



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

THESIS EVALUATION PROCEDURES

M.SC. THESIS

Once the research supervisor has approved a draft of the M.Sc. thesis, three copies of the thesis are submitted to the Graduate Secretary along with a date, time and place of the oral defence. The thesis defence is chaired by a faculty member who is appointed by the Graduate Officer. **The thesis must be handed into the Graduate Secretary two weeks prior to the defence.**

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 Director of (GWC)²:

1. Accepted.
2. Accepted Conditionally (which may require further consultation with the Examination Committee members).
3. Decision Deferred (thesis must be revised and re-submitted for re-examination).
4. Rejected.

The Examination Committee may also set a deadline for completion of modifications to the thesis.

After the student has made the corrections to the thesis, he/she must then verify with the supervisor or one of the readers that the corrections are complete. When complete, one copy, with all revisions, must be submitted to the Graduate Studies Office on the electronic thesis website http://www.grad.uwaterloo.ca/Thesis_Regs/ethesis/index.asp, for review prior to binding. The GSO will then direct you, via email, on binding procedures. Please note binding costs cannot be paid from a faculty member's NSERC account.

Not Registering

Tuition fee arrangements are not necessary if you have defended your thesis, have the requested corrections completed and all copies submitted for final binding, by the 100% tuition fee deadline for the term which you are entering.

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 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.

1. A memorandum from your supervisor should be sent to the Chemistry Graduate Officer suggesting one external examiner. Please note a statement must be written with respect to the suitability and impartiality of the noted external examiner. This statement is written by your supervisor and included a CV of the requested examiner.
2. Approval of the external examiner will be noted on a memorandum to the supervisor from the Science Graduate Office indicating approval or disapproval.
3. At this point, an Examination Committee should be appointed. This should consist of at least five members. These include:
 - (i) Supervisor
 - (ii) Internal-external faculty member (faculty member from the University of Waterloo but outside the Chemistry Department, i.e. Chemical Engineering, Physics)

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

- (iii) Faculty member from the Guelph campus
- (iv) The external examiner
- (v) Faculty member with no restrictions.

Please note a Chair is also present at the defence, but this person is not a reader. This person is chosen by the Dean of Graduate Studies.

- 4. A date, time and place should be arranged with the Examination Committee.
- 5. The Graduate Secretary should now be contacted with the above information so the necessary paperwork can be done **prior** to submission of your thesis. Also, please supply the Graduate Secretary with an account number for your thesis to be sent by courier to the external examiner.
- 6. Final submission of your thesis. The final submission must be at **least** six weeks prior to the date of your defence as to allow the external examiner enough time to receive and read the thesis. (Note: this is a University of Waterloo policy.) **NO EXCEPTIONS WILL BE MADE!**

You must submit six unbound copies to the Science Graduate Office, ESC-254D **complete with paperwork provided by the Graduate Secretary**. The Science Graduate Office announces the submission of the thesis, the date and location of the defence in the University of Waterloo Daily Bulletin. They will also distribute notices throughout the Faculty.

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.

- 1. Accepted.
- 2. Accepted Conditionally.
- 3. Decision Deferred.
- 4. Rejected.

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.

After the student has made the corrections to the thesis, he/she must then verify with the supervisor or the designated readers that the corrections are complete. When complete, one copy, with all revisions, must be submitted to the Graduate Studies Office electronic thesis website http://www.grad.uwaterloo.ca/Thesis_Regs/ethesis/index.asp, for review prior to binding. The GSO, via email, will then direct you on proper binding procedures. Please note binding costs cannot to be paid from a faculty member's NSERC account.

Not Registering

Tuition fee arrangements are not necessary if you have defended your thesis, have your corrections completed, thesis approved and all of your copies to Graphic Services for final binding by the 100% tuition fee deadline for the term you are entering.

PREPARATION OF THESES

Theses Format

Graduate Thesis Regulations are now available for viewing online at http://www.grad.uwaterloo.ca/Thesis_Regs/ethesis/index.asp.

There are specific pages that must be prepared exactly as shown in the guide. It is sometimes helpful to check the style of theses in your specific field written by previous (GWC)² graduates. Many of these can also be accessed from the following link: <http://etheses.uwaterloo.ca/>

Figures

Figures must be prepared which fit within the size requirements set forth in the thesis guide. This includes figure captions. Some flexibility is normally allowed in the margins of the pages. However, a small portion of the thesis border is cut off during binding and some information could be lost if size limits are not closely maintained. Before preparing figures, boundaries can be lightly marked as a guide. Alternatively, a backing sheet with the correct boundaries may be used. Try not to make figures too complex. The figure captions should not be used to substitute for discussion which would normally appear in the main text. Label all figures clearly.

Theses Reproduction and Binding

Printing of theses should be done at one of the on-campus copy centres as it is most cost efficient. ***It must not be done on the Department photocopy machines.*** Each student is responsible for the cost of preparing, printing and binding. One extra unbound copy is required for Ph.D. candidates to be used as a display copy.

After all corrections have been made, an electronic version is submitted to http://www.grad.uwaterloo.ca/Thesis_Regs/ethesis/index.asp for review and once approved and then Graphics, for hard cover binding. At this time, the student is required to pay for the binding. **Please note the supervisor is not permitted to use a NSERC account for this.**

Please note that under **no circumstances** can a thesis be copied on the Department photocopiers (NO EXCEPTIONS!). Thesis reproduction can be done through the Graduate Club or through any Graphic Services facility on campus. Printing services cannot always be guaranteed within a short period of time. Therefore, the student should plan ahead.

Theses Distribution

Students must provide the Department with three bound copies of the thesis. A thesis takes approximately two to four weeks to be sent off, bound and returned to the Department. When they are returned, one copy is given to the student, one to the supervisor, one to the Department. For this reason, it is very important to leave a forwarding address with the Graduate Secretary. Please make sure this address will be valid for a year.