

## **Submission of the M.A. Thesis Proposal**

By April 1st, the student should submit the following materials to both the Centre, and to their Supervisory committee (either in electronic or hard copy format):

- a) A copy of a 10-12-page proposal, incorporating a rationale for its interdisciplinary and theoretical nature and the preliminary bibliography (2-3 pp). *Please staple the bibliography copies to the proposal copies\**
- b) A copy of a 1-2 page abstract of the proposal and the preliminary bibliography. *Please staple the bibliography copy to the abstract copy.\**

## **Guidelines for the M.A. Thesis Hearing**

The M.A. thesis hearing is a formal consultation, lasting for around an hour, about the 10-12 page thesis prospectus submitted by the student. The purpose of the hearing is to assess the proposal, give the student a chance to elaborate on the proposal and discuss questions or concerns s/he may have, and to give constructive advice and feedback to the student. The Hearing Committee is comprised of the Supervisor, Interim Assessor, and a member of the Graduate Studies Committee, who asks questions and also reports back to the GSC. If there is no Interim Assessor at the time the hearing is held, the GSC shall ask a member of the Core Faculty to stand in for purposes of the hearing, in order to ensure that there are three Committee Members present. See below for procedures to be followed if the Committee feels that its suggestions cannot be left to the Supervisor and student to work out, and that a revised proposal needs to be submitted.

The hearing will be chaired by the GSC member of the Hearing Committee, who in this capacity will function as a neutral Chair and not as a member of the committee who may have views on the proposal. While there are no rigid rules for the hearing, and while the process is more informal than a defence or examination, we suggest the following:

- Each member of the Hearing Committee will have a period of time for questions (say 15 minutes).
- At the beginning of the hearing the committee will decide the order in which committee members will ask questions.
- Since this is an informal process and is intended to provide feedback to the student, other committee members may comment outside of their own question time if they have something helpful to say. However, the hearing should not become a conversation between committee members. The focus should remain on interaction between the committee member(s) and the student.
- at the end of the question period, the Chair will ask the student if s/he has any further questions or concerns that have not so far been discussed.
- after the student has left the room, the committee will have a brief discussion of the prospectus.

### **Approval or Revision of Proposal**

In cases where the proposal has been accepted, the supervisor will convey any relevant feedback to the student. Final approval of the proposal is by the faculty members of the GSC. GSC faculty members may make further comments on the short version of the proposal as they see fit. If there is additional input from the GSC the Director or Associate Director for Graduate Studies will convey such input to the student. If the input is minor (e.g. suggestion of a book that might be helpful) it will be conveyed by the Program Coordinator.

In cases where the student has been asked to submit a revised proposal, the supervisor will convey the suggestions **in writing** to the student (with copy to the GSC, to be kept in the student's file). The GSC member must also submit a report to the GSC indicating why the proposal has been declined. A meeting between the supervisor and student will be scheduled by the Program Coordinator within two weeks of the hearing. The revised proposal is due within two weeks of this meeting or by June 15<sup>th</sup>, whichever is later. The Hearing Committee will decide whether a further Hearing is to be held, or whether discussion of the revised proposal can be handled on e mail. Proposals will be graded by the Hearing Committee as "Satisfactory" or "Unsatisfactory." A grade of Satisfactory is necessary for completion of the first year of the programme.

In the event of a disagreement about the grade a meeting of the Hearing Committee will have to be called.