



TRINITY WESTERN
UNIVERSITY

FACULTY OF GRADUATE STUDIES

2026-27

DISSERTATION GUIDEBOOK
(PhD)

TABLE OF CONTENTS

INTRODUCTION	1
THESIS TRACK PROGRAMS	1
THESIS ADMINISTRATION	1
THESIS COURSE PREREQUISITES	1
THESIS DEFENCE PREREQUISITE	1
THESIS PROCESS	1
THESIS DEFENCE TIMELINE	2
THESIS FORMATTING	2
MODES OF DEFENCE	5
THESIS COMMITTEE ROLES & EXCEPTIONS	5
INVOLVEMENT OF INDIGENOUS KNOWLEDGE KEEPERS	6
THESIS EXAM CHAIR	6
THESIS FORMS	6
DEFENCE ORDER OF PROCEEDINGS	7
DEFENCE FORMAT	8
DEFENCE RECORDING	8
PUBLIC EVENT	8
THESIS DEFENCE GRADING SCALE	8
POST-DEFENCE CHECKLIST	9
POST-DEFENCE PROCESS	10
THESIS PUBLICATION & EMBARGO	10
CONTINUOUS REGISTRATION	10
NOTICE OF THESIS COMPLETION	11
PRO-RATED TUITION REFUND	11
COMPLETION DATES FOR CONVOCATION & CONFERRAL ELIGIBILITY	11



INTRODUCTION

The Office of Graduate Studies (OGS) provides this Dissertation Guidebook as a comprehensive compilation of Trinity Western University (TWU) policies, procedures, and academic expectations governing PhD/doctoral-level research degrees.

ACADEMIC POLICIES

University policies and program policies are the authority.

University policies are approved by Senate and administered by the Office of Graduate Studies. University policies help to standardize governance, inform program level policies, and to ensure fairness and consistency.

Program policies are approved and administered by the respective program and must be developed within the bounds of university policies. Program policies are specific guidelines for a particular program, department, or course and are supplemental to university policies.

It is the student's responsibility to review and follow these policies.

ACADEMIC CALENDAR

Access essential information, policies, and courses in the annual Academic Calendar.

[Academic Calendar](#)

PROGRAM CHECKLIST

A program checklist is the official document that defines the requirements to obtain the degree. The plans are guides that provide a way to navigate the program in four or five years; they are merely possible paths. Please consult a faculty or academic advisor for guidance. [Graduate Program Checklists](#)

AUTHORSHIP

Students are expected to conceive of, design, research, and write a dissertation as a sole author. Therefore, each PhD/Doctoral candidate must submit their own dissertation, under single authorship. No PhD/Doctoral dissertation sharing joint authorship will be accepted.

DEFINITIONS

Dissertation: An extensive, research-based academic document submitted as a final requirement for a Ph.D. or doctoral degree. It requires students to conduct original research, synthesize new theories, and defend their findings before a faculty committee (Cambridge dictionary definition) (see also: [A 2-34 Quality of Graduate Research Work Products](#)).

Comprehensive exam: The purpose of the comprehensive exam is to measure the student's command of concepts, theories, and research methodologies in their discipline. Passing the comprehensive exam is required for the student to become a PhD candidate and move on to the dissertation research phase. The examination needs to be completed within a time limit as defined in the policies of each respective PhD/Doctoral program.



Note that some programs conduct one or both of the Comprehensive and/or Candidacy examinations (see also: [A 2-32 PhD/Doctoral Comprehensive & Candidacy Examination\(s\)](#)).

Candidacy exam (Proposal defence): Typically an oral defence of the dissertation proposal. An oral presentation by a doctoral student for the purpose of evaluating the student's research proposal, knowledge of the research field and their readiness to proceed with PhD dissertation research. A test that assesses a doctoral student's knowledge across their field of study and their ability to conduct research. The examination needs to be completed within a time limit as defined in the policies of each respective PhD/Doctoral program. Note that some programs conduct one or both of the Comprehensive and/or Candidacy examinations. (see also: [A 2-32 PhD/Doctoral Comprehensive & Candidacy Examination\(s\)](#))

Dissertation defence: A final oral examination for a PhD/doctoral candidate, where they present and defend their written dissertation to an examining committee.

