepted by the appropriate party (i.e., the supervisor or all committee members, including or excluding the External Examiner), there are several actions that must be taken by the thesis supervisor, student, and Administrative Assistant.

- The **thesis supervisor** will complete and sign both the **Department Recommendation of Thesis** form and the Thesis Ready for Final Submission form and submit it to the Administrative Assistant for sign-off by the Graduate Coordinator.
  - NOTE: In cases where the Thesis Proposal was **deemed unacceptable** by the thesis committee, the revised document (and second oral presentation, if applicable) must be approved by all members of the thesis committee in order for the student to continue.
- The **student** will:
  - Close the research project file with the Office of Research Ethics (i.e., submit the final report), and submit a copy to the thesis supervisor and Administrative Assistant.
    - Note that this steps is omitted if an exemption was received for the project.
  - Work with the thesis supervisor to transfer all thesis-related files and data to a secure file/computer owned by the thesis supervisor, and to delete them from their own computer.
  - Submit the following documents to the **Administrative Assistant**:
    - Electronic copy of the Final Thesis Document, in a locked pdf format
    - License to the University
    - Exit Survey
      - Student may submit exit survey to the Faculty of Graduate Studies **separately** if preferred
- Once evidence of final submission to ethics and transfer/deletion of data has been received (if applicable) from the **thesis supervisor**, the **Administrative Assistant** will send the following forms to the Faculty of Graduate Studies:
  - **Report on Thesis Examination**
  - **Recommendation of Thesis**
  - Electronic copy of the Final Thesis Document, in a locked pdf format
  - License to the University
  - Exit Survey
    - Student may submit exit survey to the Faculty of Graduate Studies **separately** if preferred

