

GENERAL THESIS GUIDELINES

Note: Joint Master's Program and graduate programs in Theology and Marriage and Family Therapy have their own protocols and procedures which are compatible with, but not identical to, the policies and procedures which follow.

The standard journey for a Master's Student in a thesis-based program is as follows:

Step 1: Assignment of a thesis supervisor:

The graduate supervisor shall: 1) be directly responsible for supervising and providing guidance on all aspects of a student's thesis, practicum or research program; 2) stay informed of the student's progress and prepare an annual report summarizing progress and research, clinical, or technical activities; 3) ensure that scientific research is conducted in a way that is effective and safe; 4) review and evaluate student theses and major research papers in draft and final form; and 5) in accordance with the University of Winnipeg Graduate Studies regulations, attend all supervisory committee meetings as well as student thesis, clinical or technical practicum examinations.

Step 2: Research and course-work:

Graduate students are expected to read all relevant documents and the Graduate Studies Calendar to become familiar with all regulations and deadlines relating to their programs and the Office of the Dean of Graduate Studies. Graduate students are responsible for their own program and must ensure that they submit appropriate forms to their graduate department, appropriate university administrative unit, and the Office of the Dean of Graduate Studies for signature and processing, that their registration is accurate and does not lapse, and that they pay all the fees required by the deadline dates.

Research Ethics All members of the University community who conduct research or teaching activities in which human or vertebrate animal subjects are used must have the approval of

the appropriate Senate Research Ethics Committee prior to data gathering.

Animal Ethics

Ethics protocols must be submitted by all researchers whose work involves the use of vertebrate animal subjects for research, experimentation, and/or teaching exercises.

Human Ethics

Ethics protocols must be submitted by all researchers whose work involves direct contact with human subjects/participants and/or the acquisition of raw or unformulated data obtained directly from human subjects/participants either by the researcher or by a third party.

If you have any questions regarding animal and human ethics, please contact the Program Officer, Research Implementation, Ethics, and Contracts at 204.786.9058.

Visit the Research Website for more information:

<http://www.uwinnipeg.ca/index/research-ethics>

Step 3: Progress Report Forms:

The performance of all graduate students shall be reviewed at least once a year. The student's Advisor shall submit to the Departmental Graduate Program Committee a minimum of one (1) annual, evidence-based progress report no later than August 30 to evaluate the student's academic performance and progress. A copy of the progress report shall be forwarded to the Dean of Graduate Studies.

Step 4: Thesis Exam

Thesis Examining Committee

Membership and Responsibilities

The Thesis Examining Committee shall consist of:

1. The student's Supervisor and,
2. The remaining supervisory committee members, at least one of whom should be a member of the student's program.
3. One other examiner external to the program, who has not previously served on the student's supervisory committee.

All persons on a Thesis Examining Committee must be members of Graduate Studies at The University of Winnipeg* unless expressly approved by the Dean of Graduate Studies. The Dean of Graduate Studies, or designate, shall chair the committee but takes no part in the final decision. The Thesis Examining Committee shall be responsible for examining and reporting on the student's thesis. The final decision shall be based both on the content of the thesis and the candidate's ability to defend it.

In circumstances in which an internal examiner cannot be found or it is warranted by the thesis subject matter, an examiner external to Graduate Studies at The University of Winnipeg may be appointed to a Thesis Examining Committee. The Supervisor may make a request to the concerned Departmental Graduate Program Committee for the appointment. The DGPC shall then forward its recommendation to the Graduate Studies Committee for their review and approval. The Graduate Studies Committee shall make a recommendation to the Dean of Graduate Studies concerning the request. The formal invitation to participate in a Thesis Examining Committee shall be issued

by the Dean of Graduate Studies. Persons issued such invitations shall normally be expected to have a terminal degree in a relevant discipline and maintain a level of excellence as outlined in the membership requirements of Graduate Studies.

*For the purposes of the thesis examination, the external examiner shall be appointed as a member of Graduate Studies (included in the letter of invitation) once their CV has been reviewed and approved.

