

Ph.D. Proposal Defense Guidelines

Department of Anthropology

Step 1: Schedule Defense

Before scheduling your defense, verify that the following is true:

- All Bibliographic Essay grades submitted to the Department
- You have fulfilled the language requirement
- Your thesis committee members have approved your research proposal

All thesis proposal materials (see below) must be submitted and the Proposal Defense Scheduling Checklist Form (see the Graduate Handbook for a copy of this form) completed *at least two weeks* prior to your defense. The date and time you choose for your defense must be convenient for all thesis committee members.

Step 2: Reserve a Location

Email either olga.harmazy@mcgill.ca or connie.digiuseppe@mcgill.ca to reserve a space for your defense (they are typically held in Peterson or Leacock).

Step 3: Email the Department Graduate Coordinator

Once you have scheduled the time, date and location of your proposal defense, email the Graduate Coordinator (Olga Harmazy) with the following information:

- Your Name
- Date, Time and Location of Defense
- Your Thesis Committee Members
- Thesis Proposal Title

Based on the above information, a cover page and flyer will be created for your thesis proposal submission and defense, for distribution to the department.

Step 4: Assemble and Submit Ph.D. Thesis Proposal Submission

Four hard copies of your thesis proposal submission must be created, one copy for the Graduate Coordinator and one for each thesis committee member. Each copy should include the following, in the order listed:

- Table of Contents
- Thesis Research Proposal (20 pages or less)
- Bibliographic Essay 1 (or the essays from Theory 1 and Theory 2)
- Bibliographic Essay 2
- Bibliographic Essay 3
- Research Ethics Board (REB) Application (and approval, if received)

Submission Format

Please format your thesis proposal submission using the following procedures:

- Page numbers should correspond to the whole document or booklet (this means that individual sections/papers do not retain their original page numbers, but should be incorporated into the proposal submission and have page numbers corresponding to the whole submission)
- Entire submission should be spiral bound
- Include a blank, colored page between each section
- Include a footer with your name
- For each of the Bibliographic Essays or Theory Essays, include the name of the supervisor to whom the paper was submitted and the date of submission

Questions? Contact the Graduate Coordinator with questions or to visit the Graduate Student Lounge and view previous thesis proposal submissions in their completed form.