

The processes and procedures around Master Thesis and PhD Dissertation defenses are prescribed in a number of existing Academic Regulations, FGSR Policies, FGSR procedural guidelines, and individual graduate program procedures and guidelines. This document summarizes/references those Academic Regulations and FGSR Policies/Procedures, as well as addresses additional issues concerning Master Thesis and PhD Dissertation requirements, processes and procedures.

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Processes and procedures around PhD Dissertations are the responsibility of the FGSR. For Master theses, individual program have significant oversight (and responsibility) for processes and procedures, but these must adhere to the Academic Regulations set out in the Graduate Academic Calendar and they should follow policies/recommendations/guidelines set out by the FGSR. Master programs also have the choice of engaging the FGSR in oversight of thesis defenses, or handle the defense process themselves within the program. This Policy does not address Master Research Project (MRPs). The content, process and procedures around MRPs and their examination are defined by the individual graduate programs (e.g. MBA, MFIN).

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(Regulation #15 in the 2012-13 Graduate Academic Calendar):

The language of instruction for all graduate programs is English. Likewise, all theses will be written and examined in English. The only exception to this policy is where the nature of the scholarly topic requires that the thesis be written, in whole or in part, in a language other than English. The rare exceptions for use of a language other than

Program Coordinator, and the Dean of the FGSR. The Supervisor and Program Coordinator must also ensure that qualified thesis examiners, fluent in the language presented in the thesis, are available for examination of the thesis. Even if the thesis is written, in whole or in part, in a language other than English, the thesis examination will be carried out in English.

(with reference to thesis/dissertation procedures in Regulation #16 (d) in the 2012-13 Graduate Academic Calendar):

Where required, a student shall submit a thesis on a subject approved by the Program Committee in which research has been conducted under the direction of a supervisor appointed by the appropriate Program Committee. An oral defense in the presence of

an Examining Committee appointed by the Program Coordinator and the Dean of the FGSR is mandatory.

The minimum requirements for the composition of the Examining Committees for Master Theses are:

(i) the Thesis Supervisor

(ii) an examiner who may have been previously involved in the supervision of

(iii) an

the external examiner must hold a

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of Medicine (M.D.), a lawyer (L.L.B.), or professional Engineer (P.Eng.) with

expertise and research experience in the thesis subject.

Graduate Academic Regulation #33 - Academic Integrity
Conflict of Interest in Research
Senate Policy on Research Integrity in Research and Scholarship

Attendance at Master Theses defenses:

Normally the Candidate must be present in person at the defense. Under exceptional circumstances, the candidate may be given permission to attend the defense by video conferencing (see below).

At a minimum the Supervisor, one other member of the Examining Committee, and the neutral Chair must be present in person at the defense.

An absent Examiner must, prior to the defense, submit a report on the thesis, provide questions to ask the candidate at the defense, and submit a recommendation on the acceptability of the thesis as a written document. The neutral Chair will ask the questions submitted by the absent Examiner, but the assessment of the quality of the answers will be assessed by the other examiners present at the defense.

Attendance of Candidates at a Master Theses defenses by video-conferencing:

Upon request, and only under exceptional circumstance and with the support of the Examining Committee, a candidate may be given permission by the Coordinator of the Graduate Program to attend the defense by video conference (attendance solely by teleconference is not acceptable).

If a Master Thesis candidate is given permission to attend the defense by video-conferencing, the candidate must recognize that attendance by video-conferencing is a privilege and not a right. The use of video conferencing technology is in place.

Attendance of a candidate by video-conferencing will not be considered grounds for appeal of the outcome of a defense.

If a Master Thesis candidate is given permission to attend the defense by video-conferencing, but the video-conferencing technology fails during the defense (the Chair will make the decision on when the technology has failed), the defense will be reschedule for a later date.

Attendance at PhD Theses/Dissertation defenses:

The candidate must be present in person at the defense.

All members of the Examining Committee as defined in Regulation #16 (d) must be present at the defense. Normally only one member of the Examining Committee may be present by two-way video conferencing; all others must be present in person.