

## **SECTION F: THESES**

This section is undergoing some changes. An abbreviated version appears below.

Thesis requirements can be found in the [Thesis Preparation and Thesis Examination Regulations](#). The document is soon to be divided into two new documents: A Student's Guide and an Administrator's Guide.

### **GUIDELINES FOR SUPERVISORS AND GRADUATE STUDENTS**

Please refer to the handbook entitled [Graduate Program Standards and Procedures](#).

#### **THESIS**

##### **Before the defence**

##### **Invitations to the Examining Committee**

Along with a copy of the examination regulations, formal letters of invitation and preliminary evaluation forms are sent by the Dean of Graduate Studies to all members of the Examining Committee.

##### **Examiner's Preliminary Report**

All members of the Examining Committee, including the Thesis Supervisor, are required to complete an Examiner's Preliminary Report. This report form is enclosed with the letter of invitation and should be returned at least one week prior to the examination to the Thesis Office, School of Graduate Studies. The external examiner is also requested to submit a two-page detailed report on the thesis.

##### **Ranking Form - Thesis**

Along with the preliminary report, all examiners are required to complete a Thesis Ranking Form for the purpose of doctoral prize competitions and return it to the Thesis Office at least two weeks prior to the examination.

##### **Examiners Who Cannot Attend**

Any member of the Examining Committee who cannot attend the defence must submit their written report and a list of questions to be raised on their behalf, to the Dean of Graduate Studies at least two weeks before the defence. The Graduate Program Director will then appoint a delegate to carry this report to the examination. The delegate will ask questions on behalf of the absent member at the examination and vote on his/her behalf.

##### **The defence**

##### **Videoconferencing Doctoral Exams**

Concordia University's tradition has always been to have external examiners be present for doctoral examinations to allow interaction between candidates and faculty with well-known researchers in the discipline.

In order to offset the increasing travel and accommodation costs associated with this activity, supervisors and graduate program directors should be aware of the option of holding doctoral exams via videoconference or teleconference. With a number of smart rooms available on

campus, the Thesis Office can arrange the set up of this kind of exam. Feedback has been positive on the exams held in this fashion. This option provides a compromise whereby the candidate and examining committee have interaction with the external examiner and are cost efficient.

### **After the defence**

#### **External Examiner expenses**

The School of Graduate Studies will contribute up to \$200 for travel and other expenses. In addition, the External Examiner will receive a \$100 honorarium paid by the School of Graduate Studies. The Department will arrange hotel or other accommodation for the external examiner. The Department/Faculty is responsible for expenses that exceed \$200. Doctoral exams can also be arranged by Teleconference or Videoconference. Contact the Thesis Office.

#### **Ranking Form - Oral Presentation**

After the decision of the Examining Committee has been reached, the chair asks the Committee to vote on the student's oral presentation for the purpose of doctoral prize competitions.

#### **External Examiner's Expense Claim**

After the examination, the External Examiner should complete and return the Expense Claim Form to the Thesis Office in the School of Graduate Studies, who will arrange for reimbursement of their expenses.

#### **Reporting Final Grades**

The student's department reports the final grade by completing a Graduate Activity Report Form and sending it to the G.S.S.T., Office of the Registrar.

#### **Procedure for RE-submission**

The student re-registers for the thesis and pays the appropriate fees. Formal re-submission of the thesis follows the same procedure as the initial submission.

#### **Copyright**

The University Copyright Convention affords protection automatically to unpublished works. The Copyright law goes into effect when a student's thesis is in progress and remains in effect once the thesis is microfilmed.

Theses will be made publically available, and as widely as possible, in keeping with Concordia's primary goal of disseminating knowledge.

#### **Lending and Selling by the Library and Archives Canada**

The Library and Archives Canada may lend or sell copies of the microfilm but the copyright remains in operation.