

NOTE ON SPROTT PhD/MSc PROCESS PROPOSAL

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Caution: The official Sprott and Carleton documents and web pages should be consulted to have the most up-to-date information. This guide is only a summary of some information for potential accounting students and is not an official guide.

A series of notes regarding the Sprott PhD/MSc process is available to help PhD/MSc students in their progress toward completion.

1. Note on Sprott PhD/MSc process Overview for Accounting students
2. Note on Sprott PhD/MSc process Coursework period
3. Note on Sprott PhD/MSc process Comprehensive examination
4. **Note on Sprott PhD/MSc process Proposal** (this note)
5. Note on Sprott PhD/MSc process Thesis preparation and defence

This note explains decisions, content and steps regarding the Sprott PhD/MSc proposal.

Resources Available for the Sprott PhD/MSc in Management

(See a number of links at Francois Brouard Supervision page)

<http://sprott.carleton.ca/profbrouard/supervision>

- Sprott / Carleton PhD Management Proposal Defence Procedure, 1p.
- Sprott / Carleton Proposal Examination Approval Form, 1p.

- Brouard, F. (2018). Note on Business Research Process: A Summary, October 2018, 8p.
- Brouard, F. (2018). Note on PhD proposal, October 15, 3p.

Sprott PhD/MSc in Management

PhD		
Components	Cr	Courses
Thesis proposal	0.5	BUSI6907 - PhD Thesis Tutorial

MSc		
Components	Cr	Courses
Thesis proposal	-	Completion of the Research Tutorial

Decisions

One of the first decision in the proposal is choosing among:

- monograph thesis or
- integrated articles (3-4 papers)

Numerous other decisions are required during the proposal stage.

(See Brouard, F. (2018). Note on Business Research Process: A Summary)

Content of Proposal

Suggestion of a one-page summary with some basic information on a research study:

Title, Research theme, Source of problem, Managerial problem, Research objective, Research question (general), Research question (specific), Research approach, Research strategy, Research tactics

Content of proposal

Chapter 1: INTRODUCTION AND PROBLEMATIZATION (25-30p.)

Chapter 2: THEORETICAL FOUNDATIONS (40p.)

Chapter 3: RESEARCH METHODOLOGY (25-30p.)

Conclusion

References (15p.)

Appendices

See Brouard, F. (2018). Note on PhD proposal for more details.

Steps and Procedures for PhD Proposal

	Procedures	Stu	Sup	Sprott
1	Preparation of proposal	X		
2	Comments by Supervisor on draft proposals		X	
3	Discussion between Student and Supervisor	X	X	
4	Repeat previous steps until acceptable condition for examination	X	X	
5	Finding all Examination Board members - Supervisor - Co-supervisor, if applicable - Faculty member from Sprott (in main area) - Faculty member from Sprott (from other area)		X	
6	Setting date, time and room (oral exam)	X	X	x
7	Securing all Examination Board members availability (date & time)		X	
8	Fill out official form and Submission to PhD administrator Proposal Examination Approval Form (student name, student number, student email, proposed date, proposed time, title, supervisor name, committee members' names)		X	
9	Approval by PhD Director (3 weeks prior to Defence date)			X
10	Provide copies of proposal to PhD administrator (PDF and/or paper copies) (4-5 copies : PhD office, supervisor, co-supervisor, other 2 Faculty members) (2 weeks prior to Defence date)	X		
11	PhD administrator will secure a Chairperson (Sprott)			X
12	PhD administrator will book a room for the defence			X
13	PhD administrator will circulate official notice When and where: date, time, room Who: chairperson, supervisor, co-supervisor, other 2 Faculty members + ex officio members: Dean Sprott, Dean FGPA)	x	x	X x
14	Proposal Defence (Defence date)	X	X	X
15	Submission by Chair to PhD Administrator of Proposal Examination Report			chair

Note: Stu = Student; Sup = Supervisor (and Co-supervisor); Sprott = Sprott PhD/MSc Program office (PhD Director, PhD Administrator); FGPA = Faculty of Graduate and Postdoctoral Affairs (Dean,)

Steps during PhD Proposal Defence

	Procedures	Stu	Com	Sprott Chair
1	Proposal Defence (Defence date)	X	X	X
2	Ready to start the defence (Defence date) (should not normally exceed : PhD = 3 hours)			chair
3	Candidate withdraws	X		
4	Meeting of the Examination Board in-camera - Review procedures (Note A1) - Presentation by candidate - Round 1: one-on-one questioning - Round 2: general questioning and general discussion - Opportunity for the candidate to make a closing statement - Board deliberates on examination - written : satisfactory or unsatisfactory - oral defence : satisfactory or unsatisfactory - Review order of questioning (Member committee (not area), Member committee (area), Co-supervisor, Supervisor)		X	chair
5	Candidate admitted to examination room	X		
6	Beginning of defence with candidate and welcome (~5 minutes) - Introduce members of the Examination board - Review examination procedures	X	X	X
7	Presentation by candidate (~20 minutes) (distribution of PowerPoint slides)	X		
8	Round 1: one-on-one questioning - Member committee (not area) (15-20 minutes) - Member committee (area) (15-20 minutes) - Co-supervisor; Supervisor (15-20 minutes)		X	
9	Round 2: general questioning and general discussion		X	
10	Opportunity for the candidate to make a closing statement	X		
11	Candidate's closing statement, if needed	X		
12	Candidate withdraws	X		
13	Deliberation by Examination Board		X	
14	Chair polls the members of the Examination Board to determine if the candidate passes or fails and the extent of required revisions.		X	X

	Procedures	Stu	Com	Sprott Chair
15	Decision following Oral Defence		X	
	Oral Defence Grade		X	
16	The Chair of the Examination Committee records in writing all required revisions, major or minor, agreed		x	X
17	Signature by all members of Proposal Examination Report		X	X

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Steps and Procedures for MSc Proposal

(To be determined)

Steps during MSc Proposal Defence

(To be determined)