

ACADEMIC COUNCIL REPORT

ACTION REQUESTED:

Decision	<input checked="" type="checkbox"/>
Recommendation	<input type="checkbox"/>
Discussion/Direction	<input type="checkbox"/>
Information	<input type="checkbox"/>

DATE: 23 February 2021

FROM: Graduate Studies Committee

SUBJECT: Graduate Academic Calendar Migration project

COMMITTEE MANDATE:

- Under the Policy Framework, Policy Owners must consult with deliberative bodies before presenting draft policy instruments to the approval authority for approval.
- Graduate Studies Committee (GSC) has a mandate of maintaining the academic standards set by Academic Council and to review and recommend to Academic Council changes to graduate academic policy.
- Under the Policy Framework, changes to the Academic Calendar are presented to the appropriate standing committee of Academic Council for information.

GSC is presenting five policy documents for approval and submitting the related Calendar Copy for information.

MOTION FOR CONSIDERATION:

That, pursuant to the recommendation of the Graduate Studies Committee, Academic Council hereby approve the following policy documents:

- Graduate Student Supervisory Committee Policy*
- Doctoral Candidacy Examination Policy*
- Thesis Oral Examination for Master's and Doctoral Candidates Policy*
- Graduate Project or Major Paper Evaluation Policy*
- Graduate Submission of Thesis, Project or Major Paper Policy*

BACKGROUND/CONTEXT/RATIONALE:

Further to the GSC Committee Report, May 28, 2019 detailing the Graduate Academic Calendar migration to the Policy Library, several academic policies and procedures have been migrated from the Academic Calendar to the Policy Library over the course of the last year, and approved via the GSC and Academic Council. While some policy documents have been migrated with minor edits to fit the Policy Framework, other documents are also revised to reflect current practice, as part of the review.

The School of Graduate and Postdoctoral Studies is bringing forward the following academic policies for recommendation to Academic Council:

- Graduate Student Supervisory Committee Policy
- Doctoral Candidacy Examination Policy
- Thesis Oral Examination for Master's and Doctoral Candidates policy
- Graduate Project or Major Paper Evaluation Policy
- Graduate Submission of Thesis, Project or Major Paper Policy

CONSULTATION:

In conjunction with the Policy Office, the following approval path was determined for the new policy documents:

- Deliberative Body: GSC January 2021 for recommendation
- Mandatory Consultation: Administrative Leadership Team (February 9)
- Mandatory Consultation: Online Consultation (January 26 – February 9)
- Approval Authority: Academic Council February 2021

NEXT STEPS:

- Pending the approval of Academic Council, the new Policy Instruments will be migrated from the Graduate Academic Calendar to the Policy Library and the Graduate Academic Calendar text updated, as presented, effective Fall 2021

SUPPORTING REFERENCE MATERIALS:

For Approval:

- [Graduate Student Supervisory Committee Policy](#)
 - Draft Graduate Student Supervisory Committee Policy
 - Graduate Student Supervisory Committee Policy - Policy Summary
- [Doctoral Candidacy Examination Policy](#)
 - Draft Doctoral Candidacy Examination Policy
 - Doctoral Candidacy Examination Policy - Policy Summary
- [Thesis Oral Examination for Master's and Doctoral Candidates Policy](#)
 - Draft Thesis Oral Examination for Master's and Doctoral Candidates Policy
 - Thesis Oral Examination for Master's and Doctoral Candidates – Policy Summary
- [Graduate Project or Major Paper Evaluation Policy](#)
 - Draft Graduate Project or Major Paper Evaluation Policy
 - Graduate Project or Major Paper Evaluation Policy – Policy Summary
- [Graduate Submission of Thesis, Project or Major Paper Policy](#)
 - Draft Graduate Submission of Thesis, Project or Major Paper Policy
 - Graduate Submission of Thesis, Project or Major Paper Policy – Policy Summary

For Information:

- [Graduate Thesis, Project or Major Paper section - Calendar Copy](#)

Classification Number	
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Dean of Graduate and Postdoctoral Studies
Approval Date	
Review Date	
Supersedes	Academic Regulations, Graduate Academic Calendar 2020-21

GRADUATE STUDENT SUPERVISORY COMMITTEE POLICY

PURPOSE

1. The purpose of this Policy is to outline the requirements for a graduate student's to begin their thesis and the formation and responsibilities of the student's supervisory committee.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

“Doctoral Degree” means an advanced degree in a specific area of disciplinary or interdisciplinary study that includes course work and a candidacy exam. It is normally completed after receiving a Master's Degree in a related subject area. A Doctoral Degree requires intensive research and the creation and defence before an examining committee of a thesis that constitutes an original contribution to a field of study.

“Graduate Program Director” means academic administrators with a Graduate Faculty Appointment within an academic unit and help to ensure the success of the Program and its students.

“Graduate Faculty Appointment” means a faculty member with an academic appointment at the University who has been approved to participate in a graduate Program in one of the three categories: Graduate Faculty, Associate Graduate Faculty or Emeritus/Emerita Graduate Faculty.

“Master's Degree” means an advanced degree that is normally completed after receiving a first degree in a related subject area. It contains a prescribed set of courses, and/or other units of study, research or practice within an area of disciplinary or interdisciplinary study, normally requiring at least 30 credit hours of study. Master's Degrees may comprise a thesis component, a project or major paper, or be primarily comprised of coursework:

- a) A **Master's Degree with thesis** is a research oriented Program comprised of advanced courses and intensive research culminating in a thesis. The thesis constitutes at least nine credit hours and involves an oral examination with assessment by an external examiner.
- b) A **Master's Degree with a project or major paper** is a research oriented Program comprised of advanced courses and intensive research culminating in a project or major paper. The project or major paper constitutes at least six credit hours of supervised research and assessment by a Research Supervisor and a second reader.
- c) A **Master's Degree by coursework** is comprised primarily of course work, and may also include other units of study, research and practice.

“Program” means a complete set and sequence of Courses, combination of Courses, and/or other units of study, research and practice, the successful completion of which qualifies the candidate for a formal credential (degree with or without major; diploma), provided all other academic and financial requirements are met.

“Research Supervisor” means a faculty member with a Graduate Faculty Appointment that oversees a graduate student’s research and academic progress towards successful completion of the student’s Program.

SCOPE AND AUTHORITY

3. This Policy applies to graduate students in a thesis Program, Research Supervisors, supervisory committee members and Graduate Program Directors.
4. The Dean of Graduate and Postdoctoral Studies is responsible for determining deadlines, guidelines and procedures for thesis preparation and submission.
5. The Dean of Graduate and Postdoctoral Studies or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

All graduate students in a research Program are required to have a supervisory committee and receive permission to begin work on their thesis. The following outlines these requirements.

6. Supervisory Committee

Each graduate student in a thesis-based graduate Program requires a supervisory committee. The supervisory committee should be formed early, meet regularly and maintain formal meeting records.

6.1. Appointment of the Supervisory Committee

- a) The supervisory committee is appointed by the Graduate Program Director after consultation with the Research Supervisor and the student.
- b) The appointment of committee members is made no later than eight months after the student begins their Program.
- c) The supervisory committee must have at least one scheduled meeting in the first year of study.

6.2. Composition of the Committee

a) Master’s Candidates

- Normally, each supervisory committee for a master’s level candidate consists of the candidate’s Research Supervisor(s) and at least one other faculty member from the University with a Graduate Faculty Appointment to the Program.

- The chair, who may be someone other than the candidate's Research Supervisor, is appointed by the Graduate Program Director of the candidate's home faculty.

b) Doctoral Candidates

- The supervisory committee for a doctoral candidate consists of the candidate's Research Supervisor(s) and at least two other faculty members from the University with a Graduate Faculty Appointment, to the Program.
- The chair, who may be someone other than the candidate's Research Supervisor, is appointed by the Graduate Program Director of the candidate's home faculty.

