

Ph.D. Management Proposal Defence Procedure

When setting up a thesis proposal examination the student and supervisor is responsible for:

1. Setting up the time and date of the examination and securing all committee members. The Examination board consists of Supervisor and 2 Committee members (faculty members from the Sprott School of Business).
2. Once your examination committee has agreed on a date and time you must fill out the **Proposal Examination Approval Form** (attached below) and submit it to the PhD Administrator (DT 826) to have it approved by the PhD Director at least **3 weeks** prior to the defense date.
3. Provide the PhD Administrator with an electronic copy of your proposal to be distributed to all committee members at least **2 weeks** prior to the defence date.

Once approved, the PhD Administrator will secure a Chair and book a room where the defence will be held or arrange a Zoom session. The official notice and proposal will then be circulated to all committee members.

The PhD thesis should exhibit a competence in the research process by applying an existing body of knowledge in the critical analysis of a new question or of a specific problem or issue in a new setting. On the basis of that conceptual understanding and methodological competence, it should demonstrate at least one of the following:

1. the development and support of a sustained argument in written form
2. originality in the application of knowledge

Research Ethics

All research involving human participants that is associated with a faculty member (including Adjunct Faculty) or students at Carleton University must be cleared by the appropriate Research Ethics Board. This includes research conducted at Carleton, research conducted off campus (e.g., businesses, hospitals, prisons, schools), research approved by another academic institution, and may include archival research. To be clear, all research conducted with human participants requires ethics approval with the exception of the use of anonymous (not anonymized) secondary data.

State whether your proposed research will require an ethics review, briefly explaining why or why not. If it will require an ethics review, also briefly explain:

- a) the anticipated risks and benefits of the proposed research for the research participants;
- b) how you are planning to recruit the participants and obtain their informed consent;
- c) whether you are anticipating difficulty in obtaining research ethics clearance because of any specific circumstances (e.g., vulnerable population, nature of the participant relationship to researcher, conflict of interest). If so, please explain how you are planning to address this anticipated difficulty in your research ethics application.

Note. Research that require ethics review will have to be submitted to the university's [Research Ethics Board CUREB-A](#)

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Format

The length of the proposal will vary but students should be expected to write between 3-5 pages (single spaced), not including the title page, list of references, and appendices. Use Times New Roman, 12 point size font (or equivalent).

The Research Proposal is submitted before the student starts working on the thesis and needs to be approved by the thesis committee. The student will submit a written proposal including the rationale and outline of the topic to be covered in the thesis with indication of the scope of the literature to be reviewed. The proposal should include a background rationale, hypothesis/research questions, proposed methodology and data analysis plan.

The components of a thesis proposal may include:

Section	Components
Abstract	a synopsis providing the essential topics and conclusions of the thesis
Introduction	overview of the issue, research objectives, scope, research question(s)
Background to the research / literature review and/or theory	review of relevant literature
Research model / hypothesis / core concept definitions	core concept / research model, propositions / hypothesis / constructs and measurements
Methodology	description of methods to be used; specifics of methods, samples, etc.; data collection and data analysis
Data analysis and results	data analysis, results, findings
Research contributions and discussion	theoretical and managerial contributions, limitations, future research
Chapter outline	anticipated chapter titles, subtitles, and/or themes
Timeline	anticipated research, analysis, and writing activities, by month; anticipated completion and defense dates
References	a bibliography that includes both sources cited in the proposal, and other sources relevant to the research

All guidelines for the preparation of the thesis can be found at:

<https://gradstudents.carleton.ca/resources-page/thesis-requirements/formatting-guidelines/>

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PhD PROPOSAL EXAMINATION APPROVAL FORM
(To be submitted 3 weeks before the proposed defense date)

To be completed by the student:

STUDENT NAME: _____ STUDENT NUMBER: _____

PREVIOUS DEGREES:

Master's: Type of degree: _____

Year Awarded: _____ University where obtained: _____

Undergraduate: Type of degree: _____

Year Awarded: _____ University where obtained: _____

Proposed Date: _____ Proposed Time: _____

In-person _____ Zoom _____ Hybrid* _____

Thesis Title: _____

EXAMINATION BOARD: (to be completed by the supervisor)

Supervisor: _____

Member: _____

Member: _____

Signature of Supervisor: _____

The Committee has been approved, signed _____
PhD Director, Sprott School of Business

NOTE: The PhD Director of the Sprott School of Business must approve all members of the Examination Board. The Examination Board consists of Supervisor and 2 Committee members (faculty members from the Sprott School of Business)