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1. INTRODUCTION

These guidelines are relevant to students following the thesis stream of their graduate program at The University of Winnipeg. Graduate Programs and Graduate Thesis Supervisors may have additional procedures and forms that need to be completed.

These guidelines do not apply to students in Joint Master Programs: the regulations, procedures, forms and deadlines which govern all Master Programs at the University of Manitoba shall govern all Joint Master Programs as outlined in the Academic Guide at the University of Manitoba and the governing documents of the Joint Senate Committee.

2. WHO TO CONTACT

For Students: The Graduate Thesis Supervisor or Co-Supervisor is the primary contact for questions or concerns regarding thesis preparation and examination. If students are unable to contact their supervisor(s), they should contact the appropriate Graduate Program Committee Chair.

For Graduate Supervisors or Co-Supervisors: Contact the appropriate Graduate Program Committee Chair with questions about the thesis or thesis examination.

For Graduate Program Committee Chairs: Consult the Graduate Studies Office as required.

3. FORMS AND DOCUMENTS

All forms and documents listed in this handbook are available on the Faculty of graduate Studies website: <https://www.uwinnipeg.ca/graduate-studies/current-students/thesis-information.html>.

An electronic copy of each form should be submitted to the Graduate Studies Office by the Graduate Thesis Supervisor or Graduate Program Committee Chair.

4. CHECKLIST FOR GRADUATE THESIS SUPERVISORS

Student Name:	Graduate Thesis Supervisor(s) Name(s):
Anticipated Graduation:	Anticipated Date of Thesis Exam:
___ <i>Appointment of Thesis Supervisor</i> form completed and electronic copy sent to Grad Studies Office (GSO) (when Thesis Supervisor/Co-Supervisors appointed)	
___ <i>Student & Supervisor Expectations</i> form completed and sent to GSO (after first meeting with student)	
___ <i>Appointment of Supervisory Committee</i> form sent to GPC Chair for approval (to be forwarded to GSO before research begins)	
___ Ethics approval sent to GSO (before research)	
___ <i>Appointment of External Examiner</i> form & CV sent to GPC Chair for approval (to be forwarded to GSO 12 weeks in advance of thesis exam)	
___ Thesis sent to Supervisory Committee by student/Graduate Thesis Supervisor (10 weeks in advance of thesis exam)	
___ Reminded student to apply for graduation on Webadvisor. (November 1 for February Convocation, February 1 for June Convocation, August 1 for October Convocation)	
___ Documents sent to GSO (6 weeks in advance in thesis exam): - <i>Thesis Exam Request and Appointment of Examiners</i> form -PDF copy of the thesis	
Thesis Exam Date and Time:	
___ Advised student of thesis exam date, time, and location	
___ Received email invitation to thesis exam from GSO (4 weeks in advance of thesis exam)	
___ Sent documents to GSO via email (by deadline): - <i>Thesis Examination Form</i> -PDF copy of final version of thesis & <i>WinnSpace Submission Form</i>	

5. ASSIGNMENT OF A GRADUATE THESIS SUPERVISOR

The Graduate Program Committee Chair is responsible for approving the appointment of a Graduate Thesis Supervisor and a Supervisory Committee for each graduate student.

The Graduate Thesis Supervisor shall directly oversee the student's thesis research. Where appropriate, a student may have Co-Supervisors.

The assignment of a Graduate Thesis Supervisor to a student must be approved by:

1. The student.
2. The Graduate Program Committee Chair.
3. The Chair of the supervisor's department.
4. The Dean of Graduate Studies.

These approvals shall be documented on the *Appointment of Thesis Supervisor* form, to be completed on behalf of each thesis student as soon as the selection of a Supervisor or Co-Supervisors has been made.

If supervision of a student is transferred from one Supervisor to another, a new *Appointment of Thesis Supervisor* form must be submitted (see Graduate Student Calendar section 8.d. “Discontinuation of Relationship between Student and Supervisor”).