6.3. Non-voting Advisor

- a) The supervisory committee may request a non-voting advisor to a master's or doctoral supervisory committee, upon the approval of the Graduate Program Director.
- b) A non-voting advisor would normally be an industry or discipline expert who does not have and would not normally be given a Graduate Faculty Appointment.
- c) The non-voting advisor would be allowed to attend and ask questions during master's and doctoral thesis and/or candidacy exams, but will not be permitted to vote.

6.4. Responsibilities of the Supervisory Committee

The supervisory committee's main responsibilities include the following:

- a) Advise the student and help define the course of study.
- b) Assess and approve the student's research proposal.
- c) Provide support to the student and Research Supervisor by broadening and deepening the range of expertise and experience available.
- d) Be reasonably accessible to the student to discuss and suggest other sources of information.
- e) Offer comments when requested on written work submitted by the student.
- f) Review the student's progress toward successful completion of the thesis with scheduled meetings at least once per year.
- g) Provide constructive feedback and provocative discussion of the student's Program of study, thereby exposing the student to a wider range of expertise and ideas than can be provided by the Research Supervisor alone.
- h) Report progress to the Graduate Program Director and recommend continuation in the Program in compliance with Grading System, Research Progress and Academic Standing (Graduate) policy. ~~based on satisfactory~~

~~performance (in the case of reports of unsatisfactory progress, the student may be required to withdraw from the graduate program).~~

- i) Recommend to the Graduate Program Director and the Dean of Graduate and Postdoctoral Studies whether the body of the thesis work is sufficient to proceed to ~~a thesis should move to~~ oral examination. This recommendation must be made no less than three months prior to the date set for examination.

6.5. Chair's Responsibilities

The main responsibilities of the chair of the supervisory committee include the following:

- a) Convene and run regular supervisory committee meetings.
- b) Keep the Graduate Program Director informed of the student's progress.
- c) Recommend potential thesis, university, external and candidacy examiners to the Dean of Graduate and Postdoctoral Studies.
- d) Ensure ~~Forward~~ a copy of the student's thesis is sent to members of the examining committee ~~at least four weeks before the oral examination in accordance with the Thesis Oral Examination for Master's and Doctoral Candidacy Policy.~~
- e) Ensure a non-disclosure agreement is signed by the examining and/or candidacy committee members prior to the thesis being distributed, where applicable.

7. Permission to Begin

- 7.1. Permission to begin the thesis is given by the student's supervisory committee when there is general agreement that sufficient research has been done.
- 7.2. Students should ~~seek guidance from~~ consult their Research Supervisor(s) and/or the School of Graduate and Postdoctoral Studies regarding the use of a style manual appropriate to the academic discipline in which they are working, ~~as well as other available guides to assist in effective writing.~~
- 7.3. Students are also expected to be aware of and follow all research policies and procedures as outlined in the University's policy library.

MONITORING AND REVIEW

- 8. This Policy will be reviewed as necessary and at least every three years. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

9. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

10. Graduate Academic Calendar
Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students Policy
Graduate Faculty Appointments Policy
Thesis Oral Examination for Master's and Doctoral Candidates Policy
Doctoral Candidacy Examinations Policy

Graduate Student Supervisory Committee Policy

Section	Notes on updates/changes
Editorial updates	Capitalized defined terms throughout the policy.
Definitions	Definitions added.
Scope and Authority	Solely GR. 4. Added from Permission to begin regulation as relevant to scope and authority. Reference to website removed.
Policy	General policy statement added as per policy instructions.
Supervisory Committee	Existing GR calendar language added. 6. General statement from regulation reorganized and edited to be more concise. Removed non-policy language "help ensure higher completion rates". No changes to intent of statement. 6.1 expanded heading – from "Appointment" to "Appointment of the Supervisory Committee". 6.1 c) included regulation section "The first meeting". No changes to content. 6.2 expanded heading – from "Composition" to "Composition of the Committee". 6.2 a) and b) editorial amendment to update reference to graduate faculty appointment. Removed specific appointment types. Ensures consistency across policies. Definition added to policy. 6.4 Expanded heading – from "Responsibilities" to "Responsibilities of the Supervisory Committee". 6.4 h) language updated to add reference to relevant policy and remove extraneous information. 6.4 i) language edited to clarify that the body of the thesis work is sufficient to proceed. 6.5 a) addition of the word "regular". 6.5 c) editorial amendment to update correct terms for type of examiners.

Graduate Student Supervisory Committee Policy

	<p>6.5 d) amendment to clarify that the chair "Ensure"s a copy of the student's thesis is sent to examining committee. Removed reference to specific timeline as only applicable to master's and added reference to Thesis Oral Examination Policy which outlines timelines.</p> <p>6.5 e) new language added to address non-disclosure agreement.</p>
Permission to Begin	<p>Existing GR calendar language added.</p> <p>7.2 editorial amendment for clarity and to include SGPS. Removed unnecessary procedural language.</p> <p>7.3 editorial amendment to remove duplicated copywrite language already included in Submission of Thesis, Project or Major Paper Policy. Language updated to correctly reference all research policies and procedures in the policy library. Removed procedural website reference.</p>

Classification Number	
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Dean of Graduate and Postdoctoral Studies
Approval Date	
Review Date	
Supersedes	Academic Regulations, Graduate Academic Calendar 2020-21

DOCTORAL CANDIDACY EXAMINATION POLICY

PURPOSE

1. The purpose of this Policy is to outline the requirements and outcomes for the doctoral candidacy examination.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

“Candidacy Examination” means an oral presentation by a graduate student for the purpose of evaluating the student's research proposal, knowledge of the research field and background preparation.

“Conflict of Interest” means a conflict between a person's duties and responsibilities with regard to the examination process, and that person's private, professional, business or public interests.

“Doctoral Degree” means an advanced degree in a specific area of disciplinary or interdisciplinary study that includes course work and a Candidacy Exam. It is normally completed after receiving a Master's Degree in a related subject area. A Doctoral Degree requires intensive research and the creation and defence before an examining committee of a thesis that constitutes an original contribution to a field of study.

“Graduate Faculty Appointment” means a faculty member with an academic appointment at the University who has been approved to participate in a graduate Program in one of the three categories: Graduate Faculty, Associate Graduate Faculty or Emeritus/Emerita Graduate Faculty.

“Graduate Program Director” means academic administrators with a Graduate Faculty Appointment within an academic unit and help to ensure the success of the Program and its students.

“Program” means a complete set and sequence of Courses, combination of Courses, and/or other units of study, research and practice, the successful completion of which qualifies the candidate for a formal credential (degree with or without major; diploma), provided all other academic and financial requirements are met.

SCOPE AND AUTHORITY

3. This Policy applies to graduate students completing a doctoral Candidacy Examination, examining committee members, supervisors, Graduate Program Directors and all others participating in a Candidacy Examination.
4. The Dean of Graduate and Postdoctoral Studies or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

5. General

- 5.1. Each student in a doctoral Program is required to prepare a written thesis proposal and pass a Candidacy Exam.
- 5.2. Normally, full-time students are expected to do so within 18 months of their initial registration in the doctoral Program.
- 5.3. Exceptional students who have demonstrated superior academic credentials and outstanding research potential in their Master's Degree Program may complete a doctoral Candidacy Examination in accordance with the Graduate Program Changes and Program Transfers Policy.
- 5.4. The examination is to determine whether the candidate has the appropriate knowledge and expertise to undertake a thesis in the selected field of study.

6. Doctoral Candidacy Committee

A candidacy committee conducts the examination.

