Supervisors must schedule the PhD Proposal Defense meeting, consult with [graduatefilm@queensu.ca](mailto:graduatefilm@queensu.ca) about location, and arrange for the Graduate Chair or delegate to chair it. Supervisors must complete all sections of this form and submit it to [graduatefilm@queensu.ca](mailto:graduatefilm@queensu.ca), at least 10 working days prior to the examination.

|  |  |
| --- | --- |
| **Student Name** | **Student ID Number** |
|  | "Click and type Student ID Number" |

Option (Double click in box to select one):  Thesis  Portfolio

|  |  |
| --- | --- |
| **Thesis/Project/Portfolio Title** | |
|  | |
| **PhD Proposal Defense Location (Room)** | **PhD Proposal Defense Date and Time** |
| “Click & type PhD Defense Location” |  |

N.B. A minimum of ten working days prior to the defense, the student must submit a copy of the PhD proposal, bibliography, and undergraduate syllabus to their supervisor(s), committee members, and [graduatefilm@queensu.ca](mailto:graduatefilm@queensu.ca)

Ethics approval required:  Yes  No

If yes, student has completed CORE (<https://www.queensu.ca/urs/research-ethics>):

Yes  No

Off-campus activity safety policy (OCASP) planning required:  Yes  No

If yes, approval completed (<https://safety.queensu.ca/campus-activities-ocasp>)

Yes  No

*N.B. Proposal approval is not contingent on GREB approval, but if GREB is required, student must send CORE certificate and GREB approval letter to* [*graduatefilm@queensu.ca*](mailto:graduatefilm@queensu.ca) *before research commences. Similarly, if necessary, OCASP approval must be submitted to the office before pertinent research activities commence.*

|  |  |
| --- | --- |
| **Supervisor** |  |
| “Click & type Supervisor Name” | “Click & type Supervisor e-mail” |
| **Co-Supervisor (if applicable** |  |
| “Click & type Co-Supervisor Name” | “Click & type Co-Supervisor e-mail” |
| **Examiner** |  |
| “Click & type Examiner Name” | “Click & type Examiner e-mail” |
| **Examiner** |  |
| “Click & type Examiner Name” | “Click & type Examiner e-mail” |
| **Chair** |  |
| “Click & type Chair Name” | “Click & type Chair e-mail” |