DOCTORAL MILESTONES

Milestone	Description
Core Coursework	A student must complete their program's core coursework in time limits that are defined by the program checklist, prior to taking the comprehensive/candidacy exam. Course requirements are program specific.
Finding a supervisor (dissertation advisor)	The program director and/or student identifies a graduate supervisor (dissertation advisor) with shared research interests. A 2-24 Supervisor & Supervisory Committee (PhD) A 2-33 Graduate Student Research Supervision
Formation of Supervisory Committee	The program, supervisor and student will collaborate on supervisory committee formation at a time specific to program requirements. A 2-33 Graduate Student Research Supervision ; A 2-24 Supervisor & Supervisory Committee (PhD)
Comprehensive and/or Candidacy Exam	Comprehensive and candidacy examinations are governed by the PhD/Doctoral Candidacy/Comprehensive policy. Forms are required to be submitted to the Office of Graduate Studies (see below) A 2-32 PhD/Doctoral Comprehensive & Candidacy Examination(s)
Research Ethics Board Approval (If applicable)	After successful completion of the candidacy exam and prior to research, the student must apply for Research Ethics Board approval (for research involving human subjects). A 2-34 Quality of Graduate Research Work Products
Meeting of supervisory committee	Annually during the PhD/Doctoral work in order to track student progress. Report required to be filed with the Office of Graduate Studies. A 2-24 Supervisor & Supervisory Committee (PhD) . Note that if the committee has not yet been formed a meeting with the Supervisor will suffice for that year.
Formation of the PhD Doctoral Examination committee	Three months (6 weeks for students of Trinity Evangelical Divinity School at TWU) prior to the scheduled PhD/Doctoral defence date, an Examination committee must be formed including the Supervisor, Supervisory Committee, University Examiner (if applicable) and the External Examiner. A 2-24 Supervisor & Supervisory Committee (PhD)



	A 2-33 Graduate Student Research Supervision
PhD Doctoral Dissertation Defence	A final oral examination for a PhD/doctoral candidate, where they present and defend their written dissertation to an examining committee. A 2-31 PhD/Doctoral Defence
Dissertation Revisions	After the defence, the PhD/Doctoral candidate completes any revisions requested by the committee and seeks approval for the revisions by the Supervisor and or Supervisory Committee. A 2-31 PhD/Doctoral Defence
Publication	Dissertation is checked for formatting and uploaded to the institutional repository (TWUSpace) (A 2-28 Thesis Publication & Embargo)
Graduation	Consult with the Office of the Registrar regarding conferral dates and corresponding graduation dates.

PREPARING FOR EXAMS

There are several steps on the PhD/Doctoral journey that are outlined below with associated forms:

Establishment of Student's Supervisor Committee- [Supervisory Committee Record Form](#)

Comprehensive and/or Candidacy Examination- [Comprehensive Examination Report](#), [Candidacy exam booking request](#), [Recommendation for Advancement to Candidacy \(PhD\)](#)

Supervisory Committee Meetings- [Supervisory Committee Meeting report Form](#)

Transcript Check (verification of completion of coursework)-check with program that all required courses are completed

Nomination of External Examiner and University Examiner (if applicable)

[Supervisory Committee Approval – PhD/Doctoral Dissertation](#)

Distribution of Dissertation to Examining Committee

PhD/Doctoral Examiner's Report

Rescheduling of Exam (if needed)

FORMATTING of FINAL DISSERTATION

The Office of Graduate Studies presents the following formatting requirements for all TWU's Faculty of Graduate Studies dissertations. Consistent formatting helps ensure compatibility with standards established by Library and Archives Canada (LAC) and the Tri-Agencies, as well as reader accessibility, ability to reproduce the dissertation in various formats, and longevity of the archived copy.

