

Biomedical Engineering MASc Thesis and Defence Guidelines

Structure of the MASc Thesis

Master's theses can take various forms. It has become common in Engineering for students to publish outcomes from their research **prior** to completing their degree and subsequently to incorporate some of the published material within their thesis. If a student has co-authored content as part of their thesis they will need to follow these [guidelines](#).

Structure and Timing of the MASc Defence

- The *MASc Defence Form* will be submitted to the [Academic Services Coordinator – BME Grad](#) at the same time as the *Master's Thesis Submission form*.
- The MASc Defence consists of a 20-30 minute presentation by the student, followed by a question-and-answer period by the committee members.
 - Each committee member is permitted to ask 10-15 minutes (generally) of questions each.
- The internal committee member will Chair the defence.
- Following the committee member questioning, members of the audience are invited to ask questions.
- The committee will deliberate and notify the student of the outcome of their defence.
- The defence is normally held during the final week of the student's thesis. The date and time are arranged by the student and supervisor(s) with the committee members.
- For in-person defences, room bookings can be made through the student's supervisor's home department or Faculty of Engineering:
 - [Systems Design Engineering](#)
 - [Mechanical and Mechatronics Engineering](#)
 - [Electrical and Computer Engineering](#)
 - [Chemical Engineering](#)
 - [Faculty of Engineering](#)
 - Please reach out to the [Academic Services Coordinator – BME Grad](#) with any questions
- The student is to send an outlook calendar invite to the committee members to schedule the defence in their calendars.

Outcomes of the MASc Defence

The Report of MASc Defence is a record of the committees' examination decision (usually in three days) after the defence. The committee must choose from one of the following decisions:

- Category 1 – A maximum of 1 month to make revisions
- Category 2 – A maximum of 4 months to make revisions
- Category 3 - Re-examination required

Students, who receive a Category 3 (re-examination required) from their defence, will be required to meet the conditions listed on the Report of MASc Defence and defend their revised thesis within one calendar year of their unsuccessful attempt. A student cannot fail on their first attempt.

When a candidate is re-examined, the outcomes are limited to:

- Category 1 – A maximum of 1 month to make revisions
- Category 2 – A maximum of 4 months to make revisions
- Category 4 - Exam unsuccessful/failed

Steps to Submitting the MASc Thesis and Completing the MASc Defence

1. The student must apply for graduation through [Quest](#). They will not be able to apply to degree complete in a given term until that term has started. They must apply to graduate in the term they plan to degree complete and cannot apply earlier than this.
 - Navigate to My Academics > Graduation, and select Apply for Graduation
 - **Note:** The student must select the term in which they will complete their degree requirements. If, for example, if they are done by the 100% refund deadline in the Fall, on September 1st, they must select the Fall term as their graduation term.
2. When the student's thesis is ready to be read, they must complete the *Master's Thesis Submission form* and *MASc Defence Form* and send them to the [Academic Services Coordinator – BME Grad](#), who will re-review the committee composition and seek confirmation from the Director of Biomedical Engineering Graduate Program.
 - It is expected that the committee will remain of the same committee members who were approved for the student's Thesis Proposal. This is the student's Advisory Committee. If their committee has changed, the *MASc Committee Member Replacement form* is to be completed and submit it to the [Academic Services Coordinator – BME Grad](#).
 - If the student plans to have a closed oral defence, a [Confidential Information Thesis Non-Disclosure Agreement \(NDA\)](#) is to be submitted for each committee member. This must be done prior to the copies of the thesis being dispensed. It is the responsibility of the researcher(s) to collect and keep any NDAs.
 - **Note:** If the student is going to request that their thesis be withheld from the public domain (e.g., due to patent-pending issues), they can now request a four-month, one-year, or two-year embargo when submitting to UWSpace. Students are no longer required to submit a [Request to Restrict Circulation of Thesis form](#) unless they are requesting an extension to a pre-existing embargo. Embargo discussions should now happen between student and supervisor at the end of the defence and recorded on the *Department Approval of MASc Thesis form*.
3. The [Academic Services Coordinator – BME Grad](#) will email the student and supervisor(s) once the forms have been approved. Once this email is received, the student is required to distribute electronic copies of their thesis to their committee.
 - Each committee member will either need to e-sign the *Master's Thesis Submission form* to confirm they have received it or send an email confirmation of receipt.
4. Students are required to send an outlook calendar invite to their committee members for the defence.
5. Once the committee members have their copy of the thesis and have confirmed receipt, the student is to combine the (1) *Master's Thesis Submission form* and (2) each committee

