



## 1. INTRODUCTION

These guidelines are relevant to students following the thesis stream of their graduate program at The University of Winnipeg. Graduate Programs and Graduate Thesis Supervisors may have additional procedures and forms that need to be completed.

These guidelines do not apply to students in Joint Master's Programs: the regulations, procedures, forms and deadlines which govern all Master's Programs at the University of Manitoba shall govern all Joint Master's Programs as outlined in the Academic Guide at the University of Manitoba and the governing documents of the Joint Senate Committee.

## 2. WHO TO CONTACT

**For Students:** The Graduate Thesis Supervisor or Co-Supervisor is the primary contact for questions or concerns regarding thesis preparation and examination. If students are

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**4. CHECKLIST FOR GRADUATE THESIS SUPERVISORS**

|   |  |
|---|--|
| Student Name:   | Graduate Thesis Supervisor(s) Name(s):<br>vW n |
| Anticipated Graduation:   | Anticipated Date of Thesis Exam:               |
| <input type="checkbox"/> form completed and electronic copy sent to Grad Studies Office (GSO) (when Thesis Supervisor/Co-Supervisors appointed) |  |
| <input type="checkbox"/> form completed and sent to GSO (after first meeting with student)  |  |
| <input type="checkbox"/> form sent to GSO (before research)   |  |
| <input type="checkbox"/> Ethics approval sent to GSO (before research)  |  |
| <input type="checkbox"/> form & CV sent to GPC Chair (12 weeks in advance of thesis exam)   |  |
| <input type="checkbox"/> Thesis sent to Supervisory Committee by student/Graduate Thesis Supervisor (10 weeks in advance of thesis exam)        |  |

These approvals shall be documented on the \_\_\_\_\_ form, to be completed on behalf of each thesis student as soon as the selection of a Supervisor or Co-Supervisors has been made.

If supervision of a student is transferred from one Supervisor to another, a new \_\_\_\_\_ form must be submitted (see Graduate Student Calendar section 8.d. “Discontinuation of Relationship between Student and Supervisor”).

### **Graduate Student/Supervisor Expectations Form**

Within the first term of graduate studies at The University of Winnipeg, a conversation between the student and Graduate Thesis Supervisor must be documented. This documentation may be completed using the \_\_\_\_\_. Programs may create their own versions.

## **6. RESPONSIBILITIES OF THE GRADUATE THESIS SUPERVISOR**

The Graduate Thesis Supervisor is responsible for preparing the student for work on their thesis and communicating with the Graduate Studies Office on the student’s behalf.

The Graduate Thesis Supervisor is expected to provide to the student a high level of knowledge or expertise in the student’s area of research, clinical, technical, or creative work.

Where there are Co-Supervisors, both supervisors should undertake these responsibilities and be included in communications regarding the thesis, student progress, and examination.

The Graduate Thesis Supervisor(s) shall:

- 1) be directly responsible for supervising and providing guidance on all aspects of a student’s thesis or research program;
- 2) stay informed of the student’s progress and prepare an annual report summarizing progress in research, clinical, or technical activities (to be submitted to the Graduate Program Committee);
- 3) ensure the research is conducted in a way that is effective and safe;
- 4) review and evaluate student thesis and major research papers in draft and final form;
- 5) in accordance with \_\_\_\_\_, attend all supervisory committee meetings as well as student thesis, clinical, or technical practicum examinations;

In addition, the Graduate Thesis Supervisor will be responsible for communications with the Thesis Supervisory Committee and Thesis Examining Committee, ensure that the Thesis Supervisory

## **7. APPOINTMENT OF THESIS SUPERVISORY COMMITTEE MEMBERS**

The student undertaking research for their thesis. should be completed **prior** to the

### **Responsibilities of the Thesis Supervisory Committee**

The Thesis Supervisory Committee should meet with the student regularly to discuss progress on the student's research and thesis. Members should read the thesis chapters and be consulted on whether the thesis is recommended for examination.

Members of the Thesis Supervisory Committee should also be members of the Thesis Examining Committee.

For information about who can serve on the Thesis Supervisory Committee and special circumstances, consult

**8.**



## 11. THE THESIS EXAMINATION

Students have the right to an examination of the thesis if they and their Graduate Thesis Supervisor(s) believe it is ready for examination. Only students in good standing, however, will be permitted a thesis examination.

