

SPHHS --- PLAN AHEAD FOR YOUR DOCTORAL THESIS PROPOSAL DEFENCE

STUDENT AND SUPERVISOR – Plan proposal defence process at least one month in advance.

4 weeks before the anticipated proposal defence date

STUDENT

- Contact all members of committee to confirm date and time for the proposal defence.
- Advise Faculty Receptionist of date/time; s/he will secure a room.
- Notify committee members of date/time/room.

3 weeks before the anticipated proposal defence date (required)

- STUDENT** – Submit [PhD Thesis Proposal Notification](#) form to the Faculty Grad Coordinator (FGC).

Student's thesis supervisor chairs the proposal defence.

2 weeks before the scheduled proposal defence date (required)

- STUDENT** – Provide bound copies of thesis proposal to examination committee and the FGC.