Graduation will be delayed until the formatting requirements are met. Questions may be directed to the Office of Graduate Studies at GradStudies@twu.ca.

Format

Length

Dissertations are limited to 300 pages in length, all pages included. It is within the program's discretion to determine a specific page limit within the scope of 300 pages, considering which preliminary pages and concluding pages are required by the program, any limit on the length of the chapters, and the program's required length for the bibliography (or number of references).

Language



1. Theses must be written in English, unless approval has been granted by the Office of Graduate Studies.
2. Exception: Due to the brief and personal nature of the Dedication page, font style and language is not restricted and approval is not needed for the use of different fonts and languages.

Font

1. Use a standard font that is appropriate for an academic paper. Ask the thesis supervisor about the preferred font for the discipline. Recommendations include Arial, Calibri, and Times New Roman.
2. Font must be sized 11 or 12, with a maximum 10 cpi (characters per inch).
3. Font must be black.
4. Text and page numbers must be in the same font throughout the thesis.
5. Exception: Font and font size may be varied for symbols or emphasis, where appropriate (science and mathematical terms).

Layout (*Use this guidebook as an example of custom margin settings, pagination, and running header.)

1. Use 8.5" x 11" paper size.
2. Margins must be set to 1.25" for the left side and 1" for the top, bottom, and right side, including the pagination and running header. Custom margins settings will look like this document, which is set at:

Layout

- Header: 1"

Margins

- Top: 1.25"
- Bottom: 1"
- Left: 1.25"
- Right: 1"

3. The running header must be aligned at the top left hand and may not exceed 50 characters.
4. Page numbers must be aligned at the top right hand, in line with the top line of the running header.
5. Use 1.5 line spacing for the body of the text, with single spaced block quotations.

Orientation

1. The preliminary pages and main body of the text must be portrait orientation.
2. Appendices may be either portrait or landscape orientation.
3. Students who wish to have their theses bound must ensure that the orientation of all pages are portrait, including the appendices. Formatting changes are not permitted after a thesis is published.

Title Page

1. Use the university approved Title Page Template. Required information includes:
 - Title
 - Author
 - Previous degrees
 - "in partial fulfillment..."
 - Degree
 - Program
 - Faculty
 - University
 - Month and year of defence
 - Claim of copyright (© symbol)
 - Name of copyright owner
 - Year of copyright
2. Use the same font and size as the body of the thesis.
3. Do not include a page number or running header on the title page.



4. Use regular font style (no bold, italics, or underlining).
5. Do not use special effects font or quotation marks.
6. Acronyms and abbreviations must be spelled out completely.

Ordering of Pages

The acceptable order of pages follows. Not all items listed below are required. Consult with your thesis advisor regarding which optional pages your program includes in their theses. If included, the pages must be presented in the following order:

Preliminary pages

- **Title page** (required). Use the template provided on the Forms and Procedures webpage. Do not list in the Table of Contents. Do not insert running header or pagination.
- **Declaration of Committee page** (required). Use the template provided on the Forms and Procedures webpage. Be sure to use your committee members' preferred names for publication (check with them) and their credentials.
- **Acknowledgements (optional)**. Use this space to thank professional colleagues and people who have provided the most help during your graduate work. Acknowledgements may extend for more than one page but should be no longer than two pages.
- **Dedication (optional)**. Due to the brief and personal nature of the Dedications page, font style and language is not restricted, and approval is not needed for the use of different fonts and languages. Dedications are limited to one page.
- **Abstract** (required). The abstract is a concise and accurate summary of the research contained in the thesis. It states the problem, the methods of investigation, and the general conclusions, and should not contain tables, graphs or illustrations. It must not exceed 250 words and should contain relevant keywords that will make your thesis more likely to be found in an electronic search.
- **Table of Contents** (required)
- **List of Tables** (if any)
- **List of Figures and Illustrations** (if any)
- **List of Plates** (if any)
- **List of Symbols, Abbreviations, Acronyms, or Glossary** (if any)

Body of text

Final sections

- End notes (if any)
- **References/Bibliography** (required)
- **Appendices** (if any). Remove all personal contact information, including email addresses and phone numbers.
- **Index** (optional)

Remember:

1. All pages (except the title page) must include the running header and pagination.
2. All sections (except the title page) must be listed in the table of contents.

