



## Policy Title: Thesis Administration (Master's)

Effective Date: 2022-12-01  
Next Review Date: 2029-09-01

Parent Policy	None
Policy Administrator	Associate Provost, Research & Graduate Studies
Approving Body	Senate
Approval History	2022-10-11; Senate Motion #2022/23 – 006 2017-04-25 ;GAC Motion #2016/17 – 014

### Purpose:

The objectives of this policy are:

- To provide standardized procedures for all graduate students.
- To ensure that students, supervisors, and administrators have access to and understand expectations and requirements.
- To ensure that theses are consistent, professional, and of the highest quality.
- To ensure compliance with Tri-Agency Open Access policy.
- To ensure that graduate theses are archived appropriately.

### Scope of this Policy:

Faculty of Graduate Studies (FGS) students from both the School of Graduate Studies (TWU) and the Graduate School of Theological Studies (ACTS).

### Policy Statement:

All theses and defences will be coordinated through the Office of Research and Graduate Studies. The Office of Research and Graduate Studies is responsible for all procedures and documentation to support thesis students, their supervisory committees, and examining committees. Thesis refers to master's theses.

### *Defence Preparation*

The student, in consultation with their Supervisory Committee, is responsible for adhering to the thesis defence timeline and submitting all necessary documentation to the Office of Research and Graduate Studies for approval and administration.

The Office of Research and Graduate Studies is responsible for scheduling a defence, in consultation with the student and Examining Committee, and then securing an Exam Chair.

### ***Public Event***

Every defence is a public event that is publicly announced. Requests for exceptions to public announcements and access for safety-related concerns must be made to the Office of Research and Graduate Studies for consideration well in advance of the anticipated defence date. For virtual defences, the Office of Research and Graduate Studies is responsible for managing details concerning remote attendance of all parties. For face-to-face defences, the student's program administration is responsible for managing details concerning remote attendance for a Third Reader who must attend virtually, and the Program will provide the Office of Research and Graduate Studies with the remote access details to forward to the examiner.

### ***Defence Format or Recording***

Requests to alter the precedent format or procedure of a defence or to record a defence in any manner must be made to the Office of Research and Graduate Studies for consideration well in advance of the anticipated defence date. Only the student presentation portion of the defence may be considered for recording. No portion of the defence will be streamed. The Exam Chair has the right to discontinue a recording if it is interfering with the proper conduct of the defence.

### ***Post-Defence Requirements***

The student is responsible for completing post-defence requirements, including any necessary revisions to their thesis, archival processes, and administration requirements required by the Office of Research and Graduate Studies. Final theses must conform to the specifications provided by the Office of Research and Graduate Studies. After the completion of defence requirements, the student is also responsible for completing all administration requirements for graduation provided by the Office of the Registrar. The student's program administration is responsible for honorariums provided to members of the Examining Committee.

### ***Archiving and Accessibility***

All theses will be available electronically through the TWU library shortly after submission. Once a thesis has been published, changes cannot be made to it. The Office of Research and Graduate Studies is responsible for ensuring that theses are archived in the TWU library, for considering embargo requests, and for submitting a final thesis grade and date of completion to the Office of the Registrar after the archival process. The Office of Research and Graduate Studies is also responsible for compliance with external requirements, such as those of the Tri-Agency. TWU's Library is responsible for ensuring that theses have been archived appropriately, including submission to third-party repositories.

### **Definitions:**

**Defence:** the final oral examination where the Examining Committee hears the student present a synopsis of their thesis and then questions the student to determine whether the written work, oral presentation, and subsequent interactions meet the standards of evaluation.

**Procedures:** None

**Child Policies:** None

**Other Related Policies:** Thesis Supervisory Committee (Master's); Thesis Examining Committee (Master's); Thesis Exam Chair; Program Completion; Capstone Continuation