Supervisors must schedule the meeting, consult with the [custgrad@queensu.ca](mailto:custgrad@queensu.ca) about location and arrange for the director or delegate to chair it. Supervisors must complete all sections of this form and submit it to [custgrad@queensu.ca](mailto:custgrad@queensu.ca), preferably at least 10 working days prior to the examination.

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Option (Double click in box to select one):  Thesis  Project  Portfolio

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N.B. The student must submit an e-copy of the proposal and bibliography to their supervisor(s), committee members, and to [custgrad@queensu.ca](mailto:custgrad@queensu.ca) a minimum of ten working days prior to their meeting.

Ethics approval required:  Yes  No

If yes, student has completed CORE (<https://www.queensu.ca/urs/research-ethics>):

Yes  No

Off-campus activity safety policy (OCASP) planning required:  Yes  No  
If yes, approval completed:  Yes  No

For info see <https://safety.queensu.ca/campus-activities-ocasp>

*Note: Proposal approval is not contingent on GREB approval, but if GREB is required, student must send CORE certificate and GREB approval letter to* [*custgrad@queensu.ca*](mailto:custgrad@queensu.ca) *before research commences. Similarly, if necessary, OCASP approval must be submitted to the office before pertinent research activities commence.*

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| Chair: |  | Email: |