



**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

### Notification of Thesis Proposal Presentation – Policy and Procedures

- **Convocation Deadlines:** Students intending to graduate at an upcoming convocation must successfully complete their thesis defence and have their grade submitted by the last day to register for a course in the Fall or Summer semesters. Students should refer to the Academic Course Add/Drop Dates published in the Graduate Calendar and available online for the current academic dates.
- **Thesis Continuation Fee:** Students for whom a thesis grade has not been submitted by the Office of Graduate Studies following the end date of their initial thesis registration will be automatically registered in a thesis continuation for the following semester. The automatic thesis continuation registration will occur on the last day to register for a course for that semester and will continue for each consecutive semester until the thesis has been successfully defended and the grade submitted (Thesis Release Form) to the Registrar's Office.

All thesis proposals will be subject to an oral presentation by the student.

- 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 Thesis Proposal Presentation

- 1) 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. This form will be signed by the Supervisor to signify approval that the thesis proposal may be presented. Email confirmation will be accepted.
- 2) 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.
- 3) 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.
- 4) Please refer to the Thesis Proposal Presentation Report Form and Policy for the next steps in the Thesis Proposal Presentation process.