



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

Student Name: _____ Student ID: _____

Degree Program: _____

Date of Thesis Defence: _____ Location: _____

Thesis Title : _____

Thesis Supervisor: _____

Chair of Thesis Defence: _____

Outcome of Thesis Defence:

- Student successfully defended thesis. Passing grade awarded
- Thesis approved subject to revisions. Passing grade awarded once revisions approved by Thesis Supervisor.
- Thesis approved subject to revisions. Passing grade awarded once revisions approved by the Committee.
- Thesis requires major revisions. Student may revise and resubmit for a second defence. [Supervisor to submit report of revisions required attached to this form.]
- Thesis not approved. No resubmission allowed. Grade of F.

Thesis Supervisor:

Name: _____ Signature: _____ Date: _____

Committee Members:

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

(Chair of Thesis Defence:)

Name: _____ Signature: _____ Date: _____

Dean of Graduate Studies:

Name: _____ Signature: _____ Date: _____

The Dean of Graduate Studies will copy the completed form to:
Graduate Program Coordinator (to be placed in the student's file) and in the case of a grade of F, to the Registrar.

Policy & Procedures for the Presentation & Examination of Theses

Thesis Defence Report Form – Policy and Procedures

All theses will be subject to an oral defence by the student.

• **Convocation Deadlines:** Students intending to graduate at an upcoming convocation must successfully complete their thesis defence and have their grade submitted by the last day to register for a course in the Fall or Summer semesters. Students should refer to the Academic Course Add/Drop Dates published in the Graduate Calendar and available online for the current academic dates.

• **Thesis Continuation Fee:** Students for whom a thesis grade has not been submitted by the Office of Graduate Studies following the end date of their initial thesis registration will be automatically registered in a thesis continuation for the following semester. The automatic thesis continuation registration will occur on the last day to register for a course for that semester and will continue for each consecutive semester until the thesis has been successfully defended and the grade submitted (Thesis Release Form) to the Registrar's Office.

1) Please refer to the Notification of Thesis Defence Form if you have not done so.
2) 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 <i>Notification of the Thesis Defence Form</i> . The Chair shall be a non-voting member of the Committee. The role of the Chair is to ensure that standard procedure is followed.
3) 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.
4) 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) approve the thesis pending Committee approval of the revisions. d) require that the thesis be revised and re-submitted for examination. e) fail the thesis with no opportunity for re-submission.
5) The supervisor shall complete the Thesis Defence Report Form and forward it to the Dean of Graduate Studies.
6) If the thesis is approved with minor revisions the Supervisor will determine when the changes have been made satisfactorily.
7) If the thesis is approved with revisions the Supervisor and Committee members will determine when the changes have been made satisfactorily.
8) Please refer to the Thesis Release Form and Policy for the next steps in the Thesis Defence Process.