



MSc in Interdisciplinary Health Sciences

Student Guide: Thesis Proposal
2021-2022



Table of Contents

MSc. in Interdisciplinary Health Sciences - Thesis Proposal..... 3

1. Thesis Advisory Committee Membership 3

2. Thesis Proposal..... 3

3. Submitting the Thesis Proposal 4

4. Thesis Advisory Committee Meeting..... 4

5. Immediately after the Thesis Advisory Committee Meeting 4

6. Following the first TAC Meeting 5

APPENDIX A – NOMINATION OF THE THESIS ADVISORY COMMITTEE MEMBERS..... 6

APPENDIX B - THESIS ADVISORY COMMITTEE REPORT AND APPRAISAL..... 9

Welcome to the Masters of Science in Interdisciplinary Health Sciences!
Please take a moment to review the following regulations and advice
to prepare a successful thesis proposal

MSc. in Interdisciplinary Health Sciences - Thesis Proposal

During the first term, students will be forming their thesis advisory committee and will also write and defend their thesis proposal in front of their committee.

1. Thesis Advisory Committee Membership

- The TAC is made up of:
 - o The Student's **supervisor and co-supervisor**, if applicable
 - o **At least 2 additional committee members**

- The TAC must be composed of:
 - o **At least 1 faculty member of the Interdisciplinary School of Health Sciences.**
 - o **At least 2 members of the Association of Professors of the University of Ottawa (APUO)**

The list of proposed TAC members should be submitted to the Graduate Studies Administrative Assistant, by email at grad.eiss@uottawa.ca using the form at Appendix A. Please submit your list as soon as you have the names of your committee members since they will need to be approved by the School before your first TAC meeting.

2. Thesis Proposal

The thesis proposal usually consists of

- 1) A **review of the literature defining the rationale** for the proposed study/ies,
- 2) The **hypothesis/es or research questions**,
- 3) The **objectives**,
- 4) The **methods**,
- 5) The **expected results**,
- 6) The **significance**,
- 7) The potential **limitations**,
- 8) The proposed **timeline** for the project,
- 9) The **references**
- 10) Optional Tables and/or Figures and Figure Legends

The review of the literature, hypothesis/es and objectives should represent about half of the thesis

proposal - 6 to 8 pages (methods, expected results, significance, potential limitations, and timeline representing the other half - 6 to 8 pages).

The maximum length of the entire thesis proposal including references and potential Tables/Figures is **20 pages, double-spaced**, Arial 11 font or equivalent (maximum 2210 characters per page). No appendices will be accepted.

3. Submitting the Thesis Proposal

The student should provide copies of the Thesis Proposal to the TAC members at least 2 weeks prior to the first TAC meeting. Please note that an electronic copy of the thesis proposal may be submitted, but it is the student's responsibility to ensure that examiners who prefer hard copies of the thesis proposal are provided with such. Students may be aware that in certain circumstances, the examiner may require more days.

4. Thesis Advisory Committee Meeting

The purpose of this first TAC meeting is to **seek approval of the research proposal** (with or without modifications) from the TAC. This meeting should take place during the **1st term**. Practically, this means that the meeting should take place before December 15th. **It is the student's responsibility to arrange for the TAC meeting.** Once you have a date and time, please contact the graduate studies' administrative assistant who will book a room for the meeting.

The student is encouraged to take this opportunity to present her/his thesis proposal for a maximum of **10 to 15 minutes**. The oral presentation may be open to the public at the discretion of the thesis supervisor.

At the end of the meeting, the TAC members must fill the **"THESIS ADVISORY COMMITTEE REPORT AND APPRAISAL"** form at Appendix B and then the student and the TAC members must sign this form. Revisions may be required, and the TAC may ask to review the document before a final approval. In the rare event that the thesis proposal document is not acceptable, it will be returned to the student and the supervisor with comments.

5. Immediately after the Thesis Advisory Committee Meeting

The supervisor or student must return the **"THESIS ADVISORY COMMITTEE REPORT AND APPRAISAL"** completed form to the Graduate Studies Administrative Assistant by email at grad.eiss@uottawa.ca.

The student must also submit a service request in uoCampus:

- **Add a thesis title**

- The thesis title will most likely change before the final version of the thesis is submitted. However, it is important to submit your thesis title using the service request in order to complete a mandatory milestone for the program.

