

Thesis Proposal Meeting Form

The completion of a thesis proposal is a degree requirement of the MA, MSc, and PhD programs at SKHS. The thesis proposal must be a formal written document, and it must be defended orally before an advisory committee. The committee is to be comprised of the student's supervisor and at least two other faculty members.

Students must submit their thesis proposal document to their advisory committee for review at least five working days in advance of their thesis proposal meeting. This form should be used to record each meeting, and is to be signed by the student, supervisor, and committee members. It should be submitted to the SKHS Graduate Program Coordinator via email to skhs.grad@queensu.ca.

The student may request subsequent meetings and/or request additional access to some of all members of their advisory committee following the initial meeting. This form may be used to document communication between the student and their committee.

The student is responsible for providing a PDF version of their final approved thesis proposal to the SKHS Graduate Program Coordinator via email to skhs.grad@queensu.ca.

Date of meeting: _____

Student Name: _____

Student ID #: _____

Supervisor: _____

Committee members

Committee Member: _____

Committee Member: _____

Committee Member: _____

Was this the first thesis proposal meeting? _____



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Summary of items discussed at the thesis proposal meeting and action items to be taken:

Results

Approved

Additional meeting required

Comments:

Student signature: _____

Date: _____

Supervisor Signature: _____

Date: _____