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1. General Comments

The purpose of writing a thesis\(^1\) is to make original research done by the student accessible to others. It is important, then, to ensure that the thesis as submitted for examination reflects well on the quality of both the student and the University. These guidelines supplement information provided in the School of Graduate Studies Calendar (General Regulation J) and describe relevant School of Graduate Studies procedures and policies that will help you during thesis writing and submission.

All candidates for the degree of Doctor of Philosophy are required to submit a thesis that describes their research completed as a requirement of their academic programme at Memorial University. The Doctoral thesis must demonstrate original scholarship that makes a significant contribution to knowledge in the candidate’s field of study. Thesis requirements for Masters’ programmes vary and students are advised to consult the School of Graduate Studies Calendar for specific information. The Masters’ thesis describes research completed during the student’s academic programme at Memorial University and should demonstrate an ability to carry out research and to organize results. Masters’ degrees requiring submission of a project report, paper folio, practicum, or internship report that are examined through the School of Graduate Studies are subject to the same regulations as theses. It is the responsibility of both the student and the supervisor\(^2\) to be familiar with all general regulations of the School of Graduate Studies, the degree regulations and any specific requirements of the student's academic unit with respect to examination of any of the above.

Students in PhD programmes and thesis-based Masters’ programmes should be aware of the following fundamental points.

- The thesis supervisor strongly influences a student's academic and professional development. Through the choice of a supervisor, a student also chooses a work environment and often financial support as well. The value and success of the thesis depend to a very large degree on the quality of the relationship that develops between supervisor and student.

- The thesis topic should be decided upon as early as possible. Students should be aware that thesis-based Masters’ programmes are normally completed within 24 months; hence, research projects should be well defined and chosen with care.

- The actual style and format of a thesis are of utmost importance. Students should strive to write in a style that is clear, concise and interesting as well as informative. Writing style is a matter of personal choice and skill, although the type of prose style used in a thesis will be governed in part by the requirements and the conventions of the discipline. A high degree of literacy is expected of all graduate students. Elegance and clarity are desirable whatever the subject of the thesis might

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\(^1\)“Thesis” includes all “Project Reports, Paper Folios, Practica, or Internship Reports, etc.” which are examined under School of Graduate Studies General Regulation, J.

\(^2\)Cf. “Role of Supervisor and Supervisory Committee”, “School of Graduate Studies Graduate Handbook”.
be. Grammatical and spelling errors are no more acceptable than are typographical errors. Obscurities of meaning can arise from clumsy grammatical construction or from excessive use of jargon, and these should therefore be avoided. *Use of editorial services or other assistance that provides substantive writing or re-writing of the thesis is unacceptable.*

- The thesis should demonstrate a mastery of the literature relevant to the subject.
- The thesis must meet the standards and requirements established by the Canadian Theses Service, National Library of Canada, (copies are available at the School of Graduate Studies). [http://nlc-bnc.ca/thesescanada/index-e.html](http://nlc-bnc.ca/thesescanada/index-e.html)
- Material presented in the thesis should conform with the Intellectual Property guidelines of Memorial University or agreements entered into with external funding or other agencies.
- Research funded by MRC, NSERC or SSHRC must conform to ethical guidelines in the 1998 Tricouncil Ethics Policy. [http://www.nserc.ca/guide/sf/p_toc_e.htm](http://www.nserc.ca/guide/sf/p_toc_e.htm)

### 2. Thesis Regulations

#### 2.1 General Format

Theses may be prepared in *traditional* (unified) or *manuscript* (research paper) format. In traditional format the body of text, which may appear as a series of chapters, describes the work as a whole. Theses prepared in manuscript format present the research as a series of chapters based on published papers or papers prepared for publication. It is advisable to consider the thesis format that will best present the thesis research early in the programme in consultation with the supervisor and the supervisory committee who must approve the final choice.

Although chapters (research papers) for theses prepared in manuscript format should be written as “stand alone” documents of published work or work prepared for publication, they must be logically connected and integrated into the thesis. An unconnected assembly of research papers is unacceptable. The format of each chapter must be consistent with the School of Graduate Studies General Regulations as described in this document. A literature review of broad scope and text describing how the chapters (research papers) are integrated must be presented in the Introduction and Overview chapter. Students considering submission of a thesis in manuscript format should seek specific guidance from their supervisor, both during the practical aspects of research and in the preparation of the thesis.

#### 2.2 Order of Contents

The required components of a thesis should be ordered as in the Table below.
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#### 2.2.1 Title Page

The title page contains the copyright notice as well as the information used to identify the thesis in library databases. The format should follow the example shown in Appendix 1. The date on the title page should indicate the month and year of graduation. In choosing a title, students should keep in mind that it is a valuable scholarly reference and will often be the only information that a prospective user of the thesis will have available. Care should be taken, therefore, to ensure that the title describes the contents of the thesis as accurately as possible and contains electronically searchable key-words.

#### 2.2.2 Abstract

The purpose of the abstract, which should not exceed 150 words for a Masters’ thesis or 350 words for a Doctoral thesis, is to provide sufficient information to allow potential readers to decide on relevance of the thesis. Abstracts listed in *Dissertation Abstracts International* or *Masters’, Abstracts International* should contain appropriate key words and phrases designed to assist electronic searches.

#### 2.2.3 Acknowledgments

Intellectual and practical assistance, advice, encouragement and sources of monetary support should be acknowledged. It is appropriate to acknowledge the prior publication of any material included in the thesis either in this section or in the introductory chapter of the thesis.
2.2.4 Table of Contents

A decimal system such as the one shown in Appendix 2 should be followed. Each heading and subheading appearing in the table of contents must appear in the text of the thesis.

2.2.5 Lists of Tables, Figures, Plates, Abbreviations and Symbols, and Appendices

Lists of tables, figures, plates and abbreviations must follow the table of contents if tables, figures, plates and/or abbreviations are incorporated in the thesis. Each list should appear on a separate page with the appropriate page numbers (Appendix 3). It is advisable to use the decimal system (e.g., Figure 4.2 is the second figure in Chapter 4) if this system is followed for headings.

2.2.6 Thesis Text

2.2.6.1 Traditional Format

The body of text, which may appear as a series of chapters, describes the research as a whole and should be presented in a scholarly manner consistent with the accepted conventions of the discipline.

2.2.6.2 Manuscript Format

Introduction and Overview

The Introduction and Overview chapter provides a comprehensive review of the literature that establishes the student’s familiarity with relevant work in the field; sets out the objectives of the thesis; places the research into the larger context of the candidate’s discipline; and provides overall thematic cohesiveness of the chapters (research papers) to the reader. A separate bibliography should be provided for each chapter (research paper).