Preliminary Pages

1. Use small Roman numeral pagination (e.g., ii, iii, iv...), starting with "ii" on the Abstract page (e.g., Begin numbering pages after the title page. The "i" on the title page is implied but not given.)
2. The running header and page numbering must appear on all pages, within the 1" margins.
3. Ensure that you have permission to include someone's name in the dedication or acknowledgements, as a thesis is a public document.
4. Abstracts for dissertations are limited to 250 words.
5. Each list must start at the top of a new page.

Body of the Text



1. Use Arabic numeral pagination (e.g., 1, 2, 3...) on all pages of the body of the text.
2. Do not type "Page" in front of the number.
3. The running header and page numbering must appear on all pages, within the 1" margins.

Final Sections

1. Use Arabic numeral pagination (e.g., 247, 248, 249...) on all pages of the final sections, continuing the numbering from the body of the text.
2. The running header and page numbering must appear on all pages, within the 1" margins.

Electronic Thesis Deposit

1. Ensure your manuscript conforms to the citation style of your discipline.
2. Remove signatures.
3. Remove all personal, identifying, or contact information from the body of the thesis.
4. Either redact all personal contact information (of the author or others) from the appendices or, instead of including the actual document, on the appendix page type "A full copy of this document is available upon request".
5. Remove blank pages, hanging titles, and widow lines.
6. Refer to *Post-Defence Checklist* section for further instructions regarding the archival process.

PROFESSIONAL EDITING

The Office of Graduate Studies recommends that students seek professional editing as part of the scholarly writing process, to be completed prior to publication.

USE OF AI

As a member of the Western Deans of Graduate Studies, Canadian Association of Graduate Studies, Universities Canada and an eligible institution for Triagency funding, TWU adheres to similar principles as outlined by other Canadian Universities when it comes to the use of generative AI in research and scholarship. The Western Deans of Graduate Studies offers guidance on the use of AI in Graduate Studies at this [link](#).

Recognizing that the challenging road of writing a thesis/dissertation builds the knowledge and resilience of students as they strive to become seasoned scholars, TWU strongly discourages the use of generative AI to produce any part of a thesis and/or dissertation and students must understand the risks associated with the use of AI. The use of generative AI tools should be limited to use in ways that enhance your learning and development as an expert in the field, thus careful thought should be given prior to using AI in graduate research, creative and scholarly activity. Students should discuss and get approval for the use of any generative AI tools for research, scholarship, and creative activities. Any plan for the use of generative AI must follow the principles outlined below. Where you are uncertain, ask your supervisor(s), supervisory committee, or graduate program chair (or equivalent) for guidance. Students should also be aware of TWU's policy on [research and scholarly integrity](#) and [intellectual property](#). Helpful links to gain additional information include the [University of Toronto's Guidance on the Appropriate Use of Generative Artificial Intelligence for Graduate Academic Milestones](#) and [Simon Fraser University's Generative + Agentic Artificial Intelligence Use in Graduate Studies](#).

Principles of Generative AI Use

Scholarly Responsibility: Graduate students are responsible for all scholarly and creative work that incorporates generative AI-generated content. Students must understand, evaluate, and be prepared to defend all aspects of their use of AI in their work, including, but not limited to, the accuracy and appropriateness of AI-generated content, questions of authorship and ownership, and the potential risks, consequences, and limitations associated with the use of AI.



