



What are the UG evaluation and preparation procedures for a M.Sc. and Ph.D Thesis?

THESIS EVALUATION PROCEDURES

M.Sc. THESIS

Once the student has written the thesis it is submitted to the students Advisory Committee to read and comment. Advisory committee members will need a minimum of one to two weeks to review the thesis. Once corrections have been made, the graduate student registers for Chem*7980 and consults with the Advisor and Graduate coordinator regarding the Examination committee and Defence Date. Two weeks prior to the defence, four copies of the approved thesis are submitted to the Graduate Secretary along with a signed Examination Request Form. The thesis defence is chaired by a faculty member who is not a member of the Advisory Committee.

The committee reads the thesis, attends the defence, suggests additional changes and then determines if the thesis and defence are satisfactory or unsatisfactory. The thesis defence consists of a public presentation (approximately 30 minutes) of the essential results and conclusions of the thesis, followed by an intensive question period. The Examination Committee may forward one of the following recommendations to the Dean of Graduate Studies: Satisfactory/Unsatisfactory.

Prior to granting a Satisfactory the Examination Committee has the authority to recommend substantial changes in interpretation of results, performance of additional experimental work, or even a complete re-write of the thesis, and sets deadlines for completion of any additional work or modifications. The candidate is deemed to have passed the defence if not more than one of the given members votes negatively.

Deadlines for submission of the thesis to the examining committee, defence dates and submission of the final copy is published late in the Fall for the upcoming Winter, Summer and Fall semesters.

After the student has made the corrections to the thesis, he/she must then verify with the advisor or one of the readers that the corrections are complete. Submission and thesis binding instructions will be provided to each student individually after they have successfully defended.

M.Sc. Examination Committee membership:

- Chair (not a member of the Advisory Committee)
- Advisor
- One additional member from the Advisory Committee
- One additional faculty member to represent the Graduate Faculty. Cannot have been a member of the Advisory Committee. Must be a Regular, Associate, or Special member of Graduate faculty.

PH.D. THESIS

Students are required to seek out the advice of the Advisory Committee during the preparation of the thesis and show a copy of the thesis to the Advisory Committee before it is submitted to the Examining Committee. The Advisory Committee has a minimum of two weeks to review the thesis. Once the Advisory Committee agrees that the thesis is ready for submission a date for the defence can be set. The following is a list of what must be done to prepare for your defence date.

Once the student has written the thesis it is submitted to the student's Advisory Committee to read and comment. Advisory committee members will need a minimum of one to two weeks to review the thesis. Once corrections have been made, the graduate student registers for Chem*7990 and consults with the Advisor and Graduate coordinator regarding the Examination committee and Defence Date. Four weeks prior to the defence, five copies of the approved thesis are submitted to the Graduate Secretary along with a signed Examination Request Form. The Graduate Secretary distributes copies of the thesis to the examination committee and the Chair who is a faculty member but not a member of the Advisory Committee.

GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

(GWC)² Website: <http://www.gwc2.on.ca>

The External Examiner reviews the thesis and submits a Written Report to the Graduate coordinator 1 week before exam. Advisor and student review the external examiners report before the defence.

The defence consists of a public presentation (approximately 30 minutes) of the scientific study contained in the thesis followed by an intensive oral examination and question period which is not restricted to the thesis topic. After the candidate and the public have withdrawn, the Examination Committee will have an opportunity to criticize the thesis. The Committee may make one of the following recommendations to the Dean of Graduate Studies: Satisfactory/Unsatisfactory.

Prior to granting a Satisfactory the Examination Committee has the authority to recommend substantial changes in interpretation of results, performance of additional experimental work, or even a complete re-write of the thesis, and sets deadlines for completion of any additional work or modifications. The candidate is deemed to have passed the defence if not more than one of the five examiners votes negatively. An abstention is regarded as a negative vote. Concurrently, the members sign the Certificate of Approval, which is submitted with the approved thesis in its final form to Graduate Program Services. The report to the dean of Graduate Studies will record the decision as unsatisfactory or satisfactory. If unsatisfactory, the candidate may be given a second attempt. A second unsatisfactory result constitutes a recommendation to the Board of Graduate Studies that the student be required to withdraw.

