

## Thesis Proposal Presentations and Thesis Advisory Committee:

### Instructions for Students

The purpose of the Thesis Proposal Presentation is to provide you with constructive feedback on the feasibility of your plan. You will not receive adequate feedback if your thesis advisory committee does not have time to read and reflect upon your proposal. Accordingly, the presentation needs to be organised well in advance. Below are step-by-step guidelines as to what to do.

1. Obtain the **Notification of Thesis Proposal Presentation form** from the Administrative Officer for Research Programmes (Ann Dawson) or download it from the departmental website under Resources - Postgraduate - downloadable forms. There are separate forms for Coursework students (MPsych, DPsych) and for Research students (PhD, MSc, MA, MPsych/PhD).
2. **It is your responsibility to begin organising a date and time for your presentation.**
3. Ask your supervisor(s) to nominate **two** academic members of the department for your committee, so that at least one will be available. You should contact both nominees informally to see whether they are willing to serve on the panel and whether they are available at the time you are planning to have your thesis advisory committee meeting.
4. Send the Notification of Thesis Proposal Presentation form to the Research Officer ([dawson@unimelb.edu.au](mailto:dawson@unimelb.edu.au)) when the proposed date and time are arranged.
5. The Graduate Research Coordinator will then nominate one or more academic members of the department to serve on the Committee. One of these will act as chair of the committee. Where appropriate, the Graduate Research Coordinator will also nominate a staff member who can provide methodological/quantitative guidance.
6. The Administrative Officer will contact the departmental nominees to ensure that all members can attend the proposed meeting time. When agreement has been reached, the Administrative Officer will book a room. She will then formally advise you, your supervisor(s), and your committee members of the date, time and venue. The announcement of your presentation will also be made in *Cyberpsych*.
7. Please read the Postgraduate Handbook for guidance on how to prepare the proposal, including a research timeline, and a statement about likely need for financial support for the project. This should be sent to your supervisor(s), your committee members, and the Administrative Officer at least **two weeks before** the meeting date. It is best to do this by emailing the files as attachments.
8. An initial draft of your ethics application should also be submitted to your committee members **two weeks before** the meeting date. Note that the Administrative Officer does **not** require a copy of this for the files, and that the application can only be submitted after the thesis proposal has been approved and you have received permission to proceed.
9. Data projection equipment, if needed, can be booked with the technical staff (phone 8344 7300), and is to be collected from them and returned to them after use.