Candidacy Process: Thesis Proposal Evaluation Meeting

The Thesis Proposal Evaluation is a more formal committee meeting that includes an additional faculty evaluator. In the meeting, the student will have the opportunity to present and defend their proposal in a discussion format. **Setting up the meeting is the responsibility of the Supervisor**. Setting up the meeting incudes:

* Confirming the date with all participants including the Extra Evaluator who must meet the following criteria:
  + Must be a faculty member who holds supervisory privileges.
  + They may be internal or external to the student’s program.
  + Is not a close, personal, friend of the Supervisor
  + Has not collaborated with the Supervisor in the past five years
  + Is not closely related to nor has ever worked with the student
* Securing a room and/or setting up the virtual meeting.
  + Meeting should be scheduled for 2 hours
    - 90 minutes for the discussion of the proposal
    - 30 minutes (if needed) for committee evaluation of the student’s proposal and ability to defend the proposal
* Minutes need to be taken by the Chair (Supervisor). These are more notes to ensure the integrity of the discussion of the student’s proposal.

The Proposal Evaluation should proceed in a similar manner to a regular committee meeting with the following additions:

* The student will do a short presentation ***(max 15 min)*** on their proposal at the beginning of the meeting.
* Evaluation Meeting members should have the opportunity to discuss the proposal and question the student, focusing on the hypothesis and experimental plan. The student should be able to demonstrate an understanding of the background for the project, concepts, and methods employed as well as experimental interpretation and potential pitfalls. ***The Supervisor(s) should refrain from answering questions directed to the student. (Max 90 mins)***
* Once the discussion is finished, the student must leave the room. The committee will then evaluate both the written document and the student’s ability to defend their proposal and answer questions. ***The Supervisor(s) may participate in the discussion.***
* The committee will decide whether the proposal can be accepted as submitted. This will be indicated on the Final Report on Thesis Proposal Evaluation. ***The Supervisor(s) does not vote.***

Graduate Science Education

**Thesis Proposal Evaluation Meeting Set Up Form**

**Submit to GPA no later than 3 weeks before your meeting**

|  |  |
| --- | --- |
| Student Name: | UCID: |
| Program: Choose an item. | Supervisor: |

**Components:**

|  |
| --- |
| **Courses Completed\*\***:  Yes  No |
| **Research Integrity Day Completed\*\*:**  Yes  No  **Sex & Gender Modules Completed\*\*:**  Yes  No |

\*\**These components* ***must*** *be completed before the Field of Study Exam*

**Ethics**

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| --- |
| *The CSM requires that students working with human primary material or subjects will also need approval from the Conjoined Health Research Ethics Board (CHREB) prior to initiating their research.*  Ethics Application in Progress  Student added to Supervisors’ Ethics (Copy of addition letter on file)  Ethics Application to be initiated  Not Applicable |

**Thesis Proposal Evaluation Meeting Details**

*All members of the Supervisory Committee must attend the Evaluation meeting.*

**Proposal Evaluation & Approval Consists of a student presentation (max 15 mins), evaluation, and discussion.** *It is recommended that the room is booked for 2 hours to allow time for all components of this evaluation.*

|  |  |  |
| --- | --- | --- |
| Date: | Time: | Location: |
| Proposal Title: | | |
| **Supervisor:** | | **How Attending:** |
| **Co-Supervisor:** | | **How Attending:** |
| **Committee Member:** | | **How Attending:** |
| **Committee Member:** | | **How Attending:** |
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| **Extra Proposal Evaluator:**  *This Evaluator must be a faculty member who holds supervisory privileges. They may be internal or external to the student’s program.*  Is not a close personal friend of the Supervisor  Has not collaborated with the Supervisor in the past five years  Is not closely related to nor has ever worked with the student | | **How Attending:** |

***Graduate Program Director Approval***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**