After the student has made the corrections to the thesis, he/she must then verify with the advisor or one of the readers that the corrections are complete. Submission and thesis binding instructions will be provided to each student individually after they have successfully defended.

Ph.D. Examination Committee membership:

- Chair (not a member of the Advisory Committee)
- Advisor
- One additional member from the Advisory Committee (usually the Waterloo member).
- One additional faculty member to represent the Graduate Faculty. Cannot have been a member of the Advisory Committee. Must be a Regular, Associate, or Special member of Graduate faculty.
- External examiner.

N.B. One examiner must be from Waterloo. Usually this is the other Advisory Committee member, but if they cannot serve, then the Graduate Faculty Rep needs to come from Waterloo.

Detailed Procedures for Ph.D. Thesis Evaluation

1. **Request for Thesis Examination.** Members of the advisory committee, following their review of the final draft of the thesis, indicate on the Examination Request form whether they consider that the thesis is ready for examination. This constitutes advice to the candidate. Regardless of the recommendation of the advisory committee, the candidate may submit a signed Examination Request form to the Graduate Coordinator and request that the examination be arranged.
2. **Date of Final Examination.** The signed and dated Examination Request form is sent to Graduate Program Services at the time the thesis is to be sent to the external examiner. Normally, the date of the final examination is established at this time and is to be no sooner than four (4) weeks after the date on which the thesis is forwarded to the external examiner.
3. **Report of External Examiner.** The external examiner submits a report, comments, and any suggestions for revision to the department chair at least seven days before the examination. It is understood that, as a result of the final oral examination, corrections arising from the external examiner's report and from the comments of the examination committee may be necessary to produce an acceptable revised final draft of the thesis.

Please review the Thesis Time-lines on the following pages for the submission dates for upcoming semesters and the University of Guelph Graduate Policy on Thesis Format



M.Sc. Thesis submission guidelines for completion during semesters: W10 S10 F10

Revised Nov. 2009

The schedule below summarizes the path to complete a M.Sc. thesis during a particular semester. This schedule is based on the assumption that at each stage of the process, only minor revision is required. If major substantial revision is required, it is unlikely the schedule can be met and the student will need to register for an additional semester.

Any target date should be established through consultation between student and their advisory committee.

If you do not meet these deadlines, we cannot guarantee that you will complete your program without additional financial cost (min. of \$500 to Registrar Services).

Approx. deadlines for	Approx. deadlines for	Approx. deadlines for
W 2010	S 2010	F 2010
↓	↓	↓

1.	<p>When you have written your thesis keep in mind that your Advisory Committee will need 1 to 2 weeks to read it. It is your responsibility to consult with each member of your Advisory Committee to make sure you allow for sufficient time for them to read and comment on your thesis.</p> <p>When you have submitted your thesis to your Advisory Committee obtain your Examination Request Form from the Graduate Secretary.</p>	<p>You may defend anytime during the semester.</p> <p>However, your Advisory Committee will need 1 to 2 weeks to read your thesis.</p> <p>The latest date to submit your thesis to your Examination Committee will be</p>		
2.	Receive corrections from Advisory committee. Your Advisory Committee signs the Examination Request Form . (Committee members may ask to review corrected thesis again if recommended changes are extensive.)	↓	↓	↓
3.	Register for CHEM*7980. Consult with Advisor and Graduate coordinator (Prof. Mark Baker) regarding your Examination Committee and schedule the Defence date.	↓	↓	↓
4.	Submit the signed Examination Request Form and 4 copies of thesis to the Graduate Secretary. The Graduate Secretary will deliver your thesis to the Examination Committee. If the student is continuing into the PhD program this deadline is extended.	APR. 9	AUG. 7 <i>Approx.</i>	NOV. 30 <i>Approx.</i>
5.	Examination Committee reviews the thesis. Student prepares for the Defence.	↑ 2 weeks ↓	↑ 2 weeks ↓	↑ 2 weeks ↓
6.	Final M.Sc. Thesis defence is held on or before.	APR. 23	AUG. 21 <i>Approx.</i>	DEC. 14 <i>Approx.</i>
7.	Student completes final corrections and submits 1 paper copy and 1 electronic copy of their thesis to Graduate Program Services before 3:00 p.m.	APR. 30 FIRM DATE	AUG. 28 FIRM DATE	DEC. 23 FIRM DATE

