

MSc Guide to making arrangements for my Proposal Defense

How soon must my proposal be submitted to my committee?

The written thesis proposal must be circulated by the student to the examination committee **at least two weeks prior to** the oral presentation by the student.

How much notice must I give to CHS grad studies office that my proposal defense is planned?

Your proposal defense date (along with information required in the next section immediately below) is to be reported to Theresa Kennedy, CHS Grad Program office **not later than three weeks prior to the proposal defense** by advisor/student.

What information does the CHS grad program office need from me/my advisor to advertise the defense?

Please provide the following information to Theresa Kennedy:

- proposal defense date and start time **agreed to by all committee members,**
- student name (include degree designations if you wish),
- thesis title,
- one page proposal abstract
- list committee members, department affiliation (if UM affiliation does not exist then list other affiliation)
- non-voting Chair name. Email this information direct to Dr. Menec **no later than two weeks prior to the defense** for approval (copying Theresa Kennedy)
- confirmation as to whether all committee members will **attend in person** (this has bearing on the venue to be booked).

What if one of my committee members cannot attend my proposal defense in person?

It is expected that all members will attend in person. If it happens that a member cannot attend in person Dr. Menec **must** be informed ASAP. Inform Dr. Menec as to how the member plans to participate (phone, skype, adobe connect?) or if it happens that he/she can't participate at all. This circumstance requires her permission to proceed.

- **Is my proposal defense closed or an open forum?**
- **Who will book space for my proposal defense?**
- **When will my defense be advertised?**
- **Who will help me regarding AV assistance I might need (skype or adobe connect)?**

- The MSc proposal examination occurs in a public forum.
- With the above information provided the Graduate Program Office will book an appropriate venue. Please know that we book the venue with one half hour lead time and afterward to allow for set up and take down of equipment.
- We will advertise the event to all CHS faculty and students not later than one week prior to the defense date.
- Regarding AV assistance re Skype or Adobe connect set up to connect with a committee it is the student's responsibility to make their own arrangements via IST. IST confirms that there are no fees assessed for set up and start for adobe connect or skype when related to a student defense. **IST will assist but please remember to give them as much lead time as possible.** Please don't leave this type of arrangement to last minute as you want to ensure that staff is available to assist! Please email: avbook@umanitoba.ca to describe what type of assistance you need and they will be in touch!

What if the space I'm using requires a data projector or maybe I need the use of a laptop? Where do I book this?

If the space booked for defense does not have a data projector the student must book this equipment through IST (avbook@umanitoba.ca) and take it along. The student will either use their own personal laptop if one is not provided in the room, or the student will book a laptop through IST.

A trial run in the room booked for your proposal defense is strongly recommended.

Students have found it beneficial and we strongly suggest that your student performs a trial run to become familiar with the space and equipment prior to defense day. Once your student determines a trial run date and start/end time that will work based on availability contact Theresa Kennedy so that she may book space for your student.

<http://astraproduct.cc.umanitoba.ca/Astprod/Portal/GuestPortal.aspx>

IST will also assist in performing a trial run but please remember to give IST as much lead time as possible where the trial run is concerned. The student must be present for the trial run.

Presenting in a theatre?

Students presenting in theatres and a few other rooms with podiums require log-in information. Please contact CHS to see if the room you are presenting in requires log-in information. We will provide this information to you when you contact us.

Remind your committee!

Please remind your committee intermittently as to the date, venue and start time of the proposal defense. Remember that if you have a member in a different time zone that it's set for Winnipeg time!

Proposal Approval

With approval of the thesis proposal the Advisor completes the "Master's Thesis/Practicum Proposal" form found on the FGS website, has all members sign it, and submits it to the CHS Grad Program office for Director approval.

What documents, other than the proposal approval form and one page abstract will complete my proposal file?

Other documents that must be received electronically in the Grad Program office as soon as they become available, to complete a thesis proposal file are:

- full thesis proposal
- copy of ethics approval and updates to ethics approvals as they occur

Master's Thesis Title Appointment of Examiners form

If at this stage you have not yet submitted the Master's Thesis Title Appointment of Examiners form you must complete and submit to Grad Program office for Director approval. This form is forwarded to the Faculty of Graduate Studies so that they may review composition to confirm that your committee is properly composed.