

ECE MASC THESIS EXAMINATION AND DEGREE COMPLETION CHECKLIST

At the beginning of your final term

- Review your program guidelines and ensure all courses and milestones have been completed. ☐
- Consult with your supervisor about your Thesis Examination. Your supervisor is to select your examination committee. ☐

Thesis Examination Process

1. E-mail your program coordinator at ece.masters@uwaterloo.ca to let them know you are ready to book your Thesis Examination. This email needs to include the name of your committee Chair. ☐ ☐
2. You will then be provided with a link containing a unique code that will need to be used to submit your thesis title. ☐
 - *The Committee Chair will then be notified to submit the committee/readers for approval*
3. You will then receive an e-mail authorizing you to upload your thesis. ☐
 - *At this time, you must indicate whether the thesis is restricted or not.*
 - *At this point your committee members will be asked to confirm receipt of thesis electronically.*
4. After all committee members have acknowledged receipt, you will receive **two separate emails**:
 - i) An email with a link to book your room for your Thesis Examination
 - ii) An email notifying you that your thesis is now officially on display for the 15-business day display period (not including holidays). This will contain a link for you to input the time/date/place of your Thesis Examination

Reminders:

 - *Your examination date must be a minimum of 10 business days after the display period has started*
 - *The Committee Chair will receive the initial decision e- mail. The e-mail is then sent to all subsequent committee members to confirm the decision.*
 - *Each committee member will receive an e-mail which includes a unique code so that they can register the decision to confirm that the thesis has been completed to their satisfaction and is ready for acceptance.*
 - *If minor corrections are to be made, an e-mail will be sent to the Chair to electronically confirm once revisions have been made.*☐
5. You will receive an e-mail and be asked to confirm their final thesis title.
 - ***(This must be exact., including punctuation/spelling/spacing). If titles are not an exact match, thesis will not be accepted for upload.***

After the Exam

1. Apply to graduate through Quest. This must be done in the term you plan to degree complete in. ☐
 - *(ie, if you defend Aug 25th -spring term and revisions are not complete until Sept.4th, apply to graduate in September -fall term)*
2. Once you have received an e-mail confirming that your Master's Thesis Milestone has been achieved, you can upload your final thesis to UWSpace (not before). ☐