



**Office of Graduate Studies
Notification of Thesis Proposal Presentation
(see Policy on reverse)**

Student Name: _____ Student ID: _____

Degree Program: _____

Thesis Title: _____

Date of Proposal Presentation: _____ Time: _____ Location: _____

Thesis Supervisor: _____

Signature: _____ Date: _____

(Signature signifies approval that the thesis proposal may proceed to presentation.)

Student's Signature: _____ Date: _____

NOTE:

Department/Program Graduate Studies Committees will determine who should have responsibility for room bookings, posting notice of the proposal presentation, notification to other Department members and students and whether the Department will assign a representative to attend the presentation.

The completed form will be submitted to the Dean of Graduate Studies copied to the Graduate Program Coordinator (to be placed in the student's file)

Policy & Procedures for the Presentation and Approval of Thesis Proposals

Presentation of Thesis Proposals

- Every student registered in a degree requiring a thesis must prepare a written proposal for the thesis research and submit the proposal at an oral presentation.
- The exact format and contents of an acceptable thesis proposal will vary depending on the area of research and method of enquiry proposed.
- Individual programs and supervisors will provide students with information on any specific requirements for thesis proposals and proposal presentations in particular programs.
- Normally the minimum requirements for an acceptable proposal will include:
 - a) a clear statement of the area of enquiry including the specific research question(s) (if appropriate).
 - b) the rationale for the importance/validity of the area of enquiry.
 - c) the method of enquiry proposed.
 - d) a discussion of the relevant literature that provides a context for the proposed thesis.
- The student must demonstrate in the proposal that she has sufficient background in the area of research, has been substantially engaged in the research and made sufficient progress that she is ready to proceed with the thesis.
- Notification of a thesis proposal presentation must be submitted to the Dean of Graduate Studies by the Thesis Supervisor on the *Notification of Thesis Proposal Presentation Form* and copied to the Graduate Program Co-ordinator, at least two weeks prior to the proposed date of the presentation.
- The written proposal must be submitted to the Supervisory Committee at least two weeks prior to the presentation. The proposal will be copied to the Graduate Program Co-ordinator.
- Notice of the presentation of the proposal shall be posted by the Department/Program and the Office of the Dean of Graduate Studies.
- Thesis proposal presentations are open to all members of the University and the general public.
- Normally, the thesis supervisor shall chair the presentation.
- The procedure for each presentation shall be standard. The student will make a presentation. The Chair will give priority to questions from the Committee. Once the Committee have finished their questions the Chair shall open up the floor to questions and discussion for a reasonable period of time.
- The deliberations of the Committee shall be in camera.
- The Committee shall, by majority vote, reach one of the following decisions:
 - a) approve the proposal to proceed to the thesis.
 - b) approve the proposal subject to revisions to be approved by the supervisor.
 - c) not approve the proposal and require that it be resubmitted for presentation.
 - d) not approve a resubmitted proposal and assign a grade of "F".
- Following the thesis proposal presentation, the supervisor will submit the *Thesis Proposal Presentation Report Form* to the Dean of Graduate Studies, copied to the Graduate Program Co-ordinator (to be placed in the student's file) and the student.
- If the thesis is approved with minor revisions, the thesis supervisor is responsible for ensuring required revisions are made and for approving the proposal prior to submitting the Thesis Proposal Presentation Report. The thesis supervisor will sign the report only once minor revisions are approved.
- Students will have only one opportunity to resubmit a proposal for presentation. Non-approval of the resubmission will result in a grade of "F" in the thesis. The supervisor will notify the Registrar of the grade.
- If the proposed research requires ethics clearance, a copy of the certificate of ethics clearance from the UREB shall be submitted to the Graduate Program Co-ordinator before the research begins. The Committee will reconsider any changes required by the ethics process. The certificate will be required to be attached to the thesis defence notification form submitted to the Dean of Graduate Studies.