



## 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.

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(GWC)<sup>2</sup> 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**



Revised Jan. 9, 2012

# M.Sc. Thesis submission guidelines for completion during semesters: **W12 S12 F12**

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 Registrarial Services).

Deadlines for	Deadlines for	Approx. deadlines for
W 2012	S 2012	F 2012
↓	↓	↓

1.	<p>When you have written your thesis keep in mind that your <b>Advisory Committee will need 1 to 2 weeks to read it</b>. It is <b>your</b> 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 <b>Examination Request Form</b> from the Graduate Secretary.</p>	<p>You may defend anytime during the semester.</p> <p>However, your <b>Advisory Committee</b> will need 1 to 2 weeks to read your thesis.</p> <p>The latest date to submit your thesis to your <b>Examination Committee</b> will be</p>		
2.	Receive corrections from Advisory committee. Your Advisory Committee signs the <b>Examination Request Form</b> . (Committee members may ask to review corrected thesis again if recommended changes are extensive.)	<p style="text-align: center;">↓                      ↓                      ↓</p>		
3.	Register for CHEM*7980. Consult with Advisor and Graduate Co-ordinator (Prof. Abdelaziz Houmam) regarding your Examination Committee and schedule the Defence date.	<p style="text-align: center;">↓                      ↓                      ↓</p>		
4.	Submit the signed <b>Examination Request Form</b> and <b>4 copies of thesis</b> to the Graduate Secretary . The Graduate Secretary will deliver your thesis to the Examination Committee. If the student is continuing into the Ph.D. program this deadline is extended.	<b>APR. 13</b>	<b>TBA</b>	<b>TBA</b>
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.	<b>APR. 27</b>	<b>TBA</b>	<b>TBA.</b>
7.	Student completes final corrections and submits an electronic copy of thesis via <a href="#">the Atrium</a> before 3:00 p.m.	<b>May 4</b> <b>FIRM</b> <b>DATE</b>	<b>TBA</b>	<b>TBA</b>

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# Ph.D. Thesis submission guidelines for completion during semesters: **W12 S12 F12**

Revised Jan. 9, 2012

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 Registrarial Services).

Deadlines for	Deadlines for	Approx. deadlines for
W 2012	S 2012	F 2012
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2.	Receive corrections from Advisory committee. Your Advisory Committee signs the <b>Examination Request Form</b> . (Committee members may ask to review corrected thesis again if recommended changes are extensive.)			
3.	Register for CHEM*7990. Consult with your Advisor and Graduate Co-ordinator (Prof. Abdelaziz Houmam) regarding your Examination Committee and schedule the Defence date.			
4.	Submit the signed <b>Examination Request Form</b> and <b>5 copies of thesis</b> to the Graduate Secretary. The Graduate Secretary will deliver your thesis to the Examination Committee.	<b>MAR. 30</b>	<b>TBA</b>	<b>TBA</b>
5.	External Examiner reviews thesis and submits a Written Report to the Graduate Co-ordinator 1 week before exam. Advisor and student review the External Examiner's report before the defence. Other committee members also review thesis during this time. Student prepares for defence.	↑ <i>4 weeks</i> ↓	↑ <i>4 weeks</i> ↓	↑ <i>4 weeks</i> ↓
6.	Final Ph.D. Thesis Defence is held on or before.	<b>APR. 27</b>	<b>TBA</b>	<b>TBA.</b>
7.	Student completes final corrections and submits an electronic copy of thesis via <a href="#">the Atrium</a> before 3:00 p.m.	<b>MAY 4</b> <b>FIRM</b> <b>DATE</b>	<b>TBA</b>	<b>TBA</b>

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**Please Review the following for specific information on Thesis Requirements**

Thesis Information Website: <http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?records>

University regulations, costs and detailed instructions about formatting and submitting your thesis.

- Electronic Thesis Information:  
[http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?records/electronic\\_thesis](http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?records/electronic_thesis)
- Regulations for Submitting your Thesis:  
<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?records/thesis>
- Formatting and Submitting Guidelines -Part I:  
<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?records/thesis-part1>
- Formatting and Submitting Guidelines-Part II for the Doctoral Degree:  
<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?records/thesis-part2-doctoral>
- Formating and Submitting Guidelines -Part II for the Master's Degree:  
<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?records/thesis-part2-masters>

Estimate how long it will take to complete your thesis using the [thesis completion calculator](#) [\[xls\]](#)