



Master of Arts Policies & Procedures

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University of
Lethbridge



School of Graduate Studies



School of Graduate Studies

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Master of Arts Policies and Procedures

The University of Lethbridge, Lethbridge, Alberta, Canada

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TABLE OF CONTENTS

PART 1: APPLICATION FOR ADMISSION	1
1. Applying for admission	1
PART 2: REGISTRATION & DEGREE REQUIREMENTS	3
2. Registration	3
3. Degree requirements.....	4
4. Coursework	5
5. Co-operative Education/Internship Option	5
PART 3: FINANCIAL ASSISTANCE	7
6. Financial support.....	7
7. Course instruction.....	7
PART 4: STUDENTS, SUPERVISORS & FACULTY	8
8. Students	8
9. Supervisors.....	10
10. Members of the School of Graduate Studies	11
PART 5: COMMITTEES	12
11. Master of Arts Program Committee.....	12
12. Supervisory Committee.....	13
13. Thesis Examination Committee	14
PART 6: THESIS PROPOSAL & THESIS REGULATIONS	15
14. Submission of the Thesis Proposal.....	15
15. Purpose and requirements of the Thesis	16
16. Thesis format regulations.....	16
PART 7: EXAMINATION AND ASSESSMENT	21
17. Thesis oral defence.....	21
18. Embargo policy.....	25
19. After the Thesis oral defence.....	26
PART 8: GRADUATION	28
20. Applying for graduation	28
21. Confirming the graduation.....	28
APPENDICES	29
Appendix One: Sample Thesis title page.....	29
Appendix Two: Sample and example Thesis Examination Committee Members page	30

PART 1: APPLICATION FOR ADMISSION

NOTE: For complete admission and degree requirements, refer to Admission Requirements in the Master of Arts (M.A.) Programs section of the *Graduate Studies Calendar* (www.ulethbridge.ca/ross/academic-calendar).

1. Applying for admission

The application package for the Master of Arts program is available through the online application system (www.ulethbridge.ca/graduate-studies/apply) (see **Table 1: Master of Arts program application process on p. 2**).

Applicants should begin work on the application package as soon as possible. The deadlines for application are: **October 1** for the Spring term; **February 1** for the Summer term and Fall term (first round); and **May 1** for the Fall term (second round). *As this is a quota-based program, the School of Graduate Studies encourages early application.*

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other employees of the University and/or, on the student's behalf, to external granting agencies and funding entities as required by University procedures regarding admission, registration, and awards and financial support administration.

NOTE: Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.

Eligible applicants must apply for admission by following the process outlined in **Table 1: Master of Arts program application process on p. 2**.

Table 1: Master of Arts program application process

STEP 1: Applicant finds a potential supervisor	<p>To find a potential supervisor, the applicant contacts a University of Lethbridge faculty member with expertise in the applicant's research area. For assistance in identifying a potential supervisor, visit www.ulethbridge.ca/graduate-studies/supervisor.</p> <p>The University of Lethbridge Experts Database (www.ulethbridge.ca/experts-database) is an information source that enables users the opportunity to search a for faculty members in a wide variety of subjects and research areas.</p> <p>The applicant is advised to provide the potential supervisor a copy of unofficial transcripts in the consultation process.</p> <p>Should the previous program undertaken by the applicant show weaknesses, additional course work or other study may be required. Such work will not count toward the requirements for the master's degree.</p>															
STEP 2: Applicant submits the application online by the application deadline date	<p>The following required admission decision documents must be submitted via the online application system, available at www.ulethbridge.ca/graduate-studies/apply</p> <table border="1" data-bbox="360 554 1529 1465"> <tr> <td data-bbox="360 554 646 638">Unofficial academic transcripts</td> <td data-bbox="646 554 1529 638">Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.</td> </tr> <tr> <td data-bbox="360 638 646 827">Three (3) references</td> <td data-bbox="646 638 1529 827"> <p>Contact information for three (3) referees who are willing to submit a confidential assessment via the online system.</p> <p>Three (3) referees, two (2) must be academic (each referee submits a confidential letter of reference articulating the student's background preparation and suitability for graduate work). The applicant must have studied with at least one (1) referee.</p> </td> </tr> <tr> <td data-bbox="360 827 646 911">Curriculum Vitae</td> <td data-bbox="646 827 1529 911">The applicant's curriculum vitae includes academic background, work experience, awards, scholarships, and publications.</td> </tr> <tr> <td data-bbox="360 911 646 995">Letter of Intent</td> <td data-bbox="646 911 1529 995">The Letter of Intent indicates the applicant's reasons for applying (e.g. goals, or objectives for seeking a graduate degree in the chosen discipline).</td> </tr> <tr> <td data-bbox="360 995 646 1100">English language proficiency (ELP)</td> <td data-bbox="646 995 1529 1100">Evidence of ELP is required if the applicant's first language is not English. Refer to English Language Proficiency for Graduate Students in the Doctor of Philosophy (Ph.D.) Programs section of the <i>Graduate Studies Calendar</i> (www.ulethbridge.ca/ross/academic-calendar).</td> </tr> <tr> <td data-bbox="360 1100 646 1184">Additional documentation</td> <td data-bbox="646 1100 1529 1184">If additional documentation is required, the School of Graduate Studies will contact the applicant.</td> </tr> <tr> <td data-bbox="360 1184 646 1465">Submission process</td> <td data-bbox="646 1184 1529 1465"> <p>Completion of the online application form requires uploading the required admission documents, providing referee names and contacts, and paying the application fee by midnight (MST/MDT) on the deadline date. Refer to Table 1: Application Deadlines in the Master of Arts (M.A.) Programs section of the <i>Graduate Studies Calendar</i> (www.ulethbridge.ca/ross/academic-calendar).</p> <p>By submitting this application, applicants authorize the University of Lethbridge to request transcripts on their behalf from institutions participating in ApplyAlberta (Alberta Post-Secondary Application System).</p> </td> </tr> </table>		Unofficial academic transcripts	Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.	Three (3) references	<p>Contact information for three (3) referees who are willing to submit a confidential assessment via the online system.</p> <p>Three (3) referees, two (2) must be academic (each referee submits a confidential letter of reference articulating the student's background preparation and suitability for graduate work). The applicant must have studied with at least one (1) referee.</p>	Curriculum Vitae	The applicant's curriculum vitae includes academic background, work experience, awards, scholarships, and publications.	Letter of Intent	The Letter of Intent indicates the applicant's reasons for applying (e.g. goals, or objectives for seeking a graduate degree in the chosen discipline).	English language proficiency (ELP)	Evidence of ELP is required if the applicant's first language is not English. Refer to English Language Proficiency for Graduate Students in the Doctor of Philosophy (Ph.D.) Programs section of the <i>Graduate Studies Calendar</i> (www.ulethbridge.ca/ross/academic-calendar).	Additional documentation	If additional documentation is required, the School of Graduate Studies will contact the applicant.	Submission process	<p>Completion of the online application form requires uploading the required admission documents, providing referee names and contacts, and paying the application fee by midnight (MST/MDT) on the deadline date. Refer to Table 1: Application Deadlines in the Master of Arts (M.A.) Programs section of the <i>Graduate Studies Calendar</i> (www.ulethbridge.ca/ross/academic-calendar).</p> <p>By submitting this application, applicants authorize the University of Lethbridge to request transcripts on their behalf from institutions participating in ApplyAlberta (Alberta Post-Secondary Application System).</p>
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STEP 3: Applicant arranges for official documents	<p>Official transcripts, including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any, are required prior to course registration. Applicants who have attended or are currently attending institutions NOT participating in ApplyAlberta must arrange to have official transcripts sent directly from the issuing institution to the Admissions Office. A list of participating institutions is available at www.applyalberta.ca.</p>															
STEP 4: Admission decision process	<p>The Departmental Graduate Education Committee reviews the application and makes a recommendation on admission to the Master of Arts Program Committee. The office of the School of Graduate Studies, on behalf of the Dean of the School of Graduate Studies, unofficially informs the applicant of the Program Committee's decision. Official admission decision will be sent electronically from the Admissions Office. Applicants will be notified of their official admission status by the Admissions Office no later than April 1, July 1 or December 1. Successful applicants will be advised of registration procedures at that time.</p>															

PART 2: REGISTRATION & DEGREE REQUIREMENTS

2. Registration

Graduate students register every term throughout the tenure of their program. Detailed instructions are available in the *Registration Guide* (www.ulethbridge.ca/graduate-studies/registration-guide) and the *New Student Checklist* (www.ulethbridge.ca/graduate-studies/new-student-checklist).

