



**Office of Graduate Studies  
Thesis Release Form  
(see Policy on reverse)**

This is to confirm that the student below

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Degree Program: \_\_\_\_\_

has successfully completed all requirements for their thesis. A grade of "P" should be entered for:

Course Number: \_\_\_\_\_

Thesis Title : \_\_\_\_\_

Signatures:

Thesis Supervisor:

\_\_\_\_\_  
Name Signature Date

Dean of Graduate Studies:

\_\_\_\_\_  
Name Signature Date

The Dean of Graduate Studies will confirm that the student has:

- submitted three (3) complete electronic copies of their thesis to the Library as verified by the Library Archivist

The Dean of Graduate Studies will copy the completed form to:

The Registrar - Graduate Program Coordinator (to be placed in the student's file)

The Dean of Graduate Studies will send an e-mail to:

The Library Archivist confirming the thesis release

## Policy & Procedures for the Presentation & Examination of Thesis

### Thesis Defence

- The completed thesis will be subject to an oral defence by the student.
- Notification of a thesis defence must be submitted on the *Notification of Thesis Defence Form* by the Supervisor to the Dean of Graduate Studies, copied to the Graduate Program Co-ordinator, thesis committee members and the student at least two weeks prior to the date of the intended oral defence. This form will be signed by the Supervisor to signify approval that the thesis may proceed to defence.
- If ethics clearance was required for the research a copy of the Certificate of Ethics Clearance from the UREB must be attached to this form.
- The student must submit a completed electronic version of the completed thesis to the supervisory committee and to the Dean of Graduate Studies and Graduate Program Co-ordinator at least two weeks prior to the proposed date of the defence. The Office of Graduate Studies will retain the copy until the final thesis is submitted to the Library.
- Notice of the thesis defence shall be posted by the Department/Program and Graduate Studies. Thesis defences shall be open to all members of the University and the general public.
- The thesis defence shall be chaired by the Dean of Graduate Studies or a faculty member designated by the Dean. The Dean will notify the Supervisor in writing of the name of the Chair within five days of receipt of the *Notification of the Thesis Defence Form*. The Chair shall be a non-voting member of the Committee. The role of the Chair is to ensure that standard procedure is followed.
- The procedure for each defence shall be standard. The student will make a presentation (normally 20 -30 minutes). The Chair will give priority to questions from the Committee. Once the Committee has finished their questions the Chair shall open up the floor to questions and discussion for a reasonable period of time.
- The deliberations of the Committee shall be in camera.
- The Committee shall, by majority vote, reach one of the following decisions:
  - a) approve the thesis.
  - b) approve the thesis with minor revisions.
  - c) require that the thesis be revised and re-submitted for examination.
  - d) fail the thesis with no opportunity for re-submission.
- The supervisor shall complete the *Thesis Defence Form* and forward it to the Dean of Graduate Studies.
- If the thesis is approved with minor revisions the Supervisor will determine when the changes have been made satisfactorily and will then complete the *Thesis Release Form* and forward it to the Dean of Graduate Studies.
- The Dean of Graduate Studies will forward the completed signed form to the Graduate Program Co-ordinator (to be placed in the student's file).
- The Supervisor will complete the *Thesis Release Form* to submit a grade of "P" and forward to the Dean of Graduate Studies. The completed form will be copied to the Registrar and Graduate Program Co-ordinator.
- The student will submit three complete electronic versions (on CDs) of the thesis to the Library. Detailed instructions are available on the Library website <http://www.msvu.ca/library/e-theses.asp> or from the link on the Graduate Studies website.
- **Thesis Defence Deadlines:** For students intending to graduate at the November convocation, the thesis must be submitted to the Library and the final grade submitted to the Registrar's Office by the last business day in October. For students intending to graduate at the May convocation, the thesis must be submitted to the Library and the final grade submitted to the Registrar's Office by the last business day in April.
- **Thesis Continuation Fee:** Students who defend their thesis within the first month of the Fall semester and the first month of the Winter semester will not be required to pay a thesis continuation fee. Students who do not meet this deadline will be registered in a thesis continuation by the Office of Graduate Studies in co-operation with the Registrar's Office and be required to pay the designated fee
- The student will also submit to the Library a signed copy of the National Library's Non-exclusive License to Reproduce Theses form.
- Individual programs/departments will determine the number of copies (electronic, hard copy and/or bound) that the student must submit to the department and the date by which they must be submitted.