

Record of the PhD/DN Proposal Examination

The supervisor should submit this completed form to the Director, Doctoral Programs and Enrolment & Academic Records Officer at the conclusion of the examination. Supervisor and student should keep a copy for their records.

Student Name: _____ **Student Number:** _____

Date of Examination (dd/mm/yy): _____

Proposal Defense Examination Committee:

(Quorum includes supervisor, 2 committee members, and examiner)

Chair of Examination Committee: _____

Supervisor: _____

Internal Examiner: _____

Supervisory Committee Member (voting): _____

Supervisory Committee Member (voting): _____

Supervisory Committee Member (non-voting): _____

Supervisory Committee Member (non-voting): _____

Attestation of chair that the defence was conducted according to established guidelines:

- Examiner and committee members indicated that they had read the proposal.
- Student completed a presentation of ≤ 15 minutes.
- The examiner and committee members were given sufficient time to ask questions.
- There was adequate time for the student to respond to each question.
- The defence was completed within 2 hours (unless accommodations allowed for longer).
- If applicable, requested accommodations were incorporated into the proposal defence.

Please list any accommodations:

Examination Voting and Result *(The supervisor, 2 voting committee members, and examiner are asked to judge whether the proposal and its defense are acceptable. They should email their yes or no vote to the chair and student services. More than one negative vote (or abstention) constitutes a failure of the proposal examination):*

Pass: Fail:

Please update **PhD/DN Student Milestones Progress Record** with examination results and details on the proposal (e.g., title, methods). If the student fails the examination, they may retake the exam once, provided the student has not reached the time limit for achieving candidacy (end of Year 3 for PhD students/end of Year 2 for DN students). If the second proposal examination is also graded as a Fail, the Faculty will recommend to the SGS that the student's registration in the program be cancelled.

Summary Comments: *(The supervisor typically takes separate and detailed notes during the exam. In the summary below, the supervisor should provide a higher-level summary of any strengths and challenges for both the written and oral components of the exam discussed during the examination. In the event of a failure the supervisor and chair may work together to ensure there is clear documentation of the reasons for the failure and recommendations for improvements required for a successful defence.)*

Signatures:

Student:

Supervisor:

Chair of Examination Committee: