

## Thesis Defence Report

The Neutral Chair of the Examining Committee is responsible for completion of this form. After all committee members present have signed, the form should be returned to the Graduate Program Coordinator.

### Student Identification

Name: \_\_\_\_\_

Program: \_\_\_\_\_

Thesis title: \_\_\_\_\_

Date of defence: \_\_\_\_\_

### Decision of the Examining Committee

- The thesis is acceptable as is, or with minor revisions. A majority vote is required.
- The thesis is acceptable with moderate revisions. A majority vote is required.
- The thesis is acceptable, but major revisions are required. A majority vote is required.
- The thesis is unacceptable. Written comments must be provided to explain this decision. A unanimous vote is required.

*See reverse side for explanation of terms.*

|                               | Name (print or type) | Signature |
|-------------------------------|----------------------|-----------|
| Primary Supervisor            | _____                | _____     |
| Co-supervisor (if applicable) | _____                | _____     |
| Supervisory Committee Member  | _____                | _____     |
| Supervisory Committee Member  | _____                | _____     |
| Supervisory Committee Member  | _____                | _____     |
| External Examiner             | _____                | _____     |
| Neutral Chair (non-voting)    | _____                | _____     |

## **EXPLANATION OF TERMS:**

**Minor Revisions:** Minor revisions are corrections that can be made immediately to the satisfaction of the Supervisor within 2 weeks of defense. Minor revisions may include:

- Typographical or grammatical errors
- Formatting issues
- Incomplete references
- Need for minor clarification of content

Procedure regarding minor revisions:

1. The Supervisor will communicate all recommended revisions to the candidate and inform the Graduate Program Coordinator when all corrections have been completed.
2. The Graduate Program Coordinator will complete the Graduation Approval form.

**Moderate Revisions:** Moderate revisions are corrections requiring revisions to the satisfaction of the Supervisor within 4 weeks of defense. Moderate revisions may include:

- Need for further discussion or elaboration in some sections
- Addition of references to support material in some sections

Procedure regarding moderate revisions:

1. The Supervisor will communicate all recommended revisions to the candidate and inform the Graduate Program Coordinator when all corrections have been completed.
2. The Graduate Program Coordinator will complete the Graduation Approval form.

**Major Revisions:** Major revisions may require further research, structural changes, or other substantive revisions. These revisions must be completed within 2 months of the defense. Major revisions may include:

- Significant technical errors or inaccuracies
- Unsubstantiated findings or conclusions
- Improper data analysis
- Major flaws in grammar and presentation
- Need to rewrite substantial portions to strengthen the thesis

Procedure regarding major revisions:

1. The Supervisor will prepare a written summary of the recommended revisions for distribution to the Supervisory Committee and the candidate.
2. The candidate will make the revisions and prepare a written synopsis indicating how the concerns were addressed.
3. The Supervisor will forward the revisions and synopsis to the Supervisory Committee and inform the Graduate Program Coordinator when all corrections have been completed.
4. The Graduate Program Coordinator will complete the Graduation Approval form.

### **Unacceptable Thesis**

Procedure regarding unacceptable thesis:

1. Written comments must be provided to explain this decision. A unanimous vote is required.
2. The Supervisor, Supervisory Committee, and the candidate will develop a plan for resubmission and defence of the thesis.
3. A thesis may be re-examined only once.