M.Sc. Examination Committee membership:

- Chair (not a member of the Advisory Committee)
- Advisor
- One additional member from the Advisory Committee
- One additional faculty member to represent the Graduate Faculty. Cannot have been a member of the Advisory Committee. Must be a Regular, Associate, or Special member of Graduate faculty.



Revised Nov. 2009

Ph.D. Thesis submission guidelines for completion during semesters: W10 S10 F10

The schedule below summarizes the path to complete a Ph.D. thesis during a particular semester. This schedule is based on the assumption that at each stage of the process, only minor revision is required. If major substantial revision is required, it is unlikely the schedule can be met and the student will need to register for an additional semester.

Any target date should be established through consultation between student and their advisory committee. The following dates are provided as guidelines.

If you do not meet these deadlines, we cannot guarantee that you will complete your program without additional financial cost (min. of \$500 to Registrar Services).

Approx. deadlines for	Approx. deadlines for	Approx. deadlines for
W 2010	S 2010	F 2010
↓	↓	↓

1.	<p>When you have written your thesis keep in mind that your Advisory Committee will need 1 to 2 weeks to read it. It is your responsibility to consult with each member of your Advisory Committee to make sure you allow for sufficient time for them to read and comment on your thesis.</p> <p>When you have submitted your thesis to your Advisory Committee obtain your Examination Request Form from the Graduate Secretary.</p>	<p>You may defend anytime during the semester.</p> <p>However, your Advisory Committee will need 1 to 2 weeks to read your thesis.</p>		
2.	Receive corrections from Advisory committee. Your Advisory Committee signs the Examination Request Form. (Committee members may ask to review corrected thesis again if recommended changes are extensive.)	<p>The latest date to submit your thesis to your Examination Committee will be</p>		
3.	Register for CHEM*7990. Consult with Advisor and Graduate coordinator (Prof. Mark Baker) regarding your Examination Committee and schedule the Defence date.	↓	↓	↓
5.	Submit the signed Examination Request Form and 5 copies of thesis to the Graduate Secretary The Graduate Secretary will deliver your thesis to the Examination Committee.	MAR. 26	JUL. 23 <i>Approx.</i>	NOV. 23 <i>Approx.</i>
6.	<i>External Examiner reviews thesis and submits a Written Report to the Graduate coordinator 1 week before exam. Advisor and student review the external examiners report before the defence. Other committee members also review thesis during this time. Student prepares for defence.</i>	↑ 4 weeks ↓	↑ 4 weeks ↓	↑ 4 weeks ↓
8.	Final Ph.D. Thesis defence is held on or before.	APR. 23	AUG. 21 <i>Approx.</i>	DEC. 14 <i>Approx.</i>
9.	Student completes final corrections and submits 1 paper copy and 1 electronic copy of their thesis to Graduate Program Services before 3:00 p.m.	APR. 30 FIRM DATE	AUG. 27 FIRM DATE	DEC. 23 Approx. DATE

Ph.D. Examination Committee membership:

- Chair (not a member of the Advisory Committee)
- Advisor
- One additional member from the Advisory Committee (usually the Waterloo member).
- One additional faculty member to represent the Graduate Faculty. Cannot have been a member of the Advisory Committee. Must be a Regular, Associate, or Special member of Graduate faculty.
- External examiner.