Registration process

a) Registration for each term

To register, the School of Graduate Studies will provide the student with an *Approved Program of Studies* form to reference for online registration via the Bridge (www.ulethbridge.ca/bridge). If required courses are not outlined on the *Approved Program of Studies* form, the student will contact his or her supervisor.

A student who does not submit a defended and completed Thesis that has been approved by the Dean of the School of Graduate Studies by the end of the term must register for the next term.

NOTE: Students are required to register in the Master's Thesis course each term (Fall, Spring, and Summer).

b) Course requirements

Depending on the student's background, three (3) to six (6) courses or equivalent (9 to 18 credit hours), recommended by the Supervisory Committee, and approved by the respective graduate Program Committee. At least three (3) courses must be completed at the graduate level.

Certain majors, and concentrations within majors, have required courses as outlined in Coursework in the Master of Arts (M.A.) Program section of the *Graduate Studies Calendar* (www.ulethbridge.ca/ross/academic-calendar). Students are responsible for ensuring these course are successfully completed.

Independent Study courses:

The student must complete an *Independent Study* form if he or she registers in an Independent Study course (5990). Contact the School of Graduate Studies Office for details (sgs@uleth.ca).

No more than one (1) Independent Study course may be taught by the supervisor. No more than two (2) Independent Study courses may be taught by the same instructor. When Independent Study courses are taught by a Supervisory Committee member, a second reader must be named from outside that Supervisory Committee.

Senior undergraduate level courses taken at the graduate level:

When senior undergraduate level courses are taken at the graduate level a *Request to Take a Senior Undergraduate Course at the Graduate Level* form (www.ulethbridge.ca/graduate-studies/forms) must be submitted.

c) Change of Approved Program of Studies

Subsequent changes to an approved program of studies must follow the procedures outlined in the online *Registration Guide* (www.ulethbridge.ca/graduate-studies/registration-guide).

Addition of Supervisory Committee members or changes to composition of the Supervisory Committee must be vetted by the relevant department, the Master of Arts Program Committee, and approved by the Dean of the School of Graduate Studies using the *Change of Supervisory Committee* form (www.ulethbridge.ca/graduate-studies/forms).

NOTE: Refer to the Cancellation and Withdrawal in the Registration section of the the *Graduate Studies Calendar* (www.ulethbridge.ca/ross/academic-calendar) for course withdrawal policies.

d) Fees

For full details on program fees and payments, refer to the Fees section in the *Graduate Studies Calendar* (www.ulethbridge.ca/ross/academic-calendar/fees).

Deadlines

Graduate students must register every term no later than the last day of add/drop. There are three (3) terms:

- **Spring** (January to April)
- **Summer** (May to August)
- **Fall** (September to December)

For the last day of registration for each term, refer to the Academic Schedule in the *Graduate Studies Calendar* (www.ulethbridge.ca/ross/academic-calendar).

Failure to register

A student who fails to register for any term and who does not have permission for a Leave of Absence, is considered by the University to have administratively withdrawn from his or her program. For a student to re-enter his or her program, the student must obtain written permission from the School of Graduate Studies and pay related tuition and fees.

3. Degree requirements

To graduate from the Master of Arts program, students must have satisfied the following requirements:

Table 2: Degree requirements for the Master of Arts program

Coursework	Depending on the student's background, three (3) to six (6) courses or equivalent (9 to 18 credit hours), recommended by the Supervisory Committee, and approved by the Master of Arts Program Committee. Students must receive a minimum grade of 'B-' (2.70 on a 4.00 scale) in all courses which are graded and which count toward the degree. A minimum cumulative program GPA of 3.00 is required to graduate.
Thesis Proposal	Students must complete an initial Thesis Proposal and a full Thesis Proposal and submit them to the School of Graduate Studies. Full-time students must submit their initial thesis proposal within five (5) months of the start of their program and their final thesis proposal by the end of the third term of their program to the School of Graduate Studies. Part-time students must submit their initial thesis proposal within 10 months of the start of their program and their full thesis proposal by the end of the sixth term of their program to the School of Graduate Studies.
Thesis	The student must defend the Thesis in an oral examination. The student must pass the Thesis oral defence, make required revisions to the Thesis, and submit the PDF copy of the final Thesis via the e-thesis system when notified by the School of Graduate Studies.
Individualized Multidisciplinary Major with Social Sciences Concentration	Students may optionally elect to complete a concentration for the Individualized Multidisciplinary major. For students who complete all of the degree requirements, the concentration will be acknowledged on the official transcript. Refer to Requirements for degree in the Master of Arts (M.A.) section of the <i>Graduate Studies Calendar</i> (www.ulethbridge.ca/ross/academic-calendar) for a listing of available concentrations.
Residency Requirement	The residency requirement for full-time students is a minimum of 12 months continuous registration. Residency requirements for part-time study may be adjusted.
Time Limit	For full-time study, a maximum of 24 months continuous registration and for part-time study a maximum of 48 months continuous registration.

4. Coursework

Failure of a course

A student who obtains a failing grade in a course (less than a 'B-') may repeat the course one (1) time to receive a passing grade of at least 'B-'. The student must apply to repeat a course to the Master of Arts Program Committee. In cases where the failed course will not be re-offered during a student's program, a substitute course will be selected by the Supervisory Committee and approved by the relevant Departmental Graduate Education Committee and the Master of Arts Program Committee. No substitutions are permitted for department or program mandated courses. Independent Study courses (5990) will not normally be approved as replacements for regular graduate course offerings. In cases where a failed course is repeated, the original failed course will remain on the transcript; however, the substitute course will replace the failed course in the grade point average calculation.

Repeating courses

A student may repeat a course once, if it is offered, in order to improve the grade. A student may repeat a course only one (1) time and the grade from the second offering will appear on the student's transcripts. Refer to Policies and Program Requirements in the Academic Regulations section of the *Graduate Studies Calendar* (www.ulethbridge.ca/ross/academic-calendar).

Academic probation

Supervisory Committees recommending a student for probation will provide the Dean of the School of Graduate Studies with a detailed evaluation of the student's performance and an outline of the conditions of probation. The Supervisory Committee will also include a detailed plan to transition the student out of probation including outlining specific tasks, duties and responsibilities for the student. Once the student has met the conditions of the probation, the Supervisory Committee will provide a written assessment of the student's progress to the Master of Arts Program Committee. Once approved, the student will regain good standing in their program. If the student has not met the conditions of probation, the Supervisory Committee normally recommends that the student be required to withdraw from the program. The recommendation to withdraw is reviewed by the Master of Arts Program Committee which makes a recommendation for consideration by the Dean of the School of Graduate Studies.

5. Co-operative Education/Internship Option

The Co-operative Education/Internship Option is available to students in the Master of Arts program.

Co-operative education is an educational model that formally integrates academic study at the master's level with relevant, paid work experience in appropriate employment fields such as government, academic institutions, and industry. The University, the employer, and the student are in partnership to ensure an enriching experience toward the student's professional development.

Further information and details concerning admission and requirements may be obtained from the Faculty of Arts and Science Office of Co-operative Education/Internship Programs (AH154; tel. 403-382-7154; email: artsci.coop@uleth.ca; website: www.ulethbridge.ca/coop/fas).

Admission

Students may be accepted into the Co-operative Education/Internship Option in the first term of their graduate program. Students are therefore encouraged to contact the Faculty of Arts and Science Co-operative Education/Internship Office as soon as possible upon admission to their graduate program.

The criteria for admission include:

1. Admission to a Master of Arts program
2. Grade point average and academic standing
3. A resumé and application form
4. A personal interview
5. Approval of the student's supervisor, in consultation with the School of Graduate Studies and the Arts and Science Co-operative Education/Internship Office

Other factors, such as labour market conditions, work experience, volunteer experience and extracurricular activities are also considered when selecting participants for the program.

Requirements

Normally, students are required to successfully complete two (2) work terms of four (4) months each (or one (1) of eight (8) months) to earn the Co-operative Education/Internship designation for the Master of Arts degree.

