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## **1. Submission of Thesis for Examination**

- 1.1 Supervisory committee members shall review a complete typed version of the thesis and send a signed form to the Program Director verifying that the thesis should proceed to examination.
- 1.2 Depending on program requirements, at least 3-5 copies of the thesis shall be deposited with the Program Director not less than ten weeks before the convocation at which the candidate expects to receive the degree.

## **2. Examining Committee**

- 2.1 After the supervisory committee has confirmed that the thesis can proceed to examination, the supervisor identifies three potential external examiners to participate in the thesis examination and defence. The Examining Committee is named by the Graduate Program Director, in consultation with the Graduate Dean, and the date, place and time of the defence determined.
- 2.2 The Examining Committee consists of a chair plus 3-5 members, of whom at least one must be from outside the university.
- 2.3 The candidate's supervisor is a member of the Examining Committee and any or all members of the supervisory committee may be named as members of the Examining Committee, subject to the policy of the program concerned.
- 2.4 The external examiner must not have any affiliation with the university or the candidate that might be construed as creating a conflict of interest.

## **3. Thesis Examination**

- 3.1 Copies of the thesis shall be distributed amongst the Examining Committee by the Program Director at least three weeks before the scheduled date of the oral, along with a covering letter from the Graduate Dean explaining the status of the thesis and the range of options for its disposition.
- 3.2 A form is supplied on which each examiner should verify whether they recommend that the oral examination should proceed. These forms must be returned to the Program Director at least one week before the scheduled date of the oral.
- 3.3 A negative response by any member of the Examining Committee will result in cancellation of the defence and return of the thesis to the student and supervisory committee.

## **4. Defence**

- 4.1 The thesis will be defended by the candidate in an oral examination before the Examining Committee. In the examination candidates will be required to give evidence that they have a thorough knowledge of the field in which they have been working.
- 4.2 The defence shall be scheduled within a period of no fewer than three, and no more than six weeks from the submission of the thesis.
- 4.3 The Examining Committee, and the thesis defence examination, will be chaired by a person appointed by the Graduate Program Director.
- 4.4 A quorum consists of the external and two other members of the Examining Committee, not including the original Chair.
- 4.5 The parties concerned may agree upon a postponement and the examination rescheduled as soon as possible. If the external examiner cannot be present, the defence is postponed automatically unless arrangements can be made to the satisfaction of the Graduate Dean. The candidate shall not be penalized unduly by a postponement.
- 4.6 Subject to the policy of individual graduate programs, any member of the university is free to attend a master's oral thesis defence examination.
- 4.7 The Chair will give priority to questions from members of the Examining Committee, and will adjourn the examination when the Examining Committee decides that further questioning is unnecessary.

- 4.8 The deliberations of the Examining Committee are held in camera. That is to say, only appointed members of the Examining Committee are present at this stage.
- 4.9 It is the responsibility of the Chair to see that a report on the examination is prepared before the Committee adjourns.
- 4.10 The voting is to be based on a simple majority, with two negative votes resulting in a failure of the defence.
- 4.11 Five recommendations are open to the Examining Committee:
- (i) the thesis is approved as it stands, or
  - (ii) the thesis is approved provided certain minor revisions are made, or
  - (iii) the thesis is approved provided certain major revisions are made, or
  - (iv) the thesis is not approved as it stands but may be resubmitted, and re-examined by some or all of Examining Committee (this may or may not involve another oral defence), or
  - (v) the thesis is not approved.
- 4.12 If revisions are required, each member of the examining committee must provide a written list of required revisions to the Program Director immediately following the oral. Minor revisions are defined as corrections which can be made immediately to the satisfaction of the supervisor. Major revisions are defined as corrections requiring structural changes, or other substantive revision. When a thesis is accepted with major revisions, a precise description of the modifications must be included with the Examining Committee's report. It is then the responsibility of the candidate's supervisor to demonstrate to the Examining Committee that the required revisions have been made.
- 4.13 If the Examining Committee is not prepared to reach a decision concerning the thesis at the time of the thesis defence, it is the responsibility of the Chair to determine what additional information is required by the Committee to reach a decision, to arrange to obtain this information for the Committee, and to call another meeting of the Committee as soon as the required information is available. It is also the Chair's responsibility to inform the candidate that the decision is pending.

## 5. Final Submission

- 5.1 The Program Director, in consultation with the thesis supervisor, must verify that appropriate corrections have been made, and then submits a summary of the thesis defence and examination to the Office of Graduate Studies.
- 5.2 An approved thesis may be submitted at any time following the oral defence. However, for candidates wishing to graduate at a particular convocation, a specific deadline date is printed in the Graduate Academic Calendar section of the Graduate Studies Calendar. The general formula for establishing this date is five weeks before convocation. **Candidates not meeting this deadline are required to re-register until the thesis has been formally submitted and approved by the University.**
- 5.3 The formal submission of the thesis to the University is made to the Graduate Studies Officer, Suite 101, Otonabee College. At this point, the thesis should be in its final typed version, but only the original copy should be submitted. The Graduate Studies Officer checks through the thesis with regard to format and then seeks final approval from the Committee on Graduate Studies. If there are any discrepancies in format, the student will be contacted by the Graduate Studies Officer.
- 5.4 After the thesis has been formally approved, the candidate submits the required copies and pays the cost for binding and microfilming.

## 6. Microfilming of Thesis

- 6.1 When the thesis is submitted, the candidate is required to complete a "Non-Exclusive License to Reproduce Theses", Form NL/BN 91 [90-09]. This gives consent for the thesis to be microfilmed by the National Library of Canada. There is a fee for this service and the candidate is billed for this at the time the final approved theses are submitted.

## 7. Binding of Thesis

- 7.1 Theses must be bound in Trent Green with front cover and spine writing in gold. Binding arrangements are made through the Office of Graduate Studies.

## 8. Copyright Regulations

- 8.1 For information concerning thesis borrowing and copyright law, please refer to Appendix VII of the Graduate Handbook.