- 6.1. The candidacy committee must be established at least four weeks prior to the exam.
- 6.2. The committee consists of the following members:
 - The student's supervisor(s).
 - At least two additional members from the student's supervisory committee.
~~(The student's supervisory committee must be established prior to the~~
[Candidacy Examination in compliance with the Graduate Student Supervisory Committee Policy](#) ~~the oral examination).~~
 - Graduate Program Director (or delegate) as chair. The chair cannot be a member of the student's supervisory committee.
 - [A candidacy examiner is recommended by the Graduate Program Director.](#)
- 6.3. **Candidacy Examiner**
 - The candidacy examiner for a Candidacy Exam has expertise that is relevant to the thesis subject matter.
 - [The candidacy examiner is](#) normally ~~is a~~ faculty member at the University [outside the student's home Program and should hold the rank of full or associate professor.](#) ~~with a graduate faculty appointment,~~

- Although in some exceptional cases, examiners external to the University may be appointed. If an examiner external to the University is appointed, they are unable to serve in the final exam as an external or university examiner.
- Examiners should not have been an examiner for another doctoral student's Candidacy Exam with the same supervisor within the last year.
- The Conflict of Interest for Examiners section of the Thesis Oral Examination for Master's and Doctoral Candidates Policy also applies to candidacy examiners.
- The candidacy examiner is appointed by the Dean of Graduate and Postdoctoral Studies in consultation with the Graduate Program Director. A curriculum vitae for the recommended examiner and a written rationale must be provided.

7. Committee Member Attendance at the Examination

- 7.1.** If a member of the candidacy committee finds that they are unable to attend the oral examination in person or remotely via synchronous participation, the Graduate Program Director should secure a suitable replacement.
- 7.2.** Should a suitable replacement not be found, the member is asked to submit questions or concerns to be read by the candidacy committee chair at the defence.
- 7.3.** Normally, no more than two members of the candidacy committee, including the candidacy examiner, may attend the defence remotely.
- 7.4.** At least one member of the supervisory committee must be physically present.
- 7.5.** In extraordinary circumstances, the Candidacy Examination will be rescheduled if one or more members of the candidacy committee are unable to attend.
- 7.6.** In the case of online Programs, alternate arrangements will be permitted.

8. Phases of the Candidacy Examination

8.1. The Written Thesis Proposal:

- a)** A written thesis proposal which must be distributed to the candidacy committee at least four full weeks prior to the examination date. The thesis proposal demonstrates:
 - The student's mastery of the relevant background knowledge, including an appropriate breadth of knowledge in the discipline.
 - A coherent and achievable research plan that will result in an original contribution.
- b)** Each candidacy committee member will prepare a written report, and will provide an overall evaluation of the written proposal. A copy of each report will be given to the chair by the time of the examination.

8.2. The Presentation Phase:

- a) An oral presentation of the doctoral thesis proposal (preferably 20 minutes and not to exceed 30 minutes).
- b) Normally, the oral presentation is closed.

8.3. The Question Phase:

- a) The oral presentation will be followed by open questioning of the candidate by the candidacy committee to ascertain the readiness of the candidate to carry out the proposed research.

8.4. The Deliberation Phase:

- a) At the end of the oral exam, the chair asks the candidate to leave and the candidacy committee meets in closed session. The candidacy committee deliberates and makes a judgment of satisfactory or unsatisfactory.
- b) All decisions of the examining committee are made by majority vote.
- c) All members of the committee, [except a non-voting advisor](#) are voting members. In the case of co-supervision, co-supervisors collectively have one vote.
- d) The chair of the examining committee is a non-voting member, unless the chair's vote is needed to break a tie.
- e) A written report is prepared by the chair, signed by all committee members and is submitted with the committee members' reports to the School of Graduate and Postdoctoral Studies with copies to the members of the candidacy committee.
- f) The results are communicated to the student by the chair of the committee.
- g) Students who change their research area after successfully passing a Candidacy Examination must consult with their supervisory committee and may be required to pass another Candidacy Exam.

9. Outcomes of Doctoral Candidacy Examination

- 9.1. A judgment of satisfactory allows the student to proceed with doctoral studies.
- 9.2. If the judgment is unsatisfactory, the student is required to retake the exam within four months. For a second exam, the examination team must include an additional member of the graduate faculty who was not involved in the original examination.
- 9.3. A judgment of satisfactory in a second exam allows the student to proceed with their studies. If a student receives an unsatisfactory judgment in a second attempt at a Candidacy Exam, or if a student does not retake the Candidacy Exam within four months after an unsatisfactory first attempt, the student shall receive a grade of Fail and be dismissed from the doctoral Program.
- 9.4. For those students taking the Candidacy Exam to transfer from a master's to a doctoral Program, a judgment of satisfactory allows the student to transfer. For further details, see transfer from a thesis-based master's to a doctoral program [policy](#).

MONITORING AND REVIEW

10. This Policy will be reviewed as necessary and at least every three years. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

11. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

12. Graduate Academic Calendar
Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students Policy
Graduate Faculty Appointments Policy
Thesis Oral Examination for Master's and Doctoral Candidates Policy
Graduate Student Supervisory Committee Policy
Graduate Program Changes and Program Transfers Policy

Doctoral Candidacy Examination Policy

Section	Notes on updates/changes
Editorial updates	Capitalized defined terms throughout the policy. Changed “PhD” to “Doctoral” throughout policy. Corrected references of “External Examiner” to “Candidacy Examiner” throughout policy.
Definitions	Definitions added.
Scope and Authority	Solely GR.
General	Existing GR calendar language added. Section title added for general information. 5.2 Added “normally” and clarified registration in a “doctoral” program. 5.3 added for information to cross reference existing language Graduate Program Changes and Program Transfers Policy.
Doctoral Candidacy Committee	Existing GR calendar language added. 6. New section title and regulation content reorganized for better clarity. 6.2 bullet 2 language reworked to refer directly to GR Student Supervisory Committee Policy. 6.2 bullet 4 language included in this section for better clarity (from section 6.3 bullet 6) to note that the candidacy examiner is part of the committee and recommended by the GPD. 6.3 New section and title added for Candidacy Examiner. GR calendar language added. 6.3 bullet 2 language amendments to clarify that the candidacy examiner should be from outside the student’s home program, ensuring arm’s length. Clarify existing practice that the examiner should hold the rank of full or associate professor. 6.3 bullet 3 new language added to note exceptional cases and to clarify existing practice that if an examiner external

Doctoral Candidacy Examination Policy

	<p>to university is appointed, they are unable to serve in the final exam. Consistent with Thesis Oral Examination Policy.</p> <p>6.3 bullet 5 editorial amendment to update the reference to the correct policy.</p> <p>6.3 bullet 6 editorial amendment to remove unnecessary language “for the choice” and removed duplicate reference to Dean of Graduate and Postdoctoral Studies.</p>
Committee Members Attendance at the Examination	<p>Existing GR calendar language added.</p> <p>7. New section title added and regulation paragraph broken out for better clarity. Mirror’s layout of Thesis Oral Examination Policy.</p>
Phases of the Candidacy Examination	<p>Existing GR calendar language added.</p> <p>8. New section title and headings added for each phase of the defence for better clarity. Mirror’s layout of Thesis Oral Examination Policy. Organized into 4 sections. Editorial amendment to remove unnecessary language “the candidacy committee comprises the following:” No changes to content.</p> <p>8.3 a) editorial amendment to add clarifying language “the oral presentation will be”.</p> <p>8.4 c) language added that a non-voting advisor is not permitted to vote. Consistent with existing GR Student Supervisory Committee Policy.</p>
Outcomes of the Candidacy Examination	<p>Existing GR calendar language added.</p>

Classification Number	
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Dean of Graduate and Postdoctoral Studies
Approval Date	
Review Date	
Supersedes	Academic Regulations, Graduate Academic Calendar 2020-21

THESIS ORAL EXAMINATION FOR MASTER'S AND DOCTORAL CANDIDATES POLICY

PURPOSE

1. The purpose of this Policy is to outline the requirements and outcomes of the oral examination for the master's and doctoral thesis.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

"Candidacy Examination" means an oral presentation by a graduate student for the purpose of evaluating the student's research proposal, knowledge of the research field and background preparation.

