

Thesis Proposal Seminar Procedure

The thesis proposal seminar provides an opportunity for the candidate to gain feedback on the early stages of the development of the thesis. The candidate may invite a collegial friend to attend the proposal seminar and subsequent meeting with the Review Panel.

When the proposal is nearly ready, the Principal Supervisor contacts the State Coordinator to arrange a suitable time to all parties for the presentation and provides a preliminary abstract.

The committee to hear the presentation of the thesis proposal consists of:

- Associate Dean (RRTP) or State Coordinator (Research) (Chair of the Panel)
- the Head of School where the candidate is undertaking the degree, or nominee
- the candidate's supervisors
- one academic staff member external to the Faculty, or representative of the profession, possessing a Doctoral degree

The Principal Supervisor has responsibility for liaising with the State Coordinator, Head of School for representation, Co-Supervisor and external panel representative. The State Coordinator will arrange Chair and invitations to staff and students.

It is assumed that all of these members will receive a copy of the proposal (recommended 30-50 pages) 7 days in advance of the seminar.

The format of the proposal seminar is:

1. Welcome, introductions and outline of procedure.
2. Presentation by the candidate.
3. Questions and responses.
4. The candidate and collegial friend leave.
5. The Committee meets and make recommendations
 - a) to accept the proposal with recommendations for consideration OR
 - b) to accept the proposal with required changes OR
 - c) to reject the proposal.
6. Candidate and collegial friend return to hear recommendations and further discussion.

Notes: The proposal seminar should be completed within 12 months of commencement of candidature (full-time basis), and should take 1–1½ hours.

Candidate amendments are made to the thesis proposal, and attached with the panel's report to be forwarded to the Associate Dean RRTP.

The Thesis Proposal Defence Seminar form pathway is:

Panel Chair (State Coordinator) ⇒ Associate Dean (RRTP) ⇒ Faculty Administrative Officer (file copy) ⇒ Research Services ⇒ Chair URC ⇒ Associate Dean (RRTP) (copy) ⇒ Head of School (copy) ⇒ Principal Supervisor (copy) ⇒ Student (copy)

Revised: July 2009

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