

Events Leading to Thesis Examination – MA

The following information is available in the Sociology Graduate Handbook
http://www.sociology.uwo.ca/graduate_handbook/thesis_information.html

Thesis Regulation Guide

http://grad.uwo.ca/current_students/thesis/index.html

All procedures and regulations found in the School of Graduate and Postdoctoral Studies (SGPS) *Thesis Regulation Guide* must be followed. The Guide is presented in sections as follows: General Thesis Regulations, Formatting, Preliminary Submission, Copyright, Preliminary Examination, Preparing for the Exam, Final Submission, Publication, Forms, Timelines, Public Lectures

Completion Deadlines by Term

http://grad.uwo.ca/current_students/thesis/timelines.html

Thesis Defence Only (TDO) status

Students who are able to submit the thesis electronically by the end of the term, but whose supervisor is not able to arrange a thesis defence by a term deadline, are eligible for Thesis Defence Only (TDO) status in the subsequent term. Students with TDO status pay only part-time ancillary fees (see [Registrar's web site](#)) and may complete any time during the TDO term. A student with TDO status would graduate at the applicable convocation after completion of their program requirements (i.e., after thesis defence, revisions, and electronic submission of final copy of thesis).

In order to be considered for TDO status for the subsequent term:

- You must submit an Intent to Submit Thesis by End of Term form, signed by your supervisor(s), normally five weeks prior to the end of the current term. See *Thesis Defense Only Status* on the [SGPS web site](#).
- You must [upload your defense-ready preliminary thesis](#) electronically by the final official day of the current term. Your uploaded preliminary thesis must be your final version for the examining committee – no further revisions will be permitted after your submission.

After meeting the above two requirements, you will be registered in TDO status in the subsequent term. If you submit the Intent form and fail to upload your defense-ready thesis by the deadline, your registration will return to its previous status.

Other Considerations

Apply to graduate

You must apply to graduate, via the Student Center – student.uwo.ca – during the term in which you intend to complete. This should be done early in the term. This process also includes verification of your name and degree being awarded.

Fee Refunds

Students who are paying tuition (i.e., not those with TDO status) and who complete (defend, revise, and submit the final thesis electronically) by approximately half-way into a term may be eligible to receive a fee refund. A calendar of fee refunds is available on the [Registrar's web site](#).

Events Leading to Thesis Examination (Defence)

If a student has TDO status (see above), Steps 1 & 2 are usually reversed (i.e., the student must submit the thesis electronically by the end of the last month of the term; the examiners and the exam date can be submitted later but no later than about six weeks prior to the proposed defence date).

Step 1 – Approximately **four weeks prior to the proposed thesis exam date** the **Thesis Supervisor** provides to the following information to the graduate program assistant:

- date/time of the thesis examination agreeable to all participants (the public lecture is usually one hour before)
- names of two Program Examiners (from our Department)
- name of the University Examiner (from Western but outside the Department)
- thesis format (monograph or integrated article)
- thesis title

[Section 8.5.2.1](#) of the *General Thesis Regulations* lists roles and regulations regarding examining board members

Step 2 – Approximately **three weeks prior to the proposed thesis exam date**, the Student submits the thesis electronically for examination.

- Check [Section 8.3 of the General Thesis Regulations](#) to ensure that you have included all required elements of the thesis and that the formatting is correct before uploading the thesis. The [SGPS web site](#) provides templates that walk you through formatting to prepare for electronic submission.
- [Click here for electronic thesis uploading instructions](#)
- At this time, the student and the supervisor sign the [Master's Thesis Supervisor Approval Form](#). The student signs to indicate whether a Confidentiality Agreement is required (not usually); the supervisor signs to indicate that the thesis and the candidate are ready to proceed to examination. Denise usually has the supervisor sign the form then contacts the student for signature.
- Grad Studies (SGPS) will review your submission, confirming the required documentation has been received and that your submission is prepared for examination

Step 3 - SGPS sends the thesis, as well as an evaluation form, to each examiner. Examiners evaluate the thesis content and form. The evaluation form must be returned to the SGPS at least three working days before the thesis exam date.

Step 4 – Thesis Exam