"Conflict of Interest" means a conflict between a person's duties and responsibilities with regard to the examination process, and that person's private, professional, business or public interests.

"Graduate Program Director" means academic administrators with a Graduate Faculty Appointment within an academic unit and help to ensure the success of the Program and its students.

"Graduate Faculty Appointment" means a faculty member with an academic appointment at the University who has been approved to participate in a graduate Program in one of the three categories: Graduate Faculty, Associate Graduate Faculty or Emeritus/Emerita Graduate Faculty.

"Program" means a complete set and sequence of Courses, combination of Courses, and/or other units of study, research and practice, the successful completion of which qualifies the candidate for a formal credential (degree with or without major; diploma), provided all other academic and financial requirements are met.

"Research Supervisor" means a faculty member with a Graduate Faculty Appointment that oversees a graduate student's research and academic progress towards successful completion of the student's Program.

"Transcript" means the complete report of a student's academic record.

SCOPE AND AUTHORITY

3. This Policy applies to graduate students completing a research Program for which an oral examination is required, examining committee members, Graduate Program Directors and all others involved in an oral examination.
4. The Dean of Graduate and Postdoctoral Studies or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

Master's candidates whose Programs require a thesis and doctoral candidates are required to defend their completed thesis orally in front of an examining committee.

5. General

- 5.1. Candidates are expected to follow the advice of their Research Supervisor(s) and their supervisory committee in establishing when their work is ready for examination. [Normally, the student's Research Supervisor authorizes the student to begin the oral examination process.](#)
- 5.2. In exceptional circumstances, candidates may request that the Dean of Graduate and Postdoctoral Studies arrange for an examination of the thesis/dissertation or other work without the support of the Research Supervisor(s) and supervisory committee.
- 5.3. It is the candidate's responsibility to ensure that all materials are prepared and assembled appropriately. Candidates should consult their Research Supervisor(s) and the School of Graduate and Postdoctoral Studies for specific guidelines and procedures on the preparation and presentation of thesis/dissertation materials.
- 5.4. [Candidates should arrive on time. Should the candidate anticipate being late for the defence, they should contact the chair/supervisor as soon as possible. The Chair of the Examining Committee has the authority to delay the start of the exam for up to 30 minutes. However, a sudden illness or emergency that does not allow the exam to begin will result in an adjournment/re-scheduling.](#)

6. Examining Committee

The examining committee evaluates the academic merit of each student who defends a thesis and decides whether the candidate has satisfactorily passed the oral examination.

6.1. Master's Candidates

- a) For master's candidates, the examining committee consists of:
 - All members of the supervisory committee; and,
 - One thesis examiner;
- b) The committee is chaired by the Graduate Program Director or designate.
- c) [Normally, the committee will be confirmed at least 4 weeks prior to the proposed defence date.](#)

6.2. Doctoral Candidates

- a) For doctoral candidates, the examining committee consists of:
 - The external examiner;
 - One university -examiner; and,
 - All members of the candidate's supervisory committee (including the Research Supervisor(s)).
- b) The committee is chaired by the Graduate Program Director or designate.
- c) [Normally, the committee will be confirmed at least 8 weeks prior to the proposed defence date.](#)

7. Thesis, External and University Examiners

7.1. Master's Candidates

The thesis examiner is appointed by the Dean of Graduate and Postdoctoral Studies upon recommendation of the Graduate Program Director. A curriculum vitae for the recommended examiner and a written rationale must be provided.

- a) The master's thesis examiner has expertise that is relevant to the thesis subject matter and normally is a faculty member at the University with a Graduate Faculty Appointment, although examiners external to the University may be appointed.
- b) Thesis examiners should not have been a thesis examiner for another master's student with the same supervisor within the same academic year.

7.2. Doctoral Candidates

The university and external examiners are appointed by the Dean of Graduate and Postdoctoral Studies upon recommendation of the Graduate Program Director. A curriculum vitae for each recommended examiner and a written rationale must be provided.

- a) **University Examiners**
 - University examiners should hold the rank of full or associate professor (or equivalent) if they are at a university, or of comparable expertise and standing if not at a university.
 - The university examiner has expertise that is relevant to the thesis subject matter and normally is a faculty member at the University with a Graduate Faculty Appointment, ~~although examiners external to the University may be appointed.~~
 - University examiners may have been the candidacy examiner for the same student's Candidacy Exam.

- University examiners should not have been a university examiner for another PhD student with the same supervisor within the last year.

b) External Examiners

- should hold the rank of full or associate professor (or equivalent) if they are at a university, or of comparable expertise and standing if not at a university.
- An external examiner for a PhD dissertation is a well-qualified, objective and experienced individual who has considerable direct knowledge in the field of study of the subject matter.
- External examiners will not have been associated or affiliated with the University during the last six years through any type of employment or adjunct or visiting position nor have any plans to do so in the immediate future.
- External examiners should not have been an external examiner for another PhD student with the same supervisor within the last two years.

7.3. Conflicts of Interest for Examiners

Conflicts of Interest must be avoided for all examiners. Conflicts of Interest include real, perceived or potential conflicts. Examiners must not be closely linked with either the candidate or the Research Supervisor in a personal, financial or research capacity. Key examples of Conflicts of Interest are set out below:

- a) Examiners should not have had any direct contact with the candidate as a graduate student, nor have any plans to collaborate with or employ the candidate in the immediate future.
- b) Examiners must not have been teaching or supervising a spouse, family member or relative of the candidate or of the supervisor within the last six years. Correspondingly, supervisors also must not have been teaching or supervising a spouse, family member or relative of examiners within the last six years.
- c) Examiners should not have been closely professionally affiliated with a supervisor, as a result of having been a supervisor or a trainee of the supervisor; or having collaborated, published or shared funding with the supervisor within the last six years; or having plans to collaborate in the immediate future.
- d) Should the candidate's dissertation contain chapters or sections of previously published works, an examiner shall not have been involved in the review or editing of this material in any capacity.

7.4. Thesis, External and University Examiner Report(s) for Master's and Doctoral Candidates

- a) The examiner(s) shall prepare a report of their assessment of the candidate's thesis and send it to the Dean of Graduate and Postdoctoral Studies or designate 10 calendar days before the scheduled exam date.
- b) The Dean of Graduate and Postdoctoral Studies may postpone the final examination if the examiner's report is not received by this deadline.
- c) The dean or designate will distribute copies of the report to all other members of the examining committee. The content of the report is confidential and must not be discussed with the candidate prior to the final examination.
- d) Depending on the content of the report, the examining committee and the Dean of Graduate and Postdoctoral Studies may meet to determine whether or not to proceed with the final examination.

8. Approval for the Oral Examination

- 8.1. Before an oral examination can be ~~held~~scheduled, the supervisory committee must ~~approve the thesis for examination~~ make a recommendation of thesis readiness to the Graduate Program Director and Dean of Graduate and Postdoctoral Studies (no more than one negative vote and/or abstention). This recommendation must be made no less than three months prior to the date set for examination.
- 8.2. In research-based Programs, normally, all coursework will be completed prior to scheduling a student's oral defence.
- 8.3. Once the supervisory committee has declared the thesis is ready for examination, an examination thesis copy must be sent to the examining committee.
 - a) For master's candidates, the examination copy of the thesis must be approved and submitted at least 4 weeks prior to the proposed oral examination.
 - b) For doctoral candidates, the examination copy of the thesis will normally be approved and submitted at least 8 weeks prior to the proposed oral examination.