Scholarly Integrity: Students must apply their own critical thinking and academic judgment to all research, creative and scholarly activities. Prior to using generative AI tools, students should carefully consider if generative AI is appropriate to the particular use-case as well as the potential implications, risks, and consequences for the integrity and confidentiality of their work. Students must disclose any use of generative AI in their research, scholarly or creative work towards their thesis/dissertation. Students are responsible for understanding the limitations of generative AI, the potential consequences of relying on AI-generated content, and issues related to the ownership, authorship, and intellectual property rights associated with AI-generated outputs. Regardless of the extent to which generative AI is used, responsibility for the integrity and quality of the final work remains with the student.

Transparency: All generative AI tools utilized should be openly accessible and publicly available. The use of generative AI in any part of graduate level research, scholarly or creative work should be readily disclosed and explainable by students.

Preservation of privacy, intellectual property rights and data security: Graduate students must safeguard personal information, ideas, confidential data, unpublished research, and intellectual property when using generative AI tools. Graduate students are responsible for understanding and mitigating the potential risks associated with generative AI, including breaches of privacy, confidentiality, data security, copyright, and intellectual property rights. The use of generative AI must comply with applicable legal, ethical, and institutional requirements.

MODES OF DEFENCE

Physical. A physical defence is held with all required parties attending in-person, as well as all audience members also attending in-person. NOTE: The exception will be a remote degree committee member who may need to attend virtually. Only one degree committee member may attend virtually. If more than one of the degree committee members need to attend virtually, the defence will be virtual.

Virtual. Virtual defences are primarily based on the needs of the student. If the student is remote or needs a virtual defence for other reasons, then all parties will attend in the same mode as the student. A virtual defence will be held with all required parties attending virtually, as well as all audience members. NOTE: The required parties may not attend in-person together primarily and virtually secondarily (e.g., the advisory committee may not be together in the same room while the student is remote).

Hybrid. A hybrid defence consists of all required parties attending physically, except for one remote degree committee member and either all or a portion of the audience members attending virtually. NOTE: A hybrid defence depends on the program's ability to provide a program employee who is not a required party of the defence to manage the virtual attendance of the audience.

ROLES & EXPECTATIONS

For more detail consult the PhD policies listed above including:

[A 2-24 Supervisor & Supervisory Committee \(PhD\)](#)

[A 2-33 Graduate Student Research Supervision](#)

[A 2-31 PhD/Doctoral Defence](#)



Definitions	Members
Thesis Advisor (Supervisor). Serves as the primary academic mentor to the graduate student and provide oversight on their dissertation project.	Thesis Advisor (Supervisor)
	Co-Advisor (Co-supervisor)
Advisory (supervisory) committee member: Assists the Advisor (supervisor) in providing guidance, consultation, and advice on the PhD dissertation project.	Advisory (supervisory) Committee Member
Examination Committee: A Dissertation Examination Committee consists minimally of three or more scholars who adjudicate both the oral defence and the written thesis. The Examination Committee consists of the Supervisory Committee plus an External Examiner and a University Examiner	

University Policies for Degree Committees			
See policies for Qualifications and Roles			
Supervisor and Supervisory Committee (PhD) A 2-33 Graduate Student Research Supervision			
SUPERVISORY COMMITTEE MEMBERS			
The degree committee must be composed by a minimum of three members.			
			External Member (part of Examining Committee)
PhD Advisor	Co-Advisor(s)	Advisory Member	
Pre-Defence Approvals and Exceptions from the Office of Graduate Studies			
No exceptions	Advisory Member Exception to Policy for co-advisor and program members only		External examiner nomination on Supervisory Committee Approval Form
PhD Supervisory Committee Record Form			
Honorariums for Degree Committee Members			Nominations for University Examiner (If Applicable)
Determined and administered by the program.			
Community Covenant and Statement of Faith			
Degree committee members who are non-TWU faculty are <u>not</u> required to sign the Community Covenant or Statement of Faith.			

INVOLVEMENT of INDIGENOUS KNOWLEDGE KEEPERS

Indigenous Knowledge Keepers and Elders play vital roles in the thesis process, as teachers, advisors, and mentors.

