DEPARTMENT OF
EARTH & ENVIRONMENTAL SCIENCES
UNIVERSITY OF WATERLOO

GRADUATE STUDIES REGULATIONS
AND GUIDELINES

January 2017

Copies may be obtained from the Graduate Co-ordinator
(EIT 2035)
THE GRADUATE PROGRAM

The Department of Earth & Environmental Sciences offers graduate training at both the MSc (Masters) and PhD (Doctorate) levels. This document provides information for the new and in-course graduate student about the graduate program in Earth & Environmental Sciences (www.earth.uwaterloo.ca) The text summarizes how the graduate program operates and the main regulations that you should be aware of. The information supplied here is intended to supplement and summarize the information available in the University Graduate Calendar. (http://gradcalendar.uwaterloo.ca/group/Gen-Info-Regs) All regulations in the Graduate Calendar apply and supersede information in this booklet.

THE GRADUATE OFFICE

The graduate program in the Department of Earth & Environmental Sciences is administered by the Graduate Officer and the department Graduate Administrative Co-ordinator. The Graduate Administrative Co-ordinator is responsible for ensuring that the regulations for MSc and PhD degrees are met and for the daily operation of the office. The Graduate Coordinator is often your first contact for most inquiries as primary duties include recommendation for acceptance to the program, TA and RS payroll, scholarship and award processes, paperwork for meetings and all issues related to Graduate courses and student records.

The Graduate Officer reports to both the Chair of the Department and to the Associate Dean of Graduate Studies for Science. The Associate Dean chairs the Science Graduate Studies Committee which is responsible for directing the graduate program of the Faculty of Science. Recommendations for admission to the program are forwarded by the Graduate Officer to the Associate Dean for approval. The Graduate Studies Committee is responsible for approving such things as time extensions for in-course graduate students and new courses. Graduate and senior-undergraduate students are welcome to approach either the Graduate Officer or the Graduate Coordinator at any time for clarification of rules or advice. In the rare instance of a disagreement between a student and the supervisory committee, attempts at resolution should first be directed to the Graduate Officer. The current Associate Chair, Graduate Studies and Graduate Coordinator are listed below.

Name, Title, Office, Phone, E-mail

Dr. Martin Ross, Associate Professor, Graduate Officer
EIT 2045, EXT 38171

Susan Fisher, Graduate Administrative Coordinator
EIT 2053, EXT 35836
ADMISSION TO THE PROGRAMS

MSc

Admission to the MSc program normally requires at least a cumulative full B average (75%) in the last two years of a four year Bachelor of Science program (or equivalent). If a student has less than the required standing for admission, but has both the support of the proposed supervisor and meets other admission criteria listed in the graduate calendar, he/she may be admitted as a probationary student. The initial program of study of a probationary student is specified and the student’s performance is monitored by the Graduate Officer and the Graduate Coordinator in consultation with the supervisory committee. Probationary students MUST achieve a minimum mark of 75% in each of the required courses. Satisfactory completion of the probationary term(s) will result in a transfer to the regular program. Probationary status is available for MSc candidates only.

Additional information on categories of admission to the Masters program is found in the Graduate Calendar.

PhD

Admission to the PhD program normally requires a two year Masters Science degree in a relevant field with a B standing (not less than 75%). Students with exceptional undergraduate records may be accepted directly into the PhD program; these students are allowed 18 terms (6 years) to complete the program. There is not a probationary status.

Transfer from MSc to PhD Program

In some cases, students begin graduate studies in the Masters program, but with a definite interest in completing a PhD and a project suitable for doctoral studies. The MSc to PhD transfer option may be appropriate for such individuals. By eliminating the requirement to complete the MSc, it allows for earlier completion of the PhD degree.

The option for transferring from the MSc program to the PhD program is open to students with:

1. A good academic standing (also, not on probation or carrying incompletes)
2. Good progress in a research project that could be expanded to a PhD project
3. Good scientific writing skills such that the experience of writing an MSc thesis can be Bypassed

An application for a transfer from MSc to PhD program must normally be done before the end of term three. If the supervisor and graduate officer approve the request for transfer, then the paperwork will be completed.

The student must complete five courses, 4 at graduate level, and 1 undergraduate 400 level course is allowed; other than the proposal, seminar and thesis milestone. The student is also to complete the comprehensive examination.
Language Requirements

(alternatively, evidence of education in English must be provided allowing for a waiver)

International students must provide a current TOEFL (Test of English as a foreign Language) score of at least 580 on the written test, 237 on the computer based test or 90 on the internet based test with a TWE (Test of Written English) or Essay score of 4.0 on the written and computer based tests. Note that if presenting the internet based minimum score of 90, applicants must have a minimum of 24 in Speaking and Writing. The department will also accept an IELTS (International English Language Testing System) test score of 6.5 minimum overall (must have a minimum of 6.5 in each section) English language test scores are valid for two years from the test date.

Applications

Application should be can be found on-line at:

https://uwaterloo.ca/discover-graduate-studies/application-process

REGISTRATION

A graduate student must register each term. A fee statement will be posted on the financial section of the student’s QUEST account each term. Students may pay their tuition on-line, with bank transfers, personal cheque, or by arranging a promissory note. Once tuition has been paid or fees have been arranged, the student is considered fully registered. Students must always remain continuously registered. Should registration be allowed to lapse, then the student will have to re-apply for admission and pay the administrative fee. When progress toward the degree is interrupted or prevented by illness, students may petition to register inactive, and the term will not count against the time limit for the program. Normally students may only be inactive for one term and will be required to provide medical documentation. There are not fees associated with inactive status.

Students who are away from campus for an entire term while undertaking degree-related activities may register as “full-time off-campus”. While off-campus registration does not affect tuition, it may result in reduced incidental fees.

Students not making satisfactory progress may be required to withdraw. Other students may wish to withdraw voluntarily for a period so that they can devote their time to outside work, or other necessary interruptions in their studies. Inactive status or voluntary withdrawal should be discussed and explored with the Graduate Coordinator or the Graduate Officer.

COMMUNICATION WITH GRADUATE STUDENTS
The Department of Earth & Environmental Sciences notifies graduate students of events, scholarships, employment opportunities, program deadlines, and other relevant information by e-mail. Please obtain an email address as quickly as possible, provide the address to the Graduate Coordinator, and check it regularly.

**THE SUPERVISORY COMMITTEE**

Each student, at both the MSc and PhD levels, must have a supervisor and a supervisory committee. A student may have two supervisors, in which case they are referred to as co-supervisors. The supervisory committee assists supervisors in their role of monitoring and mentoring research by graduate students. Members of supervisory committees should be reasonably accessible to students when called upon for regular committee meetings, as well as for discussions of a student’s academic progress, consultation on issues related to the research project and for general guidance.

**MSc**

For MSc degree, the supervisory committee consists of at least two members in addition to the supervisor or co-supervisors. At least one of these committee members must be from the Department of Earth & Environmental Sciences, but the second member may be 1) a member of another department at the University, or 2) a scientist from another University, industry or a government laboratory who has been approved by the Department of Earth & Environmental Sciences as an adjunct faculty member. Faculty members from other departments must have cross-appointment status in Earth & Environmental sciences as an adjunct faculty member. Faculty members from other departments must have cross-appointment status in Earth & Environmental Sciences to supervise or co-supervise an Earth Student. Supervisors/Co-Supervisors MUST attend the thesis defence. In addition, only ONE member of the examination committee may be absent from the defence. A departmental delegate will be chosen by the Graduate Officer to read the absent committee members questions.

**PhD**

The supervisory committee for a PhD student must comprise of at least two members in addition to the supervisor or co-supervisors, one or both of whom must have ADDS status. * Normally, both committee members should be Faculty from the Department of Earth & Environmental Sciences; at the minimum, at least one member MUST be a Faculty member of the Department, in which even, the other committee member must have been approved by the Department of Earth & Environmental Sciences as an adjunct faculty member.

**NOTE:** In order to supervise a PhD student, a supervisor (including Cross-Appointed Faculty) must have ADDS(Approved Doctoral Dissertation Supervisor) status: failing such status, the supervisor must find a Earth & Environmental Sciences Faculty member with ADDS who can act as co-supervisor. At the Thesis Defence the examination committee must comprise of at least three faculty members from the University of Waterloo in addition to the supervisor or co-supervisors. One of these members must be from a department other than Earth & Environmental Sciences, but from within the University. This is known as the internal/external examiner, and can be part of the committee from the start or included
just prior to the submission of the thesis. Additional members may be appointed to the committee. Supervisors/Co-Supervisors MUST attend the defence. In addition, only ONE other member of the examination committee may be absent from the defence. A departmental delegate will be chosen by the Graduate Officer to read the absent committee member’s questions.

MSc and PhD Committee Issues

The members of your committee are usually selected by your supervisor; it is common for your supervisor to consult you to see if you find his/her selections acceptable. The composition of the supervisory committee must be approved by the Graduate Officer. The Associate Chair, Graduate Studies must also approve any change in composition of the committee. Therefore, if there are changes that you and your supervisor have agreed upon, please inform the Graduate Co-ordinator so that the paperwork and your file can be updated. Your committee should be established by the end of your first term. You are required to meet with your committee at least once per year. Meetings are monitored by the Graduate Co-ordinator, therefore please notify the Graduate Co-ordinator in advance of the meeting so that the necessary paperwork can be prepared and completed. At your committee meeting, you should expect to present an account of your research plans and research activity to date. It is the responsibility of your committee to both approve and advise on your program of studies.

Although your committee is required to meet with you at least once a year, you or your supervisor may wish to call committee meetings more frequently. As well, you should feel at liberty to consult your committee members on a more casual basis at any time. It is for this reason that the composition of your committee should be determined carefully; the members of your committee should be individuals prepared to comment critically on your work and with whom you will have a productive, intellectual exchange.

If your supervisor is going to be away from campus for more than 60 days, he/she must ensure that a member of your committee (or an alternate supervisor) is appointed to oversee your program during the absence. As well, if your research takes you away from campus, your supervisor will be responsible for ensuring that you have adequate supervision. It is important to make sure that the necessary for temporary replacement of your supervisor are completed. Forms are available from the Graduate Co-ordinator.

**COURSE REQUIREMENTS**

To avoid duplication of information, which can increase the risk of errors and inconsistencies, all the official information regarding course and other degree requirements can be found at:

https://uwaterloo.ca/graduate-studies-academic-calendar/science/department-earth-and-environmental-sciences/master-science-msc-earth-sciences

Normally, courses are selected from the Earth & Environmental Sciences listings, but you may take courses from any department on campus as well as from other universities in Ontario, provided that your courses are approved for credit by your supervisory committee. Please note, however, that at least
one half of the required courses should be chosen from the Department listing. All on campus graduate level courses should be added to your course schedule using QUEST. Permission to take courses at another institution requires the approval of the Chairs and Graduate Deans at both institutions. This is usually a straightforward matter to arrange, but you must ensure that a similar course is not already available at Waterloo and that you are in good standing in your program. Do not enrol for this type of course through QUEST. Students should submit an Ontario Visiting Graduate Student Application (for courses within Ontario) to the Graduate Coordinator for consideration. OVGS application forms are available on the Graduate Studies web site.

Please note that students cannot take more than two Special Topics course for credit towards their degree; MSc students Earth 691 and PhD students Earth 692. Special topics courses are offered on an individual basis, and typically allow the student to investigate a specific topic or subject area through self directed study. These courses usually involve the preparation of a review paper that is critiqued by the instructor. If you take more credits during your graduate program than you need to graduate, you will be asked to specify the credits that you wish to designate as having been required for your degree; if you don’t do this, the Graduate Officer will try to make judicious selection. Courses that are not used for credit may become available for credit in another program; approval for such advanced credit, however, is not automatic.

Graduate students and their supervisory committee must ensure that the course selection reflects a graduate degree in Earth & Environmental Sciences.

**Good Standing**

In order to be eligible for bursaries, travel awards and off-campus courses, a graduate student must be in “good standing” in his/her program. This means that the student is within program time limits, has no incomplete courses and has an average mark of 70% or better. In order to be eligible for scholarships, the students’ average mark must be 80% or better, be within program time limits and have no incomplete courses.

**MILESTONES**

Milestones are program requirements that will automatically appear on a student’s QUEST account as “IN PROGRESS” until each has been completed. Program milestones are outlined below.

**MSc THESIS PROPOSAL**

MSc students should enroll in this course (Earth 695) during the first year of their program (normally, it should be completed during term #2, and no later than term #3). The grade is a Pass or Fail and the course consists of two parts. The first part is the writing of a thesis proposal and the second part is the presentation of the proposal before the thesis committee. The length of the presentation should be a
maximum of 30 minutes. The use of electronic visual material (e.g. powerpoint slides) is strongly recommended. The sections below provide detailed information about the written component of the thesis proposal. These sections are adapted from the guidelines to authors of the Canadian Journal of Earth Sciences (http://www.nrcresearchpress.com/page/cjes/authors).

**COMPREHENSIVE EXAMINATION FOR PhD CANDIDATES**

PhD students are required to demonstrate a broad general knowledge of their research area; this is accomplished by means of an oral examination held during the early part of the program, normally within 4 academic terms of the entry to the program and completed within 7 academic terms from initial enrolment. This examination covers materials specified by the research committee. A normal study period for the examination is approximately one term. The examining committee consists of the supervisory committee and an impartial chair from the department appointed by the Graduate Coordinator in discussion with the Graduate Officer. As with the Thesis Proposal, you must remember to visit the Graduate Coordinator to set up the Comprehensive Exam paperwork. The subject matter(s) of the examination (on which the pass/fail decision will be based) must be declared to you in advance of the examination. That notice notwithstanding, your committee may elect to question you on anything; the pass/fail decision, however, must be based on your responses to questions in the prescribed area(s). In order to continue in the PhD program you must pass this examination. Candidates who fail to pass the comprehensive the first time or who are required to complete additional requirements must satisfy the comprehensive requirement of their department within one calendar year after the unsuccessful attempt, provided the decision made at the time of the comprehensive allows for another opportunity. Students who fail to meet these conditions will be required to withdraw.