Co-authorship Statement

Research in some disciplines, particularly the sciences, is often collaborative and will necessarily involve contributions of several authors. It is expected that a thesis author will have made a major intellectual and practical contribution to all work that is reported in his/her thesis. Principal author status is normally required for use of research papers in a manuscript-format thesis. A clear statement describing the contribution made by the thesis author in each of the general research stages listed below is necessary to assist examiners in reviewing the thesis and, in the case of Doctoral dissertations, conducting the oral defence. The co-authorship statement should specifically address contributions made in i) design and identification of the research proposal, ii) practical aspects of the research, iii) data analysis, and iv) manuscript preparation.
Chapters (research papers)

Normally, only papers in which the candidate is considered to be the principal author can be used in a manuscript-format thesis. Each chapter should be prepared as a “stand alone” document describing published work or work prepared for publication. As such, each chapter requires an introduction, text body, experimental/methodology (if applicable) and bibliography. The description of methodology should be sufficiently detailed so as to allow reproduction of the research by the reader. Original research data and results should be presented as appropriate. Figures and tables should be integrated into the text where appropriate. Chapters must be presented in consistent format throughout the thesis.

Summary

Theses written in manuscript format require a summary that unites the material presented in the chapters in a cohesive way.

2.2.7 Bibliography and References

Theses written in traditional format require a collected bibliography containing all citations. Departmental regulations may require a unified list of all work cited and consulted in addition to separate bibliographies for each chapter (research paper) for theses in manuscript format. Bibliographical format should be appropriate to the discipline.

Bibliographic data must be complete, clear and exact, and must give sufficient information to enable readers to locate the references. Methods of handling and listing references in the text vary and the author is permitted a certain freedom of choice. Students are advised to use a style appropriate for the discipline.

2.2.8 Appendices

Appendices are normally included to provide information that would detract from the readability of the main body of the text or to present data or information used in the thesis but not directly obtained by the thesis author. For example, lengthy tables, tabulated and reference data, detailed explanation of laboratory procedures, computer programmes are typically included in the appendices.

2.3 Paper

To ensure that the library copy of the thesis will withstand long-term use, one copy of the final thesis must be printed on acid-free paper that adheres to the ANSI/NISO Z39.48 – 1992(R2002) standard (this may be indicated on the package by an infinity sign, sometimes contained within a circle), or equivalent. Both Domtar and Xerox brand photocopying paper meet these standards. It must measure 21.5 by 28 cm (8.5 x 11 inches). Remaining copies of the thesis can be printed or copied on standard white photocopy paper of the same size.
2.4 Text Presentation

The thesis must be printed single-sided using laser print quality. The general text of the thesis should be printed double-spaced in portrait format with single spacing used for footnotes or lengthy quotations. Triple or larger spacing may be used where necessary to set off headings, subheadings or illustrations. Font, font size, style of footnotes and references should be consistent. Times New Roman or similar font of at least size 12 is recommended for text. Smaller fonts may be used for footnotes, graphs etc. but must be sufficiently clear to permit microfilming.

2.5 Margins

A margin of 3.8 cm (1.5 inches) on the left-hand side of the pages is required to allow for binding. Minimum margins of 3 cm (1.25 inches) are required at the top and the bottom. A 2.5 cm (1 inch) margin is required on the right-hand side. These requirements also apply to tables and diagrams.

2.6 Pagination

Each page in a thesis must be identified by a distinct number for ease of reference. Material preceding the first page of the text (i.e., acknowledgments, table of contents, etc.) is to be numbered using lowercase Roman numerals, centered at the bottom of each page. The title page is considered to be page (i) but is not so indicated. Text for theses in traditional format must be numbered consecutively in Arabic numerals beginning with the first page of the text, i.e., Page 1 of Chapter 1. All figures, plates, tables, appendices, and similar material are numbered as pages of the text through to the end of the thesis. Chapters (research papers) in manuscript format may be numbered consecutively within the entire thesis or within each chapter but each page must have a unique reference. In the latter case the chapter and page number should be designated in Arabic numerals (e.g., 2-3 is Page 3 in Chapter 2).

2.7 Illustrations

Tables, figures, photographs, scanned images and other non-text material whether in black/white or colour should be legible, arranged neatly and effectively, and must always be referred to in the text. The title of a table should be placed above the table, and the title of a figure or plate should be positioned below the figure. In cases where this is impossible, the title and explanation of the figure or table may be placed on the reverse side of the immediately preceding blank page so that it faces the figure or table. The number of such a page must appear on the blank side in conformity with the placement of page numbers in the rest of the thesis.

Oversize maps, charts or diagrams must be folded so that they can be bound with the pages or, as is most common, inserted in a pocket fastened to the inside of the back cover when the thesis is bound. If possible, media containing additional print or non-print material should be included in a pocket fastened to the inside of the back cover when the thesis is bound. Original photographs, prints, photo-offsets or scanned images should be provided in all required copies of the thesis. Where not forming a complete page, non-text material should
be properly mounted on a page. It should be noted that colour images do not produce good microfilm copies.

2.8 Intellectual Property and Copyright

Canada’s Copyright Act permits “fair use” of someone else’s work. There is reasonable flexibility in the interpretation of what constitutes “fair use” and you are allowed to quote a reasonable extract provided it is properly cited. Extensive quotation requires written permission of the copyright holder (usually the publisher) which must be noted in the thesis. Students opting to submit a thesis in manuscript format should note that incorporation of published material will require written permission from the copyright holder. Copies of the Canadian Copyright Act can be consulted in the Reserve Section of the Queen Elizabeth II Library and the Health Sciences Library. A useful statement of the Canadian Copyright Act relevant to Educational Institutions in Newfoundland can be found at: <http://www.cmec.ca/copyrght/copyrght.htm>. At the time of submission of a thesis, students are requested to complete and sign a “Request to Include Copyright Material” form (Appendix 4).

2.9 Thesis Release

At the time of submission of a thesis, students are requested to complete and sign two copies of a “Thesis Deposit Form” (Appendix 5) which authorizes the School of Graduate Studies to deposit the thesis in the University library. You must use original forms and not photocopies.

