

### **French Studies Prospectus Defense Procedures:**

1. Student selects a dissertation topic and discusses it with the supervisor. Once the topic is approved, with the help of the supervisor, the student puts together a committee of at least four members. Three people must be on the French GSC and at least one person must be from outside the French GSC. These members will appear at the prospectus defense and will be the same as the dissertation committee. Adjustments can be made when necessary (for example the topic shifts slightly and a member is no longer pertinent).
2. The student should have a term to write the prospectus and should defend it by end of April (spring term) or end November (fall term).
3. The dissertation prospectus should be 15-25 pages, plus a bibliography (~3-4 pages with all material read for this paper).
4. The prospectus should be distributed to committee members three weeks before a proposed defense date.
5. If everybody agrees the prospectus is ready to be defended, the committee meets for an oral defense. Feedback and approval from all committee members is necessary. Members may Skype in (Skype counts as presence in the room), and in special cases, the outside committee member may send in written comments. It is strongly advisable that this be only in exceptional situations.
6. After a successful prospectus defense, student enters into candidacy and begins writing the dissertation, staying in close contact with the supervisor who decides when to send out the chapters to the various committee members.