

Last Name: _____ First Name: _____

ID Number: _____

Supervisor(s): _____

Defense Title: _____

Examining Committee Membership:

The Examination Committee will consist of at least two faculty members in addition to the supervisor/co-supervisor(s).

1. Supervisor/Co-supervisor(s)

(note: all co-supervisors must attend)

2. First Examiner

(chair of examination committee, faculty member from the department in the primary research area of the thesis)

3. Second Examiner

(faculty member outside the primary research area of the thesis)

Full Name:**Membership Type:****Able to attend:**_____

_____**Committee Membership has been approved by the Associate Chair, Graduate Studies**

Signature: _____

Date: _____

The Master's Defense is scheduled for:_____
Day of week_____
Month_____
Day_____
Year_____
Time_____
Location

MME MASc Thesis Defence Form

Examination Committee. The Examination Committee will consist of at least two faculty members in addition to the supervisor/co-supervisors. Each member will have a vote in the final decision (supervisor/co-supervisors: one vote). At least the supervisor and one examiner are faculty members of the department. The examination committee will consist of:

- Supervisor/co-supervisors
- First examiner (Chair of examination committee, faculty member from the department within the research specialization of the MASc thesis)
- Second examiner (faculty member outside the supervisor's research specialization group)

The two examiners must come from two different research specialization groups and may be outside the supervisor's/supervisors' research specialization group. At least, one of the two examiners must be a regular faculty member (not adjunct) in MME. All co-supervisors and the two examiners must attend the defense in person or online.

Distribution of thesis copies and timeline. One copy of the thesis is required for each member of the committee. The student must provide examining committee a copy of the thesis at least three weeks prior to the defense as the defense should take place at the end of the EGSO display period. As such, the student must submit the MME-MASc Defense form to the MME Graduate Coordinator concurrently with the MASc Thesis Submission form at least three weeks prior to the defense date. These forms will certify that the proposed examining committee has been approved by the Associate Chair of Graduate Studies, propose a date and time for the examination, and certify the committee's availability and willingness to serve as examiners. It is the student's responsibility to identify a time convenient to the committee and to reserve a room.

Decision. Only the submitted thesis is evaluated and the quality of the presentation should not be considered in the decision process. The committee will make a decision based on the following master's thesis categories.

1. **Accepted:** The thesis may require typographical or minor editorial corrections to be made to the satisfaction of the supervisor/co-supervisors.
2. **Accepted conditionally:** The thesis requires minor changes in substance, major editorial changes, or substantive changes, but will be acceptable when these changes are made to the satisfaction of 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. The candidate will provide a summary that details how the committee's comments were addressed in the thesis before final acceptance.
3. **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 modifications required, the date by which the changes are to be completed. The revised thesis must be re-submitted to the Committee for reexamination. The reexamination will follow the same procedures as for the initial submission. This decision is only open once for each candidate.
4. **Rejected:** The thesis is rejected. The Chair of the examination will report the reasons for rejection. The student will be required to withdraw from the program. This outcome is only possible after a reexamination due to a deferred decision (category 3).

After the MASc defense, the Chair of the examination committee will email the MME MASc coordinator at mmascadvisor@uwaterloo.ca the thesis category decided by the committee, **cc-ed** all committee members including related report/comments, as needed for categories 2, 3 and 4. All committee members must reply (Reply to All) confirming the category. For category 2, after the revisions are submitted and if the committee members find the revisions acceptable, all committee members must confirm that they are satisfied with the revised version of the MASc thesis.