Graduate Student/Supervisor Expectations Form

Within the first term of graduate studies at The University of Winnipeg, a conversation between the student and Graduate Thesis Supervisor must be documented. This documentation may be completed using the *Student & Supervisor Expectations Form*. Programs may create their own versions.

6. RESPONSIBILITIES OF THE GRADUATE THESIS SUPERVISOR

The Graduate Thesis Supervisor is responsible for preparing the student for work on their thesis and communicating with the Graduate Studies Office on the student’s behalf.

The Graduate Thesis Supervisor is expected to provide to the student a high level of knowledge or expertise in the student’s area of research, clinical, technical, or creative work.

Where there are Co-Supervisors, both supervisors should undertake these responsibilities and be included in communications regarding the thesis, student progress, and examination.

The Graduate Thesis Supervisor(s) shall:

- 1) be directly responsible for supervising and providing guidance on all aspects of a student’s thesis or research program;
- 2) stay informed of the student’s progress and prepare an annual report summarizing progress in research, clinical, or technical activities (to be submitted to the Graduate Program Committee);
- 3) ensure the research is conducted in a way that is effective and safe;
- 4) review and evaluate student thesis and major research papers in draft and final form;
- 5) in accordance with *The Faculty of Graduate Studies Policies and Guidelines*, attend all supervisory committee meetings as well as student thesis, clinical, or technical practicum examinations;

In addition, the Graduate Thesis Supervisor will be responsible for communications with the Thesis Supervisory Committee and Thesis Examining Committee, ensure that the Thesis Supervisory Committee has read and approves the thesis for examination, and submit all required forms and documents, including the final copy of the thesis and the *WinnSpace Thesis Submission* form, to the Graduate Studies Office by their due dates.

7. APPOINTMENT OF THESIS SUPERVISORY COMMITTEE MEMBERS

The *Appointment of Thesis Supervisory Members Committee Form* should be completed **prior** to the student undertaking research for their thesis.

Responsibilities of the Thesis Supervisory Committee

The Thesis Supervisory Committee should meet with the student regularly to discuss progress on the student's research and thesis. Members should read the thesis chapters and be consulted on whether the thesis is recommended for examination.

Members of the Thesis Supervisory Committee should also be members of the Thesis Examining Committee.

For information about who can serve on the Thesis Supervisory Committee and special circumstances, consult *The Faculty of Graduate Studies Policies and Guidelines*.

8. APPROVAL FROM THE SENATE RESEARCH ETHICS COMMITTEE

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.

Visit the Research Office website for more information:

<https://www.uwinnipeg.ca/research/ethics/index.html>

The ethics approval form must be submitted to the Graduate Studies Office as a separate document; it does not need to be included in the thesis, and cannot be included if it contains personal contact information due to privacy laws.

9. COMPLETION OF A PROGRESS REPORT FORM

The performance of all graduate students will be reviewed at least once a year. The student's Graduate Thesis Supervisor will submit to the Graduate Program Committee a minimum of one annual, evidence-based progress report no later than August 30 (or next business day) to evaluate the student's academic performance and progress.

Copies of the progress report for all students shall be forwarded to the Dean of Graduate Studies by the Graduate Program Committee Chair.

10. THE THESIS EXAMINING COMMITTEE

Membership and Responsibilities

The Thesis Examining Committee will consist of the Thesis Supervisory Committee, and one examiner, who must be external to the student's graduate department or program (for a PhD thesis the external examiner must be external to The University of Winnipeg).

The Thesis Examining Committee will be responsible for examining and reporting on the student's thesis. The final decision will be based both on the content of the thesis and the candidate's ability to defend it.

The Dean of Graduate Studies, or a designate, will chair the committee but takes no part in the final decision.

