

Optometry Master's Thesis Defence Checklist

| | Step | Timeline | People Involved | Details | Links | Complete? |
|---|--|--------------------------------------|--|--|--|-----------------------------------|
| 1 | Beginning to Write | Anytime | Student, Supervisor, Committee | You can begin to write once you (and your supervisor) feel you have enough material for your thesis. <i>Students will have a committee meeting to go over their plans with the committee before writing to get their support and approval.</i> | Thesis Formatting | <input type="checkbox"/> Complete |
| 2 | Thesis Review | Ongoing | Supervisor, Student | Your supervisor should be looking at your draft material as you prepare your thesis. They can give you guidance regarding your writing and how your material is presented. | | <input type="checkbox"/> Complete |
| 3 | Set Up defence Date (make note of blackout periods set by GSPA in the Fall and Spring terms near end of each semester) | Minimum of 4 weeks before defence | Student, Grad Coordinator, Supervisor, defence committee | <p>~5 weeks prior to your proposed defence date, your thesis should be complete and submitted to your committee members for review and comment. You will have to get all required signatures on the MSc Thesis Examination Request Form which <u>the Grad Coordinator will prepare at your request</u>. This form verifies that your committee members and supervisor have read your thesis and believe it is ready to defend. This form is due to the Grad Coordinator no later than 4 weeks prior to your proposed defence date.</p> <p>You must determine if you will have an open or closed defence, and if you only need to restrict the thesis from being posted online. To restrict online posting complete the Request to Restrict Circulation of Thesis Form (at right). This approved form must be received by the GSPA before you submit your thesis for examination. Closed defence requests, where all attendees must sign a confidentiality agreement, must go to the Associate Dean of Graduate Studies for approval. You will need a detailed explanation about your rationale for your request. This should be supported by your supervisor.</p> | <p>Closed defence Guidelines</p> <p>Request to Restrict Circulation of Thesis Form</p> | <input type="checkbox"/> Complete |
| | | | | | | |
| 4 | Defence Set up | Soon after you set your defence date | Student, Grad Coordinator, Faculty Office | The Graduate Coordinator will book a room using the information you provided to her regarding your defence date and time. She will send an e-mail to you and your committee confirming the date, time and room once the booking is confirmed. Krista Parsons (Dissertation coordinator) in the Faculty Office will find a Chair for your defence. | | <input type="checkbox"/> Complete |

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| 5 | Thesis Submission | Minimum of 3 weeks before your defence | Student, Faculty, Committee | <p>** Your Thesis must be completely finished to GSPA standards before you send an electronic copy to the Science Faculty Grad Office.** You will have to complete the Appointment of MSc Committee Form which confirms your examining committee, thesis title etc. <u>The Grad Coordinator will prepare this form at your request</u>, and you must return the completed form to the Grad Coordinator no later than 15 business days prior to your proposed defence date. If the Grad Coordinator does not receive this form by the deadline, your defence may not proceed on the requested date. Along with this form, you are required to provide Krista Parsons (science.dissertations@uwaterloo.ca) at the Faculty office with an electronic version of your thesis at least 3 weeks prior to the chosen defence date. Earlier submission is preferred. Submissions received later than 3 weeks prior to the arranged defence date will require the defence to be rescheduled. The Dissertation Coordinator will distribute a soft (electronic) copy of the thesis to all members of the examining committee once the thesis has been formally deposited in the Faculty of Science Graduate Office. Examining Committee members will be told that if they wish to have a hard (printed) copy they are to make those arrangements directly with the student.</p> | Faculty of Science Thesis Defence Guidelines | <input type="checkbox"/> Complete |
| 6 (Optional) | Change of Enrollment Status | After thesis is distributed | Student, Grad Coordinator, Faculty | After you submit your thesis to the Faculty of Science, you are able to complete the Change of Enrollment Status Form to change to part-time status (and only pay part-time tuition) - this is helpful if your distribution is near the beginning of a new term when tuition is due. The change to part-time must be done by Government Count in that term (July 1, Nov 1, Feb 1) and may not be applicable to all students. In addition to switching to part-time, you may want to consider the tuition refund deadlines: 100% refund deadlines are in the 3rd week of term, and 50% refund is the 7th week of term, but the faculty needs everything approved 1 week before those deadlines. | Change of Enrollment Status Form | <input type="checkbox"/> Complete |
| 7 | Apply to Graduate | Anytime before your defence | Student | Apply for graduation via Quest. The GSPA suggests this be done approximately one month prior to defence. To do so: log into Quest, navigate to My Academics, Graduation, and select Apply for Graduation for the next convocation. | Apply to Graduate | <input type="checkbox"/> Complete |
| Thesis defence | | | | | | <input type="checkbox"/> Complete |
| 8 | Make Required Thesis Changes | After defence | Student, Supervisor, Committee | Make all changes required by your committee. If your changes needed to be approved by your supervisor or your whole committee, you will need to have the second page of your Thesis Acceptance Form signed and returned to Krista Parsons. | Thesis Regulations | <input type="checkbox"/> Complete |

