

## CNERS MA Thesis (CNRS 549)

### Suggested Schedule

*By May 1st of Year 1:* identification of thesis advisor and choice of topic, so that student can start preparing proposal over the summer. DGS to coordinate information.

*By September 30th of Year 2:* thesis advisor, in consultation with the student, selects a second member for the committee. The graduate advisor serves as a member of each committee ex officio to ensure fairness across the cohort.

*By October 15th of Year 2:* submission of proposal to thesis advisor.

*Format of proposal:* proposal to consist of a summary of 500-1000 words + bibliography.

Thesis advisor to review proposal, if necessary working with the student to hone it, with a view to accepting it or a modified form by **October 31st**.

*By January 31st:* submission of final draft, this draft to be read by all members of the student's supervisory committee. The thesis advisor and the second member will return comments to the student by **February 15th**. The graduate advisor may or may not submit comments.

*By March 15th:* submission of final version, reflecting the comments of the supervisory committee.

### Submission Length

The thesis should normally be from a **minimum of 15,000 words to a maximum of 18,000 words** (excluding notes and bibliography).

### Submission Format

The thesis will include the following:

- a table of contents,
- footnotes or endnotes presented in a style approved by the supervisor,
- a bibliography

The thesis will be submitted in Times New Roman, 12-point font, double-spaced.

### Distribution to Committee

Students will distribute a copy of the thesis to all members of the supervisory committee. If a printed copy is requested, the student may request printing for the Department.

## **Oral Examination**

It is the thesis advisor's responsibility to request an examination date from the Director of Graduate Studies once the final version of the thesis has been submitted. The Director of Graduate Studies will set a date in consultation with the committee. The oral exam will usually take place in late March or early April. The date for final submission for spring graduation is set by the Faculty of Graduate and Postdoctoral Studies each year. The exam will be attended by the supervisory committee and will be open to other faculty and students in the Department. The examination will start with a presentation by the candidate (15-20 minutes), followed by questions from the committee. At the end of this examination, the committee will confer and determine whether the thesis meets the minimum standard. Even if the thesis meets the minimum standard, the student may be required to either make light or heavy revisions before submitting the thesis to Graduate and Postdoctoral Studies.

## **Minimum Standard**

The thesis must meet a minimum standard of 76% to be assigned a Pass with Enrolment Services.

## **Assessment and Submission**

The thesis will be assessed by the supervisor and the two readers. When the thesis has been approved, the thesis advisor is responsible for communicating the final grade to the department staff, who will enter the grade in the student's record. The thesis advisor must sign and return to the student the [Master's Thesis Approval Form](#).

Once a student has received final approval, he or she is responsible for submitting the thesis according to the guidelines set out by Graduate and Postdoctoral Studies. Please refer to the information on how to prepare and submit an MA Thesis to the Faculty of Graduate and Postdoctoral Studies [here](#).

Any student not meeting the deadlines for spring graduation will be required to register again for the thesis for resubmission at the end of the summer or the following academic year and pay the associated tuition fees. If the student plans to submit the thesis during the summer, the above-suggested timeline must be adapted to provide longer periods for each step to accommodate the diverse professional activities of faculty.