Appointment of an External Examiner

If the external examiner is not a member of the Faculty of Graduate Studies at The University of Winnipeg, the Graduate Thesis Supervisor must apply to have the external examiner appointed to the Thesis Examining Committee. For an explanation of which faculty are members of the Faculty of Graduate Studies at The University of Winnipeg, consult *The Faculty of Graduate Studies Policies and Guidelines*.

At least **twelve weeks in advance** of the intended thesis examination date, the Graduate Thesis Supervisor should complete and forward a copy of the *Application for Appointment of External Examiner for Thesis Exams* form and forward this form along with the curriculum vitae (CV) of the proposed examiner to the appropriate Graduate Program Committee Chair.

The form and CV are then forwarded to the Graduate Studies Office and sent to the External Examiners Subcommittee of the Graduate Studies Committee (GSC) for approval and forwarded to the GSC for information at the next GSC meeting. **Note:** GSC meetings are not usually held between mid-June and mid-September.

The Graduate Thesis Supervisor will be notified of the External Examiners Subcommittee's decision by their Graduate Program Committee Chair.

Appointment of the Thesis Examining Committee

At least **six weeks in advance*** of the intended examination date, the Graduate Thesis Advisor will request an exam and recommend a Thesis Examining Committee to the Graduate Program Committee Chair on the *Thesis Exam Request and Appointment of Examiners* form. After this form is signed by the Graduate Program Committee Chair and submitted to the Graduate Studies Office, it is forwarded to the Dean of Graduate Studies for approval.

***Note:** If the external examiner is not a member of the Faculty of Graduate Studies at The University of Winnipeg, the Graduate Thesis Supervisor must wait for the examiner to be approved prior to sending the *Thesis Exam Request and Appointment of Examiners* form to their Graduate Program Committee Chair.

11. THE THESIS EXAMINATION

Students have the right to an examination of the thesis if they and their Graduate Thesis Supervisor(s)

believe it is ready for examination. Only students in good standing, however, will be permitted a thesis examination.

Submitting Documents for a Thesis Examination

The Graduate Thesis Supervisor should complete all forms and submit all documents for the thesis examination to the Graduate Studies Office by email:

- *Thesis Exam Request and Appointment of Examiners* form
- Electronic copy of thesis (PDF)

12. STYLE, FORMAT, AND LENGTH OF THESIS

In general, the graduate thesis should show that the student has mastery of their topic and is conversant with the relevant literature. The thesis style must follow the standard style manual acknowledged by their particular field of study, be lucid and well written, and be free from typographical and other errors. For thesis examination purposes, a pdf copy of the thesis must be submitted to the Graduate Studies Office. **An abstract of the thesis should be included within the thesis document.**

Page size: 8½×11 inches (21.59 x 27.94 cm). The minimum left-hand margin allowable is 1½ inches (3.81 cm). Other margins must be at least 1 inch (2.54 cm). 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 New Roman with notes in 10-point font.

See **Appendix B** for a sample cover page.

A Master's thesis should be 50-150 pages long. Science theses will most likely be at the shorter end of this range, with Arts theses at the longer end. A PhD thesis may be longer. Students should consult their Graduate Program for guidance on the best length and scope of a thesis for their program.

13. DISTRIBUTION OF THESIS

The Graduate Thesis Supervisor is responsible for distributing the thesis to the Thesis Supervisory Committee at least **ten weeks in advance** of the intended examination date and prior to requesting the thesis examination.

The Graduate Studies Office shall arrange for the distribution of the version of the thesis submitted to the Graduate Studies Office to members of the Thesis Examining Committee approximately **four weeks in advance** of the thesis examination date.

14. PLANNING OF THESIS EXAMINATION

Once the *Thesis Exam Request and Appointment of Examiners* form and the PDF copy of the thesis have been submitted, the Graduate Studies Office will confirm that the student has completed course requirements for graduation, maintained minimum academic standards, and has no fee or study permit holds on their student account.

