

Telfer PhD Thesis Advisory Committee (TAC) Guidelines

Each academic unit has its own protocol for the thesis advisory committee. At the Telfer School of Management, the thesis advisory committee is assembled before the end of the student's fourth semester in the program.

Composition of the TAC

- The committee is established by the supervisor(s) in consultation with the student.
- The TAC is composed of 2-3 members in addition to the student's supervisor and co-supervisor (if applicable.)
- The TAC must include at least one member from the Telfer School of Management, in addition to the supervisor and co-supervisor (if applicable.)
- The TAC may include an internal-external committee member.*
- The student submits the TAC Nomination form by the end of the fourth term (before the comprehensive examination) via the service request type "TAC Report".
- The TAC should consist of members (experts) knowledgeable in the areas important to the research topic.
- The PhD Program Director does the final approval of the TAC members.
- The supervisor/co-supervisor must attend all TAC meetings.

*If you and your supervisor should choose to involve a researcher from another institution in your TAC (for example, a faculty member at UBC), that person can take the place of an internal committee member. They become known as the "internal-external". They do not replace the external member of the thesis defense jury who is only involved at the time of the final thesis defence. Note that the University has an approval process in place for this internal-external member. Once you and your supervisor have a chance to discuss the composition of your TAC, and if you decide to involve a non-UOttawa person in your TAC, you can contact the graduate programs office for details regarding the approval process.

Role of the TAC's members

- Participate in a minimum of one TAC meeting with student and supervisor/co-supervisor per year.
- Provide advice on the conduct of the research project.
- Provide guidance to the student on thesis planning, research and writing; be available to discuss ideas or for consultation on any other matter related to the thesis.
- For Entrepreneurship and Health Systems students: Act as examiner of the student's comprehensive examination.
 - Prepare questions for both the written and oral components.
 - Provide a written evaluation of the written component of the exam.
 - Be present during the oral part of the exam.
- Read and provide a written evaluation of the student's thesis proposal.

- Be present at and act as examiner of the student's thesis proposal defense.
- Read and provide a written evaluation of the student's thesis.
- Be present at and act as examiner of the student's thesis defense.

Meetings

Thesis advisory committees meet according to a schedule set by the committee itself. Meetings usually take place every 6 or 12 months and the student is usually responsible for initiating them. When concerns about the progress of the research arise, the supervisor and/or academic unit may require meetings at more frequent intervals.

Academic Regulation II-7 – Theses can be found at:

<https://www.uottawa.ca/administration-and-governance/academic-regulation-II-7-theses>