PhD IN POPULATION HEALTH

POP9999: THESIS GUIDELINES

These guidelines describe the internal rules of the program. For all other regulations please consult the Faculty of Graduate and Postdoctoral Studies website.

A doctoral thesis must make a significant contribution to knowledge in a field of study, embody the results of original investigation and analysis, and be such quality as to merit publication. The thesis must make a significant contribution to the field of population health.

The thesis may be written in traditional monograph format or may consist of a series of peer-reviewed articles. In the latter case, the program suggests a series of three articles (or equivalent) with an introduction and conclusion that link each article.

With the approval of your supervisor and co-supervisor, submit your thesis to your thesis proposal committee for a first review. The members of your thesis proposal committee may suggest changes. You are responsible for making the corrections and your supervisor and co-supervisor for ensuring that the changes made are satisfactory and congruent with the suggestions of the committee. The student and the supervisor and co-supervisor are responsible for making sure that the thesis is free of spelling or grammatical mistakes.

A doctoral thesis jury must consist of no fewer than four and no more than seven examiners of which at least three must be internal examiners and one external examiner.

One month prior to submission of the thesis for evaluation your supervisor and co-supervisor will submit to the academic unit the List of examiners for the evaluation of the thesis form. The list must be approved by the academic unit and then forwarded to the Dean of the FGPS for final approval.

Internal examiners

Your supervisor and co-supervisor will nominate a minimum of three internal examiners. Your supervisor and co-supervisor are not included. The internal examiners may be the same as your thesis proposal committee, provided that they are members of the FGPS. If you wish to nominate a person who is not a member of the FGPS a letter of support from the thesis supervisor and co-supervisor is required and must include the following:

- explaining the reason for this nomination;
- a confirmation that the person will participate at the defense in person and that expenses are not covered by the program, the FGPS, the thesis supervisor, the co-supervisor as this is considered a conflict of interest; and
- a resume.
This request will be submitted for approval to the FGPS. There is no guarantee that your request will be approved. Internal examiners are to participate at the defense in person.

**External examiners**

Your supervisor and co-supervisor will nominate one external examiner from a North American institution along with a brief CV and a complete list of publications. The proposed external examiner should be free from substantial conflict of interest of any source with the PhD candidate, the candidate’s supervisor and co-supervisor. External examiners may participate in person, by videoconference or by teleconference. If in person expenses will be covered by the FGPS.

**Important academic dates and deadlines**

To learn the cut-off date for submitting your thesis, please refer to the [important academic dates and deadlines](#).

**Thesis submission**

Submit as many copies as there are examiners plus one extra copy along with the form [Statement of thesis supervisor for the submission of the thesis for the evaluation](#) to the program office. Also submit an electronic version to pop@uottawa.ca.

**Oral defense, verdicts of the examining board and subsequent steps**

Consult the [Faculty of Graduate and Postdoctoral Studies](#) website.

Last updated: July 2016