Welcome to Thesis Club!

September 22\textsuperscript{nd}, 2016

Ann Dorward
&
Rhonda Roebotham
What is Thesis club?

• A drop-in forum to support FofM graduate students

• Topics covered according to anticipated needs or suggestions with emphasis on thesis progress, skills for scientific publishing (eg. image processing) and career development

• Examples: graduate examination regulations (today); writing strategies for theses; preparation of a Canadian Common CV (workshop); copyright matters for borrowed illustrations, career day, open sessions for writing progress, etc.

• Bring your questions to any session and they will be addressed (consider thesis club as dedicated office hours for graduate Q&A)
When and where?

- Thursday afternoons, once a month
- September 22\(^{nd}\), Oct 6\(^{th}\), Nov 10\(^{th}\) & Dec 1\(^{st}\)
- Timing:
  
  Noon – 1:00

- Rooms will change according to availability or need (eg. computer workshops)
Who will support Thesis Club?

- Thesis club will be supported by various research faculty, librarians, staff and graduate alumni

- Your feedback and input are very important

- We want to keep track of who attends (degree and program information)

- We want suggestions for topics important to graduate students
Advertising for Thesis Club:

• Student and faculty email reminders, public monitors, posters, MUN MED facebook page and twitter feed will be used to advertise the sessions

• Peer support is important for graduate program success; please tell your FofM graduate-program friends if you think they will benefit from thesis club

• Staff contact for info/suggestions dparrott@mun.ca (Deborah Parrott)

• Faculty contact...... ann.dorward@mun.ca (Ann Dorward)

• RGS contact..... rgs.thesis@med.mun.ca (Rhonda Roebotham)

• HS Librarians.... mswab@mun.ca (Michelle Swab); alisonr@mun.ca (Alison Farrell); kromme@ mun.ca (Kristen Romme)
Questions or suggestions at this point?
The graduate thesis examination: An overview of policies and guidelines for students

Ms. Rhonda Roebotham
Academic Program Administrator
for theses, registration, comp exams and convocation
(rgs.thesis@med.mun.ca; Telephone: 864-6307)

Office of Research & Graduate Studies
Faculty of Medicine, Room 2M410A
Medical Education Centre

September 2016
Case example:

- Debbie started her Master’s program in neuroscience in the Fall of 2012; she understood it was a two year program with a couple of required courses, lab work and a written thesis at the end.
- Her research had been going well and she expected to finish her degree by the summer of 2015 to start her B.Ed. at MUN in Sept.
- At her recent supervisory committee meeting (Jan. 2015), the final experiments were defined and she was strongly encouraged by her supervisory committee to put her thesis outline together and “start writing”.
- Unlike her undergraduate degree that had a fixed exam schedule, Debbie had no real idea what was involved to finish her graduate program besides the completion of the experimental work and the process of “writing-up”, which she heard was hard...
KEEP CALM
AND
WRITE YOUR THESIS
Debbie’s to-do list:

• Finish her research
• Prepare a thesis ready for examination
• Familiarize herself with the steps of “finishing off” her graduate degree...
Debbie’s Program of Study - Master’s program in neuroscience
(preparations for graduation)

Program audit
(RGS)

(When? As soon as you know you are)

(RGS = Office of Research & Graduate Studies; SGS = School of Graduate Studies)
Program Audit

• Program of Study Requirements
  – Seminar series registration (MED 6400-6403/MED 6410-6413)
  – Graduate course requirements
  – Animal care requirement
  – Supervisory committee changes
  – Thesis title
  – PHIA (*Personal Health Information Act*)
    http://www.mun.ca/sgs/current/PHIATraining.php

**Who must take PHIA Training?**

As the department responsible for all graduate programs, the School of Graduate Studies requires **all graduate students who, at any time during their program, are required to take a course/practicum/internship/placement in Newfoundland and Labrador involving the use of personal health information to undertake PHIA training.** If such training is a requirement for your program, it will be noted on the Program of Study form sent to graduate students at the time of admission, or added to a program through a Change of Program form upon consultation with a supervisor and/or Department Head.
Students – get to know your program of study form on file in RGS

Have all the requirements been met; if not, graduation will be delayed…. 