If the student is in good standing, the Graduate Studies Office will contact the examiners to arrange the thesis examination. The Graduate Thesis Supervisor may suggest dates for the examination and

the Graduate Studies Office will do its best to accommodate those dates, provided a room and a Chair for the examination are available. Otherwise, the Graduate Studies Office will determine the date of the examination based on the availability of the examiners, a Chair, and an appropriate room for the examination.

In rare and exceptional circumstances, the Graduate Thesis Supervisor may request a thesis examination date after the deadline. This request should be made to the Graduate Studies Office, and requires the approval of the Dean of the Faculty of Graduate Studies.

The Graduate Studies Office will send an invitation to the examiners via email. If there are examiners attending the thesis examination remotely, the Graduate Studies Office will schedule a Zoom meeting for the examiner(s) to attend. Any special circumstances or equipment used or required at the thesis examination should be noted on the *Thesis Exam Request and Appointment of Examiners* form. The Graduate Thesis Supervisor will notify the student of their thesis examination date, time, and location as part of the student's preparation for the thesis examination.

If the above deadlines are met, the Graduate Studies Office will, on request, post information about the thesis examination on the events page of its website; this post will include the student's name, program, the date, time, and location of the examination, as well as the abstract provided with the thesis. Any further promotion, notification to other students in the program, or advertising must be undertaken by the graduate program, the Graduate Thesis Supervisor, or the student.

Thesis Examination Procedure

Thesis students must pass an oral thesis examination on the subject of the thesis and related matters as part of the thesis examination process. The oral examination is open to all members of the University community and guests invited by the candidate.

The Dean of Graduate Studies (or designate) acts as Chair of the Thesis Examining Committee and is responsible for maintaining the relevance of questions and ensuring that time limits are kept.

Following a presentation by the candidate and questions from the Thesis Examining Committee and the audience, the candidate and all spectators will be required to leave the examination room before the examiners begin to discuss their report and evaluation of the thesis.

For more information on the procedure of a thesis exam and the grading system, see Appendix C: Chair Script on Day of Thesis Exam and Appendix D: Guidelines for Examiners.

15. SUBMISSION OF THE FINALIZED THESIS & WINNSPACE THESIS SUBMISSION FORM

After the approval of the thesis by the Thesis Examining Committee and the completion of any revisions required by the Committee, the Graduate Thesis Supervisor will submit via email to the

Graduate Studies Office one electronic copy of the thesis, the *Graduate Student WinnSpace Thesis Submission Form*, and Ethics Approval (if applicable) prior to the final day of the term.

The *Thesis Examination Form* is normally signed at by members of the Examination Committee at the Exam and retained by the Graduate Studies Office, or circulated to examiners attending remotely for their signatures. The Graduate Studies Office will submit the *Thesis Examination Form* to the office of the Registrar as proof of the student's successful completion of the thesis, and retain an electronic copy.

The Faculty of Graduate Studies no longer binds copies of the thesis. Students may print and bind copies of the thesis at their own cost.

16. PUBLICATION AND CIRCULATION OF THESES

Every graduate student registering in a degree program at the University will be required to grant a license of partial copyright to the University and to Library and Archives Canada for any thesis submitted as part of the degree program. This is a non-exclusive right to distribution. Publication for commercial purposes remains the sole right of the author. Students retain full moral copyrights of attribution and the integrity of the work. Digital copies of theses will be made available by WinnSpace (The University of Winnipeg's Open Access Institutional Repository) and Theses Canada, through Libraries and Archives Canada.

The forms and conditions pertaining to these agreements are available through the Faculty of Graduate Studies: <http://www.uwinnipeg.ca/graduate-studies/current-students/forms.html>

- 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.
- For non-legal advice, students may also contact the University Copyright Office.
- Before signing the *Graduate Student WinnSpace Thesis Submission Form*, contents of the thesis should 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.
- **Students will be required to submit their thesis to WinnSpace**, which will enable the work to be discoverable online. It will also automatically submit the thesis to Theses Canada.