N.B. One examiner must be from Waterloo. Usually this is the other Advisory Committee member, but if they cannot serve, then the Graduate Faculty Rep needs to come from Waterloo.

GRADUATE POLICY on THESIS FORMAT

The Faculty of Graduate Studies accepts theses either in monograph or manuscript format. A thesis written in monograph format organizes chapters around a central problem, for instance, with an Introduction, a Literature Review, and chapters on Methodology, Results, and Conclusions. In the manuscript format, the chapters treat separate elements of the research program, typically incorporating several discrete articles suitable for journal publication. These written in manuscript format *may* include the following:

- Published articles
- Submitted articles
- Unpublished work in publication format

Publication or acceptance for publication of research results before presentation of the thesis in no way supersedes the University's evaluation and judgement of the work during the thesis examination process.

Theses written in manuscript format *must* include the following:

- Connecting materials that integrate across the different chapters/articles, including at minimum an overarching introduction and a concluding discussion chapter.
- The student must be the principal or sole author of any included manuscripts and must have had a major or sole role in the design of the research, and the preparation and writing of the manuscripts.

THESIS SUBMISSION PROCEDURES

Refer to the document "Thesis Schedules and Procedures" for steps involved up to the final oral examination. This document is attached. (See PART II).

In order that a candidate for a degree may be recommended to the Senate of the University of Guelph for the degree, all course results, final reports of the candidate's Examination Committee, two copies of the thesis and library clearance must be submitted to Graduate Program Services by the date given in the Calendar.

Please note that thesis submission must take place in Graduate Program Services NO LATER THAN 3:00 p.m. on any working day.

Preparation of the Thesis

Please note that many of the guidelines below are specifically required by the National Library of Canada, which maintains a microfilm archive of theses.

Typing: The thesis is to be typewritten, double spaced, on good quality paper, 8½"x11" in size, with a 1" margin on three sides and a left-hand margin of 1½". Printing must be on one side of each page only (no double-sided printing). The title page must be set up according to the attached sample page. ***The thesis must be printed on a laser printer or laser-quality printer;*** the best reproduction quality (for microfilming) will be achieved if the print size is between 10.7 and 12 points, if the characters are black, evenly spaced, neat and dense. Low quality characters appear to "bleed" when reproduced in microform. Most styles of typeface are acceptable with a few notable exceptions (e.g. all caps, italics, script). It is important that the typeface remain the same throughout the thesis. If you are uncertain whether the type style you have chosen is acceptable, it is wise to check with Graduate Program Services before the final draft is produced to avoid having to re-print the thesis.

If possible, illustrations should be positioned horizontally across the page (the type reading across the 8½" dimension). Illustrated material will reproduce well if composed in black opaque ink. On microfilm, colours appear as varying shades

of grey. Therefore, labels and symbols should be used rather than colours to identify the lines of a graph; cross-hatching should be used over colour to indicated shaded areas, such as countries on a map.

If the thesis includes colour photographs, it is recommended that the copy of the thesis submitted for microfilming include black-and-white photographs of the same subject or, if necessary, black-and-white photographs reprinted from the colour photographs. Black-and-white photographs with a full range of contrast reproduce well. Those with limited contrast reproduce satisfactorily on microfilm. Photographs with a glossy finish and those with dark backgrounds should be avoided.

Charts, graphs, maps and tables that are larger than the standard page might have to be used in the thesis. Such oversize pages complicate microfilming and it is recommended that they be avoided unless absolutely necessary. Such pages must be kept to an absolute minimum. Large charts, graphs and plates should be reduced. However, notations or text must be clearly legible and no smaller than 9.5 point print.

