

## DOCTORAL THESIS PROPOSAL

### OVERVIEW:

#### ***Purpose:***

The purpose of the thesis proposal is to examine the student's understanding of their research area, and for the student to demonstrate their competence in formulating and communicating a proposal for the research that is planned for the thesis.

#### ***Scheduling:***

The thesis proposal will typically be examined in place of the student's second fall BMG review for students who start in September, and will typically be examined within 15 months of starting the program for students who start in January or May.

#### ***Attendees:***

All members of the student's Advisory Committee are required to attend. The Chair of the GSAC, or designate, is also required to attend and will act as Chair of the thesis proposal meeting. It is the student's responsibility to schedule their meeting at a time when their committee members and a GSAC member are able to attend.

### STUDENT RESPONSIBILITIES:

#### ***~1 month in advance of the planned meeting:***

- ☐ Send out a scheduling poll to all required attendees to determine a date and time for the meeting.
- ☐ Notify the Academic Program Assistant (BMG office) when the meeting has been scheduled.
- ☐ Begin to prepare meeting paperwork.

#### ***7 days prior to the meeting:***

- ☐ Submit the following paperwork to all meeting attendees via email:
  - Research Proposal (see below)

#### ***Day of the meeting:***

- ☐ Provide a single copy of the [PhD Thesis Proposal](#) form (with student name/info filled out).
- ☐ Arrive at the meeting prepared to present and answer questions as detailed below.

#### ***After the meeting:***

- ☐ Submit the completed [PhD Thesis Proposal](#) form to the Academic Program Assistant (BMG office); keep a copy for your records.

### CONTENT AND FORMAT:

#### ***Research Proposal:***

A 5-page written proposal (12-point font, 1" margins, single-spaced) plus relevant appendices is required. The proposal should contain (in the following order): Introduction/Background, Preliminary Data & Rationale, Hypothesis, Research Aims, Significance, Figures & Tables, and Supplementary Information. The appendices should include relevant figures and/or tables. There must be enough detail so that the committee can provide the student, and the advisor with an assessment of the approach, feasibility, and significance of the thesis proposal.

#### ***Meeting Format:***

Normally, the meeting will not be more than **60 minutes** in length. Students will be asked to start the proposal examination with a 5-minute oral summary of their research project **without the use of presentation software**. The student will subsequently be expected to answer questions related to their presentation and the written Research Proposal.

***Evaluation:***

If the committee unanimously agrees that the thesis proposal is acceptable as written, they will indicate their approval (with or without reservations) by signing the [PhD Thesis Proposal](#) form. If the committee members do not approve the proposal, they will provide the student with written feedback regarding improvements. The student will revise the proposal, and arrange a second meeting with the committee to discuss and defend the document, to be held within two months of the first meeting. If the proposal does not receive unanimous approval at this second meeting, the student will be required to withdraw from the program.

## FINAL DOCTORAL THESIS AND ORAL EXAMINATION

### **EXAMINING COMMITTEE:**

Doctoral students are advised to contact the [FGS](#) for the most up-to-date information.

### **DISTRIBUTION OF THESIS PAPER:**

Doctoral students are advised to contact the [FGS](#) for the most up-to-date information.

### **ORAL EXAMINATION:**

Doctoral students are advised to contact the [FGS](#) for the most up-to-date information.

### **COPIES OF THE FINAL PHD THESIS:**

A final electronic copy of the thesis is required to be submitted to the [FGS](#) and the BMG Department. Bound copies are not required.