



UNIVERSITY
OF MANITOBA

Department of Psychology

190 Dysart Road
Winnipeg, Manitoba
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Telephone (204) 474-9338
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DEPARTMENTAL REPRESENTATIVE DUTIES FOR PHD PROPOSAL ORAL

The Departmental Representative shall be both a voting participant and Chair of the Thesis Examination Committee only at the oral proposal.

He or she shall:

1. Chair the proposal oral according to the procedure outlined on the sheet entitled "Procedure for Chairing PhD Proposal Oral".
2. Examine the proposal methodology, hypothesis development, experimental design, and analysis of the anticipated results.
3. Assist in determining whether the thesis proposal has the potential to satisfy the Department's requirements for a Ph.D. thesis. Note: A PhD thesis proposal is approved only when it demonstrates a scholarly understanding of an area, clearly delineates a rigorous investigative design dealing with a problem of psychology, and assures the Thesis Examining Committee that Graduate Studies' regulations will be satisfied when the thesis is completed. Proposals judged to be substandard in these respects by any member of the Thesis Examining Committee must be revised until the objection is satisfied. The thesis must constitute a distinct contribution to knowledge in the candidate's major field of study and the material must be of sufficient merit to be, in the judgment of the examiners, acceptable for publication. (Sections 8.4.4.2 and 8.4.4.5 of the Department's POLICIES AND PROCEDURES MANUAL.)
4. Vote on whether the proposal passes (unanimous consent is necessary).
5. **Submit a summary of the proposal oral to the Psychology Graduate Office.** Copies of the report will be forwarded to the candidate and the candidate's advisory committee members.

revised September 2015_gd



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PROCEDURE FOR CHAIRING A PhD PROPOSAL ORAL

The Chair shall:

Make introductory remarks. This includes welcoming the audience, announcing the name of the candidate and the title of the proposed thesis, announcing the names, titles, department, and positions of the committee members, and indicating the procedure to be followed (oral presentation, questioning by the examining committee, questioning by the audience, in-camera meeting of the committee, and informing the candidate of the outcome).

Act as timekeeper for the oral presentation. (An oral presentation normally is about 30 minutes.)

Direct the questioning. This includes indicating the order of questioning and announcing the name of each committee member when his or her turn to question commences.

Ask written questions submitted by any absent committee member whose absence has been agreed to by the Head.

Participate in the questioning. This is usually done when the other committee members have finished their examination and before opening the questioning to the audience.

Offer a second round of questioning by the committee.

Invite questions from audience.

Direct the in camera meeting and poll the committee. The chair shall keep the discussion focused on the candidate's performance during the oral and clarify the concerns of the committee.

Announce the decision of the committee to the candidate.

Complete the FGS form entitled "PhD Thesis Proposal Form" and submit it to the Psychology Graduate Office.

revised June 2014_gd