9. Responsibilities of the Chair of the Examining Committee:

- 9.1. Ensure that all necessary arrangements are made for the oral examination;
- 9.2. Ensure the thesis is sent to the master's thesis examiner, university examiner and doctoral external examiner;
- 9.3. Ensure the examination date is set; and,
- 9.4. Ensure the relevant documents needed at the time of the examination are prepared.

10. Examining Committee Attendance at the Defence

- 10.1.** [Normally, all examining committee members must attend the defence.](#)
- 10.2.** The chair of the examining committee must be physically present during the oral examination.
- 10.3.** At least one member of the supervisory committee must be physically present.
- 10.4.** Normally, no more than two members of the examining committee, including the master's thesis examiner and doctoral external examiner, may attend the defence remotely.
- 10.5.** If a member of the examining committee finds that they are unable to attend the oral examination in person or remotely via synchronous participation, the Graduate Program Director should secure a suitable replacement.
- 10.6.** Should a suitable replacement not be found, the member is asked to submit their questions or concerns to be read by the examining committee chair at the defence [and they will not be permitted to vote in the deliberation phase. Doctoral and external examiners are not permitted to submit questions in lieu of participating at the defence.](#)
- 10.7.** [If an examining committee member is late to the defence, the Chair of the Examining Committee has the authority to delay the start of the exam for up to 30 minutes before cancelling the defence.](#)
- 10.8.** In extraordinary circumstances, the examination will be rescheduled if one or more members of the examining committee are unable to attend.
- 10.9.** In the case of online Programs, alternate arrangements will be permitted.
- 10.10.** [In extenuating circumstances, the Dean of Graduate and Postdoctoral Studies may approve alternate arrangements.](#)

11. Phases of the Thesis Defence

11.1. The Presentation Phase

This is the oral presentation by the candidate. This short presentation, of approximately 20 minutes, summarizes the main arguments and findings of the work.

- a)** Normally, the presentation is an open event that can be attended by all interested parties; however, extraordinarily, the presentation may be closed to a restricted audience, or no audience, for reasons of confidentiality, safety or intellectual property.
- b)** In some cases, committee and audience members may be asked to sign a non-disclosure agreement.

- c) The chair of the examining committee, in consultation with the Graduate Program Director and the Research Supervisor, will determine whether the defence is open or closed.
- d) The reasons for closing a defence are to be provided in the chair's report to the School of Graduate and Postdoctoral Studies.

11.2. The Question Phase

This is the second component of the defence. In all cases, the candidate must answer questions from the examining committee.

- a) The chair will determine whether the audience is allowed to stay for the question phase of the examination and, if they do stay, whether they are permitted to participate in questioning the candidate.
- b) The chair shall limit the amount of time for questions from the audience, if applicable, and may continue with questions from the examining committee after the audience has left the room.
- c) Questions must be related to the work done by the student for the thesis and be based on knowledge directly related to the material.
- d) Only speakers recognized by the chair may ask questions, and the chair controls the order and flow of questioning.
- e) The chair can also ask questions.

11.3. The Deliberation Phase

This is the third major part of the defence.

- a) When the question phase is over, the student is asked to leave the room and members of the examining committee determine the outcome of the oral examination.
- b) All decisions of the examining committee are made by majority vote.
- c) In the case of co-supervision, co-supervisors collectively have one vote.
- d) [A non-voting advisor is not permitted to vote.](#)
- e) The chair of the examining committee is a non-voting member, unless the chair's vote is needed to break a tie.

12. Outcomes of Completion of the Oral Examination

12.1. A student's thesis defence includes both an oral presentation and an evaluation of the written thesis.

- a) An overall grade of Pass or Fail is assigned, encompassing both components, and will appear on the Transcript.
- b) During the oral examination, the examining committee will evaluate and render separate decisions for the oral presentation and question phase, and for the written thesis.

- c) The examining committee will render one of two decisions about the oral presentation and questions phase:
 - Acceptable; or,
 - Not Acceptable.
- d) The examining committee will render one of four decisions about the written thesis, following the oral examination:
 - Acceptable without revisions;
 - Acceptable with Minor Revisions;
 - Major Revisions Required; or,
 - Not Acceptable.
- e) In order to receive a grade of pass, the examining committee must be satisfied with the written thesis and that the student has demonstrated their ability to present the material and answer questions.

12.2. Oral Presentation is Acceptable

- a) An evaluation by the committee of Acceptable means that the student's subject-matter knowledge, as demonstrated by the oral presentation and ability to answer questions is acceptable.

12.3. Oral Presentation is Not Acceptable

- a) An evaluation by the committee of Not Acceptable means that the student's subject-matter knowledge as demonstrated in the oral presentation and ability to answer questions is not acceptable. This determination should be made in exceptional circumstances.
- b) The examining committee will determine specifically what requirements are being put in place to address the identified deficiencies.
- c) Requirements may include, but are not limited to:
 - a full re-examination;
 - a question session with examining committee;
 - any other reasonable means of demonstrating the student's ability to orally present material and answer questions, as agreed upon by the committee.

12.4. Written Thesis is Acceptable without Required Revisions

- a) An evaluation by the committee of Acceptable without Required Revisions means that the thesis is acceptable without any further editorial work.
- b) When the written thesis is so evaluated, the defence is given a grade of Pass, provided that the decision rendered on the oral presentation is "Acceptable" and that the written thesis document is submitted to the School of Graduate and Postdoctoral Studies.

- c) Any minor discretionary edits (e.g., spelling, grammar, table numbering) that are made before the final thesis is submitted must be approved by the Research Supervisor and cannot alter the thesis in any substantial way.

12.5. Written Thesis is Acceptable with Minor Revisions

- a) An evaluation by the committee of Acceptable with Minor Revisions means that there are no fundamental changes to the thesis required by the committee.
- b) Minor revision requirements are changes or additions that normally should be able to be accomplished within four weeks.
- c) The supervisor will normally be tasked with approving these revisions, but the chair may designate other member(s) of the committee to supervise the edit if this will expedite the process.
- d) A maximum of two examiners can supervise minor revisions. [The examiners and the rationale for their selection will be recorded on the chair's report.](#)
- e) When the written thesis is found "Acceptable with Minor Revisions", the defence is given a grade of Pass when all criteria below are satisfied:
 - The revisions to the written thesis have been approved;
 - The oral presentation is deemed either acceptable or any noted deficiencies have been addressed; and,
 - The completed thesis document is submitted to the School of Graduate and Postdoctoral Studies.

12.6. Written Thesis Requires Major Revisions

- a) A thesis that has the potential to be acceptable after major revisions will be evaluated as Major Revisions Required.
- b) Any revisions so mandated must be able to be completed within a maximum of six months.
- c) A thesis can be evaluated as Major Revisions Required only once.
- d) The committee shall decide how the revised thesis will be examined.
- e) Re-examination options include the following:
 - a full repeat of the oral exam;
 - an oral defence without an audience in front of the examining committee, or a subset of the examining committee;
 - or editorial supervision by the supervisor and a second reader.
- f) The decision on re-examination should factor in the examining committee's decision regarding the oral presentation.
- g) In the case of a re-examination, there must always be two examiners at minimum (normally including the supervisor) for major revisions. [The](#)

[examiners and the rationale for their selection will be recorded on the chair's report.](#)

- h) Although a subset of the examining committee can approve major revisions, a full examining committee (optionally including a master's thesis examiner and doctoral external examiner) must determine that a revised thesis is not acceptable and receives a grade of Fail.
- i) The defence is given a grade of Pass when all criteria below are satisfied:
 - the revised thesis has been submitted within six months;
 - the revisions to the written thesis have been approved;
 - the oral presentation is deemed either acceptable or any noted deficiencies have been remedied to the satisfaction of the committee; and
 - the completed thesis document is submitted to the School of Graduate and Postdoctoral Studies.