2.10 Microfilming

At the time of thesis submission, students are requested to complete and sign a National Library of Canada “Non-Exclusive License to Reproduce Thesis” form (Appendix 6). Three original forms with original signatures on each are required. If the student awards this license, a copy of the thesis is sent to the National Library of Canada’s Canadian Thesis Service <http://www.nlc-bnc.ca/thesescanada/index-e.html> for microfilming by University Microfilms International (UMI) who have been contracted as the sales agent for worldwide distribution. UMI’s bibliographical thesis abstracts listings are available through the Comprehensive Dissertation Index, Dissertation Abstracts International, Masters’ Abstracts International, and Dissertation Abstracts Online which are available at the UMI website: <http://www.umi.com/hp/Support/DServices/>

Theses submitted in manuscript format must in addition include a written waiver of all rights required to permit publication of the thesis as described above. Written permission must be obtained from any co-author who retains copyright or the person to whom the co-author has assigned copyright (Appendix 4). The thesis should indicate that the article has been reproduced “with permission” or “under license”. Copies of letters or permission or licenses should be submitted to the School of Graduate Studies at the time the thesis is submitted for examination.

2.11 Abstracts of Doctoral Dissertations
Students in the Departments of French and Spanish or German and Russian should consult Departmental regulations regarding thesis language.

Doctoral students wishing to have an abstract of their thesis printed in *Dissertation Abstractions International* must complete the “Dissertation Abstracts International Submission Form” (Appendix 7). One original form is required. There is a fee, payable to University Microfilms International. [http://www.umi.com/hp/Support/DServices/products/da.htm](http://www.umi.com/hp/Support/DServices/products/da.htm)

### 2.12 Thesis Binding Fee

Two copies of all accepted theses are bound for deposit in the University library. A thesis binding fee of $20 must be paid by the student at the time of submission of the thesis for examination. For PhD candidates, an additional copy of the thesis is required for deposition in the School of Graduate Studies, but no additional fee is charged. A $20 per copy fee is charged for binding of personal thesis copies. The order must be placed at the time of submission since it is not possible to request extra binding at a later date. Ensure that the proper number of copies is submitted for binding.

### 2.13 Language

With the exception of the Departments of French and Spanish or German and Russian, all theses and reports must be written in English, except with the express permission of the Dean of Graduate Studies.

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3 Students in the Departments of French and Spanish or German and Russian should consult Departmental regulations regarding thesis language.
3. Procedures for thesis submission

All theses submitted to the School of Graduate Studies by Department Heads should be accompanied by a “Supervisory Committee Approval Form” (Appendix 8) and an “Appointment of Examiners” form (Appendices 10, 13), which is normally signed by the Head, Dean or Director of the appropriate academic unit, on submission to the School of Graduate Studies. In the final analysis, the thesis is the intellectual property of the author. Although is expected that, on successful completion of all School of Graduate Studies degree and departmental requirements, the candidate will submit a thesis to the Dean for examination with the approval of the supervisor and Head, the absence of such approval cannot prevent submission.

3.1 Masters’ Theses, Reports, Folios

3.1.1 Submission

Students who wish to graduate must normally submit their thesis for examination at least four months before the University convocation at which the awarding of the degree is expected. The School of Graduate Studies does not accept any responsibility for completing the prescribed procedure in time for the nearest convocation unless the thesis is submitted by the prescribed date. Candidates must submit a completed “Application for Graduate Degrees and Diplomas” form (Appendix 9 to the Office of the Registrar and should consult the University Diary contained in the current edition of the calendar for precise deadline dates.

Three copies of the completed thesis along with completed and signed “Thesis Deposit Form” (Appendix 5), “Non Exclusive Licence to Reproduce” (Appendix 6), “Request to Include Copyright Material” (Appendix 4) if required, must be submitted to the supervisor who, subsequent to completion of the “Supervisory Committee Approval Form” (Appendix 8), submits the thesis to the Head, Dean or Director of the Academic Unit. Each copy of the thesis must be enclosed in a large envelope, bearing the student's name, academic unit, thesis title, date, and degree sought and must be accompanied by a signed “Appointment of Examiners” form (Appendix 10) for submission to the School of Graduate Studies (cf. check list, p 15).

3.1.2 Examiners

Two examiners who shall be a combination of external or internal to the University as specified in departmental guidelines are appointed by the Dean. The thesis is normally approved for examination by the Dean on receipt of a completed “Appointment of Examiners: Masters’ Degree” form (Appendix 10) from the Head, Dean or Director of the Academic Unit. For external examiners it is advisable that the “Appointment of Examiners: Masters’ Degree” form be accompanied by an up-to-date publication list. Examiners must not have been involved in the research or in the preparation of the thesis.

3.1.3 Examination Procedures
A Masters’ thesis received in proper order by the School of Graduate Studies is normally sent within five working days for examination by two examiners. The thesis examination is an arm’s-length process. Therefore, there should be no contact between the supervisor or student and the examiners while a thesis or report is under examination.

3.1.4 Examination Results

The candidate generally receives the written thesis examination or re-examination report (Appendices 11, 12) within 4-5 weeks of submission to the School of Graduate Studies. Examination of the thesis will result in one of the following recommendations by the Dean of Graduate Studies:

1. the thesis is acceptable without modifications;
2. the thesis is acceptable after minor modifications and will not require re-examination;
3. the thesis is unacceptable as submitted and requires major modification and must be re-examined;
4. the thesis is totally unacceptable and is failed.

The Dean of Graduate Studies makes a final determination of the outcome of the examination on the basis of the examiners’ recommendations and informs the candidate and the Head of the Academic Unit by letter within five to six weeks after initial receipt of the thesis by the School of Graduate Studies. Required revisions and corrections are made by the student in consultation with the supervisory committee for final approval and submission to the School of Graduate Studies by the Head, Dean or Director of the academic unit.

3.1.5 Time Limit for Corrections and Revisions

*Minor modifications required:* The final, corrected version of the Masters’ thesis shall be submitted to the School of Graduate Studies within six months of the date on which the thesis and the examiners' reports are returned to the student's Academic Unit. If a corrected thesis/report is not submitted within six months the student is considered to have withdrawn from the programme. After this time, the student must apply to be re-admitted.

*Major modifications required:* Masters’ theses requiring re-examination shall be re-submitted to the School of Graduate Studies within 12 months of the date on which the thesis and the examiners' reports are returned to the student’s Academic Unit. Failure to re-submit the revised thesis within 12 months will result in termination of the student's programme.

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4 For full details of the regulations governing examination and re-examination of a thesis, consult The School of Graduate Studies, General Regulation J.3 which can be found in the University Calendar <http://www.mun.ca/regoff/calendar/GradStudGenRegsToC.htm>.
Students should note that they must maintain their graduate registration until all academic requirements for the degree including thesis corrections have been met.

