

Regulations for the Preparation of the

MA THESIS

FACULTY/SCHOOL OF GRADUATE STUDIES REGULATIONS

Ryerson University's Thesis Regulations and School of Graduate Studies (SGS) Admissions and Studies policies pertaining to thesis supervision, examining committee composition, and conduct of examinations are available from the Web addresses indicated below:

- Thesis Regulations:
http://www.ryerson.ca/graduate/policies/documents/SGS_Thesis_Regulations_000.pdf; and
- SGS policies pertaining to Master's Thesis:
http://www.ryerson.ca/graduate/policies/documents/Masters_PhD_Policy_Procedures.pdf

While Ryerson SGS has its own regulations and policies pertaining to proposal submissions, supervisory committees, and examining committees, programs are permitted to establish program specific guidelines. Students should observe the program deadlines and the consequences of not submitting the proposal on time.

A. PROPOSAL SUBMISSION DEADLINES

Master's students are required to submit to the appropriate program office a formal proposal for the thesis or dissertation, approved and signed by the supervisor, prior to deadlines indicated below. Master's thesis proposal submission deadlines are as follows:

Master's **Full-time** Students - proposals must be approved **before the end of Second term**

Master's **Part-time** Students - proposals must be approved **before the end of Fourth term**

ETHICS AND PROPOSAL GUIDELINES

Ethics

Ryerson's Policy for Ethics Review of Research Involving Humans, application, and guidelines are available from the Office of Research Services Web site: <http://www.ryerson.ca/ors>. Where applicable, the Research Ethics Board report must accompany the thesis proposal submitted to the Program Director(s).

Proposal Format

The proposal must contain at least the tentative title of the thesis, a brief statement (in non-technical language if possible) outlining the purpose of the research, its relationship to existing work in the area, and its intended contribution which the researcher hopes to make to the advancement of knowledge in the field. In addition, the proposal should include a title, the names of the supervisor and the supervisory committee members. The title should indicate as clearly as possible the area of research, but it is understood that this title may change. The maximum length of a proposal is 3,500 words. Students should prepare a proposal in

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consultation with their supervisors, and then submit it to the Program Director(s).

A MPPA program specific Master's Thesis Proposal form is available at the end of this document. Program specific proposal format is outlined below.

Program Specific Thesis/Dissertation Proposal Format

Length: 8 - 10 pages + bibliography (maximum = 3500 words)

Format:

1. Title: State briefly and directly the subject of the research.
2. Introduction: Brief description of the project and its rationale.
3. Objectives
 - 3.1. Research problem, question or hypothesis.
 - 3.2. Theoretical perspective.
 - 3.3. Expected contribution to the field (the originality of the work must be demonstrated).
4. Methods and Sources
 - 4.1 Brief description of research methods to be employed.
 - 4.2 Description of sources to be employed.
 - 4.3 Discussion of any anticipated problems of access (to research subjects, archives, media content, etc.) and how they will be dealt with.
5. Relationship to existing literature or professional practice
 - 5.1 Identify and briefly discuss the research or professional stream to which you wish to contribute.
 - 5.2 Provide a brief overview of the dominant theoretical perspectives / professional practices in this stream.
 - 5.3 Indicate where your work fits in and / or where it challenges these perspectives and / or practices.
6. Proposed chapter or section outline (structure of thesis)
7. Proposed time line for completion of the work (full-time student)

EXAMPLE:

Literature survey	March-April
Interviews / Archival work	May-June
Analysis	July-August
Writing	September-October
Completion	November 15
8. Select Bibliography
 - 8.1 Theoretical works relevant to chosen methodology.
 - 8.2 Works bearing on the substance of the topic.
9. Footnotes should be kept to a minimum. Any accepted citation form may be used.

C. SUPERVISORY COMMITTEES

Normally all members of supervisory committees must be members of Ryerson SGS. In exceptional circumstances the Dean may approve a Program Director's recommendation that a faculty member who is not a member of the Graduate Faculty serve as a member (but not a Chair) of a supervisory committee. Such recommendations are to be accompanied by up-to-date curriculum vitae. Faculty members who are appointed to more than one graduate program may act as the outside member of a supervisory or examining committee if they have not designated that Program as their primary affiliation.

External members are expected to be established academics and normally members of a graduate Faculty at another university.

