**Thesis Proposal Evaluation (TPE) Meeting Set-up Form**

**Submit this form to your GPA no later than 4-weeks before the planned meeting date.**

The TPE is a required program milestone where PhD students are to present and defend their written thesis project proposal in a meeting-type discussion format to an established evaluation committee (which is to comprise of the Supervisory Committee + 1 additional evaluator). This set-up form is to be completed by the supervisor

TPE Meetings may be conducted through 1-of-3 possible delivery modalities:

* **Fully In-Person:** The Supervisor books a suitable room by contacting either CSM Booking Services ([irrooms@ucalgary.ca](mailto:irrooms@ucalgary.ca) – Foothills Campus rooms, only) or other appropriate channels.
* **Fully Remote:** Supervisor develops and circulates appropriate Zoom/Teams room to evaluation committee.
* **Hybrid:** Supervisor books room and circulates appropriate Zoom/Teams link.

The TPE should be conducted in a similar manner to a regular committee meeting but with the following additions as noted in the [GSE Candidacy Policy](https://cumming.ucalgary.ca/sites/default/files/teams/13/GSE%20Candidacy%20Policy_March%201%2C%202025.pdf) (please see page 5 for details).

The supervisor and co-supervisor may ask questions to the student and participate in the committee discussion, however neither member can vote.

**Please note that normally no committee members may be absent from the TPE meeting. Any absences must be approved by the AD-GSE.**

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| **Student Information** | |
| **Student Name:** Enter Name | **UCID:** UCID student number |
| **Graduate Program:** (Select Graduate Program from Drop-down) | **Specialization:** Enter if applicable |
| **Thesis Proposal Title:** | |
| ***This is a Retake Evaluation* |Date of First TPE attempt:** (DD-MON-YYYY)  *\*Important Note*: An unsuccessful second TPE attempt will result in one-of-two pursuable administrative options for the student: (1) required withdrawal from the PhD or (2) transfer to the MSc. | |

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| **Candidacy Components**  ***\*Note:*** *All listed components may still be in-progress at the time of the scheduled TPE meeting. However, the student is responsible for ensuring that all candidacy components are fulfilled prior to the anticipated Field of Study (FOS) exam date.* | |
| *(Supervisory Committee-approved)*[**Base PhD Program Coursework**](https://calendar.ucalgary.ca/departments/MD/programs) **Completed or Pending [*Minimum of 9.0-units]:***  -- Enter *Course Codes, Course Titles, Unit-weightings, and Terms of Completion/Enrollment below --*  e.g.) *MDSC 637.01-Organization and Function of the GI Tract, 3.0-units, Fall 2023*  Notes (e.g. additional specialization courses, pre-approved extra courses, waivers, substitutions, load reduction, etc.): | |
| [**CIHR Sex & Gender Training Module**](https://www.cihr-irsc-igh-isfh.ca/) **Certificate(s) of Completion submitted to GPA for filing** | **Date of Attended** [**Research Integrity (RI) Day**](https://cumming.ucalgary.ca/gse/current-students/research-integrity-day) **Session**  (DD-MON-YYYY) |

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| **Meeting Information**  ***\*Note:*** *A maximum of 2-hours is to be blocked for the TPE* | | | |
| **Date of TPE Meeting**  (DD-MON-YYYY) | **Time of TPE Meeting** | **Meeting Modality**  Choose an item. | **Booked Room** *(if applicable)* |

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| **Evaluation Committee**  *(Add or delete rows, where necessary)* | **Participation Mode** |
| **Primary Supervisor**: Enter name | Email: Enter institutional email address | Choose an item. |
| **Co-Supervisor** *(if applicable):* Enter name | Email: Enter institutional email address | Choose an item. |
| **Supervisory Committee Member 1:** Enter name | Email: Enter institutional email address | Choose an item. |
| **Supervisory Committee Member 2:** Enter name | Email: Enter institutional email address | Choose an item. |
| **Supervisory Committee Member 3**: Enter name | Email: Enter institutional email address | Choose an item. |

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| **Supervisor Recommendation and Acknowledgement of Extra Proposal Evaluator**  ***\*Note:*** *Extra Evaluator may be Internal or External to the student’s primary program area* | |
| The **Extra Proposal Evaluator** meets the following criteria:  Is a University of Calgary faculty member who holds their own supervisory/examiner privileges | |
| Is not a personal or close friend of either the Supervisor or (if applicable) the Co-supervisor. | |
| Has not collaborated with either the Supervisor or (if applicable) the Co-supervisor in the past 5 years (no joint publications or grant applications). | |
| Is not closely related to/or have worked with the student. | |
| **If the supervisor wishes to appoint an Extra Proposal Evaluator Examiner who does not sufficiently meet the above criteria, then a detailed memo of rationale justifying the latter’s inclusion on the evaluation committee must be enclosed with this set-up form.** | |
| **Recommended Extra Proposal Evaluator**: Enter name  Email: Enter institutional email address | **Participation Mode**  Choose an item. |

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| **Graduate Program Director Approval** | |
| **GPD Signature** | **Date**  (DD-MON-YYYY) |