3.2 Doctoral Theses

3.2.1 Submission

Students who wish to graduate must normally submit their thesis for examination at least four months before the University convocation at which the awarding of the degree is expected. The School of Graduate Studies does not accept any responsibility for completing the prescribed procedure in time for the nearest convocation unless the thesis is submitted by the prescribed date. Candidates must also submit to the Office of the Registrar a completed “Application for Graduate Degrees and Diplomas” form (Appendix 9). Students should consult the University Diary contained in the current edition of the calendar for precise deadline dates.

Five (six for co-supervised theses) copies of the completed thesis along with completed and signed “Thesis Deposit Form” (Appendix 5), “Non Exclusive Licence to Reproduce” (Appendix 6), “Request to Include Copyright Material” (Appendix 4) if required, “Dissertation Abstracts International Submission Form” (Appendix 7), must be submitted to the supervisor who, subsequent to completion of the “Supervisory Committee Approval Form” (Appendix 8), submits the thesis to the Head, Dean or Director of the Academic Unit. Each copy of the thesis must be enclosed in a large envelope, bearing the student's name, academic unit, thesis title, date, and degree sought and must be accompanied by a signed “Appointment of Examiners: Doctoral Degree” form (Appendix 13) for final submission to the School of Graduate Studies (cf. check list, p 15).

At the time of thesis submission, PhD candidates are asked to supply the graduate school with a computer disk containing their biographical information and the thesis abstract which will be used to produce the brochure issued at the time of the oral defence. A sample brochure is attached as Appendix 17.

3.2.2 Examination Procedures

A thesis received in proper order by the School of Graduate Studies is normally sent for examination within five working days. The examiners are asked to examine the thesis and return their evaluations within three weeks. In addition to a written dissertation deemed acceptable by the University, Doctoral candidates must demonstrate their ability to defend their work in a public oral examination. For this reason, the final decision on whether a candidate will be recommended for the award of the degree is made only at the conclusion of the oral examination. The Chair of the oral examination communicates the result of the thesis examination in writing to the examination board, the supervisory committee, and Department Head or delegate at the oral defence pre-meeting which is generally held approximately eight weeks after initial receipt of the thesis by the School of Graduate Studies. The candidate receives the written thesis examination reports subsequent to conclusion of the oral examination.
3.2.3 Examiners

A doctoral dissertation is examined by a board consisting of four members and a chair. At least one member will be an examiner external to the University appointed by the Dean from outside the University. Normally, there will be two internal examiners appointed by the Dean from among the faculty members of the candidate's own academic unit, although a second external examiner may be substituted for one of the internal examiners with the permission of the Dean. The fourth member of the examining board is the supervisor who serves in a non-voting capacity. Other than the supervisor, members of the supervisory committee are not eligible for appointment to the board. The thesis examination is an arm’s-length process. Therefore, there should be no contact between the supervisor or student and the examiners while a thesis or report is under examination.

The examiners are appointed and the thesis is normally approved for examination by the Dean of Graduate Studies on receipt of a completed “Appointment of Examiners: Doctoral Degrees” form (Appendix 13) from the Head, or delegate, of the Academic Unit. For external examiners it is advisable that the “Appointment of Examiners: Doctoral Degrees” form be accompanied by an up-to-date publication list. Examiners must not have been involved in the research or in the preparation of the thesis.

3.2.4 Examination of the Written Thesis

Examination of the thesis will result in one of the following recommendations\(^5\) by the Dean:

1. the thesis is acceptable and the candidate be allowed to proceed to the oral defence of the thesis;
2. the thesis is unacceptable and requires re-examination; the candidate is not allowed to proceed to the oral defence at this time;
3. the candidate should be failed.

\(^5\) For full details of the regulations governing doctoral thesis examination, consult The School of Graduate Studies, General Regulation J.4 which can be found in the University Calendar <http://www.mun.ca/regoff/calendar/GradStudGenRegToC.htm>.
3.2.5 Oral Defence

A formal oral defence will normally take place only if a majority of examiners recommend, in their written evaluations of the thesis, that an oral examination and defence should be scheduled. If a PhD thesis is accepted by the Dean for oral defence, the oral examination is normally scheduled to take place approximately three weeks after the receipt of the examiners' reports, depending upon the availability of the candidate and the members of the examining board. All travel and other arrangements will be made by the School of Graduate Studies. All members of the Examination Board are required to participate. In the event that a member of the Examination Board is unable to attend an oral defence, the student must be consulted on whether or not to proceed by other means, i.e. teleconferencing, examiner delegate, etc. The written examiners’ reports are discussed at a pre-oral meeting. The examination is public and is chaired by the Dean or delegate.

The candidate should be prepared to give a 15-30 minute presentation outlining the major contributions made by the thesis. Following the presentation by the candidate, the Chair will direct at least two rounds of questions from the members of the Examination Board. Doctoral candidates should be prepared to defend the contents of the thesis in its entirety. Questions relating to detailed content of the thesis and/or the relation of the general body of knowledge of the discipline to the body of material presented in the thesis are permitted.

At the conclusion of the public portion of the examination, the members of the Examination Board hold an in camera meeting to evaluate the performance of the candidate during the oral examination. The three voting members recommend to the Dean one of the following:

1. the candidate has passed (modifications or corrections to the thesis may be required);
2. the candidate has failed but should be permitted a re-examination;
3. the candidate has failed and should not be re-examined.

If the decision is unanimous the candidate is informed of the Examination Board’s recommendation and is provided with copies of the thesis examination reports (Appendices 14, 15) subsequent to the in camera meeting. In any other case the final decision is deferred pending further consultation with the Dean.

On the basis of the recommendation, the Dean makes a final determination of the outcome of the examination and informs the candidate by letter.

In case 1. above the required revisions and corrections to the thesis as outlined in the examiners’ reports must be made to the satisfaction of the supervisory committee for final approval by the Head of the Academic Unit and the Dean. Three copies of the final corrected version of the thesis, one of which must be on bond paper (cf. sec. 2.3), accompanied by a completed “Recommendation for the Award of a Graduate Degree” form (Appendix 16), are submitted to the Dean by the Head of the Academic Unit. If the
Dean accepts this recommendation, the candidate's name will be presented to the Academic Council of the School of Graduate Studies for approval, and then to the Registrar for transmission to the Senate.

