

# MA/MES THESIS COMPLETION FORM

*School of Planning*

**CANDIDATE'S NAME:**

**MA or MES (indicate degree):**

**MASTER'S THESIS TITLE:**

**EXAMINING COMMITTEE** – list the names, department/university/or address/email/telephone # if outside of university. Please indicate if the committee members require an electronic or hard copy of thesis

**E-Copy**

\*

**Hard Copy \***

**ADVISOR(S):**

**COMMITTEE:**

**ONE READER:**

*Master's Degree with Thesis - Examination and Acceptance*

*“In the case of a Master's program involving a thesis, one copy of the thesis is required for each member of the Reading Committee which consists of at least two faculty members in addition to the supervisor appointed in the student's department or co-supervisors. The supervisor and one member are faculty members of the student's department.” \**

\* [Minimum Degree Requirements \(GSO\)](#)

**The committee and readers have agreed to serve and can meet on this day, at this time:**

**DATE:**

**TIME:**

**ROOM:**

Once a date and time for the defence has been agreed to by the reading committee and student, the supervisor will notify the Graduate Administrator using the Thesis Completion Form

- The room will be booked by the Graduate Administrator
- All rooms in EV3 are electronic; other rooms may not be electronic
- Students must supply their own laptop or book equipment through MAD well in advance of defence at [MAD equipment loans](#)

## **MASTERS DEFENCE PROCEDURE AND GENERAL INFORMATION:**

- Review transcript to ensure all degree requirements have been met prior to setting up the defence
- If the student has outstanding fees, they must be paid before the defence can be set up
- An electronic or hard copy of the **M/MES Thesis Completion** form must be returned to the Graduate Administrator, Kelly Heald-Oliver, [khealdol@uwaterloo.ca](mailto:khealdol@uwaterloo.ca) at time of thesis deposit or sooner
- Submit one **electronic copy** (PDF) and one **spiral-bound hard copy** of your **thesis** and **abstract** (abstract needs to be a Word doc) to the Graduate Administrator for approval by the Graduate Officer **prior** to distribution to the thesis examining committee (if too large for email attachment, submit on a memory stick or by SendIt). Notice and thesis are distributed to committee members once approved by Graduate Officer.
- Submit an [Intention to Graduate](#) form to the Graduate Administrator
- If **hard copies** of the thesis are requested by committee member(s), student **MUST** submit the correct number of **bound** copies to the Graduate Administrator 2 ½ weeks prior to defence date. If the committee agrees to have the defence within the two week period, hard copies need to be submitted immediately. This will allow 1-2 days for delivery of the hard copies.
- When preparing your thesis, please review the following guidelines at:  
<http://uwaterloo.ca/graduate-studies/thesis/thesis-regulations>  
<http://uwaterloo.ca/graduate-studies/thesis/preparing-your-thesis>

## **FOLLOWING THE DEFENCE:**

- Allow a minimum of one week after the defence for revisions, uploading of an electronic copy of your thesis to UWSpace and review by the Graduate Studies Office.
- If revisions are required by the student, the Advisor must email the Graduate Administrator once revisions have been approved. The advisor's email is forwarded to the Associate Dean's Assistant who will then generate the Thesis Acceptance Form.
- The Thesis Acceptance Form (sent by the Associate Dean's Assistant) must be received by the Graduate Studies Office before they will review the electronic thesis submission.
- The student must complete and submit a [Thesis Non-Exclusive License](#) to the [GSO](#) before submitting their thesis to UWSpace.
- The student can then upload an electronic copy of their final thesis to UWSPACE. For instructions and information on uploading your thesis, please visit: [Thesis information - Graduate studies](#)

## **TUITION REFUND DATES:**

If the defence, revisions and acceptance of the electronic thesis submission by the Graduate Studies Office will occur within the 100% refund period, the student does not have to pay fees for next term. If late by one day, Finance requires students to pay fees for the term, plus late fees. Please review the [Calendar of Events and Academic Deadlines](#) for refund dates.

## **CONVOCATION INFORMATION:**

In order to graduate in June or October, the program completion deadline (including electronic thesis upload and approval by the Graduate Studies Office) is **April 30** for June convocation and **August 31** for October convocation.

For important details about Convocation, please visit the [convocation webpage](#).