

## Department of East Asian Studies (EAS) DISSERTATION PROPOSAL APPROVAL FORM

**PLEASE COMPLETE THIS FORM AND SUBMIT IT TO THE EAS ASSOCIATE CHAIR, GRADUATE**

### TO BE COMPLETED BY THE CANDIDATE

First Name:	Last 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): _____		
<b>PROGRAM REQUIREMENTS:</b>		
By signing this form, I confirm that the student has completed all of the 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 Associate Chair, Graduate, in consultation with the student's supervisor. The student has fulfilled the language requirement in the following language(s):		
<b>Language</b>	<b>Level of Proficiency</b>	<b>Method of Evaluation (e.g. coursework, exam, translation work)</b>
Please include the date of when the language requirement was completed (MM/DD/YYYY): _____		

# Department of East Asian Studies (EAS) DISSERTATION PROPOSAL APPROVAL FORM

**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:
Associate Chair, Graduate's Signature:	Date:

## 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 the School of Graduate Studies [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 Dissertation 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

## **Department of East Asian Studies (EAS) DISSERTATION PROPOSAL APPROVAL FORM**

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 suggestions 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 copied to the departmental Chair and Associate Chair, Graduate. At this point the student is officially advanced to candidacy, having fulfilled all requirements of the PhD program except for the dissertation itself.

For information about the protection of your privacy, please read the [Freedom of Information and Protection of Privacy Act](#).