



Overview of Process and Policies for Thesis Proposals and Defences

(Details and links to forms are on the Department's Thesis websites)

July 2013
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OVERVIEW OF THESIS PROCESS

1. *Selection of Thesis Supervisor and Committee*
2. *Thesis Proposal Presentation and Defence*
3. *Research Ethics Board and Ethical Review*
4. *Thesis Presentation & Defence*
5. *Master's Thesis Submission*

1. SELECTION of THESIS SUPERVISOR and COMMITTEE

- Forms required
 - ***Department of Health Sciences Thesis Topic and Committee*** (Appendix A)
- Thesis Supervisor
 - Once Thesis Committee is formed, the supervisor submits the form to the Administrative Assistant for approval by the Graduate Coordinator

Resources

MPH Thesis: <https://www.lakeheadu.ca/academics/departments/health-sciences/graduate-programs/master-of-public-health-programs/about-our-thesis-option>

MHSc Thesis: <https://www.lakeheadu.ca/academics/departments/health-sciences/graduate-programs/master-of-health-sciences-programs/about-your-thesis>

Faculty of Graduate Studies: <https://www.lakeheadu.ca/academics/graduate/academic-information/degree-completion/thesis#final-thesis-forms>

Office of Research: <https://www.lakeheadu.ca/research-and-innovation/research-services>

2. THESIS PROPOSAL PRESENTATION and DEFENCE

- Forms required
 - ***Proposal Ready for Review*** (Appendix B)
 - ***Department of Health Sciences Thesis Committee's Report on Proposal*** (Appendix C)
 - ***Department of Health Sciences Permission to Proceed*** (Appendix D)
- Thesis Supervisor
 - Coordinates date & time of Proposal Presentation
 - Advises Administrative Assistant of date
 - Chairs the Presentation
 - Distributes signed Examiners' Report
 - Submits *Permission to Proceed*
- Student
 - Provides e-copy and hard copy of Proposal
 - Re-submits Proposal to Supervisor
 - Proceeds with Ethical Review as appropriate

3. RESEARCH ETHICS BOARD and ETHICAL REVIEW

View the guidelines for ethical review, available through the Office of Research
<https://www.lakeheadu.ca/research-and-innovation/research-services>

- Forms required
 - ***Department of Health Sciences Confirmation of Master's Thesis Ethics Approval (Appendix E)***
- Student
 - Completes *Confirmation of Ethics Approval* form
- Supervisor & Student
 - Ensure all necessary ethics approval is obtained
 - Distributes a copy of Appendix E and ethics approval to Administrative Assistant

4. THESIS PRESENTATION & DEFENCE

4 i) *Thesis External Examiner Review*

- Forms required
 - ***Department use only: Department of Health Sciences External Examiner Guidelines – Confirmation of Arm's-Length (Appendix Fi)***
 - ***Proposed Examiner (Appendix Fii - FGS website)***
 - ***Thesis Ready for Review by Examiner (Appendix G – FGS website)***
 - ***Examiner's Report on Thesis (Appendix H – on FGS website)***
- Thesis Supervisor
 - Submits the *Confirmation of Arm's Length* form
 - Submits the *Proposed Examiner* form
 - Submits the *Thesis Ready for Review by Examiner* form
 - Reviews completed *External Examiner's Report*
- Student
 - Provides e-copy and hard copy (if External Examiner requests) of the thesis **at least 6 weeks in advance** of the oral presentation
- Administrative Assistant
 - Contacts approved External Examiner to determine their availability
 - Sends revised thesis and *External Examiner's Report and Comments form* to the External Examiner
 - Forwards completed External Examiner's Report

4. THESIS PRESENTATION & DEFENCE

Preliminary Steps

4 ii) *Thesis Final Defence Presentation*

- Forms required
 - **Department use only: Department of Health Sciences External Examiner Guidelines – Confirmation of Arm's-Length (Appendix Fi)**
 - **Proposed Examiner (Appendix Fii – on FGS website)**
 - **Thesis Ready for Review by Examiner (Appendix G – on FGS website)**
 - **Examiner's Report on Thesis (Appendix H – on FGS website)**

*The following steps **must be taken prior** to the Thesis Defence Presentation*

- Thesis Supervisor
 - Completes the *Confirmation of Arm's Length* form
 - Submits the *Proposed Examiner form*
 - Submits the *Thesis Ready for Review by Examiner form*
- Student
 - Provides hard copy of the thesis to display **at least 2 weeks in advance** of the oral presentation
- Administrative Assistant
 - Contacts External Examiner and Committee to coordinate date & time of Defence Presentation
 - Books room and any equipment if needed

4. THESIS PRESENTATION & DEFENCE

Subsequent Steps

Thesis Defence Presentation

- Forms required
 - **Thesis Committee's Report on Thesis** (Appendix I)
- Thesis Supervisor
 - Chairs the Presentation
 - Distributes within 1 week signed *Thesis Committee's Report on Thesis*
- Student
 - Makes appropriate revisions and re-submits thesis to Supervisor/Committee

5. MASTER'S THESIS SUBMISSION

*Please see the Faculty of Graduate Studies Thesis Process (Master's) for **current and additional information**. The Department of Health Sciences may have requirements that differ from the requirements of the Faculty of Graduate Studies.*

Forms required

- The **student*** must submit the following forms to the Office of Graduate Studies upon satisfactory completion of the thesis:
 - **Examiner's Report on Thesis** (Appendix H) * **(submitted by Department of Health Sciences)**
 - **Thesis Ready for Final Submission** (Appendix J) * **(submitted by Department of Health Sciences)**
 - **Recommendation of Thesis** (Appendix K) * **(submitted by Department of Health Sciences)**
 - Students are required to submit an electronic copy of their thesis, in a locked pdf format.
 - Licence to the University (*FGS website*)
 - Non-Exclusive Licence to Reproduce Theses (*FGS website*)
 - Exit Survey (*FGS website*)

Conservative Thesis Timeline

Conservative Thesis Timeline		
Please think about this timeline template as an approximation, things may take longer depending on your thesis topic, type of data etc.		
Task	Approximate time frame involved	Proposed Date
Graduation		
Oral defence final corrections	1-day-several weeks depending on revisions requested	
External correction	1-2 weeks	
External review	4 weeks	
Committee reading draft Edits, additions made accordingly	3-5 weeks	
Supervisor reading draft – subsequent edits, additions etc. may take several iterations	4-6 weeks	
Final draft submission – approximately end of 5 th semester for full time students to graduate		
Writing	2-3 months depending on topic/methodology	
Analysis		
Data cleaning/ transcribing of interviews etc.		
Data Collection	1-3 mts depending on data	
Ethics submission - approximately end of 3 rd semester	3-5 weeks depending on revisions requested may be longer if working on Indigenous communities or accessing Health data	
Correction made according to recommendations after defence	0-1 week depending on revisions requested	
Oral proposal defence		
Corrections made according to recommendations from committee	0-1 week depending on revisions requested	
Committee reading proposal draft	2 weeks	
Supervisor reading proposal draft and going back to student for revisions – may take several iterations	4-6 weeks	
Thesis Proposal final draft	Submitted some time in second semester - Decided in collaboration with supervisor	
Thesis proposal development	First one to two semesters	