

Thesis Advisory Committee: What to Do

Instructions for Students

General Points

A “mini-conference” is a meeting of your Thesis Advisory Committee, and serves an important function as part of your degree and also academically. So, begin to prepare for your thesis proposal presentation at least two months before the time when you want to organize it. Organizing a number of people to meet face to face is a difficult task. Most of these people are very busy and do not have a lot of spare time. Make sure you allow plenty of time.

Here are step-by-step guidelines:

1. Obtain a form called Notification of Thesis Proposal Presentation, Coursework Students (MPsych, DPsych), **or** the form Notification of Thesis Proposal Presentation, Research Students (PhD, MSc, MA, MPsych/PhD) from the Research Officer (Ann Dawson).
2. Ask your supervisor(s) to nominate two people (i.e., one member and chair of your panel) for your committee, and to contact the 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.
3. It is your responsibility to organize a date and time of your committee. The strategy that often works is for you to nominate several time slots (a slot should be at least 1 hour) over a one- or two-week period, and ask them to indicate whether they are available in those times. Make sure your supervisor is kept in the loop. The time when everyone is available is your thesis advisory committee meeting time.
4. Forward to the Research Officer (Ann Dawson, a.dawson@psych.unimelb.edu.au) the Notification of Thesis Proposal Presentation form when the date and time is organized.
5. The Research Officer (Ann Dawson) will book a room. Ann will then let you, your supervisor, and your committee members know when and where it is held. This announcement will be made publicly to everyone in the department.
6. You must send your proposal, research timeline (i.e., when you are planning to do what), a statement about likely need for financial support for the project (you don't need a formal request at this stage, all you need is a brief statement about what sort of financial support may be necessary from the department; you should consult your supervisor about this), and draft ethics application form (you don't need to have approval; just fill in the form you need to fill in to carry out the project that you are proposing) to your supervisor, your committee members, and the Research Officer two weeks before the meeting date. It is best to do this by sending them the files as attachments.
7. Data projection equipment, if needed, can be booked with the technical staff (Mei 8344 4909 or Bruce 8344 6352) and is to be collected from them and returned to them after use.