In case 2. above the Examination Board may attach a list of any further requirements which are deemed to be appropriate. The oral re-examination is arranged by the School of Graduate Studies, normally within twelve months. Only one oral re-examination is permitted.

Failure of the Oral Defence as in case 3. will result in termination of the candidate’s programme.

3.2.6 Time Limit for Corrections and Revisions

The final version of a doctoral thesis found acceptable with or without corrections, shall be submitted to the School of Graduate Studies within six months of the date on which the thesis/report and the examiners' reports are returned to the student's academic unit. If a corrected thesis is not submitted within six months the candidate is considered to have withdrawn from the programme.

Doctoral theses requiring re-examination (cf. 3.2.4.2) shall be re-submitted to the School of Graduate Studies within 12 months of the date on which the thesis and the examiners' reports are returned to the student. Failure to re-submit the revised thesis within 12 months will result in termination of the student's programme.

*Students should note that they must maintain their graduate registration until all academic requirements for the degree including thesis corrections have been met.*
Masters’/Doctoral Thesis Checklist

Thesis preparation:

☐  Have you followed the suggested format?

☐  Have you submitted the correct number of examination copies?
   (Three for Masters; five for doctoral)

☐  Have you allowed sufficient time for the examination process?

   Dept. review by supervisory committee (ca. 4 weeks)
   Dept. contacting potential examiners (ca. 2-3 weeks)
   SGS examination of thesis (ca. 6 weeks)
   SGS oral defence arrangements (PhD) (ca. 2-3 weeks)
   final corrections (max. 6 months/minor; 12 months/major)

Students should note that they must maintain their graduate registration until all academic requirements for the degree including thesis corrections have been met.

The following items must be submitted at the time the thesis is submitted for examination (the forms listed are available from your academic unit or the School of Graduate Studies):

☐  Recommendation for Examiners (from the Head or delegate) (Appendices 10 or 13)
☐  Supervisory Approval Form (from the Head or delegate) (Appendix 8)
☐  Thesis Deposit Form (2 originals) (Appendix 5)
☐  Request to Include Copyright Material (if required) (Appendix 4)
☐  Non Exclusive Licence to Reproduce (3 originals) (Appendix 6)
☐  Thesis Binding Fee ($40; attach copy of Cashier’s Office receipt)
☐  Mailing address
☐  Application to Graduate (send to Registrar’s Office and attach copy) (Appendix 9)
☐  Dissertation Abstracts International Submission Form (UMI) (PhD only) (Appendix 7)
☐  Computer disk with Abstract and Bibliography for Brochure (PhD only; in a programme readable by WordPerfect) (see Appendix 17)

The following items must be submitted at the time of final submission:

☐  2 copies of Master’s thesis; 3 copies of PhD thesis
   (One copy of the thesis must be on acid free bond paper)

☐  Personal Binding Fee
   (submit a copy of the thesis for each personal binding requested)
   ($20 for each copy; attach copy of Cashier’s Office receipt)
☐  Recommendation for Award of Degree (from Head or Acting Head) (Appendix 16)
Appendix 1

Title Page

TITLE OF THE MASTERS'/DOCTORAL THESIS

by

© Student’s Name

A thesis submitted to the
School of Graduate Studies
in partial fulfilment of the
requirements for the degree of
(degree name, e.g., Master of Science)

Department/School/Faculty Name
Memorial University of Newfoundland

Month and Year Submitted

St. John’s Newfoundland
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[Contents above are for example only!]
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[Contents above are for example only!]
Appendix 4
Request to Include Copyright Material

Student Information

I request that you permit the inclusion of the described
(Name and contact telephone number)

material in the thesis* listed below and grant irrevocable, nonexclusive licence to Memorial University and to

the National Library of Canada to reproduce, lend or sell the material described below as part of my thesis

Title:

to be submitted in partial fulfilment of the requirements for the degree of

______________________________
at Memorial University of Newfoundland.

*thesis - also applies to paper folio, project report, internship report or practicum

Description of material to be included (attach extra sheet if necessary):

Permission of Copyright Holder
I ________________________________ do / do not grant permission for the indicated use
(Name - please print or type)
of the material described above.

Company: ________________________________________________________________

Title:  _____________________________________________________________________

Address:  ___________________________________________________________________

Signature: __________________________________ Date: _______________________

NOTE: Signature is required on each additional attachment.
Appendix 5

Thesis Deposit Form - (Sample Form - Do not print/copy)

**Thesis Title:**

This is to authorize the Dean of Graduate Studies to deposit two copies of my thesis/report described above in the University Library, on the following conditions. I understand that I may choose ONE of the options here listed, and may not afterwards apply for any additional restriction. I further understand that the University will not grant any restriction to the publication of thesis/report abstracts.

*(After reading the explanatory notes1,2, delete two of (a), (b) and (c), whichever are inapplicable.)*

The conditions of deposit are:

(a) that two copies are to be made available to users at the discretion of their custodians,

      or

(b) that accesses to, and quotation from, this thesis/report is to be granted only with my written permission for a period of one year from the date on which the thesis/report, after the approval of the award of the degree, is entrusted to the care of the University, namely, (give day, month, year) _______________________________; after which time the two copies are to be made available to users at the discretion of their custodians,

      or

(c) that accesses to, and quotation from, this thesis/report is to be granted only with my written permission for a period of _________ years from the date on which the thesis/report, after the approval of the award of the degree, is entrusted to the care of the University, namely, (give day, month, year) _______________________________; after which time the two copies are to be made available to users at the discretion of their custodians.

NOTES

1 Restriction (b) will be granted on application, without reason given. However, applications for restriction (c) must be accompanied with a detailed explanation, indicating why the restriction is thought to be necessary, and justifying the length of time requested. Restrictions required on the grounds that the thesis/report is being prepared for publication, or that patents are awaited, will not be permitted to exceed three years. Restriction (c) can be permitted only by a Committee entrusted by the University with the task of examining such applications, and will be granted only in exceptional cases.

2 Thesis/report authors are reminded that, if they have been engaged in contractual research, they may have already agreed to restrict access to their thesis/report until the terms of the contract have been fulfilled.

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Dean/Associate Dean of Graduate Studies Signature:

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Appendix 6
National Library of Canada Non-Exclusive License to Reproduce Thesis form

Form available from the School of Graduate Studies
Appendix 7
Dissertation Abstracts International Submission Form

Form available from the School of Graduate Studies
Appendix 8
Supervisory Committee Approval Form

Supervisory Approval Form
(To be submitted with a thesis, project report, internship report, paper folio or practicum)

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Circle One:
- Thesis
- Project Report
- Internship Report
- Paper Folio
- Practicum

Title (print or type):

I have read the completed thesis/project report/internship report/paper folio/practicum to be submitted by the candidate in partial fulfilment of the above degree.

