

OCICS PhD Activity CSI9997 PhD Proposal

Background

The PhD proposal is to establish if a PhD student has formulated a research plan and is making sufficient progress towards the final PhD thesis.

Calendar description

“Within 8 terms following initial registration in the program, a document, generally defining the problem addressed, relating it to the literature, outlining the hypotheses, goals, research methodology, initial results and validation approach, must be submitted to an examination committee and successfully defended. ... This course is equivalent to COMP 6908 at Carleton University.”

The graduate office sends an email to newly admitted PhD students informing them of the deadline to complete the thesis proposal.

Requirements

The academic office imposes strict time limits on the proposal exam. It needs to take place within the first eight terms of the PhD program (at the time of writing this document, see the calendar description).

An exam committee needs to be formed with a total of three members where the supervisor may be one of them. The committee needs to include a member of the joint institute (OCICS) from Carleton.

Procedure

The PhD supervisor is responsible for managing the process and the exam. The steps are as follows:

- The PhD supervisor will reach out to colleagues and assembles a committee.
- Once the PhD student receives the names of the committee, the PhD student submits a service request confirming the exam committee.
Service requests: Research related / Thesis proposal
 - Form to attach to the service request: Proposal committee
See the attached [proposal_committee_form.pdf](#)
- The service request for the exam committee is verified by the CSI graduate coordinator and approved.
- The supervisor schedules the oral examination. If desired, the supervisors will be responsible to reserve a room for the oral exam. (The oral exam is typically taking place through Zoom or MS Teams). The committee must be given enough time to review the proposal, typically 6-8 weeks. The CSI academic administrator will need to be informed about the date by email to Engineering Graduate Reception gprecept@uottawa.ca.

- The supervisor will chair the oral exam. The oral exam proceeds by the PhD student presenting the proposal (usually up to 20 mins). The oral exam must give enough time for each committee member to ask clarifying questions to confirm if the student has identified a valid research direction, hence the typical duration for an oral exam is 2-3 hrs. The exam is marked as satisfactory/unsatisfactory. If applicable, the PhD student should receive advice on what to focus on for on-going research.
- The supervisor will fill the form, sign it and submit it to Engineering Graduate Reception gprecept@uottawa.ca cc to all committee members and the student.
 - Form to attach: Report of PhD Candidacy Examination
See the attached: [proposal_phd_candidacy_examination.pdf](#)

Some special circumstances and possible solutions:

If the supervisor cannot find a suitable Carleton OCICS member of the exam committee, the supervisor should reach out to the OCICS graduate director. The OCICS graduate director will then try to support the supervisor possibly by contacting the OCICS graduate director at Carleton.