Have the requirements changed for your program (eg. did you take a different course than initially specified?); then a change of program form MUST be submitted to RGS
Debbie’s Program of Study - Master’s program in neuroscience (preparations for graduation)

Program audit (RGS)

✔

Thesis preparation

(student-supervisor)
(months)

+ supervisory committee review of final draft and sign off
(weeks)

(RGS = Office of Research & Graduate Studies; SGS = School of Graduate Studies)
Thesis preparation: (is the subject of multiple upcoming Thesis Club sessions...)

- Academic writing for graduate students (tone and flow)*
  * Fundamentals of writing may be addressed with special workshops, writing courses, or individual appts. at The Writing Centre
- Citation management
- Borrowed illustrations and copyright considerations
- Workshop for digital image publishing (photoshop)
Debbie’s Program of Study - Master’s program in neuroscience (preparations for graduation)

- Program audit (RGS)
  - ✔️

- Thesis preparation
  - Form sign off by supervisor and supervisory Committee members
  - ✔️

- Thesis examination + forms
  - (8 ± 2 weeks) for written theses
  - Plus, variable timing for oral defence (PhD only)

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Submission of the thesis for examination

The **Supervisory Approval Form**, is the only form required for first submission. However, if applicable the **Request to Include Copyright Material form** may be submitted so RGS is aware of the copyright permission status. This form must be circulated with the final thesis submission. All other thesis forms will be completed online ([my.mun.ca](http://my.mun.ca)) along with the final thesis submission.

All submissions are reviewed by the Assistant Dean, Research and Graduate Studies (RGS) before potential examiners are contacted.

PDF versions are encouraged. However, if examiners request a paper copy of a thesis, RGS will contact the student to provide this.
MSc & PhD Thesis Process (Pt 1)

● Supervisory Approval Form - http://www.mun.ca/sgs/supervisory_approval_fill.pdf
(Please ensure your committee circle “I concur” when they sign)

● Request to Include Copyright Material/ http://www.mun.ca/sgs/copyright_fill.pdf
(Complete if applicable)

● MSc & PhD submission, circulate a PDF version of thesis to
rgs.thesis@med.mun.ca. If thesis is large, break up into Part A and Part B (PDF’s)
and e-mail separately.

● Ensure cover page reflects the next date of convocation (i.e. May or
October of respective year) <October 2016>
MSc & PhD Thesis Process (Pt 2)

- Potential examiners are supplied by the supervisor. **They are to be confidential to the student.**

- If someone is submitting on your behalf, circulate an e-mail directly from your MUN account.

- Apply to Graduate via Memorial Self-Service - information is available at the following website regarding the procedure [http://www.mun.ca/regoff/graduation/apply_grad.php](http://www.mun.ca/regoff/graduation/apply_grad.php).

- Graduate students are responsible for graduate fees until the final thesis submission (**Recommendation for Award of Degree form**) is **approved** by the School of Graduate Studies.
Important dates for 2017 convocations:

Final date for submission of Master's and Doctoral Theses and Reports for examination, by candidates who expect to receive their degree:

- **Spring 2017 (May)** – January 12\(^{th}\), 2017
- **Fall 2017 (October)** – June 23\(^{rd}\), 2017

*Theses and Reports received after these dates will be processed as time and resources permit.*
Theses have multiple examiners whose identities remain confidential during the exam process.

Master’s thesis

FofM external examiner

FofM internal examiner

PhD thesis

FofM external examiner

FofM internal examiners (x2)
What are the examiners looking for?

- **Good writing** (writing style and academic quality)
- Thoughtful presentation (error-free, reader-friendly)
- A coherent body of work
- Research significance of the work
- Quality of the work relative to other graduate theses they have examined (a response relevant to SGS awards nominations)
What choices do the examiners have?

MSc:
- Acceptable; without modifications
- Acceptable; modifications required but thesis does not require re-examination
- Unacceptable; thesis requires modifications and re-examination
- Totally unacceptable; thesis is failed

PhD:
- The candidate be allowed to proceed to oral defence
- The candidate not be allowed to proceed to oral defence
- The thesis should be failed
M.Sc. thesis outcomes: 2012-2014
(Faculty of Medicine only)

- Failed: 0
- Major revisions and re-examination: 13
- Passed with minor revisions: 40
- Passed with no revisions: 0

M.Sc.
25% re-examination rate
75% pass with revisions
PhD thesis outcomes: 2012-2014
(Faculty of Medicine only)

PhD
22% re-examination rate
78% pass with revisions
Debbie’s Program of Study - Master’s program in neuroscience
(preparations for graduation)

Program audit (RGS)

✔

Thesis preparation

Form sign off by supervisor and supervisory Committee members

✔

Thesis Examination (passed)

✔

Thesis
Revisions complete; Final thesis submission form; RGS head signature; SGS receives “Recommendation for Award of Graduate Degree” form = final date of program

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Final steps to graduate (medicine)

September 21st, 2016, RGS deadline for final thesis submission for convocation.