**PhD Thesis Proposal**

The Graduate Coordinator will set up the Thesis Proposal paperwork. Each student submits a research proposal with sufficient copies of each member to his/her supervisor and advisory committee two weeks in advance of the meeting. Each student defends his/her proposal orally at a meeting of the committee. This is set-up as a pass/fail and should be completed within 4-6 academic terms.

**PROPOSED GUIDELINES FOR THE DEFINITION OF SUBJECT AREAS COVERED BY PHD COMPREHENSIVE EXAMS**

Comprehensive Exams are to be completed within 7 academic terms.

**A) PhD COMPREHENSIVE EXAM FORMAT**

The material covered by the comprehensive exam is divided into three general areas.
Area 1: Knowledge of fundamental concepts from appropriate first year undergraduate courses. Courses or sections of courses will be identified by the supervisory committee in consultation with the departmental graduate committee.

Area 2: Upper level undergraduate knowledge. This section will evaluate the candidate’s knowledge of material in an appropriate number of fields. These fields will be defined in terms of a specific course, textbook or set of papers. Fields will be identified by the supervisory committee.

Area 3: Graduate level knowledge. This section will evaluate the candidate’s knowledge of material in an appropriate number of fields. These fields will be defined in terms of a specific course, textbook or set of papers. Fields will be identified by the supervisory committee.

B) PROCEDURE FOR DEFINING COMPREHENSIVE EXAM SUBJECT AREAS

The courses and fields will be defined in writing a minimum of four months prior to the scheduled exam date. It is suggested that this process be done in the first six months of the PhD program so that appropriate course(s) can be taken by the candidate. These defined areas can be revised by the supervisory committee with the approval of the department graduate committee.

A Comprehensive Exam Subject Areas form will be placed in the students file. Completion of this document will be one of the milestones used by the departmental graduate committee to assess the progress of PhD candidates.

ACADEMY INTEGRITY WORKSHOP

This is a mandatory workshop on academic integrity and intellectual property which is offered twice per year to all new incoming graduate students by the Faculty of Science. The format for this workshop is as follows: Associate Dean (or delegate) delivers a presentation to all new incoming graduate students in attendance (approximately 50 minutes). After a short break, students are divided into smaller groups and together with a group leader (faculty members, normally current or former graduate officers or other volunteers), would be assigned to a location to discuss various scenarios. After approximately 30 minutes of discussion amongst the students and 15 minutes open discussion with the group leader, students are handed a form stating that they understood the discussion about academic integrity and intellectual property, sign it and return it to the group leader. The milestone is recorded on the student’s grade report.

FINANCIAL SUPPORT
Teaching Assistantships and SGEA

A Manual for Teaching Assistants


Graduate students in the Department of Earth & Environmental Sciences help in the undergraduate instructional program. In return for this, graduate students receive “TA” support which normally comprises a portion of the students’ annual income. Students are eligible for one TA per year until the student has reached their program time limit.

Students who agree to TA receive the Science Graduate Experience Award (SGEA) as part of the TA. As per UW policy, the award appears as anticipated aid” in your QUEST account. Students must use a promissory note and their QUEST account printout to apply this amount directly to their tuition.

Graduate Research Studentships (GRS)

Graduate Research Studentships (GRS) are given to students to supplement their TA or other earnings and are paid as an award. As of May 2016, the recommended minimum RS is $6251.00 for MSc and $7431.00 for PhD students. Students receiving TA earnings and students with major scholarships may get a reduced GRS.

Total minimum yearly income is thus $18753.00 per year for MSc students and $22293.00 per year for PhD students.

Continuation of Financial Support

Students are normally supported until the end of their program time limit. However, university policy guidelines state “A student whose performance is judged to be unsatisfactory will normally receive written warnings and suggestions for improvement. If the student’s performance does not improve sufficiently within a reasonable period of time, financial support may be reduced or discontinued”. Written warning and an opportunity need not be given in cases of serious misconduct or serious neglect of duties. Complete Policy Guidelines on graduate student support can be found on the Graduate Studies Website: https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/financial-support

Scholarships

The Graduate Awards area of the Graduate Studies Office maintains a scholarship information field containing scholarship and awards information for postgraduate and postdoctoral studies. Information is available from www.grad.uwaterloo.ca/scholarships/scholarships_main.asp

The main competitions are: Ontario Graduate Scholarships (OGS) and Natural Sciences and Engineering Research Council (NSERC). There are also several other external scholarship opportunities; students are
encouraged to explore scholarship programs in their field (e.g. scientific societies) and to apply to as many as possible.