### **Submitting Documents for a Thesis Examination**

The Graduate Thesis Supervisor should complete all forms and submit all documents for the thesis examination to the Graduate Studies Office by email:

- \_\_\_\_\_ form
- Electronic copy of thesis (PDF)

## 12. STYLE, FORMAT, AND LENGTH OF THESIS

In general, the graduate thesis should show that the student has mastery of their topic and is conversant with the relevant literature. The thesis style must follow the standard style manual acknowledged by their particular field of study, be lucid and well written, and be free from typographical and other errors. For thesis examination purposes, a pdf copy of the thesis must be submitted to the Graduate Studies Office. **An abstract of the thesis should be included within the thesis document.**

Page size: 8½×11 inches (21.59 x 27.94 cm). The minimum left-hand margin allowable is 1½ inches (3.81 cm). Other margins must be at least 1 inch (2.54 cm). Wherever possible, these margins should be adhered to for illustrative materials as well. The body of the thesis must be 10 – 12 characters per inch and no less than 12 point Times New Roman with notes in 10-point font.

See **Appendix B** for a sample cover page.

Theses should be 50-150 pages long. Science theses will most likely be at the shorter end of this range, with Arts theses at the longer end.

## 13. DISTRIBUTION OF THESIS

The Graduate Thesis Supervisor is responsible for distributing the thesis to the Thesis Supervisory Committee at least **ten weeks in advance** of the intended examination date and prior to requesting the thesis examination.

The Graduate Studies Office shall arrange for the distribution of the version of the thesis submitted to the Graduate Studies Office to members of the Thesis Examining Committee approximately **four weeks in advance** of the thesis examination date.

## 14. PLANNING OF THESIS EXAMINATION

Once the \_\_\_\_\_ form and the PDF copy of the thesis have been submitted, the Graduate Studies Office will confirm that the student has completed course requirements for graduation, maintained minimum academic standards, and has no fee or study permit holds on their student account.





15. SUBMISSION OF THE FINALIZED THESIS & WINNSPACE THESIS SUBMISSION FORM

shall determine for what period, if any, access will be restricted. **The student always retains the right to allow access by designated individuals.**

**17. GRADUATION DEADLINE**

To be eligible for Spring Convocation, all degree requirements, including the thesis examination and submission of the final copy of the thesis, must be completed by **April 30**.

To be eligible for Fall Convocation, all degree requirements, including the thesis examination and submission of the final copy of the thesis, must be completed by **August 31**.

To be eligible for Winter Convocation, all degree requirements, including the thesis examination and submission of the final copy of the thesis, must be completed by the last day in **December before the holiday break**.

Students can apply for graduation through WebAdvisor and should do so by the applicable deadline, even if they have not yet completed their thesis examination or the final copy of their thesis.

**18. APPENDIX A – THESIS PREPARATION/EXAMINATION TIMELINE AND DEADLINES\***

| Task | When | Deadline for June Convo | Deadline for Oct Convo | Deadline for Dec 31 Program Completion (Feb Convo) | Whose Responsibility |
|------|------|-------------------------|------------------------|--|----------------------|
|------|------|-------------------------|------------------------|--|----------------------|

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19. APPENDIX B – SAMPLE COVER PAGE

An Ode to Dinosaurs

by

Juliette Ross

A thesis submitted to the Faculty of Graduate Studies in partial fulfillment of the requirements for the  
Master of Science degree.

Department of Biology  
Master of Science in Bioscience, Technology, and Public Policy  
The University of Winnipeg  
Winnipeg, Manitoba, Canada  
June 2017

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## 20. APPENDIX C: CHAIR SCRIPT ON DAY OF THESIS EXAM.

### 1. Welcome Everyone

- *Land Acknowledgement*  
*\*You are invited to add to the acknowledgement below.*

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**For Thesis Examiners:**

Thank you for serving on a thesis examining committee at The University of Winnipeg.

Before the exam, you should read the thesis and prepare questions. Normally, you should receive an electronic copy of the thesis and an invitation to attend the thesis examination four weeks in advance of the exam date.

Here's what to expect at the thesis exam:

- 1.

