

Department of Health Sciences
MSc and PhD in Health Sciences
Thesis Outline and Committee Information

This form is for new graduate students. The information requested should be submitted to the Graduate Administrator by **October 15 (for September start), February 15 (for January start), or June 15 (for May start)**. This form should be completed in consultation with your Supervisor.

Name:	Date:
Student Number:	Program: MSc <input type="checkbox"/> PhD <input type="checkbox"/>
Supervisor:	Co-Supervisor:
Location:	Lab and/or Cell No:

Thesis Title:

Thesis Short Description: <i>(200 words or less summarising project outline):</i>

Graduate Advisory Committee Members

Each student will have a Graduate Advisory Committee (GAC) that will be chosen by the Supervisor, in consultation with the student, within the first 4 weeks of the student entering the programme. The GAC will meet twice in the first year of the student’s graduate programme. The first meeting must be held by January 1 of the first year for students who start in September (or within 4 months of commencing the programme for students who start in January/May). The second meeting must be held by end of June in the first year (or within 9 months of commencing the programme for students who start in January/May). In subsequent years, there will be at minimum one GAC meeting each year (occurring by the end of June, irrespective of the programme start date). Students will also have GAC meetings for their mid-programme defence (PhD only), permission to write up (MSc and PhD), and final GAC (practice defence for MSc and PhD). The Supervisor and/or GAC may require the student to have more than the minimum once per year GAC meeting.

The GAC is composed of the student’s Supervisor and two (for MSc) or three (for PhD) additional faculty members (at least one internal to Health Sciences and others external to the department). The committee members should have specific expertise in the student’s area of research, or with a specific technique/analysis procedure, or expertise outside the specific area that is deemed of benefit for the student’s progression through the programme.

*Given the multidisciplinary nature of the department, a reasonable ‘substitute’ GAC member can be found within Carleton or neighbouring institutions where internal departmental expertise doesn’t exist.

Contact the prospective Committee Members immediately and **attach their emails accepting the role as a member of your committee.**

Committee Member	Department & Location	Expertise

Financial information for the academic year (Sept 1, _____ to Aug 31, _____)

Full name of each scholarship / fellowship / award held by Student

Name of Award:	\$
Administered at:	
Name of Award:	\$
Administered at:	
Name of Award:	\$
Administered at:	
Name of Award:	\$
Administered at:	

Student's stipend paid from your Supervisor's grant

Name of Grant (e.g. CIHR, NSERC, SSHRC etc.):	\$
Administered at:	

Total Funding Received by the Student	\$
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To be completed by the Supervisor:

- I have existing funding to pay the Student for the duration of his/her programme
- I do not have existing funding to pay the Student for the duration of his/her programme

Explain: _____

This completed document must be approved and signed off by the Graduate Advisor.

Student Signature	Date
Supervisor Signature	Date
Graduate Advisor Signature	Date