12.7. Written Thesis is Not Acceptable

- a) The examining committee may evaluate a thesis as Not Acceptable if it does not meet the standards for the discipline or the area of study.
- b) A thesis can be evaluated as Not Acceptable in the first attempt at a defence if it is found to be fundamentally flawed and beyond revision in six months.
- c) In this type of case, the outcome of the oral presentation does not impact the overall evaluation, as the committee will have decided that there is no reasonable prospect of success with a revision of the written thesis.
- d) Detailed reasons for failure must be submitted by the chair of the examining committee to the Dean of Graduate and Postdoctoral Studies, the Graduate Program Director and the candidate within two weeks.
- e) The thesis is given a final grade of Fail.

13. Transcript Notation

- 13.1. Upon acceptance of the student's thesis, the title of the work and date of approval are recorded on the Transcript.

MONITORING AND REVIEW

- 14. This Policy will be reviewed as necessary and at least every three years. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

- 15. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

16. Graduate Academic Calendar

Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students policy

Graduate Faculty Appointments Policy

Graduate Student Supervisory Committee Policy

Doctoral Candidacy Examination Policy

Graduate Submission of Thesis, Project or Major Paper Policy

Graduate Thesis Oral Examination Policy

Section	Notes on updates/changes
Editorial updates	Capitalized defined terms throughout the policy.
Definitions	Definitions added.
Scope and Authority	Solely GR.
General	<p>Existing GR calendar language added.</p> <p>Section for general information. Editorial amendment to remove single reference to “dissertation”. Term no longer used.</p> <p>5.1 language added from Permission to begin regulation for clarification and consistency across policies.</p> <p>5.3 editorial amendment to include SGPS and to change reference from “regulations” to “guidelines and procedures”.</p> <p>5.4 new language to address lateness of a candidate to a defence.</p>
Examining Committee	<p>Existing GR calendar language added.</p> <p>6.1a) and 6.2a) bullet 2 editorial amendment to remove reference to GR calendar thesis section. No longer applicable.</p> <p>6.1c) & 6.2c) new language added to address existing practice for confirmation of the examining committee. Consistent with existing 8.3.</p>
Thesis, External and University Examiners	<p>Existing GR calendar language added.</p> <p>7.1 Master’s section reorganized for better clarity. Removed duplicate reference to Dean of Graduate and Postdoctoral Studies. No changes to content.</p> <p>7.2 Doctoral section reorganized for better clarity. Bullet points added. Removed duplicate reference to Dean of Graduate and Postdoctoral Studies.</p> <p>7.2 a) and b) broke out section into University Examiners and External Examiners for greater clarity.</p> <p>72 a) bullet 2 reference to university examiner external to the university removed, as they should be an internal</p>

Graduate Thesis Oral Examination Policy

	<p>examiner on the committee. Ensures consistency with Doctoral Candidacy Examination Policy.</p> <p>7.2 a) bullet 3 corrected reference to candidacy examiner from external examiner.</p> <p>7.3 Conflict of Interest for Examiners. Section title updated. Existing GR calendar language added. No changes to content.</p> <p>7.4 Two regulation sections combined: Thesis and external examiner's report for master's and doctoral candidates & University examiner's report for doctoral candidates. Duplicate information repeated in each section. Able to combine to eliminate redundancy. No changes to content.</p>
Approval for the Oral Examination	<p>Existing GR calendar language added.</p> <p>8.1 revised language to clarify existing practice for recommendation of thesis readiness timing. Consistent with GR Student Supervisory Committee Policy.</p> <p>8.2 new language added to clarify course work should normally being completed prior to scheduling the defence.</p>
Responsibilities of the Chair	<p>Existing GR calendar language added.</p> <p>New section title added and regulation paragraph broken out for better clarity. No changes to intent.</p> <p>9.1 editorial amendment to clarify that arrangements are referring to "for the oral examination".</p> <p>9.2 editorial amendment to include "is sent" and "university examiner" previously not included.</p> <p>9.1-9.4 editorial amendments to add the word "ensure" for consistency and better clarity on the role of the chair.</p>
Examining Committee Attendance at the Defence	<p>Existing GR calendar language added.</p> <p>10.1 new language added to clarify that normally all committee members attend the defence.</p> <p>10.3 and 10.4 moved up in section. No changes to content.</p> <p>10.6 language added to clarify that committee members not attending, will not be permitted to vote in the deliberation</p>

Graduate Thesis Oral Examination Policy

	<p>phase and question submission does not apply to doctoral and external examiners.</p> <p>10.7 new language to address if a committee member is late to the defence.</p> <p>10.10 new language added for extenuating circumstances, allowing the SGPS dean to amend any of the defence arrangements ie pandemic.</p>
Phases of the Thesis Defence	<p>Existing GR calendar language added.</p> <p>New section title and section headings added for each phase of the defence for better clarity.</p> <p>11.3 d) language added that a non-voting advisor is not permitted to vote. Consistent with existing GR Student Supervisory Committee Policy.</p>
Outcomes of Completion of the Oral Examination	<p>Existing GR calendar language added.</p> <p>Section reorganized into “Oral” and “Written” for better clarity. Sub-headings added. No changes to content. Removed reference to “as outlined below”.</p> <p>12.5 d) and 12.6 g) new language to clarify that examiners and rationale for selection are included on the chair’s report.</p>
Transcript Notation	<p>Existing GR calendar language added.</p> <p>Change to section title to remove reference to “thesis, project or major paper”.</p> <p>13. 1 editorial amendment to removed reference to project or major paper. Not applicable to this policy.</p>

Classification Number	
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Dean of Graduate and Postdoctoral Studies
Approval Date	
Review Date	
Supersedes	Academic Regulations, Graduate Academic Calendar 2020-21

GRADUATE PROJECT OR MAJOR PAPER EVALUATION POLICY

PURPOSE

1. The purpose of this Policy is to outline the requirements and outcomes for the evaluation of a master's student's project or major paper.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

“Graduate Faculty Appointment” means a faculty member with an academic appointment at the University who has been approved to participate in a graduate program in one of the three categories: Graduate Faculty, Associate Graduate Faculty or Emeritus/Emerita Graduate Faculty.

“Graduate Program Director” means academic administrators with a Graduate Faculty Appointment within an academic unit and help to ensure the success of the program and its students.

“Master’s Degree” means an advanced degree that is normally completed after receiving a first degree in a related subject area. It contains a prescribed set of courses, and/or other units of study, research or practice within an area of disciplinary or interdisciplinary study, normally requiring at least 30 credit hours of study. Master’s Degrees may comprise a thesis component, a project or major paper, or be primarily comprised of coursework:

- a) A **Master’s Degree with thesis** is a research oriented Program comprised of advanced courses and intensive research culminating in a thesis. The thesis constitutes at least nine credit hours and involves an oral examination with assessment by an external examiner.
- b) A **Master’s Degree with a project or major paper** is a research oriented Program comprised of advanced courses and intensive research culminating in a project or major paper. The project or major paper constitutes at least six credit hours of supervised research and assessment by a Research Supervisor and a second reader.
- c) A **Master’s Degree by coursework** is comprised primarily of course work, and may also include other units of study, research and practice.