Process for Appointment to a Thesis Examining Committee:

1. The Supervisor shall recommend a suggested Thesis Examining Committee to the concerned Departmental Graduate Program Committee on the "Thesis Title and Examiners" form and forward a copy of the external examiner's CV at least two months prior to the exam for approval.
*The Graduate Program Chair will confirm availability of examining committee, including the external examiner on suggested examination date prior to forwarding the members of the committee to the Graduate Studies Office.
2. This form shall then be forwarded to the Graduate Studies Committee for approval and finally to the Dean of Graduate Studies.
3. The formal invitation to participate in a Thesis Examination Committee shall be issued by the Dean of Graduate Studies, including offer of honorarium (approximately \$100.00), and opportunity to donate honoraria back to the University of Winnipeg for graduate student support.

Thesis Submission:

1. The completed thesis shall be given to the Supervisor by the student for final assessment.
2. Once the student and the supervisor are satisfied that the thesis is of a high standard and acceptable in both form and content, the thesis work shall then be forwarded to the student's Supervisory Committee for preliminary comments.
3. The committee shall read the thesis and respond in writing regarding acceptability for defence.
4. Once agreement is reached by the committee that the thesis is ready to be defended, arrangements shall be made by the student's Departmental Graduate Program Chair to coordinate a date and time for the defence of the master's thesis with the Graduate Studies Office. This is triggered by the student's supervisor submitting the "Thesis Title and Examiner's Form" to the Graduate Studies Office.

Distribution of thesis

The Graduate Studies Office shall arrange for the distribution of the thesis to members of the Thesis Examining Committee.

The Thesis Examination

1. The examining process shall be completed within one month after distribution of the thesis. Students have the right to an examination of the thesis if they and their Supervisor believe it is ready for examination.
2. Thesis students must pass an oral examination on the subject of the thesis and matters relating thereto as part of the thesis examination process.

3. The oral examination is open to all members of the University community and guests invited by the candidate.
4. The first part of the examination shall consist of an oral presentation that shall include a summary of the salient points of the research of no more than 30 minutes.
5. This presentation will be followed by two or three rounds of questions from the Thesis Examining Committee, then opened to the audience for informal questions.
6. The Dean of Graduate Studies, or designate, who is designated as Chair of the Thesis Examining Committee shall be responsible for maintaining the relevance of questioning and ensuring that the time limits are not exceeded.
7. Following the completion of questioning, the candidate and all spectators will be required to leave the examination room before the examiners begin to discuss their report.

Report on Thesis

The evaluation of the thesis will not receive a letter grade but shall be designated on the report as one of the following:

- 1) *accepted with distinction (no corrections or amendments required),*
- 2) *satisfactory (no substantive changes or amendments required),*
- 3) *satisfactory (Provided the changes referred to by the examiners are made to the satisfaction of the Thesis Supervisor),*

4) *unsatisfactory in present form (major modifications required)*, or

5) *rejected*.

The Committee shall attempt to reach consensus on the evaluation of the thesis, failing which a majority vote will decide. Each member of the Thesis Examining Committee shall sign the report indicating concurrence or written reasons for non-concurrence. The judgment may also be reported verbally to the candidate by the Chair of the Thesis Examining Committee once a decision has been reached and the appropriate form has been signed by all of the examiners. At the same time, the candidate will be informed of any revisions of the thesis required and it will be the Supervisor's responsibility to ensure that all such revisions are carried out before the copy of the thesis and results of the examination are transmitted to the Office of the Dean of Graduate Studies. Should the student fail the thesis examination twice, he/she will be required to withdraw from the program. All students are subject to the maximum time limits for their degree program and may also be subject to additional criteria in order to maintain good academic standing in the program. (Please see Section 7 regarding maximum degree time allotments and involuntary withdrawal procedures and policies.)

Upon notification from the Thesis Examining Committee and receipt of a final copy of the thesis, the Office of the Dean of Graduate Studies shall record that the student has fulfilled the necessary thesis requirements for receipt of a Masters degree.