Full-time international students enrolled in an MSc program will receive an International Masters’ Students Award valued at approx. $1960.00 per term for 2 years (6 terms). Full-time international students enrolled in a PhD program will receive an International Doctoral Student Award valued at approximately $3960.00 per term for 3 years (9 terms) and approximately 2612.00 the 4th year per term funded from the University/Faculty and 1308.00 the 4 year per term from the department supervisors. Students receiving external awards or sponsorship are ineligible.

**Funds for Travel to Scientific Meetings**

The Dean of Graduate Studies has a small amount of money to subsidize the travel costs of graduate Students presenting papers at scientific meetings. The student may only apply once per fiscal year. The Research Travel Scholarship form [https://uwaterloo.ca/forms/graduate-studies/](https://uwaterloo.ca/forms/graduate-studies/) should be submitted to the Graduate Coordinator BEFORE the trip, with a copy of the abstract. This is only a subsidy, so the student should consult his/her supervisor first to ascertain whether he/she is willing to put up some of the cost. Proof that the student’s abstract has been accepted is required.

**THESIS WRITING**

General instructions on the writing of a thesis can be found by accessing the following Internet address: [https://uwaterloo.ca/graduate-studies/current-students/thesis/preparation-thesis](https://uwaterloo.ca/graduate-studies/current-students/thesis/preparation-thesis)

If the thesis is designed as a collection of publishable papers, it must still have overall Abstract, Introduction, and Conclusion sections in order to meet Graduate Studies regulations. When you are at the point of beginning to write up your thesis, you are strongly recommended to meet with your supervisory committee. How closely your committee monitors your drafts will depend on you and your committee.

**Copyright**

If research papers based on your work are published before submission of the thesis, then you will need to obtain permission from the publisher to include this material in your thesis. It may be more efficient to request permission at the time of publication. NOTE: A thesis may be withheld from the public domain (ie. Internet, University of Waterloo Libraries and the Library and Archives Canada) for one year on the authorization of the Dean of Graduate Studies. Please see the guidelines for thesis examination without public disclosure and discuss this option with your supervisor [https://uwaterloo.ca/forms/graduate-studies/request-restrict-circulation-thesis-0](https://uwaterloo.ca/forms/graduate-studies/request-restrict-circulation-thesis-0)

Alternately, a student may delay web publication of the Thesis for a period of 4 months. Please see web site for more details.
Thesis Submission:

MSc

When your supervisor has seen and approved your thesis, meet with your graduate coordinator to discuss the MSc Defence details and paperwork. It is the student’s responsibility to ensure that all members of the examining committee are available to attend the defence. You must allow at least 2 to 3 weeks between the submission of your thesis to your committee members and your defence. A PDF version of your thesis (3 weeks prior) must be sent to the Associate Deans office Administrator, and informing them of how you sent your thesis to your committee (PDF or Hard copy). After a successful thesis defence you should submit one corrected copy electronically to the University Graduate Office in Needles Hall for Review (UWSpace). Thesis binding is optional.

PhD.

Your supervisor is responsible for initiating the process that leads to the selection of an external examiner. One term before your thesis is submitted, your supervisor should make informal inquiries to two or three scientists who would be appropriate examiners of your work. Having established the willingness and availability of these individuals, your supervisor will provide to the Graduate Officer one name, along with a memo explaining why this examiner was chosen and explaining that there has been no collaboration, plus a current CV (including all publications) of that individual and a statement of suitability and impartiality of the proposed candidate. The external examiner must be approved by the Graduate Officer and the Associate Dean of Graduate Studies. Only after your supervisor has seen and approved your thesis, the external examiner has been approved and the date has been set, can your thesis be submitted to the committee. You must submit a PDF or hard copy to each member of your committee; you must submit a PDF and a Hard Copy to the Associate Deans Administrator so that one may be put on display. Your thesis must be in a complete form when you submit it. The defence date must be at least 5 weeks after the thesis is submitted or 6 weeks if the External Examiner is outside of Canada or the US. After a successful thesis defence you should submit one corrected copy electronically to the University Graduate Office in Needles Hall for review. Submit by uploading to UWSpace. Binding is up to the supervisor and student.
THESIS DEFENCE (time lines below)

MSc Thesis

The exam will usually consist of a short presentation by the student, usually no longer than 30 minutes, followed by questions from the examiners. Afterwards members of the audience may ask questions. At the end of questioning everyone will be asked to leave the room except for the examining committee, which will deliberate and reach one of four possible decisions (listed under PhD section). The student will be notified immediately of the decision reached.

MSc Research Paper

The research paper must be formatted the same as the MSc thesis. Once the paper is completed and has been approved by your supervisor and your reader, completion forms must be processed. Binding is up to the supervisor and student.

