

MSc Thesis Examination Policies

Department of Physics and Atmospheric Science

1. Students who expect to graduate on a particular date must submit their Intent to Graduate forms to the Registrar's Office by November 15 for May convocation and July 1 for October convocation. Forms are online at: <http://www.convocation.dal.ca/intent.pdf> or through [Dal Online](#)
2. All students must contact the graduate coordinator **at least one month prior** to the anticipated defence date to discuss their degree program, tentative defence dates and the examining committee.
3. The examining committee will consist of the supervisor (or co-supervisors), at least two additional readers, and the graduate coordinator (or designate) as chair. Normally supervisory committee members (if available) will serve as examining committee members.
4. The examining committee will be established by the graduate coordinator and supervisor(s) in consultation with the student. The graduate coordinator or designate will invite potential readers to serve on the examining committee (if necessary).
5. Once the examining committee has been established, the graduate secretary will:
 - 1) arrange the examining date and time in consultation with the committee
 - 2) will make arrangements for a room (Normally the room should be booked for a period of three hours for the examination. If this is not possible an absolute minimum of two hours will be required.)
6. The student must submit the thesis (approved by the supervisor(s)) to the graduate secretary **at least ten days** prior to the scheduled defence. Failure to submit the thesis on time will result in cancellation of the room booking and the scheduled defence. The defence will be rescheduled only after the thesis has been submitted.
7. The student should distribute hard copies of the thesis to all examining committee members. The graduate coordinator's copy should be submitted to the graduate secretary. The student must also provide an **electronic copy** of the title and abstract for the graduate secretary at the time of thesis submission (submit to: gradc@fizz.phys.dal.ca) Committee members may, in addition, request an electronic version of the thesis.
8. Once the thesis and efile has been received by the graduate secretary, the defence announcement will be distributed to the department. This will indicate the time, date and place of the defence, and will include the title, abstract and examining committee as well as an indication that the thesis is available for faculty viewing in the department office.
9. The student should arrange for a thesis style check by the thesis clerk in FGS prior to the defence.
10. The student is responsible for making any necessary arrangements for audio/video equipment that will be necessary for the defence. The graduate secretary will provide advice and assistance as appropriate.
11. The defence is open to the public and will be chaired by the graduate coordinator (or designate).
12. The defence will consist of a 20 minute presentation by the student. The chair may terminate the presentation if the time limit is exceeded.

13. The presentation will be followed with questions from the committee beginning with the readers. The supervisor will be the last. Additional rounds of questions will follow until the committee has completed the examination. Questions from the general audience will be accepted after the committee's questions.

14. Following questions from the audience, the committee will meet in camera to deliberate the outcome of the examination. The candidate will be notified of the decision of the committee following their deliberations.

15. The thesis may be approved as:

- 1) As Is
- 2) Approved
- 3) Subject to Revisions
- 4) Rejected with the option to resubmit at a later date
- 5) Rejected

16. In the case where a unanimous decision is not reached by the committee, a majority vote is necessary for the approval of the thesis. The chair does not vote.

17. In the case of a thesis that is "**Approved Subject to Revisions**", the committee will recommend an appropriate method of dealing with the corrections. In some cases, the supervisor(s) will be responsible for overseeing and approving the changes. However, committee members may request to see the thesis prior to final approval.

18. In the case where the thesis is "**Approved with Changes**", the signature page will normally be signed at this time and given to the Graduate Coordinator as decided by the committee pending completion of any necessary revisions.

19. In the case where the thesis has been "**Rejected with the Option to resubmit**", the examining committee will make recommendations for additional required work and the supervisory committee will closely monitor the progress of this work.

20. In the case where the thesis is "**Rejected**". This decision will be made in conjunction with FGS Rules and Regulations.

Master's Thesis Supervisory Committee

Each Master's thesis candidate shall have a Supervisory Committee, comprising of at least two faculty members of the student's graduate department, one of whom shall be the supervisor.

Master's Thesis Examination Committee

Each Master's Thesis candidate shall have an Examination committee, comprising of the Supervisory Committee, an additional reader who was not involved with the supervision or direction of the thesis, and the Graduate Coordinator.