In exceptional cases not covered by the regulation concerning patents where adequate cause can be shown to delay publication, the student may request the Faculty 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; the Faculty of Graduate Studies, in consultation with the Graduate Thesis Supervisor, shall determine for what period, if any, access will be restricted. **The student always retains the right to allow access by designated individuals.**

17. GRADUATION DEADLINE

To be eligible for Spring Convocation, all degree requirements, including the thesis examination and submission of the final copy of the thesis, must be completed by **April 30**.

To be eligible for Fall Convocation, all degree requirements, including the thesis examination and submission of the final copy of the thesis, must be completed by **August 31**.

To be eligible for Winter Convocation, all degree requirements, including the thesis examination and submission of the final copy of the thesis, must be completed by the last day in **December before the holiday break**.

Students can apply for graduation through WebAdvisor and should do so by the applicable deadline, even if they have not yet completed their thesis examination or the final copy of their thesis.

18. APPENDIX A – THESIS PREPARATION/EXAMINATION TIMELINE AND DEADLINES*

Task	When	Deadline for June Convo	Deadline for Oct Convo	Deadline for Dec 31 Program Completion (Feb Convo)	Whose Responsibility
<i>Appointment of Supervisor Form to Grad Studies Office (GSO)</i>	When Supervisor is appointed				Graduate Program Chair
<i>Supervisor/ Student Agreement to GSO</i>	Before end of first term				Supervisor
<i>Appt. of Supervisory Committee form and Ethics Approval (if required) to GSO</i>	Prior to start of research/ thesis				Supervisor
<i>External Examiner form & CV to GSO</i>	12 weeks in advance of exam	January 15	May 15	September 1	Graduate Program Chair
<i>Thesis to Supervisory Committee</i>	10 weeks in advance of exam	February 1	June 1	September 15	Student/ Supervisor
<i>Thesis Exam Request and Appt. of Examiners form + thesis to GSO</i>	6 weeks in advance of exam date	March 1	July 1	October 15	Supervisor
<i>Invitations to Thesis Examination</i>	4 weeks in advance of exam date	March 15	July 15	November 1	Graduate Studies Office
<i>Exam Date</i>		April 15	August 15	December 1	Graduate Studies Office
<i>Thesis Examination Form</i>					Exam Committee/

					Graduate Studies Office
Final Copy of thesis & WinnSpace form to GSO		April 30	August 31	Last day before holiday break in December	Supervisor

***Must be completed no later than the dates listed**, but may occur earlier. Students and Supervisors are encouraged to work well ahead of these deadlines.

19. APPENDIX B – SAMPLE COVER PAGE

An Ode to Dinosaurs

by

Juliette Ross

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

Department of Biology
 Master of Science in Bioscience, Technology, and Public Policy
 The University of Winnipeg
 Winnipeg, Manitoba, Canada
 June 2017

20. APPENDIX C: CHAIR SCRIPT ON DAY OF THESIS EXAM.

1. Welcome Everyone

- ***Land Acknowledgement***

****You are invited to add to the acknowledgement below.***

We acknowledge that we are gathered on ancestral lands, on Treaty One Territory. These lands are the heartland of the Métis people. We acknowledge that our water is sourced from Shoal Lake 40 First Nation. (use current UW version)

- ***Introduction of Student, Thesis Title, and Examining Committee Members*** (see *Thesis Exam Request and Appointment of Examiners* form).

2. Explain to student, committee and audience members how the examination will proceed:

- The Examination Chair chairs the committee/exam but takes no part in the final decision.
- The Thesis Examining Committee is responsible for examining and reporting on the student's thesis. *The final decision is based both on the content of the thesis and the candidate's ability to defend it.*
- The first part of the examination consists of an oral presentation that will include a summary of the salient points of the research of **no more than 30 minutes**.
- This presentation is followed questions from the Thesis Examining Committee (one round of 8 – 10 minutes each, and if necessary, another round of 5 minutes each), and then opened to the audience for questions.