It is preferable that the *legend* for charts, graphs, maps, illustrations and tables be placed **on the same page** as the charts etc. If, due to the size of the illustration, this is not possible, facing pages are acceptable. Please note that **both** the facing legend page and the illustration page itself **must be numbered separately**.

Overlays must be carefully aligned with underlying maps or charts.

Pages which do not conform to the regulations will be returned for correction.

The format of references cited in the text or in the list of references is determined by the candidate's committee or by individual departmental requirements. The candidate should discuss these matters with the committee prior to the writing of the thesis. However, the format must be consistent throughout the thesis.

An abstract is required for each thesis, whether master's or doctoral. The abstract should be a concise and accurate summary of your work. It **must not be more than 150 words in length for the master's and not more than 350 words in length for the doctoral, to allow for publication by University Microfilms International**. Texts exceeding these limits will be shortened.

Please refer to the sample below for the preferred format:

ABSTRACT (in caps, centred)

(triple space)

THE TITLE OF THE THESIS (in caps, centred)

(triple space)

James John Jones
University of Guelph, 1992

Advisor:
Professor J. G. Smith

(triple space)

This thesis is an investigation of.....
..... (double-spaced throughout)

A *Certificate of Approval* is required for each of the two official copies of every thesis. It bears the signatures of the examination committee and, in the case of doctoral theses, the external examiner.

The required *sequence* of the components in the thesis is as follows:

- (a) Library Circulation Authority (first official copy only)
- (b) Title page, including international copyright symbol ©
- (c) Certificate of Approval (first two official copies only)
- (d) Abstract
- (e) Acknowledgements
- (f) Table of Contents
- (g) List of Tables (if any)
- (h) List of Figures, Illustrations, Plates (if any)
- (i) Body of Text
- (j) Bibliography or References
- (k) Appendices (if any).

Numbering of pages is to be as follows: a,b,c,d, in the above list are NOT numbered; e,f,g,h, are numbered in small roman numerals (e.g. i,ii,etc.); page 1 (arabic) of the thesis is the first page of the body of the text; *thereafter, each page is numbered sequentially to the last page of the last appendix.* Page numbers should be *centred* approximately $\frac{5}{8}$ " from the top or the bottom of the page.

Copies: The first official copy of the thesis must be the original printed copy. It is essential that all remaining copies of the thesis be clear and clean. It is recommended that copies be obtained from the duplicating centre located in the basement of the University Centre or from a professional copy service. Copies made on some duplicating machines are of unacceptable quality to Graduate Program Services; if you are planning to have your copies made somewhere other than the duplicating centre or a professional copy service, it is wise to check with this office to be sure that they will be acceptable.

Copyright Material: An authorization to reproduce copyright material beyond brief excerpts must be obtained from the copyright owner and submitted with the thesis. Permission letters should not only allow inclusion of the material in the thesis, but should specify the use made of the thesis by the National Library as worded in the "Permission to Microfilm" form (as follows: "Permission is hereby granted to the NATIONAL LIBRARY OF CANADA to microfilm this thesis and to lend or sell copies of the film"). This includes journal articles, maps, published tests, etc.

Theses are rejected by National Library for microfilming for many reasons. The major reasons for rejection are:

- poor legibility of any thesis which will not produce a quality micro-image. (even one page of poor quality will result in rejection)
- missing pages.
- unauthorized presence of substantial copyrighted material.

Thesis Submission: After you have successfully defended your thesis at the final oral examination, and have made any required changes to your thesis, it is then necessary to submit to Graduate Program Services two official copies of your thesis for final approval. Your thesis will be checked while you wait. At that time, you must be prepared to pay the graduation/parchment and National Library fees and to settle any outstanding university accounts.

Graduate Program Services requires that the master (original) copy be one of the two copies submitted. We also require that all copies must be of *superior* print and copy quality and with a minimum of typographical or other errors.

Please provide three additional copies of your title page and one additional copy of your abstract.