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<th>I concur/do not concur with this submission for examination.</th>
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Original - School of Graduate Studies
Copy - Retained by Academic Unit

SGS-99-05
Appendix 9
Application for Graduate Degrees and Diplomas

Form available from the Registrar’s Office
or
the School of Graduate Studies
Appendix 10
Appointment of Examiners: Masters’ Degrees

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<th>Signature of Head of Academic Unit (or Delegate)</th>
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<td>I recommend the Examiners above and confirm that they have agreed to serve in this capacity.</td>
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Questions concerning the examination process can be directed to:
Mrs. Agnes Lewis, Programmes Officer, Telephone: 709-737-2443, Fax: 709-737-4702
### Masters’ Examination Report

#### Memorial University of Newfoundland

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- [ ] Thesis
- [ ] Project Report
- [ ] Internship Report
- [ ] Paper Folio
- [ ] Practicum  (see over)

**Title:**

---

#### Examiners’ Instructions

*Please return this report with a written critique within three weeks of receipt. Please indicate the results of your examination by checking one of the categories below.*

- [ ] acceptable without modifications
- [ ] acceptable, modifications are required but the thesis does not have to be re-examined
- [ ] unacceptable, the thesis/report requires modifications and re-examination
- [ ] totally unacceptable, the thesis/report has failed

---

1 Modifications may include corrections of typographical errors and errors in nomenclature, improvement in phrasing, or rewriting of sections of the thesis/report. Modifications may be indicated in the text or listed separately in the written critique.

2 Modifications might include (but are not limited to) the rectification of one or more of the following deficiencies: 1) misinterpretation and/or misuse of the matter covered, omission of relevant materials, unfounded conclusions, illogicality of argument, improper analysis of data and the like; 2) bad writing, 3) unacceptable physical presentation. A detailed list of problems should be included with the report.

3 In this instance, the candidate’s programme will be terminated. A detailed list of the reason(s) for failure must be included in the report.

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**External Examiners only:**

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Any questions concerning the examination process should be directed to:

*Mrs. Agnes Lewis, Programmes Officer, Telephone: 709-737-2443, Fax: 709-737-4702*  
*or by email: alewis@mun.ca*  

*SGS-01-06a*
This section will be removed by the School of Graduate Studies on receipt.

**External Examiners (Canadian):**
Please provide your social insurance number for payment of honorarium: __________________________
Appendix 12
Masters’ Re-examination Report

Masters’ Re-examination Report

MUN #: Name (last, first):
Degree: Discipline:
Supervisor(s):

☐ Thesis ☐ Project Report ☐ Internship Report ☐ Paper Folio ☐ Practicum (see over)

Title:

Examiners’ Instructions

Please return this report with a written critique within three weeks of receipt. Please indicate the results of your examination by checking one of the categories below.

☐ acceptable without modifications

☐ acceptable, modifications are required but the thesis does not have to be re-examined

☐ totally unacceptable, the thesis/report has failed

1Modifications may include corrections of typographical errors and errors in nomenclature, improvement in phrasing, or rewriting of sections of the thesis/report. Modifications may be indicated in the text or listed separately in the written critique.

2In this instance, the candidate’s programme will be terminated. A detailed list of the reason(s) for failure must be included in the report.

Name (please print): Signature: Date:

External Examiners only:
Address: Telephone:
Email: Facsimile:

Any questions concerning the examination process should be directed to:
Mrs. Agnes Lewis, Programmes Officer, Telephone: 709-737-2443, Fax: 709-737-4702
or by email: alewis@mun.ca

SGS-01-05

This section will be removed by the School of Graduate Studies on receipt.

External Examiners (Canadian):
Please provide your social insurance number for payment of honorarium: ____________________
Appendix 11a, 12a

A paper folio (M.Ed.) is a set of three scholarly papers on one topic related to a graduate student’s programme specialization but which must go beyond course content and is normally undertaken after or near the completion of course work. The purpose of a paper folio is to provide a graduate student with an opportunity to study and write about a topic of contemporary professional interest under the direction of a University Supervisor(s). Furthermore, the paper folio will provide an opportunity, on an individual basis and at an advanced level for a graduate student:

1. to synthesize, review or analyze in order to give a scholarly inquiry of current theory, research and practice; and
2. to identify and to interpret the significance of trends, policies and controversies relevant to the topic under study.

The paper folio would focus on at least three conceptually distinct aspects of the topic to be covered (for example, on the topic of intelligence: conceptual models, measurement and individual differences could be investigated and reported on). The paper folio should represent and original contribution to knowledge, consistent with the contribution of papers (for example, journal articles and book chapters) published in refereed outlets. A variety of organizational formats are appropriate for paper folios. Students, in consultation with their Supervisor(s), should decide the most appropriate format for the particular work. All papers must meet the requirements of academic rigor and be written and presented in accordance with the School of Graduate Studies (SGS) Thesis Guide and will be governed in part by the requirements and conventions of the discipline. The average length of each paper would be 20 pages or 5000 words (total 60 pages or 15,000 words).

The practicum consists of an applied statistics project and an associated report. The purpose of the project is to provide the student with the practical experience in the application of statistics to another discipline. The practicum report must meet the requirement of academic rigor and be written and presented in accordance with the SGS Thesis Guide.

An internship (M.Ed.) is a full-time practical experience for a minimum of 10 weeks and is normally undertaken after or near the completion of course work. The purpose of an internship is to provide a graduate student with a breadth and depth of experience in a practical setting and to provide opportunities for:

1. the development of personal and professional competencies for each intern based on perceived needs, previous experiences and career plans;
2. practical experiences that serve to highlight the theoretical and pedagogical aspects under study in the program; and
3. the development of a creative and reflective perspective given the stated goals of the intern, the nature of the setting, the specific placement, and field supervisor’s exchanges on knowledge of subject matter, and leadership competence.

The internship will culminate in a report which must meet the requirements of academic rigor and be written and presented in accordance with the SGS Thesis Guide and will be governed in part by the requirements and conventions of the discipline. The average length of an internship report would be 35 pages or 8,750 words.