****Ask supervisor(s) to note any points of concern or track recommended changes****

- Following the completion of questioning, the candidate and all spectators are **required to leave the examination room** before the examiners begin to discuss their report.

3. Oral Thesis Examination Begins

- No late admittance to examination, the student has 20-30 minutes to present a summary of their research.

4. Questions Begin

- One round of 8-10 minutes for each examiner
- If necessary, another round of five minutes each
- If time is insufficient, ask the supervisor(s) to pass
- The floor is then opened to the audience for questions

5. Ask audience and student to leave the room as examination committee discusses. (see appendix D for more detail).

- *Thesis grading:*
The evaluation of the thesis will not receive a letter grade but designated on the report as one of the following:
 - 1) *Accepted with distinction,*
 - 2) *Accepted with minor revisions,*
 - 3) *Accepted with major revisions,*
 - 4) *unsatisfactory in present form (major modifications and a second examination required), or*
 - 5) *rejected (student removed from program).*
- The Committee shall attempt to reach consensus on the evaluation of the thesis, failing which a majority vote will decide.
- Form signing: Each member of the Thesis Examining Committee signs the *Thesis Examination Form*, indicating concurrence with the selected thesis grade.
- Any member who does not concur with the grade assigned by the TEC should record their reasons for non-concurrence on the *Thesis Examination Form*.

6. Ask student back into room to advise of results.

- The judgment may be reported verbally to the candidate by either the Supervisor(s) or the Chair of the Thesis Examining Committee.
- 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*.

7. Deadline for submission:

- The student's supervisor, not the student, must submit:
 - PDF copy of the final approved thesis,
 - the *WinnSpace Thesis Submission form*,
 - the signed *Thesis Examination Form* (if not retained by the Graduate Studies Office following the Exam)to the Graduate Studies Office prior to the student being permitted to graduate.
- Final submission deadline for *October convocation*: August 31
- Final submission deadline for *February degree conferral*: December 15 or last day before holiday break.
- Final submission deadline for *June convocation*: April 30

21. APPENDIX D: GUIDELINES FOR THE THESIS EXAMINING COMMITTEE.

Categories on the Thesis Examination Form:

1. Accepted with distinction
2. Accepted with minor revisions
3. Accepted with major revisions
4. Unsatisfactory in present form
5. Rejected.

Please select one of the five categories:

<u>Category</u>	<u>Description</u>	<u>Action Required</u>
1. Accepted with Distinction	Both the thesis and the oral presentation achieve a level of excellence and academic rigour, including research, interpretation, clarity, organization, evidence of background knowledge, and generation of new knowledge that contributes to the discipline. Required revisions to the thesis are of a minor, editorial nature. Reaches the highest standards of expectation. The “Distinction” designation is only considered if recommended by the supervisor.	Student makes required corrections and submits final copy to the Advisor along with completed WinnSpace form for online publication. The Advisor approves final version and submits thesis, WinnSpace form, and signed Examination Form to the Faculty of Graduate Studies.
2. Accepted with minor revisions	Very good presentation and a written thesis that makes a solid contribution to the field. Revisions may be required to correct errors in writing, style, format, or clarity, but significant changes are not required in the method of analysis or conclusions.	Same as “Accepted with Distinction.”
3. Accepted with major revisions	Good oral presentation and a written thesis that meets the standard for Master or Doctoral level work (as applicable). Some major revisions are required to the written thesis, such as rewriting analyses or the addition of material.	Same as “Accepted with Distinction.”
4. Unsatisfactory in Present Form	Examiners have concerns about the core assumptions and methods behind the work, and find that the conclusions are not substantiated by the research. The student has produced a thesis with the potential to meet the standards of acceptability only if substantial revisions are made that go deeper than redrafting what is already there. There may be a need to reframe the research question and return to the research phase of the work. A new examination is required.	One opportunity for a second examination within one calendar year may be requested by the supervisor once the required modifications are completed.
5. Rejected	The thesis does not meet adequate standards, and	The student’s program is

	the student does not demonstrate the capacity to complete an acceptable thesis within degree time limits.	terminated.
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For Thesis Examiners:

Thank you for serving on a thesis examining committee at The University of Winnipeg.