Thesis Binding: This office requires that you leave the two official copies here for binding. You may, if you wish, send any number of copies to be bound. Each thesis to be bound should be placed in a letter-sized folder. Payment for binding any copies other than the first two official copies must accompany the thesis in the form of a CERTIFIED CHEQUE or MONEY ORDER only (no cash please), payable to "Lehmann Bookbinding Ltd."

Theses are normally bound on a two-week turnaround basis; pickups and deliveries to Graduate Program Services are made on every other Thursday.

Margins are important! There will be 1/8" lost from the left-hand side of the page with the sewing and binding. There will be 1/8" trimmed from the top, bottom, and right-hand side of the page. If you have a fold-out map or graph, please take care to ensure that the fold on the right hand side is well within that 1/8" boundary; otherwise, your page will be cut in the middle with the trimming.

You may choose any colour for the binding from the sample book in Graduate Program Services. If your department has a colour preference, you should abide by that preference.

BINDING PRICES: effective May 2006 (and subject to change without notice)
per copy, binding & printing on spine & front cover: \$11.85 + GST

Graduate Program Services will be responsible for packing, shipping and receiving the bound copies. Any additional copies beyond the two official copies, which are held in this office, **MUST BE PICKED UP**. We will not take the responsibility for mailing copies to you after they are returned to us from the bindery.

N.B. When calculating the cost of the binding, please bear in mind that the cost of binding the first two copies of the thesis is borne by the University.

Distribution of Theses: The first copy of the thesis will be sent to the National Library of Canada for microfilming. When it is returned, it is bound and deposited in McLaughlin Library permanently. The second copy is bound immediately and housed temporarily in McLaughlin Library; when the first copy is received and bound, the second copy will be forwarded to your department for permanent deposit in the thesis collection. Although it is not a university requirement, it is traditional for you to supply your advisor with a bound copy of your thesis.

Upper and lower case letters to be used as indicated. Your name, the degree for which you are applying, and the appropriate dates are to be used. Spacing must match this sample page.

TITLE OF THESIS
(double space)
NOT TO EXCEED TWO LINES

(in caps, centred)

(Because transcripts will be produced by the computer, it is important to note that Greek symbols or letters or other unusual configurations cannot be used in the title. Please spell out any such symbols in full.)

(7 spaces)

A Thesis

Presented to

(double space this section)

The Faculty of Graduate Studies

of

The University of Guelph

(6 spaces)

by

(double space)

STUDENT'S NAME

(in caps, centred)

(4 spaces)

In partial fulfilment of requirements

(double space this section)

for the degree of

Master of Science

OR Doctor of Philosophy
OR Master of Arts etc.

Month, Year

(3 spaces)

© Student's Name, Year

FACULTY OF GRADUATE STUDIES

THESIS SCHEDULES AND PROCEDURES FOR THE MASTER'S DEGREE

Preamble

The Academic Schedule in the Graduate Calendar announces a “last date” for thesis submission. Approved theses must be submitted to Graduate Program Services on or before this date in order to qualify for a graduate degree at the ensuing Convocation. Bear in mind that a reasonable time must be allowed for the candidate to prepare the approved thesis in its final form following the defence of the thesis. The Final Oral Examination should therefore take place not fewer than five days prior to the “last date”. Candidates are urged to protect their interests by initiating the procedures as far as possible in advance of the deadline dates suggested in the following schedule.

Master's thesis Schedule

IT IS THE RESPONSIBILITY OF THE ADVISOR TO BEGIN MAKING ARRANGEMENTS FOR THE MASTER'S THESIS DEFENCE AT LEAST (8) EIGHT WEEKS PRIOR TO THE ANTICIPATED DATE OF THE DEFENCE.

