

MA/MES/MSc Thesis Procedures and Requirements in the Department of Geography

Supervisors should ensure all coursework is completed before thesis defence

1. Candidates must defend the thesis before their Committee (two members of the Program, one being the advisor and one other faculty member). In addition, one faculty member or qualified professional outside the committee will be designated as a reader of the thesis and will serve as an examiner to the oral. **Before a qualified professional is designated as a reader, the student's supervisor must submit their CV to the Graduate Chair for review and approval.** Other interested members of the Department may attend the oral presentation.

In evaluating the thesis at the oral presentation, committee members and readers will have votes. The evaluation will be established by a simple majority of the ballot vote. The decision of the examining committee (committee and readers) will fall into one of the following categories:

1. Accepted
 2. Accepted with Minor Modifications
 3. Accepted with Major Modifications
 4. Decision Deferred
 5. Rejected
2. The supervisor, in conjunction with the candidate, must confirm with all participating members a day, time, and format (in person or remote) for the thesis defense. The agreed upon details will be provided to the GEM Graduate Program Assistant who will schedule the defense and send a notice following the receipt of the thesis (see #3).
 3. **No fewer than two weeks before the oral examination** an electronic PDF copy of the thesis, including an abstract, must be submitted to each of the thesis examination committee members as well as the GEM Graduate Program Assistant. Students should contact the committee members to confirm if a paper copy is required.
 4. The thesis provided for examination must be **complete** including all maps, tables, and other illustrative materials, and be [formatted according to UW standards and requirements](#).
 5. Following the oral examination, any additions, or corrections to the thesis **must be made to the satisfaction of the Committee.** The designated committee member (normally the supervisor) must confirm with the GEM Graduate Program Assistant that revisions have been approved.
 6. When all additions and/or corrections have been made and approved the student should [submit their thesis](#) according to the GSPA guidelines.

ALL STUDENTS MUST REMAIN REGISTERED UNTIL THE THESIS SUBMISSION HAS BEEN APPROVED.