Step 5: Submission of Final Thesis:

Publication and Circulation of Theses

Every graduate student registering in a degree program at the University will be advised that as a condition of being awarded

the degree, he/she will be required to grant a licence of partial copyright to the University and to Library and Archives Canada for any thesis submitted as part of the degree program. (This makes the thesis available for further research only. Publication for commercial purposes remains the sole right of the author.) Microfilmed copies of theses are available through Library and Archives Canada.

The forms and conditions pertaining to these license agreements are available at the Office of the Dean of Graduate Studies. This and other related regulations may give rise to important questions of law and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis have been delineated and the importance of copyright and/or patents fully comprehended.

Publication in the above manner does not preclude further publication of the thesis or any part of it in a journal or in a book. In this case, acknowledgment shall be made that the work was originally part of a thesis at The University of Winnipeg. Copyright in theses is protected by copyright law. A copyright symbol © is incorporated on a page containing statements of permission to microfilm and to lend copies of the thesis. This page should be inserted at the front of the bound thesis on the page immediately following the title page. Blank copies of this page are available from the Office of the Dean of Graduate Studies. In exceptional cases not covered by the regulation concerning patents (further information on patents is available at the Office of the Dean of Graduate Studies) where adequate cause can be shown to delay publication, the student may request the Office of the Dean of Graduate Studies to restrict access to any copies of a thesis submitted to the University for a period of up to three years after submission, and the Office of the Dean of Graduate Studies, in consultation with the Supervisor, shall determine for what period, if any, such access will be so restricted. The student always retains the

right to allow access by designated individuals.

Style and Format:

1. In general, the Master's thesis should show that the student has mastery of the field and is fully conversant with the relevant literature.
2. The thesis style must follow a standard style manual acknowledged by a particular field of study and recommended by the Office of the Dean of Graduate Studies, be lucid and well written, and be free from typographical and other errors.
3. For thesis examination purposes, two copies of the thesis must be submitted in good, clear type on both sides of the paper. The thesis copies must be submitted **at least 30 days prior to the examination date** to the Office of the Dean of Graduate Studies.
4. Paper size: 8½×11 inches. Minimum paper weight for the original is 16 lb. bond or equivalent. The minimum left-hand margin allowable is 1½ inches. Other margins must be at least 1 inch. Wherever possible, these margins should be adhered to for illustrative materials as well. The body of the thesis must be 10 – 12 characters per inch and no less than 12 point Times Roman with notes in 10-point font.

Thesis Length: Theses should be 50-150 pages long. Science theses will most likely be at the shorter end, with Arts theses at the longer end of this spectrum.

Submission of final copies

After the approval of the thesis by the Thesis Examining Committee and the completion of any revisions required by that Committee, two copies of the thesis must be submitted to the Office of the Dean of Graduate Studies in unbound form, with

the sheets enclosed in an envelope or folder.

Note: The examination signature sheet must be included as the first page of the thesis, and all required animal or human ethics forms should be appended to the back, the copy with the original signature sheets will be retained by the Office of the Dean of Graduate Studies. The other thesis copy will become the property of The University of Winnipeg Library. The Office of the Dean of Graduate Studies will arrange and pay for the binding of these two copies of the thesis. These are the property of The University of Winnipeg. Students may wish to make similar arrangements for the binding of additional copies of the thesis at their own cost.

*****Once the final, approved thesis has been submitted to the Graduate Studies Office, student must then submit an electronic copy to the Library for inclusion in the WinnSpace digital repository. WinnSpace collects, preserves, and distributes digital material. Repositories are important tools for preserving an organization's legacy; they facilitate digital preservation and scholarly communication.***

Electronic copies should be sent to Michael Hohner at: m.hohner@uwinnipeg.ca.

Step 6 Graduation: Graduation Deadline

To be eligible for **Spring Convocation**, all degree requirements, including the oral defense and submission of the final copy of the thesis, must be completed prior to April 30 of the same year.

To be eligible for **Fall Convocation**, all degree requirements, including the oral defense and submission of the final copy of the thesis, must be completed prior to August 31 of the same year.

Final deadline dates* to ensure program completion without additional tuition fees, and to meet graduation deadlines.

