Area-specific MSC advisory committee approval of the thesis and submission to examination committee

Once you are close to having a draft of your thesis prepared, you should follow the procedures below. You many also find the Master's Thesis Submission and Defense Schedule Guidelines prepared by Graduate & Postdoctoral Studies to be a useful complement to the instructions below.

1. When the MSc candidate’s Advisor has deemed that the candidate’s thesis draft is satisfactory, the Advisor will provide an email to the student indicating that the thesis is satisfactory and ready for submission to the Advisory Committee members for evaluation. At this point:

a. The advisor will notify the Graduate Program Assistant that the thesis is being evaluated by the advisory committee, allowing the Graduate Program Assistant to prepare necessary forms and provide additional instructions to all.

b. The advisor will forward a nomination for Chair of the Examination Committee to the chair of the department.

c. The advisor will inform the Graduate Program Assistant of a date and time convenient to all committee members, including the confirmed chair, so that the Graduate Program Assistant can book appropriate space and equipment.

d. The student shall provide an electronic copy of the thesis to each member of the Advisory Committee and request email receipt to ensure that the Advisory committee members have received the thesis in a timely fashion. A minimum of two weeks will be allowed for Advisory Committee members to evaluate the thesis.

e. The student will review and implement the Electronic Formatting Requirements for theses provided on the Graduate & Postdoctoral Studies website.

2. When an Advisory Committee member has read the draft of the thesis, he/she is required to complete an Evaluation of Draft of Thesis form (a departmental form prepared by and obtained from the Graduate Program Assistant) to provide feedback on the thesis and indicate whether or not the thesis is ready for defense. This form should also indicate whether edits are requested pre-defense or post. The Evaluation of Draft of Thesis form will be submitted to the student with a copy to the candidate’s Advisor. Normally, this feedback includes a number of changes designed to improve the thesis prior to the defense. The student then considers the recommendations in the evaluation forms, and, in consultation with the Advisor, makes changes specified by the committee members. Note that these changes may be done quickly or take a substantial amount of time (e.g., days or weeks). Consequently, students should remember to budget sufficient time for these revisions.

3. If necessary, the student will submit an electronic copy of the corrected thesis to each Advisory Committee member. The Advisory Committee members will typically review the revised draft within two weeks.

4. Following this, the Advisory Committee members will indicate whether the thesis is ready for defense by signing the Summary of Advice to Student form (a Graduate & Postdoctoral Studies form) and submitting it to the Graduate Program Assistant (who makes a copy for the student). All members should sign the same Summary of Advice form.

5. Once required edits have been addressed as per the committee members ín Evaluation of Draft of Thesis forms, the student should immediately send an electronic copy (PDF) of the thesis to the Graduate Program Assistant for distribution to the Final Oral Examination Committee members. If any member requires a hard copy, the student should also provide hard copies to the Graduate Program Assistant. All members of the examination committee must receive the final version of the thesis at least two weeks before the date of the Final Oral Examination.

6. Regardless of the recommendation of the MSc Advisory Committee, a student may submit a request for an examination. Requesting an examination without the approval of all of the members of the MSc Advisory committee is not recommended.

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