A project (M.Ed.) is the creation of a theoretically based product intended for possible use in educational settings and is normally undertaken after or near the completion of course work. The purpose of a project is to provide a graduate student with an opportunity to translate theoretical knowledge into practice by:

1. recognizing and articulating an educational need to which current and relevant theoretical and pedagogical knowledge can be applied;
2. developing and justifying an alternative approach to address the educational need based on theoretical and pedagogical knowledge; and
3. creating a product that could be used to implement this alternative approach.

The project report would consist of the product plus the articulated need, theoretical basis, justification of the approach used, and a complete description of the product. The project report must meet the requirements of academic rigor and be written and presented in accordance with the SGS Thesis Guide and will be governed in part by the requirements and conventions of the discipline. The average length of a project report would be 60 pages or 15,000 words (this may vary given the nature of the product, such as an articulated policy; a CD-ROM; a computer program; a developed unit of work; a kit of learning resources; manipulatives; multimodel text; photographs; a tape; a set of teaching cards; software; or a video). Regardless of the form of the product, there must be a written project report. In some cases, where a product is unsuitable for inclusion with the report, a demonstration of the product may be required.
Appendix 13
Appointment of Examiners: Doctoral Degrees

| School of Graduate Studies
| Appointment of Examiners Form Doctoral Degree |

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### External Examiner Information (please print or type)

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<th>Signature of Head of Academic Unit (or Delegate)</th>
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I recommend the Examiners above and confirm that they have agreed to serve in this capacity.

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<th>Name:</th>
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Questions concerning the examination process can be directed to:
Mrs. Agnes Lewis, Programmes Officer, Telephone: 709-737-2443, Fax: 709-737-4702
or by email: alewis@mun.ca

SGS-01-06a
Appendix 14
Doctoral Thesis Examination Report

<table>
<thead>
<tr>
<th>MUN #:</th>
<th>Name (last, first):</th>
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<tr>
<th>Discipline:</th>
<th>Supervisor(s):</th>
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<table>
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<tr>
<th>Thesis Title:</th>
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Examiners’ Instructions
Please return this report with a written critique within three weeks of receipt. Please indicate the results of your examination by checking one of the categories below. The examiners’ reports will be kept confidential until the day of the examination. Copies will then be distributed to all members of the Thesis Examining Board at a pre-examination meeting. The Dean of Graduate Studies will review the reports to determine whether the candidate is permitted to proceed to the oral defence of the thesis. (See reverse side for further information.)

- [ ] that the candidate be allowed to proceed to the oral defence of the thesis.
- [ ] that the candidate not be allowed to proceed to the oral defence at this time.
- [ ] that the thesis should be failed.

1 Any suggested corrections or revisions should be outlined in the examiner’s report. It is understood that it will be the responsibility of the Supervisory Committee to discuss the suggested changes with the candidate, to determine which should be incorporated in the thesis before its final submission.

2 This recommendation reflects the examiner’s opinion that further research, re-analysis of data, or thorough rewriting of the material is required. The thesis may, however, be resubmitted for examination.

3 In this instance, the candidate’s programme will be terminated. A detailed list of the reason(s) for failure must be included in the report.

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<tr>
<th>Name (please print):</th>
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External Examiners only:

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<tr>
<th>Address:</th>
<th>Telephone:</th>
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<th>Email:</th>
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Any questions concerning the examination process should be directed to:
Mrs. Agnes Lewis, Programmes Officer, Telephone: 709-737-2443, Fax: 709-737-4702
or by email: alewis@mun.ca
Appendix 15
Doctoral Thesis Re-examination Report

Examiners’ Instructions
Please return this report with a written critique within three weeks of receipt. Please indicate the results of your examination by checking one of the categories below. The examiners’ reports will be kept confidential until the day of the examination. Copies will then be distributed to all members of the Thesis Examining Board at a pre-examination meeting. The Dean of Graduate Studies will review the reports to determine whether the candidate is permitted to proceed to the oral defence of the thesis. (See reverse side for further information.)

☐ that the candidate be allowed to proceed to the oral defence of the thesis.

☐ that the thesis should be failed.

1 Any suggested corrections or revisions should be outlined in the examiner’s report. It is understood that it will be the responsibility of the Supervisory Committee to discuss the suggested changes with the candidate, to determine which should be incorporated in the thesis before its final submission.

2 In this instance, the candidate’s programme will be terminated. A detailed list of the reason(s) for failure must be included in the report.

Name (please print): __________________________  Signature: __________________________  Date: ________________

External Examiners only:

Address: __________________________  Telephone: __________________________

Email: __________________________

Facsimile: __________________________

Any questions concerning the examination process should be directed to:
Mrs. Agnes Lewis, Programmes Officer, Telephone: 709-737-2443, Fax: 709-737-4702
or by email: alewis@mun.ca

SGS-01-08
The thesis should successfully demonstrate the candidate’s competence to undertake independent research work and should contribute significantly to knowledge in the field of study. The contribution should be of a high scholarly merit and demonstrate that the candidate is aware of the pertinent published literature.

The thesis should be written in a style that is clear and concise and usually the type of prose style used in will be governed in part by the requirements and the conventions of the discipline. A high degree of literacy is expected of all graduate students, and elegance and clarity are desirable whatever the subject of the thesis might be. Grammatical and spelling errors are no more acceptable than are typographical errors. Obscurity of meaning can arise from clumsy grammatical construction or from excessive use of jargon.

Candidates for the degree of Doctor of Philosophy must submit a written dissertation deemed acceptable by the University, and demonstrate their ability to defend their work in a public oral examination. For this reason, the final decision on whether a candidate will be recommended for the award of the degree is made only at the conclusion of the oral examination.

a) Composition and Appointment of Examiners

The members of the Thesis Examining Board will be appointed by the Dean on the recommendation of the Head of the academic unit who will have consulted with the Supervisory Committee. The Board shall consist of four members. Normally, these will be the candidate’s Supervisor(s) (who will serve on the Board in a non-voting capacity), two examiners from within the University, and one from outside the University. However, when circumstances warrant, a second external examiner may be substituted for one of the internal examiners with permission from the Dean. Members of the Supervisory Committee other than the Supervisor(s) are ineligible for appointment to the Board.

b) Responsibilities of Academic Unit and School of Graduate Studies

The Head, or delegate, of the academic unit will make initial contact with examiners to determine if the examiner is available. The unit will then forward a recommendation to the Dean of Graduate Studies for approval. Once approved, the examiner will then be sent a letter of appointment, a report form and a copy of the thesis. The letter of appointment will include an approximate date for an oral defence. An oral defence will not be set prior to this date without the prior approval of the Dean of Graduate Studies. Once in receipt of reports from the three examiners (usually within three weeks from date of receipt), the Dean of Graduate Studies will determine if the candidate is to proceed to an Oral Defence. If the decision is to proceed, the candidate’s academic unit will set and confirm a date for the Oral Defence and make all travel and accommodation arrangements in consultation with the examiners, the Supervisor and the candidate.