The typical sequence of events is as follows:

1. At least eight (8) weeks prior to the anticipated date of the final examination:
 - The advisory committee agrees on a timetable for completion of the thesis and defence.
 - The advisor informs the department chair* of the timetable.
2. At least four (4) weeks prior to the anticipated date of the final examination:
 - Formation of the Examination Committee
3. At least two (2) weeks prior to the anticipated date of the final examination:
 - Request for Thesis Examination is completed.
 - Thesis is made available to members of the Examination Committee

Detailed Procedures

1. Planning the Thesis Defence. Plans for the completion of the thesis and for the thesis defence are made by the candidate and the advisory committee. These plans should include a schedule of events and consideration of possible members of the examination committee.

*By department chair is meant the chair of the department, the chair of the interdepartmental group, or the director of the school in which the candidate is enrolled. This interpretation applies throughout.

2. Request for Thesis Examination. Members of the advisory committee, following their review of the final draft of the thesis, indicate on the Examination Request form whether they consider that the thesis is ready for examination. This constitutes advice to the candidate. Regardless of the recommendation of the advisory committee, the candidate may submit a signed Examination Request form to the department chair and request that the examination be arranged.

3. Date of the Final Examination. Three or four copies of the final draft of the thesis are conveyed to the department chair (or his/her nominee) to be distributed to the three or four members of the master's examination committee. The date of the final oral examination is established at this time and, normally, is to be no sooner than two (2) weeks after copies of the thesis have been delivered to members of the examination committee. It is understood that, as a result of the final oral examination, corrections arising from the comments of the examination committee may be necessary to produce a revised final draft of the thesis.

4. Following the Final Oral (Master's) Examination

- a. The Recommendation for Degree form is to be completed by the department chair and returned to Graduate Program Services.
- b. If the candidate successful, he or she will submit to Graduate Program Services, as soon as possible after the defence two unbound copies of the thesis in the final form, accompanied by the Certificate of Approval (2 copies), duly signed. In order to be eligible for graduation at the next Convocation, the candidate must make this submission no later than the "last date" stated in the Calendar.
- c. If the candidate is not successful, subsequent actions are based on the reason for rejection. A second opportunity for defence of the thesis may be granted.

5. The first copy of the thesis will be sent to the National Library of Canada for microfilming. When it is returned, it is bound and deposited in McLaughlin Library permanently. The second copy is bound immediately and housed temporarily in McLaughlin Library until such time as the first official copy is returned from the National Library of Canada and bound; it is then forwarded to the Department.

Forms Required Before the Thesis Defence

Examination Request Form

Forms Required for Thesis Examination

Report of the Master's Examination Committee
Certificate of Approval (Master's Thesis) (2 copies)
Recommendation for Degree

UNIVERSITY OF GUELPH

FACULTY OF GRADUATE STUDIES

THESIS SCHEDULES AND PROCEDURES FOR THE DOCTORAL DEGREE

Preamble

The Calendar announces for each semester a “last date” upon which approved theses may be submitted to Graduate Program Services in order to qualify for a graduate degree at the ensuing Convocation. Reasonable time must be allowed for the candidate to prepare the approved thesis in its final form following the defence of the thesis. The final oral examination should therefore take place not fewer than five days prior to the “last date”. Candidates are urged to protect their interests by initiating the procedures as much as possible in advance of the deadline dates suggested in the following schedule.

Doctoral Thesis Schedule

IT IS THE RESPONSIBILITY OF THE ADVISOR TO BEGIN MAKING ARRANGEMENTS FOR THE DOCTORAL THESIS DEFENCE AT LEAST EIGHT (8) WEEKS PRIOR TO THE ANTICIPATED DATE OF THE DEFENCE.

The typical sequence of events is as follows:

1. At least eight (8) weeks prior to the anticipated date of the final examination:

- Select the external examiner.
- Contact the external examiner by telephone to verify availability; follow up with appropriate letter of invitation.
- Assemble the examination committee according to Graduate Calendar regulations.