PhD

The exam will usually consist of a short presentation by the student, usually no longer than 30 minutes, followed by questions from the examiners. Afterwards members of the audience may ask questions. At the end of questioning everyone will be asked to leave the room except for the examining committee, which will deliberate and reach one of four possible decisions (see below). The student will be notified immediately of the decision reached.

NOTE: For both MSc and PhD thesis defences, four outcomes are possible:

A) Accepted – Thesis may require typographical and/or minor editorial corrections to be made to the satisfaction of the supervisor.

B) Accepted conditionally – Thesis requires more substantive changes, but will be acceptable when these changes are made. Changes are to be made to the satisfaction of those members of the Examining Committee designated by the Committee. The Examining Committee’s report must include a brief outline of the nature of the changes required and the date by which the changes are to be completed.

C) Decision deferred – The thesis requires modifications of a substantial nature the need for which makes the acceptability of the thesis questionable. The examining committee’s report must contain a brief outline of the modification expected and should indicate the time by which the changes are to be completed. The re-examination will follow the same procedures as for the initial submission except that the display period may be reduced or eliminated at the discretion of the Graduate Officers. Normally the same Examination Committee will serve. A decision to defer is open only once for each candidate.
D) Rejected – The thesis is rejected. The Examining Committee shall report the reasons for this rejection. A student whose thesis has been rejected will be required to withdraw from the program.

TIME LIMITS

The MSc thesis program requires that the student be registered full-time for at least three terms. (one year) and that the degree must be completed within 6 terms (two years) The MSc Research Paper program has rules that have been set-up for both full-time and part-time studies. Similarly, the PhD degree requires that the student be registered for at least 6 terms (two years) or 9 terms (three years) in the case of students without an MSc degree. The PhD degree must be completed within 12 terms (four years) for students with MSc and 18 terms (six years) for students without MSc. Extensions past the program limit must be applied for through the Earth & Environmental Sciences Graduate Office, and must be approved by the Associate Dean for Graduate Studies. Subsequent extensions may be approved by the Dean of Graduate Studies. Students beyond program limits are not entitled to a TA and most scholarships are generally time limited. Your supervisor maybe willing/able to pay you an RS, but is not obligated to do so once you have exceeded the program time limit.
### MSC Thesis Defence Timeline

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<th>People Involved</th>
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<th>Links</th>
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<td>1</td>
<td>Thesis Writing and Review</td>
<td>Ongoing until submission to committee</td>
<td>You should be submitting your draft material to your supervisor as you are preparing your thesis. This will provide you with guidance on writing and material presentation. As a courtesy to your committee you should inform them you are in the writing stage and possibly sending them copies as well.</td>
<td>Thesis Formatting</td>
</tr>
<tr>
<td>3</td>
<td>Set Defence date</td>
<td>3+ weeks before defence</td>
<td>Student, (Supervisor and defence committee)</td>
<td>Closed Defence Guidelines</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>In order to prepare the paperwork for your defence the following information is required.</td>
<td>Request to Restrict Circulation of Thesis form</td>
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<tr>
<td>5</td>
<td>Deposit your Thesis</td>
<td>2+ weeks before your defence</td>
<td>Student, Dissertation Coord., Dept Coord.</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>Students are required to submit an electronic version of their thesis to the Faculty of Science Grad. Dissertation Coord. 2 weeks prior to defence date. If the committee would like a hard copy, students should make these arrangements. Your thesis must be completely finished following GSO standards prior to distribution to your committee. These will then be distributed to the committee members along with information regarding the defence. At this point a chair will be chosen for your defence.</td>
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</tr>
<tr>
<td>9</td>
<td>Completion of Intent to Graduate Form</td>
<td>Upon submission of thesis to committee</td>
<td>Student, Supervisor Dept. Coord.</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>As soon as your thesis has been submitted to your committee, complete and submit the Intent to Graduate Form to the Chemistry Graduate Office where it will be kept until your thesis has been approved and uploaded to UW Space. It will then be sent to the Graduate Studies Office.</td>
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**Thesis Defence**
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<td>Student, (supervisor, committee)</td>
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<td>11</td>
<td>Upload to UW Space</td>
<td>After changes completed and approved</td>
<td>Student</td>
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<td>12</td>
<td>Thesis Reviewed by GSO</td>
<td>Within 1 week of being submitted to UW Space</td>
<td>Graduate Studies Office</td>
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<td>13</td>
<td>Submit your Licence</td>
<td>As soon as thesis is uploaded to UW Space</td>
<td>Student</td>
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<tr>
<td>14</td>
<td>Submit thesis changes to UW Space</td>
<td>As soon as possible</td>
<td>Student</td>
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<tr>
<td>15</td>
<td>Thesis approved and uploaded</td>
<td>1-2 days after GSO changes are approved</td>
<td>Graduate Studies Office</td>
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### Important Dates and Refund Deadlines