There are two options for the role of an Indigenous Knowledge Keeper at defence:

- Qualified Observer. As a non-voting member of the degree committee, the Indigenous Knowledge Keeper may ask questions during the examination period but does not have a



- voting role on the degree committee and is excluded from deliberations. Approval from the Office of Graduate Studies is not required.
- Degree Committee Member. As a voting member of the degree committee, an Indigenous Knowledge Keeper who does not meet policy requirements for degree committee members requires either:
 - o an approved exception to policy as a co-advisor or advisory member.
 - o approval as a nominated external reader.

EXAM CHAIR

The role of the exam chair is to be a neutral facilitator representing the Vice Provost of Graduate Studies at a thesis defence, to ensure that the formal exam and related documentation proceed according to TWU policies and procedures. The Examination Chair is suggested by the Program and subsequently approved by the Office of Graduate Studies. Note that the Examination chair must meet arm's length expectations for the student and the program.

NOTE: If an available exam chair cannot be secured for a proposed defence date, the defence date will be returned to the graduate program for rescheduling.

FORMS (in order of use)

Form	Description
Thesis Evaluation Criteria	Thesis evaluation criteria are specific to each program and should be provided by the program to the student well in advance of the defence, so that the student understands how their work is being assessed.
Advisory Member Exception to Policy	Program directors must submit this form to the Office of Graduate Studies to request approval for any proposed advisory committee member who is not a member of TWU's Faculty of Graduate Studies. To be considered, the non-TWU and/or non-FGS nominee must meet all other qualifications of the Thesis Supervisory Committee Policy . Available on the Forms & Procedures webpage.
Nominations for External Examiner and Nomination for University Examiner	The PhD defence must have an External Examiner and a University Examiner.
Supervisory Committee Approval – PhD Dissertation	This form attests that the student's thesis is ready for defence and provide event details. The form must be signed by the student and advisory committee and submitted to the Office of Graduate Studies by the student from their @mytwu.ca student email a <u>minimum of six weeks</u> prior to the defence date. OGS office closure dates are not included in the minimum submission requirement. Thesis defence blackout dates do not impact the SCA validity period. Available on the Forms & Procedures webpage.
Title Page Template	Formatting of the title page must adhere to the template available on the Forms & Procedures webpage.
Declaration of Committee	Formatting of the declaration must adhere to the template available on the Forms & Procedures webpage.
Dissertation Evaluation Agreement (DEA)	Thesis Evaluation Agreements are provided to the exam chair by the Office of Graduate Studies prior to the defence and consist of the



	standard thesis grading scale and the program's respective thesis evaluation criteria.
ARCA Instructions for Student Submitter	The Librarian provides this instructional form to students who have created a student account in ARCA for the purpose of uploading their thesis into the library's repository, TWUSpace. Available on the Forms & Procedures webpage.
Final Dissertation Completion (FDC)	Students must submit this form, with all necessary signatures attached, together with their final thesis, from their TWU student email (@mytwu.ca) to the Graduate Studies Coordinator, as part of the process for completing thesis requirements. Available on the Forms & Procedures webpage.
Notice of Dissertation Completion (NDC)	The Graduate Studies Coordinator provides this form to the Office of the Registrar upon the student's completion of all thesis requirements, to deposit the student's final thesis grade for recording.

