

Thesis Proposal Procedure

Before the Proposal

1. Elected a Chair

- The Committee elects a Chair (the Thesis Advisor(s) cannot serve as Chair).
- The Chair ensures three to five members are present.
- The Chair explains the proposal review process.

Proposal Presentation

1. Candidate Presents Their Research

2. Q&A Session

- The Chair invites each Member of the Committee to ask questions of the Candidate.
- Once questions are completed, the Candidate may give final remarks.

3. Candidate Leaves the Room

Discussion

1. Committee Discussion

- The Chair leads a discussion on the proposal's quality.
- Members of the Committee each complete a review form and the Chair then constitutes an official result of the Candidate's proposal.
- The advisor ensures that all required documents are signed by the Members of the Committee and oneself.

2. Result Announcement

- The Candidate is called back and informed of the decision.

After Proposal

1. Document Submission

- The Candidate ensures all required documents are signed and submit to the office within one week of the proposal.