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<td>16</td>
<td>Intent to Graduate Paperwork processed</td>
<td>The Dept. Co-ord submits the <strong>Intent to Graduate Form</strong> to the GSO, who will then process it. For June convocation all steps must be completed by April 30, to convocate in October they must be completed by August 31. If those days fall on a weekend, the deadline is the preceding Friday.</td>
</tr>
<tr>
<td>17</td>
<td>Printing and Binding your Thesis</td>
<td>This step does not have to be completed in order to be “program completed” but should be done shortly after your thesis is accepted. The Earth &amp; Environmental Sciences department requires one printed and bound copy. Any more for binding is at the discretion of yourself and your supervisor. Printing and binding should be done by Mediadoc on campus. Students are responsible for the cost of the copies, but in some cases supervisors will pay for them to be printed and bound; talk to your supervisor.</td>
</tr>
</tbody>
</table>

**Thesis Printing and Binding**

- **After thesis approved/ uploaded by GSO**
- **CGO/Graduate Studies Office**
- **Student, Mediadoc**

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**Mediadoc**
# PhD Thesis Defence Timeline

<table>
<thead>
<tr>
<th>Step</th>
<th>Timeline</th>
<th>People Involved</th>
<th>Details</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Thesis Writing and Review</td>
<td>Ongoing until submission to committee</td>
<td>Supervisor, student</td>
<td>You should be submitting your draft material to your supervisor as you are preparing your thesis. They will provide you with guidance on writing and material presentation. As a courtesy to your committee you should inform them you are in the writing stage.</td>
</tr>
<tr>
<td>2</td>
<td>External Examiner and Internal/External Request</td>
<td>2 terms (8 months before defence date)</td>
<td>Supervisor, Dept Co-ord., Faculty</td>
<td>Your supervisor should be contacting and submitting your potential External Examiner request form and CV for review to the Dept. Coord. and then faculty. If this request is not approved then another potential examiner must be found and nominated. At this time your supervisor should be contacting an Internal/External examiner for the defence as this person must be included in the nomination form. (this person can also be included in your committee from day one) Only after these two potential members are confirmed can you set up your defence date.</td>
</tr>
<tr>
<td>3</td>
<td>Set Defence date</td>
<td>8+ weeks before defence</td>
<td>Student, Dept. Coord, (Supervisor and defence committee)</td>
<td>In order to prepare the paperwork for your defence the following information is required. 1. Specific date and time must be agreed upon by entire committee (including external and internal/external). See Dept. Co-ord. to book time and room. To meet end of term deadlines allow at least two weeks to make changes and complete all requirements after defence).  2. Provide exact thesis title. 3. Know whether defence is open or closed well prior to defence date to allow for proper completion of all pertinent paperwork. 4. A complete, confirmed list of committee members.</td>
</tr>
<tr>
<td>4</td>
<td>Pre-reading by committee</td>
<td>2+ weeks prior to submission to Science Faculty</td>
<td>Student, Supervisor and original committee</td>
<td>You must provide your original committee with a copy of your thesis. They have two weeks in which to read the thesis and provide minor comments/corrections and their approval for the thesis to go forward for defence. You will then have them sign off on the form provided and return it to the CGO. You cannot submit your thesis to the Science Faculty Graduate Office until this has been done.</td>
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<tr>
<td>5</td>
<td>Distribute your Thesis to the Faculty (min. 2 copies)</td>
<td>6+ weeks before your defence</td>
<td>Student, Faculty Grad Office</td>
<td>*Your thesis must be completely finished following GSO standards prior to re-distributing it to your committee. A minimum of two copies must be submitted (one for display and one for the External Examiner) to Krista Parsons in the Faculty of Science Graduate Office no later than 6 weeks prior to your defence date. This will then be distributed to your External Examiner along with instructions regarding their report. Krista can be found at PHY 2021 ext. 39106.</td>
</tr>
<tr>
<td></td>
<td>Distribution of thesis to your committee and Internal/External</td>
<td>6+ weeks before your defence date</td>
<td>Student, Faculty</td>
<td>All on-campus copies of your thesis, including the copy for the Internal/External are to be distributed by the student. If any of your committee members do not work on campus Krista will forward their copy to them. You will need to provide Krista with any additional copies for off-campus committee members.</td>
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<tr>
<td>8</td>
<td>Distribution of PDF copy of thesis to External Examiner</td>
<td>6+ weeks prior to your defence</td>
<td>Student</td>
<td>An electronic version should also be sent to the External Examiner by the student while cc'ing Krista Parsons <a href="mailto:krista.parsons@uwaterloo.ca">krista.parsons@uwaterloo.ca</a> and telling the external examiner that further instructions and a hard copy will be sent to them shortly.</td>
</tr>
<tr>
<td>9</td>
<td>Completion Intent to Graduate Form</td>
<td>Upon submission of thesis to committee</td>
<td>Student, signed by supervisor, Grad Coord</td>
<td>As soon as your thesis has been submitted to your committee, complete and submit the Intent to Graduate Form to the Earth &amp; Environmental Sciences Graduate Office where it will be kept until your thesis has been approved and uploaded to UW Space. It will then be sent to the Graduate Studies Office.</td>
</tr>
</tbody>
</table>