To receive the Co-operative Education/Internship designation for the degree, students must successfully complete, in addition to the course, major, and degree requirements, two work terms:

- Arts and Science 5011 – Co-op Work Experience I
- Arts and Science 5012 – Co-op Work Experience II

Students may also opt for a maximum of two (2) additional work terms:

- Arts and Science 5013 – Co-op Work Experience III
- Arts and Science 5014 – Co-op Work Experience IV

Students must be registered for the entire duration of the work term(s) applied for through the Co-operative Education/Internship Option program, including extensions, and, once registered, are not permitted to withdraw from the work placement without penalty of failure. A grade 'F' (Failure) will be entered on the transcript for the whole term(s) unless extenuating circumstances warrant granting of a designation 'WC' (Withdrawal with Cause), in accordance with Academic Regulations in the Academic Regulations, Policies, and Program Requirements section of the *Graduate Studies Calendar* (www.ulethbridge.ca/ross/academic-calendar). Where approval is granted by the Coordinator of Co-operative Education/Internship and the Dean of the School of Graduate Studies, a 'WC' will be entered on the transcript. Tuition fees will be assessed as per the University's Withdrawal with Cause policy. Students may consult the Co-operative Education/Internship student handbook for further information/regulations and should contact the Coordinator of Co-operative Education/Internship for assistance with the procedure.

Continuation in the program

Students must acknowledge, accept, and abide by the requirements and regulations as outlined in Co-operative Education/Internship Option in the Master of Arts (M.A.) Program section of the *Graduate Studies Calendar* (www.ulethbridge.ca/ross/academic-calendar) and the Co-operative Education/Internship student handbook.

Transfer of Co-operative Education/Internship terms

Students enrolled in a Master of Arts program may not transfer Co-operative Education/Internship terms from other institutions

PART 3: FINANCIAL ASSISTANCE

6. Financial support

Refer to Awards and Scholarships in the Information for All Programs section of the *Graduate Studies Calendar* (www.ulethbridge.ca/ross/academic-calendar).

Information regarding financial opportunities is available at: www.ulethbridge.ca/graduate-studies/funding-fees.

Information regarding awards and scholarships is available at: www.ulethbridge.ca/graduate-studies/award-opportunities.

Contact the Graduate Studies Awards Advisor for additional information at: www.ulethbridge.ca/graduate-studies/funding-fees/inquiry-form.

7. Course instruction

From time to time, opportunities arise for teaching a course. The duties are assigned by the Dean of the Faculty in consultation with the Supervisor and department, as appropriate.

PART 4: STUDENTS, SUPERVISORS & FACULTY

8. Students

Full-time and Part-time Status

A Master of Arts student may declare full-time or part-time status at the time of application and a student who wishes to transfer from full-time to part-time or vice versa must do so no later than at the end of the first 12 months of study. Full-time and part-time students register continuously throughout the tenure of their programs and are engaged in coursework and/or research towards their programs.

A full-time student who is engaged in employment outside the Master of Arts program more than 10 hours per week is encouraged to discuss his or her circumstances with his or her supervisor(s).

Student responsibilities

NOTE: Master of Arts students' rights and responsibilities are legislated from time to time by the University of Lethbridge and outlined in the *Graduate Studies Calendar* (www.ulethbridge.ca/ross/academic-calendar). Contact the School of Graduate Studies for up-to-date legislation related to the rights and responsibilities of Master of Arts students.

In studying at the graduate level, students must strive for high levels of academic achievement and contribute to the intellectual life of the University. Master of Arts students must commit to the efficient completion of the program. The responsibilities of Master of Arts students at the University include the following:

Regulations and requirements

1. Meet all degree requirements in a timely manner.
2. Meet all deadlines and regulations associated with registration, award applications, and degree requirements.
3. Conform to all University, departmental, and program requirements, legislation, and policies.
4. Meet the performance standards and deadlines of funding organizations.
5. Meet the terms and conditions of fellowships, teaching assistantships, and research assistantships.

Knowledge and skills

6. Develop the knowledge and skills needed to successfully pursue the academic and research program.

Academic and ethical standards

7. Uphold ethical standards in research methodology, scholarship, and the reporting of research results.
8. Acknowledge the contributions of the supervisor, funding agencies, and others to presentations and publications, including joint authorship if appropriate.
9. Uphold the academic and non-academic standards outlined the *Graduate Studies Calendar* (www.ulethbridge.ca/ross/academic-calendar).

Communication

10. Keep regular, open communication with, and seek advice from, the supervisor and Supervisory Committee.
11. Regularly inform the supervisor about progress in the program. At a minimum, this involves a progress report twice an academic year.
12. Inform the supervisor of any absences, and follow the University guidelines for requesting a Leave of Absence.

Planning

13. In consultation with the supervisor, develop a realistic work schedule for the research program, with specific milestones.

Research environment

14. Help ensure a research environment free from harassment, discrimination, and conflict.

Ownership of data, information, and equipment

15. Respect the University's policies regarding intellectual property and the ownership of data and information.
16. If applicable, follow the contractual agreements with other agencies or individuals regarding the ownership of data, information, and equipment.

17. If appropriate, upon finishing the program, provide the supervisor with documentation that allows others to continue the research.

Graduate student entitlements

Graduate students are entitled to the following:

- **Health and dental plans:** Students' families can also be included in these plans. Contact the University of Lethbridge Students' Union for details (see www.ulsu.ca/health-and-dental for more information).
- **Inter-library loan privileges:** Contact the Library for more details (see www.ulethbridge.ca/lib/services for more information).
- **Use of all University facilities:** For example, the Library, computer labs, exercise rooms, and gymnasium (see the General Services at the University of Lethbridge section of the *Graduate Studies Calendar*: www.ulethbridge.ca/ross/academic-calendar).
- **The right to appeal academic matters:** Refer to Academic Regulations section of the *Graduate Studies Calendar*: www.ulethbridge.ca/ross/academic-calendar.

Academic performance

For expected standards of academic performance, refer to Policies and Program Requirements in the Academic Regulations section of the *Graduate Studies Calendar* (www.ulethbridge.ca/ross/academic-calendar).

Non-academic performance

Refer to Policies and Program Requirements in the Academic Regulations section of the *Graduate Studies Calendar* (www.ulethbridge.ca/ross/academic-calendar).

Leave of Absence

When circumstances prevent a student from continuing his or her program as approved, the student, in consultation with the supervisor, may submit a request for a Leave of Absence to the School of Graduate Studies for approval. For example, those wishing to take maternity or paternity leave can request a Leave of Absence. A Leave of Absence can be a maximum of one (1) year and must begin and end in accordance with the Academic Schedule (www.ulethbridge.ca/ross/academic-schedule) specified for each term. During the leave, fees are not assessed.

9. Supervisors

NOTE: The following policies and guidelines apply to both supervisors and co-supervisors.

Criteria for supervisors

Supervisors must:

- Be members of the School of Graduate Studies
- Be currently active in a research area related to the student's research interest
- Possess research expertise in the student's research area

NOTE: Potential supervisors should consult with the School of Graduate Studies before preparing application packages for potential students.

Role and responsibilities of the supervisor

In general, the role of the supervisor is to act as both an academic mentor, and an evaluator of the student's performance. The supervisor must provide professional guidance and help the student acquire the skills and knowledge necessary to plan and conduct original research.

The supervisor's responsibilities include:

Commitment

1. Make a commitment to supervise the student throughout his or her program.

Mentorship and respect

2. Give the student ongoing guidance on expected academic standards and the nature of research.
3. Be open and accessible to the student.
4. Give the student advice and constructive criticism, in support of high academic standards.
5. Respect the student as a junior colleague in research.
6. Acknowledge the student's contributions to presentations and publications, including joint authorship if appropriate.
7. Respect the University's policies on intellectual property and the ownership of data and information.

Regulations and requirements

8. Share with the student at the start of the program, the expectations of the supervisor, the program, and the School of Graduate Studies.
9. Ensure all School of Graduate Studies and program regulations and requirements are met, including those related to coursework, funding, thesis work, and the Thesis oral defence. Refer to Requirements for Degree in the Master of Arts (M.A.) Program section of the *Graduate Studies Calendar* (www.ulethbridge.ca/ross/academic-calendar).

Communication

10. Keep in contact with the student and meet with the student and Supervisory Committee according to the program requirements.
11. Regularly communicate with the Supervisory Committee and the School of Graduate Studies regarding the student's progress.
12. Supervisors will notify the student and Supervisory Committee members of any anticipated change and subsequent approved change of the structure of the Program Committee by the School of Graduate Studies.

Planning

13. In consultation with the student, establish a realistic work schedule for the program with specific milestones;
14. Fulfill all duties related to completing the *Statement of Progress and Standing* form;
15. Help ensure there are sufficient financial and material resources to perform the research and support the student. Where required, write statements of commitment of financial support for the student;
16. Ensure the student has adequate supervision at all times during the program.