c) Responsibilities of the Thesis Examining Board

The work of each candidate will be assessed by the Thesis Examining Board. Its first responsibility is to determine whether the thesis successfully demonstrates the candidate’s competence to undertake independent research work. The Board must be satisfied that the work contributes significantly to knowledge in the field of study; that the contribution is of high scholarly merit; that the candidate is aware of the pertinent published literature; that it is written in a satisfactory style; and that it is free from typographical and other mechanical errors. The second responsibility of the Board is to conduct a final oral examination of the candidate and to then recommend to the Dean of Graduate Studies...
whether the candidate should be awarded the degree.
Appendix 16
Recommendation for the Award of a Graduate Degree

<table>
<thead>
<tr>
<th>Student Name (Last, first):</th>
<th>MUN #</th>
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This is to certify that the above student, a candidate for the degree of

_______________________________________________________________________________________

in the area of __________________________________________________________________________,

Dept./Faculty/School of __________________________________________________________________

has, to the best of our knowledge, satisfied all the requirements for this degree.

We request that you recommend to the Senate, that this degree be conferred at the next convocation.

________________________________________________        ____________
(Signature of Head of Academic Unit)                              Date   (Signature of Supervisor)
_________________________________________________
(Member of Supervisory Committee)
_________________________________________________
(Member of Supervisory Committee)

Graduate Studies use only

Questions concerning convocation can be directed to: Mrs. Agnes Lewis, programmes Officer, Telephone: 709-737-2443,
Fax: 709-737-4702 or by email: alewis@morgan.ucs.mun.ca

Original: SGS          Copy: Academic Unit
Programme for the Final Oral Examination and Defence of Thesis for the Degree of Doctor of Philosophy

J. Roberto Jaramillo, B.Sc., M.Sc.
Department of Biology

10:00 a.m.
Monday, August 20th, 2001
Room ER-4002
Alexander Murray Building

EXAMINATION CHAIR
Dr. Karen Mearow
Associate Professor
Faculty of Medicine

EXAMINATION BOARD
Dr. Paul Tyler
School of Ocean and Earth Science
University of Southampton
Southampton Oceanography Centre
Southampton, United Kingdom

Dr. Margaret Burton
Associate Professor
Department of Biology
Memorial University of Newfoundland

Dr. Pat Dabinett
Associate Professor
Department of Biology
Memorial University of Newfoundland

The Effect of a Seasonal Pulse of Sinking Phytodetritus on the Reproduction of Two Benthic Deposit-Feeding Species, *Yoldia Hyperborea* and *Ctenodiscus Crispatus*:

Abstract

Reproductive cycle of mollusc species have been exhaustively studied. Many of these demonstrated that fluctuating environmental factors affect the length of the spawning period and timing of reproduction.

Species inhabiting unstable environments generally have a seasonal reproductive cycle whereas species living in more stable environments generally reproduce continuously. Recent studies suggest that many stable environments, such as the deep sea, are not as stable as previously thought, since many sublittoral and deep sea areas experience seasonal phytodetritus sinking which may affect the reproductive activity of some species.

In Conception Bay, Newfoundland, there is a deposition of phytodetritus which reaches the bottom at 240 m depth shortly after the spring and fall phytoplankton blooms. However, the reproductive response of the benthic community to this seasonal input is completely unknown.

In order to examine the reproductive response to a seasonal input of food in the benthic community in Conception Bay, two common deposit feeders were selected, *Yoldia hyperborea* and *Ctenodiscus crispatus*. This study provides new data on the role of phytodetritus deposition in the reproduction...
of these species and on the ecological significance of a seasonally-pulsed food supply on the deposit feeding community inhabiting Conception Bay.

*Yoldia hyperborea* had a larval development through a lecithotrophic pericalymma larva which is restricted to protobranch species. Spawning occurred during the winter-spring period coincident or following phytodetrital deposition. Laboratory feeding experiments showed that frequent addition of phytodetritus stimulates production of eggs, supporting field observations suggesting that gamete production of *Y. hyperborea* is dependent on food availability. Laboratory experiments using $^{14}$C labelled *Thalassiosira nordenskioldii* demonstrated incorporation of cell contents into the gonad.

*Ctenodiscus crispatus* eggs develop through a lecithotrophic larva. Reproduction occurred continuously throughout the year, although fecundity was higher in spring due to seasonal phytodetritus sinking.

The reproductive cycle of both deposit feeders was affected by fluctuations in food availability. Individual fecundity was maximal coincident with or just following the seasonal peak in phytodetritus deposition. Energy provided by resuspension events appeared to be utilized for gametogenesis as in *Yoldia hyperborea* and in *Ctenodiscus crispatus*.

**BIOGRAPHICAL INFORMATION**

1960 Born, Valdivia, Chile
1986 B.Sc., Universidad Austral de Chile - Valdivia, Chile
1986 M. Sc. Universidad Austral de Chile - Valdivia, Chile

Theses:

- Estudio del Ciclo Reproductivo, Gametogénesis y Morfología Espermática de Chorus giganteus (Lesson, 1829) en Puerto Claro, Isla del Rey, Valdivia

1996-Present Ph.D. Candidate, Memorial University of Newfoundland, St. John’s, Newfoundland

**SCHOLARSHIPS AND AWARDS**

1992 Fundacion Andes - International Cell Research Organization

1996-2001 Canadian International Development Agency / Memorial University of Newfoundland Scholarship

**TEACHING POSITIONS AND LECTURESHPIS**

1986 Assist.Professor, Instituto Profesional de Osorno, Chile
1990-1996 Assist.Professor, Universidad Austral de Chile, Valdivia, Chile
1999-Present Assist.Professor, Universidad Austral de Chile, Valdivia, Chile

**MEMBERSHIPS IN ACADEMIC AND PROFESSIONAL SOCIETIES**

Sociedad Chilena de Ciencias del Mar

**Publications**


Navarro, J. and Jaramillo, R. Evaluación de la oferta alimentaria natural disponible a organismos filtradores de la Bahía de Yaldad ( 43°08’S; 73°44’W) Sur de Chile. Rev. Biol. Mar. Valpo. 29(1). 57-75. 1994