### Thesis Defence

<table>
<thead>
<tr>
<th>10</th>
<th>Post defence required thesis changes</th>
<th>After defence</th>
<th>Student, (supervisor, committee)</th>
<th>The committee may complete paperwork after the defence in which they may suggest changes which need to be completed prior to submitting your thesis. This form will be provided to Krista by the Chair, and can take 3+ days. You will receive a copy. Make all changes required by your committee. If your changes need to be approved by your supervisor or whole committee (category B) you will need to have the second page of your Thesis Acceptance Form signed and returned to Krista. Review Thesis Regulations!</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Upload to UW Space</td>
<td>After changes completed and approved</td>
<td>Student</td>
<td>Following the thesis regulations link, use the link on the right to upload your thesis to UW space. If you have had a closed defence and/or you wish your thesis to have limited circulation, when uploading your thesis to UW Space ensure that “yes” is selected from the drop-down list on the “Submit:Describe Your item” page. <strong>Note: your abstract will be visible to everyone</strong>, even if circulation is limited. If you apply a short term (4 months) or long term (one year) restriction to your thesis it is critical you choose “YES” to the “Patent/Copyright or Publications Pending” question. The attached “Request to Restrict Circulation of Thesis” form (link in step 3) is required for long term restrictions and your supervisor will then be notified prior to release. This request must have been previously approved by the Associate Dean, Graduate Studies. <strong>The completed form should be received by the GSO in advance of the student submitting the thesis to UWSpace or risk having the thesis uploaded.</strong></td>
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<tr>
<td>12</td>
<td>Thesis Reviewed by GSO</td>
<td>Within 1 week of being submitted to UW Space</td>
<td>Graduate Studies Office</td>
<td>Your thesis will not be reviewed by GSO until they have received your Thesis Acceptance Form. The GSO will contact you if this is the case. The GSO will review your thesis and send you changes to make (usually 2-3 days). Be sure to check your UW e-mail as that is how the GSO will contact you with changes.</td>
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<tr>
<td>No.</td>
<td>Task Description</td>
<td>Responsible Party</td>
<td>Instructions</td>
<td>Additional Information</td>
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</tr>
<tr>
<td>13</td>
<td>Submit your Licence</td>
<td>As soon as thesis is uploaded to UW Space</td>
<td>Student Complete your licence and forward it to the GSO immediately.</td>
<td>Thesis Non-Exclusive Licence</td>
</tr>
<tr>
<td>14</td>
<td>Submit thesis changes to UW Space</td>
<td>As soon as possible</td>
<td>Student Make all changes suggested by the GSO and re-submit to UW Space.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Thesis approved and uploaded</td>
<td>1 - 2 days after GSO changes are approved</td>
<td>Graduate Studies Office GSO will upload your approved thesis to the online Faculty of Science Theses and Dissertations Collection and the Earth &amp; Environmental Sciences Grad Office is then notified.</td>
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</tr>
<tr>
<td>16</td>
<td>Intent to Graduate Paperwork processed</td>
<td>After thesis approved/ uploaded by GSO</td>
<td>Grad Coord. Graduate Studies Office The CGO submits the Intent to Graduate Form to the GSO, who will then process it. For June convocation all steps must be completed by April 30, to convocate in October they must be completed by August 31. If those days fall on a weekend, the deadline is the preceding Friday.</td>
<td>Important Dates and Refund Deadlines</td>
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ACADEMIC REGULATIONS AND STUDENT DISCIPLINE

A summary of the University disciplinary Policies can be found in the graduate Calendar. Any actions which prejudices the integrity of the university’s scholarly activities can be considered to be an academic offence. In particular, the following offences are punishable by penalties ranging from reprimand to expulsion:

- cheating on examinations, assignments, etc.
- plagiarism (copying published or unpublished work of others without proper citation) in essays, theses, or other work.
- submitting false credential or certificates, including, medical certificates
- submitting work for one course which has been submitted for credit elsewhere, without permission.
- behaviour in a laboratory which endangers oneself or others
- behaviour which interferes with the studies of other students
- Falsification or fabrication of data for research

The detailed policies can be found using the following links:

https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-33
https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-71
https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70