## **Appendix H – PhD Proposal Memo**



**MEMO FOR PhD PROPOSAL EXAM**

**STUDENT:**

**DATE**:

**MEMBERS OF THE EXAMINATION COMMITTEE:**SUPERVISOR:

SUPERVISORY COMMITTEE MEMBERS:

EXTERNAL MEMBER: (optional)

**PhD STUDENT:**

Please be advised the PhD or MPT/PhD student, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ completed his/her proposal defense.

The defense was undertaken on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and was chaired by \_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_*. It began at \_\_\_\_\_\_ and finished by \_\_\_\_\_\_. The examination committee asked two/three rounds of questions. The order of questioning was \_\_\_\_\_\_, \_\_\_\_\_\_, \_\_\_\_\_\_, \_\_\_\_\_\_.

At [insert time], the student was asked to leave the room while the committee deliberated about his/her performance. The Examination Committee Members were unanimous/not unanimous about their decision to provide the student with a **Pass/Conditional Pass/Fail**. [*could include a few details*]

[*describe steps for follow-up, if any*]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature

***Please complete this memo and provide a copy to the RHSC Program Assistant and the Chair of the RHSC Graduate Programs.***