



## MN THESIS PROPOSAL ORAL EXAMINATION GUIDELINES

The Supervisory Committee must be approved by the Associate Dean of Graduate Studies in Nursing prior to the Thesis Proposal Oral Examination.

The purpose of the Thesis Proposal Oral Examination is to ensure academic rigour, appropriate research design and ethical soundness of the proposed research study. Subsumed within the proposal must be a realistic and achievable timeline and a budget that is within the student's existing financial resources. The Supervisor and members of the Supervisory Committee are expected to have read the proposal thoroughly prior to the oral examination.

### Timelines for Thesis Proposal Oral Examination

Ideally, in the first year of the MN program, a supervisor is identified and a committee is established. It is expected that committee members be involved early in the draft phases of proposal writing.	
At least 2 months prior to exam...	Supervisor submits the <a href="#">Appointment of Supervisory Committee</a> form to the Graduate Services Office
At least 2 weeks prior to exam...	Student or Supervisor emails copies of the final draft of proposal to the Supervisory Committee  Supervisor submits to the Faculty of Nursing Graduate Services Office the <a href="#">Notice of Thesis Proposal Oral Examination</a>
Immediately following the exam...	Supervisor submits the Report of Thesis Proposal Oral Examination Committee to the Graduate Services Office

The Supervisor's responsibilities include:

- a) Involving committee members and ensuring that they have had opportunities to provide feedback on proposal drafts. The consultation process should occur prior to submission of the final draft.

- b) In consultation with Committee members, book a room and arrange the Thesis Proposal Oral Examination. Familiarize themselves with the Guidelines for Thesis Proposal Oral Examination for the procedure to follow during the examination.
- c) Determining who will chair the examination. The Chair can be the Supervisor or a Committee Member.

### **Exam Procedure**

1. The student is asked to describe her/his academic and professional background, the place of the proposed thesis in her/his professional development, and provide an overview of the proposed thesis. Presentations of proposal should not exceed 15 minutes.
2. The Committee is invited to question the student on any aspect of the proposed thesis.
3. Following the conclusion of questioning, the Chair will call for further questions. When there are no further questions, the Committee will deliberate on the student's presentation and performance, and then formulate its recommendations. Once deliberation is complete, the student will be called back into the room.
4. Following deliberation, the Committee recommends one of the following:
  - (a) Acceptance of the proposal as submitted and acceptance of the oral examination, in which case the Supervisor and Committee members sign the Faculty of Nursing Report of Thesis Proposal Oral Examination Committee and the Supervisor forwards the form to the Faculty of Nursing Graduate Services office.
  - (b) Acceptance of the proposal on the condition that minor modifications are made, and acceptance of the oral examination, in which case the Committee members may elect to sign the report while the Supervisor withholds signature until the recommended changes are made by the student.

The recommended changes/modifications in the proposal required by the Supervisory Committee constitute the approved plan of research. Any subsequent major changes in the approved plan must receive prior approval from the entire Committee.
  - (c) Rejection of the proposal, and/or rejection of the oral examination, in which case the Report of Thesis Proposal Oral Examination Committee form is not signed and the student, upon the recommendation of the Committee, will be given permission to submit a revised proposal and/or sit for a second oral defense. The date for the second oral examination is set by the Supervisor in consultation with the student and members of the Supervisory Committee.
5. The Thesis Supervisor informs the student of the decision and recommendations of the Committee.

### **Health Research Ethics Board**

All graduate student research proposals must receive ethical clearance on behalf of the University before any data collection is initiated and prior to submitting any applications for funding to a funding body and/or health care agency.

Each student must submit the thesis proposal to the Health Research Ethics Board. Ethics review guidelines and forms are available from the **hreb website: <http://www.hreb.ualberta.ca>**

Ethics review of MN research proposals is conducted after successful completion of the thesis proposal oral examination. The above does not preclude the student, in consultation with the Thesis Supervisor, from obtaining a letter or letters of support in principle from potential agencies where data collection may be carried out. It is emphasized that such documentation from an agency does not constitute a commitment on the part of the agency, nor does it constitute ethical approval.

### **Institution/Agency Administrative Approval**

In addition to University ethical approval, a health care agency review of the proposal may be required. The student, in consultation with the Thesis Supervisor, should investigate carefully the protocol and time frame of the administrative approval process. Normally, the Thesis Supervisor will accompany the student if appearance before an agency review committee is required.