Research environment

17. Help ensure an environment conducive to research and intellectual growth;
18. Help ensure a research environment free from harassment, discrimination, and conflict.

Conflicts

Students and Supervisors must make every effort to maintain the student/Supervisor relationship. As graduate programs are very specialized, there may not be another Faculty Member qualified to act as a Supervisor. Both the student and their Supervisor must commit to completing the program of studies.

When there is a conflict that jeopardizes the student/Supervisor relationship and it cannot be resolved by discussion between both parties, then the student or Faculty Member should contact the School of Graduate Studies. The School will attempt to resolve the problem through mediation and discussion.

10. Members of the School of Graduate Studies

For the regulations regarding criteria for membership, processes for membership, and duties and responsibilities of members of the School of Graduate Studies, refer to the *School of Graduate Studies Governing Principles* (www.ulethbridge.ca/graduate-studies/governing-principles).

PART 5: COMMITTEES

11. Master of Arts Program Committee

Each graduate program has a program committee—that acts on delegated authority from Graduate Council—that is responsible for managing the day-to-day operations of that program.

NOTE: For the complete regulations regarding graduate program committees, refer to the *School of Graduate Studies Governing Principles* (www.ulethbridge.ca/graduate-studies/governing-principles).

Membership of the Master of Arts Program Committee

- Program Committee Chair.
- Three (3) faculty members who are jointly members of the School of Graduate Studies and the faculty/faculties where the program is delivered, appointed by Graduate Council.
- One (1) member of the School of Graduate Studies who is not a member of the faculty/faculties where the program is delivered, appointed by Graduate Council.
- The Dean of School of Graduate Studies, ex-officio.

It is required that the Chair of the Master of Arts Program Committee and the three (3) faculty members each be from a different department. Ideally two (2) of these will be from the Humanities and two (2) from the Social Sciences.

Duties and responsibilities of the Master of Arts Program Committee

The Master of Arts Program Committee, or by delegated authority to the Chair, is responsible for the general supervision of its program, including:

1. Reporting to Graduate Council on all matters related to its operation, at least annually.
2. Recommending to Graduate Council policy and program changes.
3. Recommending to the appropriate bodies on graduate scholarships, assistantships or awards.
4. On delegated authority from Graduate Council, providing for the admission of students to the School of Graduate Studies, subject to the admission standards and policies determined by General Faculties Council.
5. Awarding credit for any previous courses and/or graduate work.
6. Recommending to the Dean of the School of Graduate Studies on student admissibility.
7. On delegated authority from Graduate Council, providing for the appointment of examiners for examinations in the School of Graduate Studies, the conduct of examinations and the determination of the results of them.
8. Reviewing and recommending where necessary to the Dean of the School of Graduate Studies on students' progress and standing.
9. Approving, reviewing and, where necessary, changing individual student programs.
10. Reviewing and approving the composition of and/or changes to the composition of students' supervisory committees.
11. On delegated authority from Graduate Council, determining the conditions under which a student must withdraw from or may continue his/her program of studies in the School of Graduate Studies.
12. Recommending graduands to the Executive Committee of Graduate Council for Graduate Council approval.
13. Hearing student appeals of an academic nature, with the exception of grade appeals. Appeals heard by the Master of Arts Program Committee include appeals related to: the outcome of a Thesis oral defence, the outcome of a comprehensive examination, the outcome of a transfer examination, or student progress and standing.

12. Supervisory Committee

Membership of Supervisory Committee

The Supervisory Committee consists of the following members:

- A Chair: the supervisor.
- A minimum of two (2) and a maximum of four (4) committee members who are members or associate members of the School of Graduate Studies and who may be internal or external to the home department or to the University.

In cases where there is a co-supervisor, two (2) additional members of the School of Graduate Studies are still required as committee members.

Establishing the Supervisory Committee

The Supervisor is identified at the application stage and the other members of the Supervisory Committee are identified and approved no later than six (6) weeks from the beginning of the first term for full-time students and 12 weeks from the beginning of the first term for part-time students.

The supervisor, in consultation with the student, develops the proposed program of studies within the first term of study. The Master of Arts Program Committee appoints the Supervisory Committee. With delegated authority from the Master of Arts Program Committee the Dean of the School of Graduate Studies approves changes to membership (see **Change of Approved Program of Studies on p. 3**).

Duties and responsibilities of the Supervisory Committee

The overall role of the Supervisory Committee is to support the graduate student by providing academic and research advice and assessing a student's progress.

The Supervisory Committee's responsibilities are to:

- Review at least twice per academic year the student's progress and issues, and report to the School of Graduate Studies (see **Statement of progress and standing on p. 13**)
- Provide constructive criticism of the student's ideas, methods, and performance
- Be accessible to the student for ongoing consultation and discussion
- Be a member of the Thesis Examination Committee

Statement of progress and standing

The student is required to meet with his or her Supervisory Committee at least twice per academic year. The first such meeting should be held in the early part of the second term. The supervisor is responsible for calling these meetings. For each meeting, the student is required to provide a report that includes information about individual courses taken with unofficial transcripts, other professional activities, research/teaching workload, thesis progress, and/or a work-plan for the following months. The Supervisory Committee completes the *Statement of Progress and Standing* form with an attached document that identifies critical milestones in the student's program that, if not reached by the student, flag the need for some remediation process.

After the *Statement of Progress and Standing* form is completed, the supervisor, Supervisory Committee members, and student must all sign it. The supervisor then forwards the form and letter to the School of Graduate Studies once completed.

If the Supervisory Committee recommends either probation or withdrawal of the student, then the Master of Arts Program Committee reviews the recommendations, and decides how to proceed.

13. Thesis Examination Committee

Membership of the Thesis Examination Committee

There are at least four (4) members on the Thesis Examination Committee:

- A Chair: The home Department Chair or a faculty member who is a member of the School of Graduate Studies designated by the department, except where the individual concerned is also a member of the Supervisory Committee. In the latter case, another faculty member who is a member of the School of Graduate Studies must be selected to serve as Chair. The Chair is a non-voting member.
- Internal Examiners: All members of the student's Supervisory Committee, including the supervisor(s).
- An External Examiner (optional): May be internal or external to the University. The External Examiner must have no academic relationship with the student or the supervisor that constitutes conflict of interest and must submit a completed *Conflict of Interest* form (www.ulethbridge.ca/graduate-studies/forms) with his or her curriculum vitae to the School of Graduate Studies for decanal consideration.

All members are voting members, except the Chair, who assists the other members of the Thesis Examination Committee to reach a unanimous decision in cases where there is any uncertainty.

The Dean of the School of Graduate Studies approves the membership of the Thesis Examination Committee after the *Request for Final Thesis Examination* form is submitted to the School of Graduate Studies.

Duties and responsibilities of the Thesis Examination Committee

The responsibility of the Thesis Examination Committee is to assess the completed Thesis, by reviewing the Thesis and conducting the Thesis oral defence in accordance with the procedures developed by the School of Graduate Studies (see **Thesis oral defence on p. 21**).

The Thesis Examination Committee's specific responsibilities include the following:

- Reviewing and assessing the completed Thesis, in accordance with the guidelines described in the **Assessing the Thesis on p. 22**.
- Questioning of the student during the Thesis oral defence.
- Assessing the student, based on the Thesis, and the student's responses and performance during the Thesis oral defence.

The Thesis Examination Committee Chair is responsible for:

- Chairing the Thesis oral defence to ensure procedural fairness and consistency, and to assist the Thesis Examination Committee to reach a unanimous assessment decision (see **Making a decision on p. 24**).
- Ensuring the proper process is followed.
- Informing the student of the results of the Thesis oral defence and reporting the results to the Dean of the School of Graduate Studies immediately following the defence.

The Thesis Examination Committee Chair is a representative of the School of Graduate Studies and is required to be familiar with the policies and procedures related to the Thesis oral defence.