DEFENCE ORDER OF PROCEEDINGS

Pre-Defence Meeting	A pre-defence meeting is held 15 minutes before the start of the defence, and includes the student, degree committee members, and exam chair.
Call to Order	The exam chair will call the defence to order, introduce themselves, provide the Land Acknowledgement, offer a prayer, and explain exam protocol to the audience. Alternatively, the thesis advisor may offer the prayer.
Introductions	The exam chair will introduce the degree committee members in order of thesis advisor, advisory member, and external member. The exam chair will then introduce the student for their presentation.
Presentation	The student will give a 20 to 25-minute presentation of their written dissertation.
Examinations	The exam chair will moderate the examination by calling upon the degree committee members to examine the student in the following order: external member, advisory member, thesis advisor. Examinations may be in one round or two rounds, depending on the program's preference. The examination must conclude within one hour.
Audience Questions	If the examination period ends short of 90 minutes, the exam chair may open the floor for questions from the audience until the one hour terminates.
Deliberations	The exam chair excuses the student and audience from the examination space (whether physical or virtual) to provide privacy for the degree committee to deliberate the results of the examination.
Conclusion	The exam chair calls the student to return to the examination space and provides the student with the recommendations and a final grade. Audience members must not be present for the conclusion. As it is an exam, the results are provided privately to the student, who may then decide whether to share the results.

DISSERTATION DEFENCE FORMAT

Defences will be held in an approved indoor room on a TWU campus and will proceed with terminology and roles as determined by TWU policy and procedure. Any alteration to the sequence, location, or terminology used at a defence must be pre-approved by the Office of Graduate Studies. Requests to alter the precedent format or procedure of a defence must be made to the Office of Graduate Studies for consideration well in advance of the anticipated defence date.



PUBLIC EVENT

Dissertation defences are public events. Requests for exceptions to public announcements and access that are deemed necessary for safety-related concerns must be made to the Office of Graduate Studies for consideration well in advance of the anticipated defence date.

DISSERTATION DEFENCE GRADING SCALE

At the conclusion of the examination the PhD/doctoral candidate will temporarily leave the examination room or digital platform to allow the examining committee to deliberate. Once the examining committee reaches consensus or majority, the grade for the dissertation and oral defence will be given one of the following recommendations:

- i. The dissertation is satisfactory without revision.
- ii. Only minor revisions are required. The committee charges the research supervisor to verify that the required changes have been made.
- iii. Substantive revisions are required. The committee chooses two or more of its members, including the supervisor, to verify that the required changes have been made.
- iv. The dissertation is unsatisfactory. Major rewriting and rethinking are required.
- v. The dissertation is unacceptable; it is fundamentally flawed and therefore beyond revision.

The examining committee is then asked to select one of the following overall recommendations:

- i. Pass. Pending submission of their dissertation into the library's institutional repository, the University should award the doctoral degree to this candidate.
- ii. Re-examination required. The candidate should be allowed a second attempt to pass the PhD/doctoral defence (no more than a second attempt is permitted).
- iii. Fail. Trinity Western University should not grant the PhD/doctoral degree

POST-DEFENCE CHECKLIST

This checklist assists thesis students in completing all post-defence requirements.

1. Sign the **Dissertation Evaluation Agreement (TEA)** grading form. If the defence was physical, you will have signed this form after receiving your grade at the conclusion of your defence. If the defence was virtual, the Graduate Studies Coordinator will send you the form via email for electronic signature.
2. Complete all thesis revisions required by the degree committee.
3. Ensure that the thesis complies with the formatting requirements described in this Thesis Guidebook under *Thesis Formatting*.
4. Submit the revised thesis to the thesis advisor, and to any other degree committee members identified on the TEA, for final approval.
5. Once the final thesis is approved by the required committee members, complete the **Final Dissertation Completion (FTC)** form, including signatures. NOTE: If the thesis was recommended on the TEA as "acceptable as is", no committee member signatures are required.
6. Submit the final thesis (in pdf) and signed FTC to the Graduate Studies Coordinator for formatting review. The Graduate Studies Coordinator will advise of necessary revisions. When the Graduate Studies Coordinator approves formatting, move on to next step.
7. Submit final thesis to the library
 - o Create a TWU ARCA account using the [link to the account request form](#).
 - o On receiving the login credentials, fill the TWU Student Thesis Form using the appropriate link found [here](#).
 - o Contact Librarian Billy.Augustine@twu.ca if you have any questions.



Librarian Augustine will help you create an ARCA student account and will provide you with instructions for uploading a pdf version of your final thesis.