Before the exam, you should read the thesis and prepare questions. Normally, you should receive an electronic copy of the thesis and an invitation to attend the thesis examination four weeks in advance of the exam date.

An exam with an examining committee of 4 or 5 members (Supervisory committee of 2 or 3, plus 1 external examiner, plus chair) will be scheduled for 2 hours. If the examining committee has more than 5 members (including the chair), the exam will be scheduled for 2.5 hours.

Here's what to expect at the thesis exam:

1. Welcome from the Exam Chair, land acknowledgment, explanation of process, and introductions.
2. Student presentation of thesis: 20-30 minutes.
3. First round of questions: 8-10 minutes for each examiner, starting with the external examiner, and ending with the student's thesis supervisor(s). The supervisor will record the questions and take notes based on the recommendations and comments of the examiners.
 - a. Please address your questions and remarks to the student, not the other examiners.
 - b. If a student is unable to answer the question, you may rephrase it. If they are unable to answer, move on to your next question.
4. Second round of questions: 5 minutes for each examiner, starting with the external examiner. Depending on available time, the thesis supervisor(s) may be asked to pass.
5. Questions from the audience, time permitting.
6. Evaluation. Everyone besides the Exam Chair and the examining committee are asked to leave the room. The committee has 20-30 minutes to assess the exam, determine a pass or a fail, assign a rating from 1-5, and sign the Examination Form.
 - a. The Chair does not vote and should not attempt to influence the outcome of the evaluation.
 - b. The Chair invites each committee member to comment, going in the same order in which the examiners asked questions.
 - c. In general discussion, the Chair asks the committee to decide whether the thesis examination will pass or fail.
 - d. If the student has passed the exam, the Chair will ask the student's thesis supervisor(s) if they would like to propose a "1" rating for consideration by the committee. The committee shall select a rating of "1," "2," or "3."
 - e. If the student has not passed the exam, the committee will select a rating of "4" or "5."
7. Announcement of result. The student and (if a passing grade is given) audience are invited back into the examining room and the Chair or Supervisor(s) announces the resulting ranking to the student.
8. Final arrangements. The Chair, the student, the thesis supervisor, and staff in the Faculty of

Graduate Studies will make arrangements for delivery of forms and clarify methods of collecting signatures on forms.

If an examiner refuses to sign the Examination Form, they will be asked to record the reasons for their non-concurrence on the form.

If the thesis exam is given a “pass,” with a rating of 1-3, the Chair will indicate that it is the supervisor(s)’s responsibility to communicate the required revisions in detail to the student, to approve the final version of the thesis submitted by the student, and to submit the final version to the Faculty of Graduate Studies along with the WinnSpace form for online publication.

When examiners, the student, or members of the audience are participating on Zoom:

The Zoom call is created and opened by staff from the Faculty of Graduate Studies, who also control the waiting room during the exam.

Audience members are asked to keep their cameras and microphones off.

Members of the examining committee are asked to keep their cameras on throughout the exam, and to turn off their microphones during the student’s presentation.

Anyone attending the Zoom call who is not on the examining committee (including the student) will be asked to leave the call during the evaluation discussion. When they log back in they will find themselves in the waiting room. If they do not leave on request, the Grad Studies staff member operating the call will move them into the waiting room one by one before the evaluation discussion begins.

When the examination committee is ready to announce the results, the student and any audience members in the waiting room will be admitted back into the Zoom call.

Examiners attending on Zoom will be asked to sign the form electronically and return it to the Faculty of Graduate Studies. Please try to complete this task within 24 hours of the exam.

For questions about thesis exam procedures, please write to k.suss@uwinnipeg.ca.