PART 6: THESIS PROPOSAL & THESIS REGULATIONS

14. Submission of the Thesis Proposal

Initial Thesis Proposal

Students must complete an initial Thesis Proposal of several pages including the topic to be studied and an initial bibliography, and submit this to the School of Graduate Studies, along with the *Post-Admission Thesis Proposal* form available on the School of Graduate Studies website (www.ulethbridge.ca/graduate-studies/forms). The initial Thesis Proposal is due as follows:

Table 3: Initial Thesis Proposal due dates

Type of Study	Program Term Start	Initial Thesis Proposal Due Date
Full-time Study (Due within five (5) months of start term)	January 1 (Spring term)	May 31
	May 1 (Summer term)	September 30
	September 1 (Fall term)	January 31
Part-time Study (Due within ten months of start term)	January 1 (Spring term)	October 31
	May 1 (Summer term)	February 28
	September 1 (Fall term)	June 30

Full Thesis Proposal

Students must complete a full Thesis Proposal of at least 20 pages (6000 words), and submit this to the School of Graduate Studies, along with the *Post-Admission Thesis Proposal* form available on the School of Graduate Studies website (www.ulethbridge.ca/graduate-studies/forms).

The full Thesis Proposal can then serve as the initial chapter(s) of the Thesis. This full Thesis Proposal will contain a theoretical statement, the complete methodology, a literature review and the place of the thesis within it, a full bibliography, and a chapter-by-chapter outline of the entire Thesis. The members of the student's Supervisory Committee will determine the appropriate timing of defending the full Thesis Proposal in front of and approved by all Supervisory Committee members. The full Thesis Proposal is due as follows:

Table 4: Full Thesis Proposal due dates

Type of Study	Program Term Start	Final Thesis Proposal Due Date
Full-time Study (Due start of fourth term)	January 1 (Spring term)	January 31 of second year
	May 1 (Summer term)	May 31 of second year
	September 1 (Fall term)	September 30 of second year
Part-time Study (Due start of seventh term)	January 1 (Spring term)	January 31 of third year
	May 1 (Summer term)	May 31 of third year
	September 1 (Fall term)	September 30 of third year

15. Purpose and requirements of the Thesis

All Master of Arts students are required to prepare and present a thesis. The thesis must make a significant, original contribution to the body of knowledge in a given discipline. It must show that the student:

- Is familiar with the published literature in the thesis' subject area;
- Has used research methods appropriate to the discipline;
- Has applied appropriate levels of critical analysis;
- Is competent to complete independent research;
- Is able to present, defend, and debate the findings in a public forum.

The material in the Thesis must, in the judgement of the Thesis Examination Committee, be suitable for publication.

Thesis requirements

The following are the requirements for the Thesis:

- The student must work independently to produce the thesis;
- As a public document, the thesis must be written competently in fluent English (or French if in Modern Languages);
- The student must orally defend the thesis. The Thesis Examination Committee assesses the thesis and conducts the oral defence;
- The thesis remains the intellectual property of the student;

The student grants the University of Lethbridge permission to use the thesis for further research and study.

16. Thesis format regulations

This section presents the regulations for the format of the Thesis. All theses must abide by these regulations and, if they do not, can be rejected by the Thesis Examination Committee and/or the Dean of the School of Graduate Studies.

The University does not mandate a single style guide, though it recommends the style guide published by the American Psychological Association¹. The student should consult with his or her supervisor(s) and the School of Graduate Studies to select an appropriate style guide, and follow it *consistently*.

The student is to use the style guide in conjunction with the following thesis format regulations. Where there is a conflict between the style guide and the thesis format regulations below, these regulations take precedence. The thesis format regulations are organized alphabetically, by topic and should be used as a checklist by the graduate student.

For students using LaTeX software an acceptable standard style template for formatting theses is located at:

www.ulethbridge.ca/artsci/math-computer-science/thesis-style. For more information, contact the Chair of the Department of Mathematics and Computer Science (www.ulethbridge.ca/fas/mcs/listPeople).

If a student needs to deviate from the thesis format regulations, the student must obtain written permission from the Dean of the School of Graduate Studies before submitting the *Request for Final Thesis Examination* form.

Bibliography/Reference List

Starts on a new page. The Thesis follows the bibliographic citation format in the approved style guide in use. This format is used consistently.

Changes

Corrections or changes made after the Thesis oral defence must conform to the original format and style of the Thesis. All corrections must be made using word-processing software.

Chapters

New chapters must always begin on a new page. A page break (not a series of blank lines) is used to create a new page.

¹ *Publication Manual of the American Psychological Association*: Sixth Edition, July 2010

Copyrighted material

Theses that use substantial portions of copyrighted works in ways not covered by statutory exceptions to infringement or University Library electronic resource license agreements must include Letters of Permission from copyright owners or their licensing agents. These Letters of Permission must accompany the Thesis when the final copies are submitted.

If the Thesis includes sections previously published by the Thesis author and the author did not retain ownership of copyright, then the author must obtain reproduction permission from the copyright owner.

If the Thesis includes material that the Thesis author co-wrote with others, then a Letter of Permission from the copyright owner or owners is required.

If the author is unable to obtain copyright owner permission and omitting this material will not detract from the sense of the text, then the author must remove the copyrighted material, and in its place insert a page that explains:

- That the material has been removed because of unavailable copyright permission; and
- The content of the omitted material and its original source.

If the author is unable to obtain copyright owner permission and omitting this material will detract from the sense of the text, then the author has two (2) options:

- Do not finish or publish the Thesis until the copyright owner provides permission; or
- Remove the copyrighted material and rewrite that section of the Thesis in a manner that does not change the sense of the text.

NOTE: Obtaining Letters of Permission can take considerable time so begin this process well in advance of the target completion date for the Thesis.

Epigraph

An epigraph is a quotation that comes before a chapter or the body of the Thesis. The epigraph should be indented approximately 20 spaces from the left margin. The author and title must be cited below the quotation. The epigraph should be single line spacing, with one line between the quotation and the author/title.

Equations

Equations must have characters equivalent to 12 point font for the smallest character.

Font

Any standard serif font is acceptable². The font size must be from 10 to 12 point. The font must be solid and black.

One (1) font size and style must be used consistently throughout the Thesis. However, text in tables or figures can be a different font from the rest of the Thesis. Headings can be in bold text, and italics can be used for emphasis.

Footnotes/Notes/Endnotes

Notes can be:

- At the foot of the page (footnotes);
- Grouped at the end of a chapter (notes);
- Grouped at the end of the Thesis, before the Bibliography/Reference List (endnotes).

One (1) type (footnotes, notes, or endnotes) are used consistently throughout the Thesis. *Single line spacing* is used for all types of notes.

Graphs

Labels and symbols, or colours are used to identify graph lines or bars. An example of symbols is cross-hatching.

² Serifs are the small projections at the end of each stroke in a letter. Serif font is easier to read than non-serif font.

Headers	The Thesis can contain page headers, but a horizontal line must separate the header from the page text.
Headings	Headings must be in the same font style and size as the rest of the Thesis text, but can be in bold text.
Justification	A thesis can be left-justified or fully-justified. The justification must be consistent throughout the Thesis.
Language	The thesis must be written in the English language, except for theses in the Department of Modern Languages, which can be written in the French language.
Line spacing	<p>Lines in the Abstract, Acknowledgement, and body of the Thesis must use <i>double line spacing</i>. <i>Single line spacing</i> is used for footnotes/notes/endnotes, long quotations, and appendices.</p> <p>In the Table of Contents, Bibliography/Reference List, and the List of Tables, List of Figures, List of Plates, List of Symbols, et cetera, <i>single line spacing</i> is used for each reference and <i>double line spacing</i> is used between entries.</p>
Margins	<p>Left margin: 3.8 centimetres</p> <p>Right, top, and bottom margins: 2.5 centimetres</p> <p>The margins must be the same on all pages of the Thesis including prefatory pages, main body, Bibliography/Reference List, and appendices.</p>
Page numbering	<p>Prefatory pages:</p> <ul style="list-style-type: none"> • The prefatory pages include the Title Page, Thesis Examination Committee Members Page, Dedication Page (optional), Table of Contents, Preface, (optional), et cetera (see Sequence of materials on p. 19); • Numbered consecutively, beginning with the Title Page, which does not have the page number on it. The remaining prefatory pages are numbered with a small Roman numeral centred at the bottom of the page. <p>Main body pages:</p> <ul style="list-style-type: none"> • The main body pages begin at the Introduction or first chapter, and include the remainder of the document; • Numbered consecutively with Arabic numerals centred at the bottom of the page. Numbering starts at '1'. • The Bibliography/Reference List and Appendices are part of the main body, and so must be numbered consecutively with the preceding main body pages. Do not number Appendix pages A1, B1, et cetera.
Page orientation	The pages must be in portrait orientation. Illustrations, including figures, tables, and images, may be presented in a landscape orientation if required for clarity.
Paper size	<p>The paper must be letter sized (21.5 centimetres × 28 centimetres).</p> <p>The Thesis can include oversize pages (i.e., legal size) as fold-outs, folded so they are no more than 20 centimetres wide.</p>
Photographs, coloured	A thesis may contain colour photographs and/or figures.