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| 9 | Upload to UW Space | After changes completed/ approved | Student | Following the thesis regulations from the last step, upload your thesis to UW space. Note that your abstract will be visible to everyone, even if you limit your circulation. Students can apply a short term (approximately 4 months) or long term (one year) restriction to their thesis. In either case, when students are submitting their thesis to UWSpace, it is critical that they choose 'YES' to the 'Patent/Copyright or Publication Pending' question. | UW Space | <input type="checkbox"/> Complete |
| 10 | Thesis Reviewed by GSPA | Less than 1 week after submitted to UW Space | Graduate Studies Office | The GSPA will not review your thesis until they have received your Thesis Acceptance Form - if it is still in process you will receive an e-mail from the GSPA stating this fact. If your supervisor/committee has signed off on your work, everything is okay. It can just take time for the paperwork to be processed. Once the Thesis Acceptance Form is received, someone from the GSPA will review your thesis and send you changes to make (usually 2-3 days). All theses have to make some minor changes, even if you followed the template from step 1. Be sure to check your UW e-mail as that is how the GSPA will contact you with changes. Make any changes suggested by the GSPA and re-submit to UW Space. | | <input type="checkbox"/> Complete |
| 11 | Submit changes to thesis to UW Space | ASAP | Student | Make any changes suggested by the GSPA and re-submit to UW Space. | UW Space | <input type="checkbox"/> Complete |
| 12 | Thesis approved and uploaded | After GSPA changes are approved (usually 1-2 days) | Graduate Studies Office | The GSPA will upload your approved Thesis to the Faculty of Science Theses and Dissertations Collection online and the Optometry Grad Office is notified. | | <input type="checkbox"/> Complete |
| 13 | Intent to Graduate Paperwork submitted and processed | After thesis is approved/ uploaded by GSPA | Grad Coordinator, Graduate Studies Office | The Grad Coordinator submits the Intent to Graduate Form to the GSPA, by who will process it generally within 3 days. To convocate in June, all these steps must be completed by April 30, to convocate in October the deadline is August 31. If those days fall on the weekend, the deadline is the preceding Friday. | Important Dates/ Refund Deadlines | <input type="checkbox"/> Complete |
| You're Done! (you're considered "finished", but there's one more step that's unrelated to deadlines and graduation) | | | | | | |
| | | | | This step does NOT have to be completed in order to be 'program completed' but should be done within weeks of your thesis being accepted. Optometry does not require a copy of your thesis to be printed for the School. Should your supervisor want a copy of your thesis, you will need to have one printed and bound for them by Mediadoc on campus. To answer FAQs: | Mediadoc | <input type="checkbox"/> Complete |

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| 14 | Printing your thesis | After thesis is approved/ uploaded by GSPA | Student, Mediadoc (campus printer) | <ul style="list-style-type: none"> * On the order form under "Graduate Department Contact" put "Stephanie Forsyth, Optometry Graduate Office" * On the order form "Depositor" is you * You can order as many copies as you like for yourself and your family. If your supervisor does not want a copy, these are all you have to order. * You can use any paper stock (even the cheapest), you can single or double side the printing * 'Colonial Bound' is the common stock to use if you wanted more premium paper * Students are responsible for the cost of the copies, but in some cases supervisors will pay for them to be printed; talk to your supervisor | Online Requisition | |