September 28th, 2016, SGS deadline for Departments to submit Recommendation for Award of Degree in order for graduate students to be deregistered from Graduate Registration Medicine 9900 without incurring any liability for continuance fees, Fall semester 2016.

**PART A – Steps for Final Thesis Submission 😊**

The following documents are required to be submitted to the Research & Graduate Studies office:

- **Recommendation for Award of Degree form**/ The form must be signed the supervisor and supervisory committee before the Academic Unit (Assistant Dean, Research and Graduate Studies) is able to sign,

- **PDF version** of corrected thesis e-mailed to rgs.thesis@med.mun.ca,

- *Please include with your corrected copy, a summary of the changes made, addressing each comment made by the reviewers.*

- Cover page reflect convocation date i.e. **October 2016**.

- Once the Assistant Dean **approves** the Recommendation for Award of Degree, RGS will scan the form to SGS for final approval.
Final steps to graduate (medicine)

PART B – Final Thesis Submission (via my.mun.ca portal)

Once the Recommendation for Award of Degree form is signed by the Assistant Dean, Research & Graduate Studies, a student is permitted to submit their final thesis via my.mun.ca and will be officially notified by RGS when to do so.

INSTRUCTIONS

- Log on to my.mun.ca https://login.mun.ca/cas/login?service=https://my.mun.ca/Login
- Click the Student’s Tab at the top
- Click the Open Form button in the eThesis box located at the bottom on the page.
- **Step 1**: Thesis information (Complete the required information).
- **Step 2**: Upload PDF version of Thesis/ supplementary files i.e. Copyright form
- **Step 3**: Review and Submit
Thesis-related resources

● The School of Graduate Studies *Guidelines for theses and reports* may be found at http://www.mun.ca/sgs/go/guid_policies/theses.php

● Thesis Writing retreats (5 days), April and August for PhD students only; registration required http://www.mun.ca/sgs/thesiswritingretreat.php

● Thesis Club

● The Writing Centre (MUN campus) http://www.mun.ca/writingcentre
Background:

Three Minute Thesis (3MT®) is a research communication competition developed in 2008 by The University of Queensland (UQ) in Australia. Research students have three minutes to present a compelling oration on their thesis and its significance. 3MT is not an exercise in trivialising or 'dumbing-down' research, but challenges students to consolidate their ideas and research discoveries so they can be presented concisely to a non-specialist audience.

3MT @ Memorial:

Memorial has been hosting a Three Minute Thesis (3MT®) competition for the past three years. The event has been a great success, with 20-25 participants competing each year, from a variety of disciplines. The top winner of the event wins an expenses paid trip to compete in the Eastern Regional Competition in May. The Runner-up is awarded $500, and a People’s Choice winner receives $200 in Bitter’s gift certificates.

Memorial’s 3MT winners for 2013, 2014 and 2015 all placed in the top three at the Eastern Regional Competition and advanced to the National competition. In 2013, Memorial’s representative won the People’s Choice Award at the National Competition.

This year’s event is taking place during Memorial’s annual MUNdays events. The competition will be held on Monday, October 17, from 1:00 p.m. – 3:00 p.m., in the Landing, UC-3018.

We kindly ask for you to please distribute information regarding the event to all research based students in your faculty/department. Applications must be completed and submitted by Wednesday, October 5, 2016.

For more information regarding the event, please visit our website, [http://www.mun.ca/sgs/3MT/index.php](http://www.mun.ca/sgs/3MT/index.php)

Thanks,

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[http://www.mun.ca/become/graduate](http://www.mun.ca/become/graduate)
Next month...
Refworks citation management software

October 6, 2016
Noon - 1:00
Computer Lab B in the Health Sciences Library
November Session

Copyright considerations

November 10th, 2016
Noon - 1:00
Room 2860
Health Sciences Centre
December Session

Digital data management

December 1st, 2016
Noon - 1:00
Room 2860
Health Sciences Centre