Quotations

On long quotations, use *single line spacing*. Indent all single-spaced quotations and include the appropriate reference citation.

Sequence of materials

<p>1. <i>Title page</i> <i>See detailed example in Appendix One: Sample Thesis title page on p. 29</i></p>	<ul style="list-style-type: none"> • Has no page number, but is page i of the prefatory pages (see Page numbering on p. 18) • Must include the universal copyright notice. For example: © John A. Smith 2001 • <i>Single line spacing</i>
<p>2. <i>Thesis Examination Committee Members page</i> <i>See detailed example in Appendix Two: Sample and example Thesis Examination Committee Members page on p. 30</i></p>	<ul style="list-style-type: none"> • Lists all members of the Thesis Examination Committee • Has no page number, but is page ii of the prefatory pages (see Page numbering on p. 18) • <i>Single line spacing</i>
<p>3. <i>Dedication page (optional)</i></p>	<ul style="list-style-type: none"> • Page iii of prefatory pages (see Page numbering on p. 18)
<p>4. <i>Abstract</i></p>	<ul style="list-style-type: none"> • Page iii of prefatory pages (or page iv if there is a Dedication Page) (see Page numbering on p. 18) • Maximum of 150 words, mandated by University Microfilming Inc. • <i>Double line spacing</i>
<p>5. <i>Preface (optional)</i></p>	<ul style="list-style-type: none"> • Prefatory page (see Page numbering on p. 18) • <i>Double line spacing</i>
<p>6. <i>Acknowledgements (optional)</i></p>	<ul style="list-style-type: none"> • Prefatory page (see Page numbering on p. 18) • <i>Double line spacing</i>
<p>7. <i>Table of Contents</i></p>	<ul style="list-style-type: none"> • Prefatory page (see Page numbering on p. 18) • <i>Single line spacing</i>
<p>8. <i>List of Tables (if any)</i></p>	<ul style="list-style-type: none"> • Prefatory page (see Page numbering on p. 18) • <i>Single line spacing</i>
<p>9. <i>List of Figures (if any)</i></p>	<ul style="list-style-type: none"> • Prefatory page (see Page numbering on p. 18) • <i>Single line spacing</i>
<p>10. <i>List of Abbreviations (if any)</i></p>	<ul style="list-style-type: none"> • Prefatory page (see Page numbering on p. 18) • <i>Single line spacing</i>
<p>11. <i>Main body</i></p>	<ul style="list-style-type: none"> • Beginning of the body of the Thesis. • Main body pages (see Page numbering on p. 18) • <i>Double line spacing</i>
<p>12. <i>References</i></p>	<ul style="list-style-type: none"> • Main body pages (see Page numbering on p. 18) • <i>Single line spacing</i> for each reference • <i>Double line spacing</i> between references
<p>13. <i>Appendices</i></p>	<ul style="list-style-type: none"> • Main body pages (see Page numbering on p. 18) • <i>Single line spacing</i>

Spelling	Canadian or American spelling is acceptable. Whichever form is chosen, it must be used consistently throughout the Thesis.
Tables and figures: Headings and captions	Centre all table headings above the table. Use <i>single line spacing</i> . Centre figure captions below the figure. Use <i>single line spacing</i> .
Tables and figures: Numbering	The numbering of tables and figures must be consecutive, with no repeating of numbers. The numbering must be in Arabic numerals, and can be 1, 2, 3, etc., or by chapter (e.g., 1.1, 1.2, 1.3...).
Tables and figures: Size	Tables and figures must fit within the prescribed margins. Those that are larger than the 21.5 centimetres × 28 centimetres size page must be reduced or folded so they fit within the margins of the page.
Thesis Examination Committee Members page	See Appendix Two: Sample and example Thesis Examination Committee Members page on p. 30 for a detailed example and sample.
Title page	See Appendix One: Sample Thesis title page on p. 29 for a detailed example.
Translated passages	For long passages of translation, use two (2) columns side-by-side, comparing the original and the translation.
Unusual format	To use an unusual format for the Thesis, the student must obtain written permission from the Dean of the School of Graduate Studies, before submitting the <i>Request for Final Thesis Examination</i> form.

PART 7: EXAMINATION AND ASSESSMENT

17. Thesis oral defence

When the Thesis is complete, the candidate must defend it in an oral examination. The student informs the supervisor that he or she is ready to defend and provides the supervisor with an appropriately formatted PDF copy of the Thesis. The student is not permitted to make changes to this document until after the Thesis oral defence has been completed.

A student who has successfully completed all program requirements has the right to submit and defend the Thesis, even if the supervisor recommends otherwise.

NOTE: Subsequent registration is required if all degree requirements are not met by the end of a term.

Scheduling the Thesis oral defence

The Thesis oral defence should be scheduled a minimum of five (5) weeks prior to the date of the defence.

Table 5: Timeline for scheduling the Thesis oral defence

Responsibility	Activities	Time Required
Supervisor	1. Submission of <i>Request for Thesis Examination</i> form to School of Graduate Studies and, if applicable, submission of the proposed External Examiner's curriculum vitae and completed <i>Conflict of Interest</i> form.	At least five (5) weeks prior to the proposed scheduled defence.
Student or Supervisor	Submission of PDF copy of Thesis to School of Graduate Studies (sgs@uleth.ca).	
Dean of the School of Graduate Studies	2. Approval of the members of the Thesis Examination Committee, the Chair, and the External Examiner (if applicable), and the details and proposed schedule of the Thesis oral defence.	Less than one (1) week, normally
School of Graduate Studies	3. The <i>Notice of Final Thesis Examination</i> , examination materials explaining the Thesis review process and evaluation criteria, and the PDF copy of the Thesis are forwarded electronically to Thesis Examination Committee members and respective stakeholders.	Less than one (1) week, normally
Members of Thesis Examination Committee	4. Review and assessment of the Thesis.	Minimum of three (3) weeks prior to submission of <i>Assessment of Readiness to Defend</i> form
Members of Thesis Examination Committee	5. Submission of completed <i>Assessment of Readiness to Defend</i> form to the Thesis Examination Committee Chair.	At least one (1) week before the scheduled Thesis oral defence.

Normally, activities 2 and 3 occur within the same week.

Requesting a Thesis oral defence

The supervisor completes the *Request for Final Thesis Examination* form at least five (5) weeks prior to the proposed scheduled defence to recommend:

- The composition of the Thesis Examination Committee, including written rationale for the choice of External Examiner (if applicable).
- The tentative schedule of the Thesis oral defence in consultation with all of the members of the Thesis Examination Committee, including the Chair.

In order to have the degree requirements met by the end of the term, it is recommended that the *Request for Final Thesis Examination* form be completed and a PDF copy of the defence Thesis be submitted to sgs@uleth.ca by the deadlines outlined in the following table:

Table 6: Recommended Dates to Submit *Request for Final Thesis Examination* form

To Complete Within:	Submit By:
Fall term:	November 15
Spring term:	March 15
Summer session:	July 15

The supervisor submits the *Request for Final Thesis Examination* form and the student or supervisor submits a PDF copy of the Thesis to the School of Graduate Studies, via sgs@uleth.ca, for review and approval. If the supervisor submits the PDF copy of the Thesis, the student is responsible for ensuring the supervisor has the final and complete version of the Thesis.

Approving the Thesis oral defence and appointing the Chair

The Dean of the School of Graduate Studies reviews the *Request for Final Thesis Examination* form and the Thesis. If the Dean of the School of Graduate Studies does not approve the request, it is usually because he or she feels that the External Examiner is not suitable. In cases where the External Examiner is not suitable, the Dean of the School of Graduate Studies will contact the supervisor and if necessary recommend an External Examiner.

If an External Examiner is required, the supervisor contacts him or her to make tentative travel arrangements.

Notice of Thesis oral defence

Next, the School of Graduate Studies electronically forwards the *Notice of Final Thesis Examination*, examination materials that outline the the Thesis review and assessment and explain evaluation criteria, and the PDF copy of the Thesis to the Thesis Examination Committee, the Dean of the Faculty/School, the Department, and the student.

