



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

Student Name: _____ Student ID: _____

Degree Program: _____

Thesis Title: _____

Date of Presentation: _____

Outcome of Presentation:

- Proposal approved subject to minor revisions. [If the thesis is approved subject to minor revisions, the thesis supervisor will sign and forward the report once the revisions are completed.]
Proposal approved subject to revisions. [If the thesis is approved subject to revisions, the thesis supervisor and committee members will sign and forward the report once the revisions are completed].
Proposal approved
Proposal not approved. Student required to resubmit the proposal for presentation. [Supervisor to submit report of reasons for decision and changes required attached to this form.]
Proposal resubmission not approved – grade of “F” to be assigned and copied to the Registrar.

Ethics Clearance Required:

- Yes [The proposed research may not start until the student receives the Certificate of Ethics Clearance from the University Research Ethics Board. The Certificate will be required to be attached to the thesis defence notification form submitted to the Dean of Graduate Studies.]
No

Signatures:

Thesis Supervisor:

Name Signature Date

Thesis Committee Members:

Name Signature Date

Name Signature Date

Student:

Name Signature Date

The completed form will be copied by the Thesis Supervisor to:
Dean of Graduate Studies - Student – Graduate Program Coordinator (to be placed in the student’s file)
Grades of “F” will be copied to the Registrar.

Policy & Procedures for the Presentation and Approval of Thesis Proposals

Thesis Proposal Presentation Report – 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.

1) Please refer to the Notification of Thesis Proposal Presentation Form if you have not done so.

2) 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.

3) 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 minor revisions to be approved by the supervisor.
- c) approve the proposal subject to revisions to be approved by the supervisor and committee.
- d) not approve the proposal and require that it be resubmitted for presentation.
- e) not approve a resubmitted proposal and assign a grade of "F".

4) 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.

5) 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.

If the thesis is approved with revisions, the thesis supervisor and committee members are responsible for ensure the required revisions are made and for approving the proposal prior to submitting the Thesis Proposal Presentation Report. The thesis supervisor and committee members will sign the report only once the 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.

6) 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.