- member's confirmation of thesis receipt into a single PDF file and send to the [Academic Services Coordinator – BME Grad](#) along with a separate PDF copy of their thesis
6. The [Academic Services Coordinator – BME Grad](#) will submit the student's completed *Master's Thesis Submission form* and copy of their thesis to the Engineering Graduate Studies Office (EGSO), where the thesis will be on display electronically, via [SharePoint](#), for 15 business days.
 - The 15-business-day display period starts the day the student's thesis is submitted by the Academic Services Coordinator – BME Grad to the EGSO.
 - It is during this three-week display period that the committee will review the thesis and prepare their feedback.
 7. Once the student's thesis is on display, the EGSO will send a *Department Approval of Master's Thesis form* to the student and their supervisor(s) (usually within three days).
 - At this time the [Academic Services Coordinator – BME Grad](#) will also send the *Report of MASC Defence* to the Chair, which is to be completed by them with the committee during the defence.
 - At the end of the defence, the Chair is responsible for submitting the completed *Report of MASC Defence* to the [Academic Services Coordinator – BME Grad](#).
 - **Note:** The *Report of MASC Defence* does not replace the *Approval of Master's Thesis form*. The *Approval of Master's Thesis form* will still need to be signed by each committee member and submitted to the [Academic Services Coordinator – BME Grad](#).
 8. After the defence and reading of the thesis, the committee will provide the student with feedback and revisions (which will be stated in the *Report of MASC Defence*). Once the revisions requested have been completed to the committee's satisfaction, the *Department Approval of Master's Thesis form* must be signed by the committee (either electronically or via email confirmation), indicating that they have given their feedback to the student and the final copy of the thesis is ready for upload to UWSpace.
 - **Note:** The committee must have read the thesis and provided feedback by the end of the 15-business-day display period, but time for completion of revisions is in addition to the display period. This means that the committee might not sign off on the *Department Approval of Master's Thesis form* until the revisions are complete.
 9. After all revisions and changes have been made, the supervisor(s) will need to sign off (either electronically or via email confirmation) on the final thesis near the bottom of the *Department Approval of Master's Thesis form*.
 - **Note:** If the thesis title has changed, the student is to update the form in the space provided before the supervisor(s) signs off.
 10. Once the supervisor(s) has signed off on the revisions, the student is to return the *Department Approval of Master's Thesis form* to the [Academic Services Coordinator – BME Grad](#), and they will process it and send it to the EGSO.
 11. When the completed *Department Approval of Master's Thesis form* is received by the EGSO, they will issue a *Master's Thesis Acceptance* (usually within three days) which will be sent to the student's UW e-mail.
 - Students cannot upload to [UWSpace](#) until they have obtained this e-mail.

12. Once the *Thesis Acceptance Notice* from has been sent from the EGSO, students can [upload their final thesis](#) to UWSpace (not before).
 - If an embargo was requested on the examination report, students will have to select the thesis restriction pull down option when uploading their thesis to UW Space as well.
13. UWSpace may require students to make revisions to the formatting of their thesis.
 - Students are to check their UW e-mail regularly after they submit for any feedback that might be sent.
 - Formatting guidelines for theses can be found on the [GSPA website](#)
14. When the student's thesis has been accepted by UWSpace, they will be notified by e-mail.