The Thesis Examination Committee, except the Chair, is responsible for reviewing and assessing the Thesis for readiness to defend. The Thesis Examination Committee has a minimum of three (3) weeks to complete the review and assessment and to forward their confidential assessments to the Chair.

The Dean of the Faculty/School posts a copy of the form outside the main office of the Faculty/School and the supervisor informs interested faculty and staff of the Thesis presentation and defence.

Assessing the Thesis

The Thesis Examination Committee must assess if the student's Thesis meets the academic standards for a Master of Arts thesis. This includes ensuring that the Thesis:

- Addresses related public literature
- Acknowledges contributing scholars
- Uses methodology that ensures the conclusions are valid and supported
- Has originality and substance

- Is written in a clear and intelligible manner
- Conforms to the thesis style and format regulations
- Shows significant knowledge and grasp of the field
- Is free from major errors

In assessing the Thesis, the Thesis Examination Committee must recognize that even an excellent thesis is not necessarily perfect in all respects. Taken as a whole, the Thesis has to be a sound piece of scholarship.

Assessment of readiness to defend

When the assessment of the Thesis is complete, each member of the Thesis Examination Committee, except the Chair, completes an *Assessment of Readiness to Defend* form. This form is a recommendation on the student's readiness to defend the Thesis.

The examiners submit their completed forms to the Chair. This must be done at least one (1) week before the Thesis oral defence.

The examiners recommend one (1) of the two (2) assessments on the form:

Table 7: Thesis assessment of readiness to defend options

Assessment	Next Steps
Advance to the Thesis oral defence as scheduled	Student advances to the scheduled Thesis oral defence.
Not ready to proceed to the scheduled Thesis oral defence	The Thesis Examination Committee Chair contacts the Dean of the School of Graduate Studies immediately. The Dean of the School of Graduate Studies discusses how to proceed with the supervisor and the student.

NOTE: Students have a right to defend the Thesis regardless of the assessment.

Preparing for the Thesis oral defence

Before the Thesis oral defence, the supervisor ensures that:

- Seating, audio-visual equipment, and other necessary equipment are appropriate in the room where the defence is being held
- The Thesis Examination Committee understands how the Thesis oral defence will be run
- The School of Graduate Studies and the Thesis Examination Committee is aware of the date, time, and place of the Thesis oral defence and the public presentation (if applicable)

Conducting the Thesis oral defence

Both the public presentation and the oral defence are open to other students, faculty members, and members of the community. Under extraordinary circumstances, a request for a closed Thesis oral defence may be made by the student or any member of the Supervisory Committee to the Dean of the School of Graduate Studies. A request for a closed Thesis oral defence is normally made in conjunction with the request for the Thesis oral defence.

a) Introduction

The Thesis Examination Committee Chair:

- Welcomes all in attendance
- States that this Thesis oral defence is a senior academic event in the School of Graduate Studies and is a formal examination before awarding the degree of Master of Arts
- Introduces the student
- Asks the Thesis Examination Committee members to introduce themselves in this order: the External Examiner (if applicable), the members of the Supervisory Committee, and the supervisor(s)
- States that all members of the Thesis Examination Committee have read the Thesis and submitted an assessment report on the Thesis
- States that the student will present, in a Thesis presentation, the essence of his or her Thesis.

b) Public presentation

In a maximum of 20 minutes, the student summarizes the Thesis' major objectives, content, results, and conclusions.

c) Oral defence

NOTE: The audience is not permitted to ask questions during the formal oral defence

In the event that the defence is closed, the Thesis Examination Chair requests that the audience leaves the examination room.

The Chair invites the Thesis Examination Committee to pose their questions. Before the questioning begins, the Chair outlines the procedure:

- Each examiner will pose his or her questions, as desired;
- Comments and discussion not directly related to the questions must be saved for the post-defence meeting of the examiners
- The Chair invites questions from:
 1. The External Examiner, if applicable;
 2. The Internal Examiners; and
 3. The supervisor(s);
- The Chair does not normally ask questions;
- After one (1) initial round of questions, the examiners may ask additional questions in a second round, and so on.

d) Making a decision

After questioning has finished, the Chair excuses the student, asking him or her to leave the room so that the Thesis Examination Committee can meet in private. When the student has left both the oral and written (thesis) components of the examination are assessed.

The Chair outlines the two (2) options for the **oral component** of the Thesis oral defence for a decision:

1. **Pass**
2. **Fail:** Retake at a later date; the student may retake one (1) time.

The Chair asks an examiner to make a motion that the decision for the Oral Examination be: Pass or Fail.

The Chair asks for a vote on the motion. Discussion occurs on a decision, and the Chair endeavours to facilitate consensus but does not vote. Ideally the vote is unanimous, but the motion may pass with one (1) dissenting vote, provided this is not the vote of the External Examiner, or supervisor(s).

The Chair outlines the five (5) options for the **thesis component** for a decision:

1. **Pass:** The Thesis is passed as submitted (i.e., no changes needed)
2. **Pass with Minor Revisions:** The Thesis is passed on the condition that the student makes revisions to the satisfaction of the supervisor.
3. **Pass with Major Revisions:** The Thesis requires substantial revisions and is passed on the condition that the student makes revisions to the satisfaction of the entire Thesis Examination Committee.
4. **Defer:** The Thesis Examination Committee defers a decision until the student makes major changes to the Thesis. The student may be required to go through the Thesis oral defence process a second time.
5. **Fail:** The Thesis is failed and the student may re-take the Thesis oral defence one (1) time.

Using the *Assessment of Readiness to Defend* forms as a guide, the Chair asks a committee member to make a motion that the decision for the written thesis component be: Pass, Pass with Minor Revisions, Pass with Major Revisions, Defer, or Fail.

The Chair asks for a vote on the motion. Discussion occurs on a decision, and the Chair endeavours to facilitate consensus but does not vote. Ideally the vote is unanimous, but the motion may pass with one (1) dissenting vote, provided this is not the vote of the External Examiner, supervisor(s).

The Thesis Examination Committee is required to reach a majority decision. If the vote results in a tie, the Chair calls for further discussion and holds a second vote, and so on until a decision is reached.

In the event that a failed Thesis oral defence represents the second attempt to defend the Thesis, the student must withdraw from the program, and the Thesis Examination Committee must provide a written justification for the decision to fail the Thesis oral defence.

When the decision has been made, the Thesis Examination Committee then discusses the nature of any required revisions to the Thesis and how the student will complete them.

Students have the right to appeal the decision to the Dean of the School of Graduate Studies. The decision of the Dean of the School of Graduate Studies is final.

e) Informing the student

After the Thesis Examination Committee has made their decision and finished its discussion, the Chair:

- Invites the student back into the room.
- Informs the student of the Thesis Examination Committee's decision.
- If necessary, tells the student of the Thesis revisions required and the plan for the student to complete them.
- Reminds the student that a PDF copy of the Thesis must be submitted via the e-thesis system after the completed revisions have been reviewed and approved by the supervisor(s) or Thesis Examination Committee members, if required.
- If the student passes, congratulates the student, and thanks the Thesis Examination Committee members.
- Adjourns the Thesis oral defence.

18. Embargo policy

The student submits a PDF copy of the final Thesis to the University's Institutional Repository via the e-thesis submission system (see **After the Thesis oral defence on p. 26**). The School of Graduate Studies must be informed of all requests for approval to delay the publication of a student's Thesis in the University's Institutional Repository. The Dean of the School of Graduate Studies will consider all embargo requests (e.g., delay of publishing the Thesis manuscript) and may approve the publication delay for six (6) months when justifiable reasons are stipulated. Under special circumstances, the Dean of the School of Graduate Studies may approve the delay in publishing the Thesis for a maximum of 12 months when substantive justification is provided.

Examples of justifiable reasons:

1. Time to complete and submit a thesis or patent application for a device or idea that emerged from the Thesis research.
2. The Thesis describes an idea or product that has substantial monetary potential for either the student, or a group of researchers, or the University.
3. A request for the embargo has been requested by a commercial company that funded the graduate student's thesis research.
4. A journal will not consider publication of paper/manuscript that has been published in a thesis. Evidence of the journal's policy or a letter from the journal's editor must be provided.
5. Other reasons.