If a co-supervisor is added after you have been accepted into the program, please also submit the service request **“Add a new supervisor”**. We ask that you indicate in the comment box the name of the professor and that this person will be the co-supervisor.

Please see the handbook titled [“Service Requests Guide for Graduate Students”](#) for all the steps required to submit a service request, as well as the details on the different service requests. The uoCampus handbooks can also be accessed once you have logged into uoZone.

The **“Add a thesis title”** service request needs to be completed before the end of the winter 2022 term. However, it is strongly recommended to submit the request early so that all the necessary approvals can be completed before the end of the winter term.

6. Following the first TAC Meeting

After the TAC meeting and once the required modifications have been made, students whose research project requires ethics approval can prepare their ethics application and submit it for approval by the Research Ethics Board (REB). A copy of the signed form from your first TAC meeting may be required at that time. If you require a formal letter for the REB, please inform the School’s administrative assistant who will provide a letter to you indicating that you successfully completed the requirements for Thesis Proposal.

APPENDIX A – NOMINATION OF THE THESIS ADVISORY COMMITTEE MEMBERS



uOttawa
Faculté des sciences de la santé
Faculty of Health Sciences

École interdisciplinaire
des sciences de la santé
Interdisciplinary School
of Health Sciences

Nomination of the Thesis Advisory Committee Members

Student name: _____ Student #: _____

- The Thesis Advisory Committee (TAC) is made up of:
 - o The student's supervisor and co-supervisor, if applicable
 - o At least 2 additional committee members

- The TAC must be composed of:
 - o At least 1 faculty member of the Interdisciplinary School of Health Sciences.
 - o At least 2 members of the Association of Professors of the University of Ottawa (APUO)

A minimum of two additional members, other than the supervisor and co-supervisor, are needed to form the TAC.

Name of the thesis supervisor: _____

Signature: _____ Date: _____

Name of the thesis co-supervisor (if applicable) _____

Signature: _____ Date: _____

1. Name of member: _____

If from the University of Ottawa:

School or Department: _____ Faculty: _____

Signature: _____ Date: _____

If external to the University of Ottawa:

Organization: _____ Title of position: _____

Signature: _____ Date: _____

2. Name of member: _____

If from the University of Ottawa:

School or Department: _____ Faculty: _____

Signature: _____ Date: _____

If external to the University of Ottawa:

Organization: _____ Title of position: _____

Signature: _____ Date: _____

3. Name of member: _____

If from the University of Ottawa:

School or Department: _____ Faculty: _____

Signature: _____ Date: _____

If external to the University of Ottawa:

Organization: _____ Title of position: _____

Signature: _____ Date: _____

Name of the Program Director: _____

Signature: _____ Date: _____

Please return to the Interdisciplinary School of Health Sciences' Administrative Assistant at grad.eiss@uottawa.ca before November 1st.

APPENDIX B - THESIS ADVISORY COMMITTEE REPORT AND APPRAISAL



uOttawa
Faculté des sciences de la santé
Faculty of Health Sciences

École interdisciplinaire
des sciences de la santé
Interdisciplinary School
of Health Sciences

MSc. IN INTERDISCIPLINARY HEALTH SCIENCES
THESIS ADVISORY COMMITTEE REPORT AND APPRAISAL
THESIS PROPOSAL
FIRST YEAR

After the meeting, please return this completed form to the Interdisciplinary School of Health Sciences Administrative Assistant at grad.eiss@uottawa.ca

Student name: _____ Student #: _____

Meeting date: _____

Date of first registration: _____ Expected Thesis Submission: _____

Thesis Proposal Title: _____

To be completed by the TAC members:

- The TAC accepts the thesis proposal in its present form
 - The TAC accepts the thesis proposal with minor modifications (please specify on page 2)
 - The TAC accepts the thesis proposal with major modifications (please specify on page 2)
 - The TAC asks to review the thesis proposal with modifications (please specify on page 2) before final approval
 - The TAC rejects the thesis proposal - the reason(s) and the next steps to be taken are specified on page 2
-

Student: Signature _____

Supervisor: Print Name _____ Signature _____

Supervisor: Print Name _____ Signature _____

TAC Members

Print Name _____ Signature _____

Print Name _____ Signature _____

TAC general assessment of the Thesis Proposal and potential suggestion of modifications: