

### Thesis Defence Report

The Neutral Chair of the Examining Committee is responsible for completion of this form. After all committee members present have signed, the form should be returned to the Program Coordinator.

#### Student Identification

Name: \_\_\_\_\_

Program: \_\_\_\_\_

Thesis title: \_\_\_\_\_

Date of defence: \_\_\_\_\_

#### Decision of the Examining Committee

- The thesis is acceptable as is, or with minor revisions. A majority vote is required.
- The thesis is acceptable, but major revisions are required. A majority vote is required.
- The thesis is unacceptable. Written comments must be provided to explain this decision. A unanimous vote is required.

*See reverse side for explanation of terms.*

	<b>Name (please print)</b>	<b>Signature</b>
Primary Supervisor	_____	_____
Co-supervisor (if applicable)	_____	_____
Supervisory Committee Member	_____	_____
Supervisory Committee Member	_____	_____
Supervisory Committee Member	_____	_____
External Examiner	_____	_____
Neutral Chair (non-voting)	_____	_____

## EXPLANATION OF TERMS:

**Minor Revisions:** Minor revisions are corrections that can be made immediately to the satisfaction of the Supervisor. Minor revisions may include:

- Typographical or grammatical errors
- Missing footnotes
- Formatting issues
- Need for further discussion or elaboration in a few areas
- Incorporating a glossary of acronyms or terms
- Changes to the Appendices
- Incomplete references
- Need for minor clarification of content

Procedure regarding minor revisions:

1. The Supervisor will communicate all recommended revisions to the candidate and inform the Program Coordinator when all corrections have been completed.
2. The Program Coordinator will complete the Graduation Approval form.

**Major Revisions:** Major revisions are corrections requiring further research, structural changes, or other substantive revisions. These revisions will require more time to complete and may require re-reading by the external examiner. Major revisions may include:

- Significant technical errors or inaccuracies
- Misinterpretation and/or misuse of material
- Omission of relevant materials
- Unsubstantiated findings or conclusions
- Improper data analysis
- Major flaws in grammar and presentation
- Faulty research methodology
- Lack of scholarly context
- Need to rewrite substantial portions to strengthen the thesis

Procedure regarding major revisions:

1. The Supervisor will prepare a written summary of the recommended revisions for distribution to the Supervisory Committee and the candidate.
2. The candidate will make the revisions and prepare a written synopsis indicating how the concerns were addressed.
3. The Supervisor will forward the revisions and synopsis to the Supervisory Committee and/or the External Examiner, and inform the Program Coordinator when all corrections have been completed.
4. The Program Coordinator will complete the Graduation Approval form.

## Unacceptable Thesis

Procedure regarding unacceptable thesis:

1. Written comments must be provided to explain this decision. A unanimous vote is required.
2. The Supervisor, Supervisory Committee, and the candidate will develop a plan for resubmission and defence of the thesis.
3. A thesis may be re-examined only once.