

## **MA and PhD Thesis Proposal**

### ***Purpose***

The thesis proposal outlines the expected contribution of the thesis and the method by which the research is expected to achieve that contribution. The purpose of the presentation, review, and approval of the thesis proposal is to ensure that the thesis project is methodologically sound and practically feasible. For research involving human subjects, departmental approval of the thesis proposal is required as a condition of approval by the University's Research Ethics Board.

### ***Preliminary Proposal***

The preliminary proposal is to be completed no later than the second session for MA students and the fifth session for PhD students. All MA and PhD students will prepare the preliminary proposal as part of the requirements of SRS 5928. The length of the proposal should be approximately 8-10 pages double-spaced, 12-point font, excluding bibliography.

The cover page of the preliminary proposal should indicate:

- Name of student
- Degree sought
- Proposed title of the thesis
- Name of thesis director(s)
- Names of two faculty members who have agreed to review the final proposal (optional)
- Signatures of the student and the thesis director
- Date signed

The body of the preliminary proposal should describe the thesis project under the following categories:

- Research Question and Tentative Hypothesis
- Literature Review
- Conceptual Framework and Method
- Tentative Table of Contents
- Bibliography

These categories may be modified or expanded at the discretion of the thesis director, though all of them should be included in the proposal in some form.

### ***Colloquium***

After the thesis director has approved the preliminary proposal and obtained the agreement of two faculty members from the Department of Classics and Religious Studies to attend the colloquium and review the final proposal, the student will submit the proposal, including the cover page, to the Director of Graduate Studies, who will schedule a colloquium. (One or more "colloquium days" will be scheduled in the Winter session, but individual colloquia may be

scheduled at other times during the year, if required.) The colloquium is open to all faculty members and graduate students in the department. The two faculty members who have agreed to review the final proposal must attend in person or by electronic means. The proposal will be circulated to faculty and graduate students before the colloquium. The student is expected to give an overview of the thesis project (no more than 20 minutes), to be followed by a question period.

### ***Final Proposal***

After the colloquium, the student will prepare the final version of the thesis proposal, structured as above. Suggestions received at the colloquium are to be incorporated into the proposal, in consultation with the thesis director. Prior to being submitted to the Director of Graduate Studies, the final proposal must be read and approved by the two faculty members who agreed to do so. Normally these faculty members would also be internal examiners of the thesis, though there may be instances where this may not be the case. (MA theses are evaluated by two internal examiners, that is, examiners who normally come from the Department; PhD theses are evaluated by three internal examiners, that is, examiners who normally come from the department or the university, and one external examiner.) If the two reviewers have major concerns or criticisms of the proposal, the student, thesis director, and reviewers should come to agreement as to how these concerns or criticisms will be addressed. The final proposal is to be signed and dated by the student, the thesis director, and the two reviewers, and submitted to the Director of Graduate Studies. This document will be deposited in the student's file in the departmental office.