2. At least four (4) weeks prior to anticipated date of the final examination:

- Send the final draft thesis to the external examiner along with a covering letter
- Note that the thesis should not be sent out until the Examination Request form has been submitted and the original forwarded to Graduate Program Services.
- Give copies of the final draft to each member of the examination committee.

3. At least three (3) weeks prior to the anticipated date of the final examination:

- If the Department provides a doctoral announcement the student should submit the abstract and *curriculum vitae* to the departmental graduate secretary. The only *c.v.* information which should be listed in the announcement will be: place of birth, previous degrees and Universities, awards during graduate study, and a list of publications (published or accepted for publication). Total *c.v.* information should not exceed 10-12 lines in the announcement.

*By department chair is meant the chair of the department, the chair of the interdepartmental group, or the director of the school in which the candidate is enrolled. This interpretation applies throughout.

4. At least two (2) weeks prior to the date of the final examination:

- Send the completed PhD/DVSc Final Examination form to Graduate Program Services.
- If the department wishes the doctoral examination to be listed in “At Guelph”, the student’s name, thesis title, and the time and place of the examination should be sent to the editor of “At Guelph”.
- The department prepares and distributes either a detailed doctoral announcement or a more simplified version, sending a copy to Graduate Program Services.
- The department verifies all arrangements for the external examiner’s visit, including Red Car service (airport limousine), hotel accommodation, etc., as required. Also reminds the external examiner that the external examiner’s report should be submitted to the chair of the department at least seven days before the examination. Please note that Graduate Program Services will not release the external examiner funding allotment to the department until a copy of the external examiner’s report has been received in the office.

5. At least one (1) week prior to the date of the final examination:

- Graduate Program Services will send the set of examination forms to the chair of the examination committee.

Detailed Procedures

1. Request for Thesis Examination. Members of the advisory committee, following their review of the final draft of the thesis, indicate on the Examination Request form whether they consider that the thesis is ready for examination. This constitutes advice to the candidate. Regardless of the recommendation of the advisory committee, the candidate may submit a signed Examination Request form to the department chair and request that the examination be arranged.

2. Date of Final Examination. The signed and dated Examination Request form is sent to Graduate Program Services at the time the thesis is to be sent to the external examiner. Normally, the date of the final examination is established at this time and is to be no sooner than four (4) weeks after the date on which the thesis is forwarded to the external examiner.

3. Report of External Examiner. The external examiner submits a report, comments, and any suggestions for revision to the department chair at least seven days before the examination. It is understood that, as a result of the final oral examination, corrections arising from the external examiner's report and from the comments of the examination committee may be necessary to produce an acceptable revised final draft of the thesis.

6. Following the Final Oral (Doctoral) Examination

- The chair of the examination forwards the chair's report, the external examiner's report and the set of signed examination forms to Graduate Program Services. The external examiner's report is also forwarded unless it has been sent to Graduate Program Services previously.
- If the candidate is successful, he or she will submit to Graduate Program Services, as soon as possible thereafter, two unbound copies of the thesis in the final form, accompanied by the Certificate of Approval (2 copies), duly signed. In order to be eligible for graduation at the next Convocation, the candidate must make this submission no later than the "last date" stated in the Calendar.
- If the candidate is not successful, subsequent actions are based on the reasons for rejection. A second opportunity for defence of the thesis may be granted.

7. The first copy of the thesis will be sent to the National Library of Canada (or its agent) for microfilming. When it is returned, it is bound and deposited in McLaughlin Library permanently. The second copy is bound immediately and housed temporarily in McLaughlin Library until such time as the first official copy is returned from the National Library of Canada and bound; it is then forwarded to the Department.

Forms Required Before Thesis Examination

Examination Request form
PhD/DVSc Final Examination form

Forms Required for Thesis Examination

Report of Doctoral Examination Committee
Certificate of Approval (Doctoral Thesis) (2 copies)
Recommendation for Degree