Task	June Convocation	October Convocation	Dec 31 Program Completion	Whose Responsibility
External Examiner CV to Review Committee	February 1	June 1	September 1	Supervisor
Thesis to Supervisory Committee**	March 1	July 1	October 1	Student
Thesis & Exam Form** to Graduate Studies Office	March 15	July 15	October 15	Student/Supervisor
Invitation to External Examiner	March 20	July 20	October 20	Graduate Studies Office
Hard copy to Examining Committee	March 20	July 20	October 20	Student
Exam Date	April 15	August 15	November 15	Graduate Studies Office
Final Copy Submitted to Graduate Studies Office	April 30	August 31	December 15	Student

**no later than the dates listed, may occur earlier.*

***The names of the entire examining committee, including external reviewer should be forwarded to the Graduate Studies Office by the supervisory committee **no later** than this date via the Thesis Title & Exam form.*

Cover page layout guidelines:

TITLE

By: Student's Name

Descriptor: A Thesis submitted to the Faculty of Graduate Studies in partial fulfillment of the requirements for the Master of _____ degree.

Department of: _____

Program: _____

The University of Winnipeg
Winnipeg, Manitoba, Canada

Month, Year

Copyright, Year, Name

Sample page:

An Ode to the Periodic Table

By

Joe Student

A thesis submitted to the Faculty of Graduate Studies in partial fulfillment of the requirements for the Master of Science degree.

Department of Chemistry
Master of Science in Chemistry Program
The University of Winnipeg
Winnipeg, Manitoba, Canada
June 2010

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THE UNIVERSITY OF WINNIPEG MASTER'S THESIS EXAMINATION FORM

CANDIDATE NAME: _____ STUDENT NUMBER: _____ DATE: _____
 IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF:
 Degree Name in full (e.g. Master of Arts, Master of Science): _____
 Name of Program (e.g. Applied Computer Science and Society): _____
 Thesis Title: _____

EXAMINING COMMITTEE	EXAMINING COMMITTEE
Name of Research Supervisor: _____	Name of Examining Committee Member: _____
Signature of supervisor _____	Signature of Committee Member _____
Name of Co-Supervisor (if applicable): _____	Name of Examining Committee Member: _____
Signature of co-supervisor _____	Signature of Committee Member _____
Name of External Examiner Institution and Department: _____	Name of Examining Committee Member: _____
Signature of External Examiner: _____	Signature of Committee Member _____
Name of Chair of Examining Committee: _____	Name of Examining Committee Member: _____
Signature of Chair of Committee _____	Signature of Committee Member _____

ASSESSMENT:

1. Accepted with distinction (minor editorial revisions).

2. Accepted (minor, non-substantive revisions required).

3. Accepted with Revisions (Some major or substantive revisions required. The changes referred to by the examiners are made to the satisfaction of the Thesis Supervisor)

4a. The thesis is unsatisfactory in its present form. The candidate has one opportunity to resubmit the thesis for re-examination. The candidate has up to 12 months to resubmit the thesis.

4b. The thesis is rejected. The student is not permitted to resubmit the thesis, even in a revised form.

Does the thesis involve research on animal or human subjects? Yes No

If yes, attach approval or waiver form from the Research Ethics Committee/Animal Care Committee to final copy of thesis.

Comments: (use back of form if necessary)



THE UNIVERSITY OF
WINNIPEG

OFFICE OF THE ASSOCIATE VICE-PRESIDENT (RESEARCH)
AND DEAN OF GRADUATE STUDIES



Master's Thesis Title and Appointment of Examiners

This form must be submitted to the Department of Graduate Studies at the time of appointment of the examining committee prior to the examination of the thesis.

Name: _____ Student Number: _____
 Program: _____
 Anticipated Graduate Date: Spring 20__ Fall 20__

Thesis Title: _____

Recommended Committee of Examiners:

Advisor: _____ Department: _____
 Examiner: _____ Department: _____
 Examiner: _____ Department: _____
 External Examiner: _____ Position/Affiliation/Address: _____

Date: _____ Advisor's Signature: _____
 Program Chair Signature: _____
 Dept Chair Signature: _____