

THE THESIS PROPOSAL DEFENCE **PROCEDURE**

Please refer to the [ALD PhD Manual](#) for detailed information on the Thesis and proposal.

Required Thesis Proposal Format

The proposal should not exceed 20 pages, double-spaced, excluding references and work plan.

In addition, the title page of the Thesis Proposal must include the following statement:

“This Thesis Proposal is an independent piece of work submitted in partial fulfillment of the requirements to be met for a doctoral Thesis in Architecture, Landscape, and Design.”

Thesis Proposal Defence

All supervisory committee members must be present at the thesis proposal meeting. The supervisor, as the Chair of the Committee, and the exam committee members have the responsibility of adjudicating the merits of the thesis proposal.

The student is required to submit copies of the Thesis Proposal to each member of the Committee at least 2 weeks prior to the proposal defense meeting with a copy of the proposal the Thesis Proposal Review Assessment Criteria (see [here](#)).

The defence meeting must be scheduled for 2 hours to allow sufficient time for the committee and student to complete required process:

- Student presentation
- Committee questions to student
- Voting (exam committee)
- Result (to student by supervisor)

At the Proposal Defence

- During the meeting, the student is expected to present a brief 10-to-15-minute summary of their proposal to the committee and respond to questions raised.
- When there are no further questions, the candidate will be asked to leave the room or be put in the 'waiting room'.
- Based on the assessment of the written proposal and the student's responses to the questions asked at the defence meeting, the committee must vote by recording their recommendation/s on the Thesis Proposal Committee Recommendation form and must then submit the form to the supervisor.
- After the committee submits their votes, the student will be invited back into the room where they will be informed of the result by their supervisor and provided with a tentative date of their progress meeting.

Possible results of the Supervisory Committee's review of the Thesis Proposal are as follows:

- **Approved...**
 - Without changes
 - With minor corrections
 - With minor modifications

Or

- **Not Approved**
 - Revision and resubmission required

After the Proposal Defence

The supervisor must submit the completed Summary Report with a summary of the Committee's review, addressing each of the assessment criteria. The Summary Report must be submitted together with each committee member's recommendation form via email to the Program Director and to researchstream@daniels.utoronto.ca. The Asst. Registrar will make a record of this milestone on ACORN and a copy of the Supervisor Summary Report and Committee Recommendation forms will be saved in the student's file.

- I. **If the Thesis Proposal is approved**, the student makes corrections or modifications to the proposal as recommended by the Supervisory Committee and submits a copy to the supervisor, each committee member, and the PhD Program Director. Following the initial notification of the approval status, students who receive "Approved with Minor Corrections" are required to submit the final copy within 1 month, and those who receive "Approved with Minor Modifications" are required to submit the final copy within 2 months. If the revisions are minor corrections or modifications, ***the supervisory committee may approve the proposal without reconvening a meeting.***

The Supervisor must inform the Asst. Registrar and PhD Director in writing once the corrections have been approved and the student must submit a final copy of their thesis proposal to researchstream@daniels.utoronto.ca.

- II. **If the Thesis Proposal is not approved** and major revisions have been recommended, the student revises the proposal accordingly. The Supervisory Committee is reconvened, and a second adjudication of the proposal proceeds as described above. When final approval has been obtained, steps are taken to inform the appropriate parties as mentioned above and the student proceeds with data collection.

Irrelevant of the outcome, the student is required to meet with their supervisory committee within three months of submitting the Thesis Proposal to discuss progress.

The student must achieve Candidacy no later than the end of the third year of study. Candidacy is only achieved when all requirements except for the Thesis are met. This includes all coursework, the successful completion of the comprehensive examinations, and an approved proposal with all corrections completed.

A student's thesis research formally begins with the acceptance of the thesis proposal.

A proposal is considered accepted once all corrections are completed and it is signed by all members of the supervisory committee, the Program Director and submitted to the Dean's office.

The student is required to meet with their supervisory committee within three months of submitting the thesis proposal to discuss progress and must complete and submit an [annual progress report \(post-thesis proposal defense\)](#) via email to researchstream@daniels.utoronto.ca.