“Research Supervisor” means a faculty member with a Graduate Faculty Appointment that oversees a graduate student’s research and academic progress towards successful completion of the student’s program.

“Transcript” means the complete report of a student's academic record.

SCOPE AND AUTHORITY

3. This Policy applies to graduate students in a Master's program completing a project or major paper, Graduate Program Directors, supervisors, readers and all others involved in the student's project or major paper.
4. The Dean of Graduate and Postdoctoral Studies or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

A Master's project or major paper normally expects students to combine and apply the knowledge garnered from graduate level courses. It often involves the discussion of a meaningful question within the discipline, including a critical review of the literature or analysis of a theoretical or substantive problem. Students usually complete this requirement under the supervision of a professor. The credit value and length of a project or major paper is less than that of a thesis. Students may be expected to present their work orally to an audience, but they are not required to undergo a formal oral examination.

5. General

- 5.1. The student's Research Supervisor authorizes the student to begin the project or major paper.
- 5.2. The Research Supervisor or co-supervisors and at least one other reader shall evaluate the project or major paper.
- 5.3. Reader(s) are appointed by the Graduate Program Director and must hold a Graduate Faculty Appointment to the program.
- 5.4. All evaluations must be accompanied by a report that outlines the reasons for the decision.

6. Outcomes of the Evaluation

The supervisor(s) and reader(s) will assign one of the following four evaluations:

- Acceptable without Required Revisions.
- Acceptable with Minor Revisions.
- Major Revisions Required.
- Not Acceptable.

6.1. Acceptable without Required Revisions

- a) In cases where all the submitted evaluations are Acceptable without Required Revisions, a grade of Pass will be given.

6.2. Acceptable with Minor Revisions

- a) In cases where at least one evaluation is Acceptable with Minor Revisions and there are no Major Revisions Required or Not Acceptable evaluations,

the Research Supervisor ensures that the student's work is revised to respond to the recommended minor revisions.

- b) Normally, these revisions must be completed within four weeks.
- c) Minor revisions must not fundamentally change the content of the project or major paper.
- d) Upon the satisfactory completion of the revisions, a grade of Pass will be submitted for the student.

6.3. Major Revisions Required

- a) In cases where at least one evaluation is Major Revisions Required and there are no Not Acceptable evaluations, the Research Supervisor ensures that the student's work is revised to respond to the recommended changes.
- b) These revisions must be completed within six months.
- c) After these revisions are complete, the student's project or major paper is circulated a second time for evaluation by the Research Supervisor or co-supervisor and at least one other reader appointed by the Graduate Program Director.
- d) Any evaluation of Major Revisions Required or Not Acceptable from the second reading results in a grade of Fail.
- e) Any evaluation of Acceptable without Revisions or Acceptable with Minor Revisions will be processed accordingly and the student will be given a grade of Pass.

6.4. Not Acceptable

- a) In cases where there are at least two Not Acceptable evaluations, the student will be given a grade of Fail.
- b) In cases where there is only one Not Acceptable evaluation, the Graduate Program Director will meet with the Research Supervisor and the student within two weeks. The Graduate Program Director chooses one of two options after this consultation:
 - The Graduate Program Director sends the project or major paper to another reader within four weeks.
 - The project or major paper may incorporate only minor revisions.
 - If the new reader determines that the project or major paper is either Acceptable without Revisions, Acceptable with Minor Revisions or Major Revisions Required, the evaluation of the student's work will continue with the appropriate level of response as outlined above for the decision that requires the greatest revision.
 - If the new reader evaluates the work as Not Acceptable, the student will have then received a second Not Acceptable and is given a grade of Fail.

- The Graduate Program Director follows the procedures associated with Major Revisions Required.

7. Transcript Notation

Upon acceptance of the student's project or major paper, the title of the work and date of approval are recorded on the Transcript.

MONITORING AND REVIEW

8. This Policy will be reviewed as necessary and at least every three years. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

9. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

10. Graduate Academic Calendar
Graduate Faculty Appointments Policy
Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students Policy
Graduate Submission of Thesis, Project or Major Paper Policy

Graduate Project or Major Paper Evaluation Policy

Section	Notes on updates/changes
Editorial updates	Capitalized defined terms throughout the policy.
Definitions	Definitions added.
Scope and Authority	Solely GR.
Policy	General policy statement added as per policy instructions. Existing language from Project/Major Paper Handbook.
General	Existing GR calendar language added. 5.1 added from Permission to begin regulation. Relevant to this policy. Editorial amendment to remove unnecessary wording "If the student's program requires a project or major paper". 5.3 editorial amendment to update reference to graduate faculty appointment. Removed specific appointment types. Ensures consistency across policies. Definition added to policy.
Outcomes of the Evaluation	Existing GR calendar language added. Added section title and headings to provide better clarity. Section reorganized for better clarity. No changed made to content.
Transcript Notation	Existing GR calendar language added. Change to section title to remove reference to "thesis, project or major paper". Minor edit to remove reference to "thesis" notation. Not applicable in this policy.

Classification Number	
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Dean of Graduate and Postdoctoral Studies
Approval Date	
Review Date	
Supersedes	Academic Regulations, Graduate Academic Calendar 2020-21

GRADUATE SUBMISSION OF THESIS, PROJECT OR MAJOR PAPER POLICY

PURPOSE

1. The purpose of this Policy is to outline the requirements for the use of copyright materials in a graduate students work, the submission of a student's thesis, project or major paper and outline the requirements for a graduate student to withhold thesis from publication.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

"Faculty Advisor" means a member of the graduate student's home faculty with a Graduate Faculty Appointment that provides mentoring and advising to the student in all aspects of their Program.

"Program" means a complete set and sequence of Courses, combination of Courses, and/or other units of study, research and practice, the successful completion of which qualifies the candidate for a formal credential (degree with or without major; diploma), provided all other academic and financial requirements are met.

"Research Supervisor" means a faculty member with a Graduate Faculty Appointment that oversees a graduate student's research and academic progress towards successful completion of the student's Program.

SCOPE AND AUTHORITY

3. This Policy applies to graduate students in a master's or doctoral Program with a thesis, project or major paper.
4. The Dean of Graduate and Postdoctoral Studies or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

5. **Use of Copyright Material in Student Work**
 - 5.1. When preparing a thesis, project, major paper or other Program work, students may include some copyright material, typically in the form of excerpts from books or articles, charts, diagrams or similar previously published materials.

- 5.2. It is the student's responsibility to acknowledge properly any copyright materials used, strictly following the citation guidelines and rules of the faculty and/or Program.
- 5.3. Students who use extensive selections of copyright work may need to seek advance written permission from the author and must append the letter to their work.
- 5.4. Students should contact the copyright holder well in advance of their deadline as obtaining permission to use copyright materials may take considerable time.
- 5.5. Students may be required to pay a fee to obtain such permission.
- 5.6. Questions regarding the use of copyright materials should be discussed with the Faculty Advisor or Research Supervisor, as appropriate.
- 5.7. Students may be required to submit their work to a plagiarism detection system.

6. Submission of Thesis

Once a student's thesis has been approved by the examining committee, the student must formally submit the post-defence thesis package. The following conditions apply:

- 6.1. All written work must be in English using correct, concise and scholarly language.
- 6.2. One unbound copy and one electronic copy of the original thesis, project or major paper become property of the University.
- 6.3. The student grants the University a royalty-free, non-exclusive license to make copies of the work for academic purposes at the University and upon request from other universities or bona fide institutions.
- 6.4. The international copyright symbol (©) is displayed prominently on the title page of the thesis or displayed with similar prominence on other types of work.
- 6.5. The site licence, signed by the student at the start of the Program, takes effect; the site licence permits the University library to circulate as part of its collection and/or copy the work for academic purposes only (the University's copyright notice is placed on all copies made under the authority of the licence).
- 6.6. While the site licence excludes the sale of authorized copies for profit, the University may recover duplication costs through a fee.
- 6.7. Every copy made available under the licence clearly states that the copy is being made available in this form with full consent of the copyright owner and only for the purposes of private study or research.
- 6.8. The University may submit the work to the National Library of Canada, which is permitted to reproduce and lend copies for educational or research use only.

