

## **GUIDELINE FOR MSC DEFENCES FROM JANUARY 2021**

- 1- When the student is ready to submit his/her thesis, **the supervisor sends a message to Kelly confirming the thesis is ready.**
- 2- The student submits the thesis to Kelly
- 3- As usual, the supervisor chooses an external examiner (or recommends to the GPD; may slow the process), and agrees on the availability of the examining committee (supervisor, external, 2 committee members). The supervisor sends the name of the members of the examining committee to Kelly
  - An oral defence should be scheduled about 14 days from the day Kelly sends thesis out.
- 5- The GDP appoints a chair (usually one committee member will act as chair)
- 6- Kelly sends the thesis out for review to the examining committee along with the EXAMINERS EVALUATION FORM, indicating the date by which the forms should be returned to the CHAIR and to her (normally 14 days from the day she sends the thesis out).
- 7- Kelly sends the MASTER THESIS EVALUATION REPORT form to the chair
- 8- @The chair:
  - After the defence (using Zoom): adjudication is based on the outcome of the evaluation forms AND the oral defence
  - Four outcomes:
    - ACCEPTED AS SUBMITTED
    - MAJOR REVISION, the examining committee will need to see the thesis again. The student will submit the thesis only after the chair confirms with Kelly that everything is ok
    - MINOR REVISION, only the supervisor will have to see the thesis again, and once satisfied, sends a message to Kelly, and that will be it.
    - REJECTED