

**Western University  
Department of Statistical and Actuarial Sciences  
Ph.D. Thesis Proposal Defence**

**Timing:**

The thesis proposal shall be scheduled within 28 months (i.e. two years and one term) of the start of the program. For example, a student starting in September would submit the thesis proposal no later than December, 2 years later.

If a candidate fails to complete the proposal defence within 36 months of the start of the program, then the Graduate Affairs Committee will meet with the supervisor(s) to determine an appropriate course of action to address the situation.

The exact date and time of the proposal defence are to be determined by the student and supervisor, in consultation with the graduate chair.

**Content:**

The thesis proposal should contain a review of relevant literature and tools, and report on a novel contribution that would, at the least, be sufficient for a poster or presented paper at a national conference. The student should also outline future research plans. This will form the basis for the oral examination. The content will be prepared in conjunction with the supervisor. A report containing the thesis proposal is to be submitted to the supervisor and examiner at least one week prior to the defence.

**Exam:**

An oral examination will be conducted for each thesis proposal. It will commence with a Public Lecture lasting approximately 30 minutes. This will be followed immediately by a private question period which should last no longer than 40 minutes.

The supervisor(s) plus one other faculty member (examiner) from within the program, chosen by the Graduate Chair in consultation with the supervisor(s), will ask questions. The Chair and the examiner must be full-time faculty members who hold SGPS membership within the Department.

**Outcome:**

It is expected that the outcome of the Thesis Proposal will confirm the student in their current direction of study. A standardized form will be used to provide feedback to the student on various aspects of the Thesis Proposal presentation and document, to assist them in their future work.

**Satisfactory Progress:**

Ph.D. Students are reminded that they are required to make satisfactory progress on their program throughout their degree. In this context, if the standardized forms from the Thesis Proposal reveal a significant deficiency of any sort\*, the Graduate Affairs Committee will meet in consultation with the supervisor(s) and the non-supervising examiner to determine an appropriate course of action to address the situation.

\*Specifically – if either examiner fails the student on two or more categories from the top three on the standardized form.

# Ph.D. Thesis Proposal Defence Form

## DSAS Only (not used by SGPS)



CANDIDATE DETAILS		
Name (Last Name, First Name)	Email	
Student Number	Graduate Program	

  

SUPERVISORY DETAILS		
Supervisor Name (Last Name, First Name)	Email	Role
Additional Supervisor Name (if applicable, include co/joint)	Email	Role

  

THESIS EXAMINATION DETAILS		
Public Lecture Date	Start Time	Location
Examination Date	Start Time	Location
Program Examiner Last Name, First Name	Email	
Chair of Examination (Last Name, First Name)	Email	
Title:		
Abstract:		
Is an examiner participating remotely?	Yes	No
Which examiner is participating remotely?		
Primary remote method: (Include contact information e.g. Skype ID)	Backup remote method: (Include contact information e.g. Phone Number)	

  

APPROVALS		
<b>Candidate:</b> In my judgment my thesis is ready for examination.		
_____ Signature of Candidate	_____ Date	
<b>Supervisor:</b> In my judgment the thesis is ready for Examination.		
_____ Signature of Supervisor	_____ Date	Yes      No (If No, please attach written reasons)
_____ Signature of Additional Supervisor (if applicable)	_____ Date	Yes      No (If No, please attach written reasons)
<b>Graduate Chair:</b> I am not aware of any potential conflict of interest that the proposed Examiners have with the Candidate and/or Supervisor.		
_____ Signature of Graduate Chair	_____ Date	

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A member of the Statistics Graduate Program will be appointed Chair of the Ph.D. Thesis Proposal Defence by the Graduate Chair or designate.

1. The chair of the defence introduces the speaker and monitors the time (30 minute limit).
2. Once the student has finished the oral examination, the chair will ask everyone except the two examiners and the student to leave the room.
3. The chair instructs the examiners that the question period will last 40 minutes.
4. Once the questions are completed or 40 minutes have elapsed, the chair will ask the student to leave the room.
5. The chair will provide each examiner with one evaluation form and allow time for a short discussion in advance of their completion.
6. The chair collects the forms and determines whether a second attempt is required in any of the categories. If either examiner requires a second attempt on two or more categories from the top three, the chair informs the examiners that they will meet with the Graduate Affairs Committee to discuss a course of action to handle the result.
7. The student is asked to return to the room and the results are communicated.
8. The chair returns the completed evaluations to the Academic Program Coordinator, who will inform the G.A.C. of the outcome.

Candidate: \_\_\_\_\_ Field: \_\_\_\_\_ Date: \_\_\_\_\_

## THE UNIVERSITY OF WESTERN ONTARIO

Department of Statistical and Actuarial Sciences

Ph.D. Thesis Proposal Defence Evaluation Form

1. The thesis proposal literature review
  - exceeds promotion requirements
  - meets promotion requirements
  - approaches promotion requirements
  - requires remedial work and a second attempt
  
2. The thesis proposal presents a novel contribution which
  - exceeds promotion requirements
  - meets promotion requirements
  - approaches promotion requirements
  - requires remedial work and a second attempt
  
3. The thesis proposal presents a plan for the thesis which
  - exceeds promotion requirements
  - meets promotion requirements
  - approaches promotion requirements
  - requires remedial work and a second attempt
  
4. The thesis proposal presentation
  - exceeds promotion requirements
  - meets promotion requirements
  - approaches promotion requirements
  - requires remedial work and a second attempt
  
5. The candidate answered questions in the defence at a level which
  - exceeds promotion requirements
  - meets promotion requirements
  - approaches promotion requirements
  - requires remedial work and a second attempt

NOTES: 1. In case a second attempt is required (by unanimous decision) on any of the above categories, the attempt must be made within 60 days. 2. If either examiner fails the student on two or more categories from the top three, a G.A.C. meeting with the examiners will be held to determine a course of action.

Comments:

Examiner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_