**School of Social Work  
PhD Program**

**REPORT FORM**

**DISSERTATION PROPOSAL DEFENSE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student’s Name: |  |  | I.D.# |  |
| Program: |  |  |  |  |

|  |  |
| --- | --- |
| Degree sought: | Ph.D. |

**TITLE**: *Please type or print exact title.*

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| --- | --- | --- | --- | --- |
| Date of Proposal Defense: |  |  | Time: |  |
| Location: |  |  |  |  |

**Please indicate the voting outcome for the dissertation proposal (see reverse):**

|  |  |  |  |
| --- | --- | --- | --- |
| Pass with no changes | Pass with minor changes\* | Pass with major changes | Fail |

\*Changes to go to Supervisor only.

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| --- | --- | --- | --- | --- |
| GRADE: |  |  |  |  |
|  |  |  |  |  |

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| --- |
| N.B. Student must be registered for the term in which the work is completed. |

|  |  |  |  |
| --- | --- | --- | --- |
| APPROVED: |  |  |  |
|  | Dr. , Dissertation Supervisor (please print name & sign) |  | Date |
|  |  |  |  |
|  | Dr. , Program Reader (please print name & sign) |  | Date |
|  |  |  |  |
|  | Dr. , Program Reader (please print name & sign) |  | Date |
|  |  |  |  |
|  | Dr. , Outside Program Reader (please print name & sign) |  | Date |
|  |  |  |  |
|  | Dr. C. Kvarfordt, Program Chair (please print name & sign) |  | Date |

**VOTING OUTCOMES**

**(PhD student manual, page 20)**

For students to pass the dissertation proposal they need a majority vote of the Doctoral Committee, one of whom must be the Dissertation Supervisor. Following the oral defense of the proposal, students will receive one of the following decisions:  
  
  
**Pass without revisions**: The student may then move on to the data collection phase of the dissertation including the REB process. The student is put forward to the Faculty of Graduate Studies for Candidacy status.  
  
**Revise and resubmit**: The student is required to make substantive revisions and resubmit the document to the Doctoral Committee for review. At the Doctoral Committee’s discretion, the student may also be required to provide an oral defense of the proposal. If the proposal is accepted by the Doctoral Committee then the student moves on to REB and data collection phase of the dissertation. The student is put forward to the Faculty of Graduate Studies for Candidacy status. If the proposal does not receive a passing mark on its second submission, the student is not permitted to continue in the program.  
  
**Fail**: The dissertation proposal does not receive a passing mark from the Doctoral Committee and is deemed to need extensive revisions believed to be beyond the reach of the student. The student is then not permitted to continue in the program.  
  
  
The Doctoral Committee must therefore approve the dissertation proposal and prior to the students’ application to the Research Ethics Board (REB). Data collection may not proceed until both dissertation approval and ethics approval(s) have been granted. The student must then independently conduct the research, write the dissertation, and plan for the dissemination of the results. The Doctoral Committee may provide ongoing guidance and must meet a minimum of twice prior to the defense.