It is the responsibility of the student in consultation of the appropriate Program Director(s) to constitute the committee. The membership of the committee must conform to appropriate SGS regulations and be approved by the Directors.

Master's Supervisory Committee

A Master's supervisory committee consists of a minimum of two faculty members.

- (i) The supervisor from the candidate's Graduate Program; and
- (ii) a minimum of one other faculty member from the candidate's Graduate Program; and
- (iii) if appropriate, one or two graduate faculty members from outside the Graduate Program in which the student is registered. (Faculty members cross-appointed to more than one program may be defined as outside examiners for the programs which are not their primary affiliation). Such appointments are subject to the approval of the Dean of the SGS.

C.1. Approval of Supervisory Committees

The membership of each student's supervisory committee must be recommended by the appropriate Program Director to the Dean of Graduate Studies for approval. The Thesis Supervisor will chair the Supervisory Committee. A copy of the candidate's proposal should accompany the recommendation.

C.2. The Role of the Supervisory Committee

- C.2.1 Review a candidate's research proposal and recommend its approval to the appropriate Program Director.
- C.2.2. Review the candidate's progress from time to time. Reports to the Graduate Program Director of unsatisfactory progress may require candidates to withdraw from the Graduate Program in which they are enrolled.
- C.2.3. Ensure that a copy of the candidate's thesis is sent to each member of the examining committee as far as possible in advance of the oral examination, but no later than three

weeks prior to the date set, in the case of a master's thesis.

C.2.4. Advise the Program Director(s) as to whether the thesis is examinable.

C.3. The Examining Committees

The Examining Committee will be constituted according to the regulations already in place in the SGS.

C.4. Schedule of Defences

Ryerson students should refer to the Admissions and Studies Policies available in the Ryerson SGS Web site: http://www.ryerson.ca/graduate/policies/documents/Masters_PhD_Policy_Procedures.pdf

Responsibilities

Supervisor:

When the thesis is in the final stages, the supervisor, in consultation with the candidate and the Program Director(s) will arrange an Examining Committee. Once the Examining Committee and oral examination date is in place, the supervisor shall complete the "*Recommendation for Oral Examination*" form, obtain signatures from the supervisory committee and forward the form to the program office, as soon as possible but no later than: **four weeks** prior to the date set for an MA defence.

After the oral defence, the thesis supervisor will ensure and verify that all required corrections to the thesis have been completed by the candidate. The verification in writing should be forwarded to the Chair of the Examining Committee and a copy should be provided to the student so that it will accompany the final paper copies submitted for binding.

Candidate:

It is the candidate's responsibility to ensure that all members of the Examining Committee receive their examination copy of the thesis no later than **four weeks** prior to the date set for an MA defence.

For oral examinations at Ryerson, students are responsible for making reservation and delivery arrangement for audio-visual equipment required at the oral exam. [Ryerson's Audio Visual Equipment: 416.979.5098, office: KHE227]

For master's defences the Dean's Representative's copy of the thesis shall be deposited in the program office according to the above schedule.

Program Assistant:

- (a) Books room for defence.
- (b) Obtains Program Director's signature on Recommendation for Oral Examination form.

MA Thesis Dissertation Proposal Approval

Student Name	Student ID	Level: Master's ____
Thesis Title		
Does your research involve the use of human participants? If yes, please read the Guidelines and Applications for Ethics Review of Research Involving Human Subjects at: http://www.ryerson.ca/ors, and attach a copy of the Research Ethics Board report to the proposal submitted to the Program Director(s).		____ No ____ Yes and the REB report is attached with the proposal.
Student Signature		Date of Submission

The following faculty members have approved the Thesis proposal and have agreed to sit on the supervisory committee ¹:

	Name (please print)	Signature	Date
Supervisor			
Member			
Member (optional for MA Supervisory Committee)			

Please append a list of any additional committee members.

Approval by the Co-Program Director(s):

Name (please print)	Signature	Date

¹ A master's supervisory committee consists of a minimum of two faculty members. For Ryerson SGS policies pertaining to master's degree specific and doctoral degree specific thesis/dissertation supervision, composition of a supervisory committee, role of a supervisor, and examination committee composition, refer to SGS Policies and Procedures Web site: http://www.ryerson.ca/graduate/policies/documents/Masters_PhD_Policy_Procedures.pdf.