Procedure for embargo of the Thesis:

1. The student completes and signs the *Request for Publication Embargo of Thesis* form (www.ulethbridge.ca/graduate-studies/forms).
2. The completed *Request for Publication Embargo of Thesis* form is signed by the student's supervisor and department/area chair.
3. The student submits the signed *Request for Publication Embargo of Thesis* form to the Dean of the School of Graduate Studies for decanal consideration **before submission of the PDF copy of the Thesis manuscript via the e-thesis submission system**.
4. The outcome of the Dean of the School of Graduate Studies' decision will be forwarded via email to the graduate student and supervisor within 7 to 10 business days.
5. The School of Graduate Studies forwards a copy of the *Request for Publication Embargo of Thesis* form is forwarded via email to the University Library.
6. The student submits the PDF copy of the Thesis manuscript via the e-thesis system (www.ulethbridge.ca/graduate-studies/e-thesis-submission).
7. The student checks the embargo box within the e-thesis submission system and specifies the approval start and end dates of the embargo period.
8. The Library confirms the approval of each thesis embargo. If decanal approval has been granted, the metadata and the Thesis manuscript will not be available to anyone during the embargo period.
9. A student's e-thesis embargo check and dates will be removed and the student's Thesis manuscript will not be processed by the Library when a *Request for Publication Embargo of Thesis* form has NOT been submitted by the School of Graduate Studies and approved by the Dean of the School of Graduate Studies.
10. When the end of the embargo period has been reached, the Thesis manuscript will be released by the Library and will be available online.

If a student wishes to extend a six (6) month embargo period for an additional six (6) months, the student is responsible for submitting a second *Request for Publication Embargo of Thesis* form to the School of Graduate Studies for decanal consideration no less than 30 days before the release date of the first embargo period.

19. After the Thesis oral defence

1. Immediately following the Thesis oral defence, the Thesis Examination Chair completes the *Thesis Examination Report* form and submits this form plus the original examiners' *Assessment of Readiness to Defend* forms to the Dean of the School of Graduate Studies.
2. The student completes any required revisions to the Thesis and informs the supervisor that the revised Thesis is ready for his or her review.
3. When the supervisor, and Thesis Examination Committee (if necessary) is satisfied with the revisions made to the Thesis, the supervisor completes and signs the *Recommendation of the Award of the Degree* form.
4. The supervisor submits the completed and signed *Recommendation of the Award of the Degree* form to the Dean of the School of Graduate Studies for final approval.
5. If requesting an embargo to delay the publication of the Thesis, refer to **Embargo policy on p. 25**.
6. When the School of Graduate Studies receives the signed copy of the *Recommendation of the Award of the Degree* form from the supervisor, the student's up-to-date curriculum vitae and working copy University transcripts, an account in the e-thesis system will be created and an account notification email will be sent to the student's University email account.
7. The student may then access his or her e-thesis account and submit his or her PDF copy of the Thesis. Instructions for submitting a PDF copy of the Thesis via the e-thesis system are available at www.ulethbridge.ca/graduate-studies/e-thesis-submission.
8. The Dean of the School of Graduate Studies completes a brief review of the PDF copy of the Thesis, and if there are no further revisions required, signs the *Recommendation of the Award of the Degree* form.

If there are revisions required, the student will receive email notification via the e-thesis system. The student notifies the School of Graduate Studies after completing the revisions.

The student will receive an email confirming decanal approval of the submitted PDF copy of the Thesis. The student may proceed with thesis binding, if desired.

After receiving final approval of the Thesis

After receiving final approval of the Thesis by the Dean of the School of Graduate Studies, the student may proceed with the elective binding of the Thesis (see **Binding guidelines on p. 27**) if the student and/or supervisor wants bound copies.

NOTE: The student must meet all degree requirements, including receiving decanal approval of the PDF copy of the Thesis and submitting required documentation, no later than the relevant outstanding document deadline (see **Table 8: Application for graduation deadlines on p. 26**). The student may apply to convocate if he or she anticipates completion of all degree requirements no later than: **April 30** for Spring Convocation, and no later than **August 31** for Fall Convocation.

Table 8: Application for graduation deadlines

	Fall or Spring program completion	Summer program completion
Convocation Ceremony	Spring	Fall
Application for graduation deadline	March 1*	August 1*
Outstanding document deadline	April 30*	Last Monday of August
Withdrawal of application for graduation deadline	April 30*	Last Monday of August
Deadline to clear all outstanding accounts	April 1	August 15

* When the deadline date occurs on a weekend or on a Statutory or Civic Holiday, the deadline will be the next working day.

Binding guidelines

If students and/or supervisors would like bound copies of the Thesis, they must follow the binding guidelines outlined below and are responsible for making all the necessary arrangements and for the payment of the binding costs.

Table 9: Master of Arts Thesis binding guidelines

Paper Type & Weight:	The paper must be white bound, 16 lb. or 20 lb. weight. Recycled paper is acceptable if it is as white as bond paper, and has no flecks. Use one (1) paper type and weight, conforming to the formatting regulations, throughout the Thesis.
Single Sided Paper:	All theses must be printed on one (1) side of the paper only, on the recto (right-hand) side.
General:	Good quality binding, with a hard cover
On the front cover:	Either blank (no lettering), or with the Thesis title
On the spine:	Thesis title, author, year of Convocation. The title may need to be abbreviated if more than 41 characters
Binding colour:	Green
Lettering:	Gold. Can be all capital letters, or title case

Students may have the Thesis printed wherever is most convenient, as long as the outcome conforms to the thesis format guidelines (see **Thesis format regulations on p. 16**) and the binding guidelines (above). Students may want to contact The University Copy Centre to make arrangements for shipping to a bindery, for a fee. The University Copy Centre is located in the Parkway Service Complex. Students are responsible for costs associated with thesis printing and binding for their personal use and the supervisor is responsible for costs associated with printing and binding his or her copy.

PART 8: GRADUATION

20. Applying for graduation

Requirements for conferral of the degree

To graduate, students must have done the following:

1. Passed all courses with a minimum cumulative GPA of 3.00;
2. Passed the written and oral components of the Thesis oral defence and completed all required changes to the Thesis;
3. Submitted all documentation to the School of Graduate Studies and PDF copy of the Thesis to the e-thesis system (see **After receiving final approval of the Thesis on p. 26**).

NOTE: Students are responsible for ensuring all their degree requirements have been met.

Completing the Application for Graduation form

Students must apply for graduation by completing and submitting the online *Application for Graduation* form through the Bridge (www.ulethbridge.ca/bridge/uofl_grad_app.apply). The School of Graduate Studies will submit the students' names to Graduate Council for approval when all degree requirements have been met (see **Requirements for conferral of the degree on p. 28**).

Graduation application deadlines:

- For Spring Convocation: **March 1**
- For Fall Convocation: **August 1**

21. Confirming the graduation

Graduate Council approves graduands³. The School of Graduate Studies forwards a list of approved graduands to the Office of the Registrar.

For complete details on graduation, and the Convocation ceremony, refer to Policies and Program Requirements in the Academic Regulations section of the *Graduate Studies Calendar* (www.ulethbridge.ca/ross/academic-calendar).

³ Candidates for a degree.

APPENDICES

Appendix One: Sample Thesis title page

THESIS TITLE: ALL IN CAPS

STUDENT NAME
Undergraduate degree, University, year

A Thesis/Project
Submitted to the School of Graduate Studies
of the University of Lethbridge
in Partial Fulfilment of the
Requirements for the Degree

DEGREE NAME, ALL CAPS

Department Name
University of Lethbridge
LETHBRIDGE, ALBERTA, CANADA

© Student Name, Year

Appendix Two: Sample and example Thesis Examination Committee Members page

THESIS TITLE: ALL CAPS

STUDENT NAME: ALL CAPS

Date of Defence: MMMM DD, YYYY

(Typed Name)

(Typed Rank)

(Typed Highest Degree)

Thesis Supervisor's Name
Thesis Co-Supervisor's Name
Thesis Supervisor or Thesis Co-Supervisors

Thesis Examination Committee Member Name
Thesis Examination Committee Member

External Examiner's Name
External Examiner
Institution's Name
Location of Institution

Chair's Name
Chair, Thesis Examination Committee

PAT WILSON'S THESIS TITLE

PAT WILSON

Date of Defence: January 10, 2025

Dr. J. Black
Supervisor

Associate Professor

Ph.D.

Dr. A. White
Thesis Examination Committee Member

Associate Professor

Ph.D.

Dr. W. Grey
Thesis Examination Committee Member

Assistant Professor

Ph.D.

Dr. R. Blue
External Examiner
University of Calgary
Calgary, Alberta

Assistant Professor

Ph.D.

Dr. H. Green
Chair, Thesis Examination Committee

Professor

Ph.D.