

# East Asian Studies Department

## DISSERTATION PROPOSAL APPROVAL FORM

PLEASE COMPLETE THIS FORM AND SUBMIT TO THE EAS GRADUATE COORDINATOR.

TO BE COMPLETED BY THE CANDIDATE		
Last Name:	First Name:	Student Number:
Supervisor:	Dissertation Proposal Title:	
TO BE COMPLETED BY THE SUPERVISOR		
DISSERTATION PROPOSAL COMMITTEE		
Supervisor:	_____	
Committee member (full or associate graduate faculty member)	_____	
Committee member (full or associate graduate faculty member)	_____	
PROGRAM REQUIREMENTS :		
By signing this form, I confirm that the student has completed all requirements of the PhD program except for the dissertation.		
An appropriate level of proficiency in at least one language (other than English) relevant to the student's areas of study must be demonstrated; the language(s), level of proficiency, and method of evaluation are to be determined by the Coordinator of Graduate Studies, in consultation with the student's supervisor. The student has fulfilled the language requirement in the following language(s):		
Language	Level of Proficiency	Method of Evaluation (e.g. coursework, exam, translation work)
DISSERTATION PROPOSAL :		
By signing this form, I confirm that the student's dissertation proposal was accepted by the committee and the student has been provided with oral and/or written feedback.		
Supervisor's Signature:	Date: _____	
Graduate Coordinator's Signature:	Date: _____	

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## DISSERTATION PROPOSAL PROCEDURES

**Purpose** The dissertation prospectus is a requirement for all doctoral students. The goal of the prospectus is to help students frame their future dissertation work in terms of its content, methodology, and timeline to completion.

**Timing** The prospectus should be written and evaluated within one to three months after the student has passed the comprehensive examination.

**Supervision** The dissertation prospectus committee is normally made up of the Supervisor and two other professors (who are full or associate members of SGS, but not necessarily EAS). This committee is often the same as the student's comprehensive examination committee, but does not have to be. The prospectus committee normally supervises the student over the course of writing the dissertation, although changes in committee members are allowed if necessary or appropriate.

**Form of the Prospectus** Students should consult with their supervisors early to ascertain expectations for the prospectus. In general, the prospectus should be approximately 15-20 pages in length and address the following areas:

- description of topic and expected contribution to the field
- review of primary sources
- review of secondary scholarship
- proposed research methodology
- proposed outline of sections of the dissertation
- bibliography of primary and secondary sources

**Evaluation** The student will provide the prospectus to the Supervisor within one to three months of completing the comprehensive examination. The Supervisor will distribute the prospectus to the other members of the committee and arrange a time for all to meet with the student to discuss the prospectus. The meeting should be 1-2 hours in length and offer the student feedback and suggestions from the committee in oral and written form. The committee may ask the student to make revisions and even set up a second meeting. Once the student has revised the prospectus in response to the suggestion of the committee, the student should then submit the prospectus to the Supervisor for final approval. That approval should be given in writing to the student and cc'd to the departmental Chair and Graduate Coordinator. At this point the student is officially advanced to candidacy, having fulfilled all requirements of the Ph.D. program with the exception of the dissertation itself.