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## *Thesis Exams: Neuroscience (MSc/PhD)*

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### **Step # 1 – Hold your final Advisory Committee meeting**

This is where you will seek permission to finalize your project and name examiners. At this meeting you will determine the following:

- Who will act as a reader of your thesis (in addition to your supervisors).
- Program Examiners (two): One can be from your advisory committee. Both must be [members of the Neuroscience program](#).
- University Examiner (one): Must not be from the same home department as your supervisor(s), but can be a member of the Neuroscience program.
- External Examiner (one) \*PhD only\*: Normally a Faculty member from another University. Travel costs up to \$500 will be covered. Anything in addition to this will need to be covered by the supervisor.

Please Note: It is important to list names of alternate examiners. This can help with the scheduling process.

Complete and signed [meeting reports](#) are emailed to the program office (neuroscience@uwo.ca).

### **Step #2 – Approval of Examiners**

This step will be completed by the program office. We will contact you once the Program Committee has approved the examiner requests provided by you and your advisory committee.

### **Step #3 – Contacting the Examiners**

Examiners will be contacted by either your supervisor(s) and/or the program office to ensure participation. You should not have contact with the examiners prior to your defense.

### **Step #4 – Scheduling your Defense and Public Lecture\* (PhD Only)**

The program office will arrange the date, time and location of your thesis exam. Please provide possible dates that you know will work for both you and your supervisor(s) (ie. a one- or two-week window).

A Master's thesis defense will take approx. 2 hours.

A PhD Public Lecture will take one hour, immediately followed by a two-hour oral examination. Please plan for 3.5 hours. The Public Lecture will consist of a 40-45 min presentation, followed by a 15-20 min Q&A.

Please note: The program office will advertise (via email) your public lecture to faculty, students and postdocs. The "Save the Date" email will not indicate your name, thesis title etc as per SGPS regulation. Once your examiners have reviewed your thesis and indicate it is ready for defense, these details can be released. This approval typically comes only a couple of days before the date of your defense.

## Step #5 – Exam Chair

Once the date and time of a Master's thesis defense is set, the program office will find a Faculty member to Chair the defense. For PhD candidates, SGPS will assign an exam chair.

## Step # 6 – Submitting your Thesis (Preliminary)

Submitting your thesis is a quick and simple process. After your supervisor(s) and thesis reader have approved your thesis, follow the instructions online at [http://grad.uwo.ca/current\\_students/thesis/preliminary.html](http://grad.uwo.ca/current_students/thesis/preliminary.html). Once uploaded, your examiners will have access to your thesis (see Step #7).

A Master's thesis must be uploaded to SGPS a minimum of **four** weeks prior to the oral exam.

A PhD thesis must be uploaded to SGPS a minimum of **six** weeks prior to the oral exam.

## Step #7 – Forms

The Examination Request Form must be completed and submitted to SGPS by the posted deadlines (See step #8). The MSc and PHD examination request forms are available online at [https://grad.uwo.ca/current\\_students/thesis/forms.html](https://grad.uwo.ca/current_students/thesis/forms.html). You must obtain your supervisor's signature(s) once your thesis is considered ready for defense.

Email the form to the program office ([neuroscience@uwo.ca](mailto:neuroscience@uwo.ca)) to obtain the Graduate Assistant and Graduate Chair signatures. We will submit the completed form to SGPS. Without this form, your examiners will not have access to your thesis!

## Step #8 – Deadlines

BE AWARE of all relevant thesis deadlines -- available online at [https://grad.uwo.ca/current\\_students/thesis/timelines.html](https://grad.uwo.ca/current_students/thesis/timelines.html).

## Step #9 – Thesis Defense Only (TDO) status

If you can complete all degree requirements (including thesis submission) by the end of the term\*, but are unable to schedule a defense, you can request Thesis Defense Only status for a maximum of one term. If approved for TDO status, you will not pay tuition for this one term (but will be responsible for paying part-time ancillary fees and if applicable, UHIP costs). Full details are available online at [http://grad.uwo.ca/academics/thesis\\_defense\\_only\\_tdo\\_status.html](http://grad.uwo.ca/academics/thesis_defense_only_tdo_status.html).

You must submit the [Intent to Submit thesis by End of Term form](#) a recommended 5 weeks prior to the end of the current term.

\*In the Fall term, the deadline for thesis submission is the last business day before the University closure in December. All deadlines posted in Step #8

## Step #10 – Apply to Graduate

You must apply to graduate through your [Student Center account](#). Deadlines and a student checklist are available online at [http://www.convocation.uwo.ca/preparing\\_to\\_graduate/student\\_checklist.html](http://www.convocation.uwo.ca/preparing_to_graduate/student_checklist.html). You do not have to wait for a successful oral defense to apply.

## Step #11 – Submitting your Thesis (Final)

After a successful oral defense and any required revisions have been completed, resubmit the revised thesis to Scholarship@Western. Full details online at [http://grad.uwo.ca/current\\_students/thesis/submission.html](http://grad.uwo.ca/current_students/thesis/submission.html).

Please note that revisions and final thesis submission are generally due 6 weeks after a successful thesis examination BUT be aware of the deadlines posted in Step #8 if you want to meet deadlines for convocation.

## Other Tips

- Follow the thesis [formatting requirements](#) listed on the SGPS website. Neuroscience does not have any specific formatting requirements. Consult with your supervisor if you have questions.
- Be Proactive! Allow plenty of time to complete these steps. Leaving everything to the last minute may result in a delay of your thesis defense and graduation.
- Thesis Embargo: We recommend that you consider a delay in publication of your thesis (1 day up to two years). Please consult with your supervisor!