



Series: Academic / Courses,
Curriculum, Exams (A 2)
Number: A 2-25

Effective Date: 2026-04-28
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Policy Title: Thesis Administration (Master’s)

Parent Policy	None
Policy Administrator	Associate Provost, Research & Graduate Studies
Approving Body	Senate
Approval History	2026-04-28; Senate Motion #2025/26 – 050 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 master’s level 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:

Graduate programs at the master’s level with a major research component that requires a graduate student to work on a thesis that undergoes a final thesis defence as a requirement for completion of the program. The policy applies to the program directors, faculty, graduate students, supervisors in these programs as well as supervisory committees.

Policy Statement:

All theses and defences will be coordinated through the Office of Graduate Studies (OGS). The OGS 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 OGS for approval and administration.

The OGS is responsible for securing an Exam Chair.

Public Event

Every defence is a public event that is officially announced. Requests for exceptions to public announcements and access for safety-related concerns must be made to the OGS for consideration well in advance of the anticipated defence date. For virtual defences, the OGS 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 OGS 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 in any manner must be made to the OGS for consideration at least 90 days in advance of the anticipated defence date. Recording of the thesis defence is prohibited.

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 OGS. Final theses must conform to the specifications provided by the OGS. 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 OGS 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 OGS 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.

OGS – Office of Graduate Studies

Procedures: None

Child Policies: A 2-26 Graduate Studies Exam Chair; A 2-27 Thesis Examining Committee (Master's); A 2-28 Thesis Publication & Embargo; A 2-29 Thesis Supervisory Committee (Master's)

Other Related Policies: A 2-02 Capstone Continuation; A 4-01 Graduate Program Completion