NOTE:

- Students must agree to the non-exclusive licensing agreement.
 - Abstracts must be limited to a maximum of 250 words.
 - Manuscripts with errors will be published, as is.
8. When the thesis is published, the Graduate Studies Coordinator will submit a Notice of Thesis Completion to the Office of the Registrar, depositing the thesis grade. The student and supervisor are copied on this email.
 9. Follow the Office of the Registrar's degree completion steps.

POST-DEFENCE PROCESS

The student is responsible for completing post-defence requirements, including any necessary revisions to their thesis and the archival processes. Thesis completion requirements are met when:

- a student has completed the revisions required by the examining committee
- the student has submitted the final thesis together with the signed Final Thesis Completion form to the Office of Graduate Studies
- the Graduate Studies Coordinator has worked with the student to ensure correct formatting of the thesis
- the student has worked with the Librarian to create a student account in ARCA
- the student has uploaded their thesis into ARCA and approved the licensing agreement
- the Graduate Studies Coordinator has edited the metadata for the thesis, ensured copyrighting, and approved the thesis for publication
- the Librarian has published the thesis

PUBLICATION

TWU requires that a dissertation be published in the library repository, TWUSpace, for a degree to be awarded. Students who wish to temporarily embargo their thesis for a period of up to either 6 or 12 months must still upload the thesis into TWUSpace so that the University can publish the thesis when the embargo ends. If a thesis is not uploaded into TWUSpace, a degree will not be awarded.

This policy follows the guidelines of the [Tri-Agency Open Access Policy on Publications](#).

POLICY: [Thesis Publication & Embargo Policy](#) (ED September 2022)

COPYRIGHT

CONTINUOUS REGISTRATION

A student who finds it necessary to continue their research project in semesters additional to their original registration must maintain continuous registration in the capstone continuation course that is specific to their program of study (CODE 695) and continue paying tuition fees of \$955 through to project completion, including, if applicable, semesters in which they complete thesis defence requirements.

POLICY: [Capstone Continuation Policy](#) (ED March 2022)





NOTICE OF THESIS COMPLETION

Once a dissertation is published in the library repository, TWUSpace, the Graduate Studies Coordinator will submit a Notice of Thesis Completion to the Office of the Registrar, depositing the student's final dissertation grade. This notice will also signify to the Registrar's office whether the student is entitled to receive a pro-rated tuition refund for the semester in which they completed their dissertation requirements.

POLICY: [Thesis Administration \(Master's\) Policy](#) (ED December 2022)

COMPLETION DATES FOR CONVOCATION & CONFERRAL ELIGIBILITY

The date a student submits their final thesis and FTC form to the Office of Graduate Studies will determine which convocation ceremony a student is eligible to participate in and which conferral date a student receives.

CONVOCATION TIMELINES. TWU has two convocation ceremonies each year, in April and November.

Final Thesis Submission by Student	Formatting Review & Publication by OGS	Grade Entry (5-week requirement) to OTR	Convocation ceremony	Corresponding conferral date
Mar 1-Sep 15	Between submission and grade entry dates	Mid-September	November (1 st weekend)	November
Sep 16-Feb 28		Mid-March	April (last weekend)	May 31

CONFERRAL TIMELINES. TWU has three conferral dates each year, those being May 31, the first weekend in November (coinciding with the fall convocation ceremony), and December 31.

Final Thesis Submission by Student	Formatting Review & Publication by OGS	Grade Entry to OTR	Conferral date (date on diploma)	Corresponding convocation ceremony
May 15	Between submission and grade entry dates	Before conferral date	May 31	Fall
October 15		Before conferral date	November (1 st weekend)	Spring
December 1		Before Christmas break	December 31	Spring

NOTE: If the due date falls on a weekend, a student's submission of their final theses and signed FTC will be accepted by OGS the following business day.

POLICY: [Program Completion Policy](#) (ED December 2021); [Graduation Ceremony Participation Requirements for Graduate Programs](#) (ED March 2022)

