

Guidelines for Completing a Research Thesis for M.Eng and Ph.D. Students **Office of Associate Dean of Graduate Studies (ADGS)**

Students are advised to continue proceeding towards completing their thesis and graduation despite the COVID-19 pandemic. The ADGS Office is here with you to support you on this challenging journey. It is an unprecedented situation, as labs are closed and students are expected to work remotely. Special considerations will be given to the circumstances. Below are some guidelines to help you continue working towards your thesis and graduation. Your supervisor is the primary and first point of contact and so maintain close communication with him/her.

Students in the early year(s) of their M.Eng or Ph.D. program

1. Develop a plan for your research work in consultation with your supervisor. The plan may have a later start in your experimental work.
2. Identify alternative research activities that you can engage in, which may not require a lab. For instance, you may take time to conduct the literature review for your research or the experimental design.

Students in the middle of their M.Eng or Ph.D. program

1. Proceed with your research work and consult with your supervisor for adjustments due to the current interruption of COVID-19.
2. The time and effort you have invested in the lab related activities will be recognized and valued as a part of the academic progress.
3. Document your experimental design, plan for experimental work, expected data, and details on how you hope to analyze the generated data. Also document how the COVID-19 pandemic has impacted your experimental plan.
4. In consultation with your supervisor, consider engaging in a related research activity that may be combined with your experimental design or planned work. You may invest your current time in this activity. This activity becomes part of your research thesis.

Students in the final stage of their M.Eng or Ph.D. program

1. Consult with your supervisor regarding the adjustments required to complete and submit your thesis.
2. Document your research activities, for example:
 - a. experimental design and related activity;
 - b. how many experiments have been completed;
 - c. how many more runs were expected to be completed;
 - d. what results have been achieved;
 - e. what conclusions can be drawn from the current results;
 - f. how the expected results would differ if more experiments were conducted; and
 - g. how the COVID-19 pandemic has impacted your research activity.
3. It is suggested you document your work, including what has been achieved and what are the expected results from the unfinished experiments/tests, in consultation with your supervisor.
4. Examiners will make accommodations of the special circumstances of COVID-19. Provide sufficient information so that the examiner can understand the extent and depth of the work completed and work that could not be completed due to COVID-19.

Please see link: https://www.mun.ca/sgs/go/guid_policies/theses.php

(Thanks for the advices provided by University of Calgary posted on <https://grad.ucalgary.ca/sites/default/files/teams/3/FGS%20Guidelines%20for%20Remote%20Super%20vision%20March2020.pdf>)