

Guidelines for PhD thesis prospectus

A PhD prospectus must include the following:

1. **Topic, and thesis statement.**
2. **State of research on the topic:** A concise survey of what has been written about this topic, especially in recent years.
3. **Contribution to the field:** How the thesis will add to, or develop, knowledge in the chosen field; how it differs in approach, scope, or perspective from what has been written.
4. **Methodology:** Theoretical / methodological approach(es), especially if the topic is historical or generic in focus.
5. **Provisional table of contents and CHAPTER OUTLINE:** Not just a table of contents, but a paragraph-long abstract of each chapter. It is, of course, normal for chapters to be reordered, or parts of chapters recombined, in the course of writing, but this is still a good exercise for the student at the beginning of the endeavour.
6. **Provisional bibliography:** This should not be a field survey, but a provisional bibliography of the principal primary and secondary texts and/or archival sources to be consulted. Obviously, this bibliography will develop and change in the course of research and writing.
7. The PhD prospectus should be no longer than **15 pages** (12 pages minimum), excluding the provisional bibliography.

Results of PhD comprehensive examinations

At the end of the oral, the jury may declare the examination passed, failed, or *ajourné*. Failure terminates the student's candidacy. *Ajourné* means that the examination is unsatisfactory and the student has a period of no longer than 6 months (a Faculty deadline) to remedy the deficiency.

In order for the comprehensive examinations to be passed and for the student to register as *en rédaction*, all 3 parts (in-class, take-home and thesis prospectus) must pass. If any part is weak, the result of the examination is *ajourné*. The weak part(s) must be rewritten – at the next sitting (November of May) for the in-class or take-home exams or within 4 months for the prospectus.

(cont.)

Major revisions to thesis prospectus

In the case of a weak thesis prospectus, the student will receive a written statement of the required revisions and a deadline (within 4 months) for submitting the revised prospectus to the graduate Secretary. Once the revised thesis prospectus has been accepted by the jury, the student submits the final version to the graduate secretary, who files it in the student's dossier.

Minor revisions to thesis prospectus

Minor revisions do not lead to the exam being *ajourné*. Students have 1 month to submit minor revisions to their supervisor. Once the revisions have been accepted by the supervisor, the student submits the final version to the graduate secretary, who files it in the student's dossier.

Following the oral, the *président-rapporteur* submits to the graduate secretary:

1. The examination form signed by all members of the jury.
2. Each juror's detailed assessment of each part of the exam.
3. In the case of adjournment, a statement explaining which part(s) of the exam need(s) to be rewritten (take-home, in-class and/or thesis prospectus). If the thesis prospectus requires major revisions, the statement enumerates the revisions and sets a date for their completion. A copy of this statement is sent to the student.