uOttawa
L'Université canadienne
Canada's university

ÉCOLE DES SCIENCES INFIRMIERES
Programmes des études supérieures

SCHOOL OF NURSING
Graduate Programs

THESIS PROPOSAL APPROVAL – GUIDELINES

GOAL

The thesis proposal approval process allows students to demonstrate mastery and ownership of the thesis topic, contribution to nursing knowledge as well as relevance, rigour and feasibility of the proposed methodology.

PROCESS

The thesis proposal approval is mandatory in the School of Nursing Graduate Programs. The approval process usually takes place:

a) For the Masters': in the 2nd session for the full time MScN and
By the end of the 8th session for the part-time MScN;

b) For the PhD: during the 4th session or at the latest by the end of session # 6, and
after successful completion of the comprehensive examination.

There is no credit allocation for the thesis proposal approval.

CONTENT

The thesis proposal consists of the following elements: 1) an introduction including the goal, the objectives, the research questions and the potential contribution to the advancement of nursing knowledge; 2) a thorough review of the literature; 3) a theoretical framework; 4) the methodology including a section specifying how the data will be analyzed and; 5) a list of references and appendices including the required documents for a research ethics board application.

PROCEDURE

Role of the thesis committee members

- The thesis committee members provide support and guidance during the student's planning and development process of the thesis proposal.
- The student's thesis committee also acts as the School of Nursing evaluation body responsible for approving the thesis proposal.

Presenting the thesis document

- The thesis supervisor(s) establishes the readiness of the student to present the written thesis proposal for approval.
- Once the proposal is completed the student submits copies to each member of the thesis committee.
- The members of the committee have up to 4 weeks to read and evaluate the written proposal. The evaluation pertains to the quality of the elements presented by the student to demonstrate understanding of the topic and its contribution to nursing knowledge as well as relevance, rigour and feasibility of the proposed methodology.

- The thesis supervisor will schedule a meeting with the student and the committee as soon as possible after the agreed upon deadline. The purpose of the meeting is to give the student an opportunity to present her research plans and to seek approval of this plan (with or without modifications). At the end of the meeting, the student and the committee members must sign the form entitled **Thesis Proposal Approval** and return it to the Administrative Assistant, Graduate Programs, room RGN 3051.

Evaluation of the thesis

- The committee will make one of the three following potential decisions regarding the approval of the proposed thesis.

  1) Proposal accepted (minors changes may be suggested);
  2) Approved in principle but requested revisions must be submitted to the Thesis Committee members for final approval;
  3) Not acceptable as is (the student must revise, resubmit and complete the thesis proposal approval process over again). The student may only complete the thesis approval process one more time after receiving a “not acceptable” rating.

At the end of the process, the student and the thesis committee members must sign the ***Thesis Proposal Approval*** form. Required changes will be noted or appended on this form. The supervisor will provide the report form and return it to the Academic Administrative Officer, room RGN 2016, once completed.