7. Submission of Project or Major Paper

Once a student's project or major paper has been approved by their supervisor and second reader(s), the student may choose to submit their work formally. The following conditions apply:

- 7.1. All written work must be in English using correct, concise and scholarly language.
- 7.2. One electronic copy of the original project or major paper become property of the University.
- 7.3. The international copyright symbol (©) is displayed prominently on the title page of the thesis or displayed with similar prominence on other types of work.
- 7.4. The site licence, signed by the student at the start of the Program, takes effect; the site licence permits the University library to circulate as part of its collection and/or copy the work for academic purposes only (the University's copyright notice is placed on all copies made under the authority of the licence).
- 7.5. While the site licence excludes the sale of authorized copies for profit, the University may recover duplication costs through a fee.
- 7.6. Every copy made available under the licence clearly states that the copy is being made available in this form with full consent of the copyright owner and only for the purposes of private study or research.

8. Permission to Withhold Thesis from a Public Domain

- 8.1. At the time of submitting their thesis, the student may apply in writing to the Dean of Graduate and Postdoctoral Studies requesting that the thesis be withheld from the public domain for a period of up to 12 months from the date of successful defence for the following reasons:
 - to protect any rights to immediate commercial publication; or,
 - to obtain a patent which may arise from their research, or,
 - to keep their thesis out of circulation for other reasons.
- 8.2. The student must submit any request for extension of the restriction of circulation one month prior to the termination of the previous period.
- 8.3. The student and their supervisor are required to justify the extension of the restriction.
- 8.4. Subsequent requests must follow the same procedure.
- 8.5. This request must be made when the thesis is first submitted to the School of Graduate and Postdoctoral Studies.

MONITORING AND REVIEW

9. This Policy will be reviewed as necessary and at least every three years. The Dean of Graduate and Postdoctoral Studies, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

10. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

11. Graduate Academic Calendar

Academic Integrity Policy and Procedures

Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students Policy

Thesis Oral Examination for Master's and Doctoral Candidates Policy

Graduate Submission of Thesis, Project or Major Paper Policy

Section	Notes on updates/changes
Editorial updates	Capitalized defined terms throughout the policy.
Definitions	Definitions added.
Scope and Authority	Solely GR.
Use of Copyright Material in Student Work	<p>Existing GR calendar language added.</p> <p>5.3 and 5.5 editorial amendment to remove unnecessary language “As well,” and “In addition,”.</p> <p>5.7 Editorial amendment to update language to “a plagiarism detection system” and to remove incorrect reference to Turnitin policy that no longer exists. Removed procedural information and website reference.</p>
Submission of Thesis	<p>Existing GR calendar language added.</p> <p>Revised section title to specify thesis. Section split out to include thesis only content for greater clarity.</p> <p>6. Statement updated for thesis only. Editorial amendment added to clarify thesis is approved “by the examining committee”. Editorial amendment to update reference from student’s “work” to student’s “post defence thesis package”. Removed reference to “procedures”. No changes to intent.</p> <p>6.1 language added in from general paragraph of Thesis, project or major paper regulation for better clarity. Editorial amendment to correct wording from “and in correct” [language] to “using correct” [language].</p> <p>6.2 editorial amendment to correct that the thesis submission is an <u>un</u>bound copy.</p>
Submission of Project or Major Paper	<p>New section split out from thesis and added existing GR calendar language for project or major paper submission to provide better clarity and organization. No changes to content.</p> <p>7. editorial amendment to statement to remove reference to “thesis” as not applicable to this section. Removed reference to “procedures”.</p> <p>7.1 language added in from general paragraph of Thesis, project or major paper regulation statement for better</p>

Graduate Submission of Thesis, Project or Major Paper Policy

	clarity. Editorial amendment to correct wording from “and in correct” [language] to “using correct” [language].
Permission to Withhold Thesis from a Public Domain	Existing GR calendar language added. 8.1 paragraph of regulation reorganized for clarity. Bullet points added. Editorial amendment to add “for the following reasons:” to paragraph. Removed unnecessary word “elects” to from first bullet point.



Policy Calendar Copy

The following sections of the Graduate Academic Calendar are impacted by the proposed Graduate Student Supervisory Committee Policy, Doctoral Candidacy Examination Policy, Thesis Oral Examination for Master's and Doctoral Candidates Policy, Graduate Project or Major Paper Evaluation Policy and Graduate Submission of Thesis, Project, or Major Paper Policy.

SECTION: Thesis, project or major paper

Supervisory committee

Each graduate student in a thesis-based graduate program requires a supervisory committee. The supervisory committee should be formed early, meet regularly and maintain formal meeting records.

For more information on the timelines, composition and responsibilities visit the university's policy on Graduate Student Supervisory Committee [\[insert link\]](#).

Permission to begin

Graduate students must be granted permission to begin their thesis, project or major paper. Information on permission to begin a thesis can be found in the Graduate Student Supervisory Committee Policy [\[insert link\]](#). Information on the project or major paper is outlined in the Graduate Project or Major Paper Evaluation Policy [\[insert link\]](#).

PhD candidacy examinations

Each student in a doctoral program is required to prepare a written thesis proposal and pass a candidacy exam. The examination is to determine whether the candidate has the appropriate knowledge and expertise to undertake a thesis in the selected field of study.

Information on candidacy examinations can be found in Doctoral Candidacy Examination Policy [\[insert link\]](#).

Oral examination for master's and doctoral candidates

Master's candidates whose programs require a thesis and doctoral candidates are required to defend their completed thesis orally in front of an examining committee.

Visit the Thesis Oral Examination for Master's and Doctoral Candidates Policy [\[insert link\]](#) in the university's policy library for more information on examining committee, conflict of interest for examiners, oral examination and outcomes.

Project or major paper evaluation

Some programs require a project or major paper. The Graduate Project or Major Paper Evaluation Policy [insert link] provides information on the evaluation process and outcomes.

Permission to withhold thesis from public domain

In exceptional circumstances a student may submit a request to the School of Graduate and Postdoctoral Studies to withhold their thesis from immediate publication. Students should refer to the Graduate Submission of Thesis, Project or Major Paper Policy [insert link].

Submission of student work

For information on the submission of thesis, project or major paper visit the Graduate Submission of Thesis, Project or Major Paper Policy [insert link].

Use of copyright material in student work

When preparing a thesis, project, major paper or other program work, students may include some copyright material, typically in the form of excerpts from books or articles, charts, diagrams or similar previously published materials. It is the student's responsibility to acknowledge properly any copyright materials used, strictly following the citation guidelines and rules of the faculty and/or program.

More information on use of copyright material can be found in the Graduate Submission of Thesis, Project or Major Paper Policy. [insert link].

Sections to be removed from Calendar

The following section can be removed from the calendar as it is addressed in the Graduate Thesis Oral Examination for Master's and Doctoral Candidates Policy, the Graduate Project or Major Paper Evaluation Policy and should not be a stand-alone calendar section.

- **Thesis, project or major paper notation**

The following section can be removed from the calendar as it is addressed in the Graduate Thesis Oral Examination for Master's and Doctoral Candidates Policy and should not be stand-alone calendar section.

- **Thesis, external and university examiners**