General Procedures for Honours Program in Ocean Sciences / Marine Biology

1. Student submits Application to Honours program (using the Registrar’s form) to Danielle.

2. Student submits Provisional Acceptance form (Annex 1 of Honours Guide) signed by supervisor to Danielle.

3. Danielle confirms acceptance to student, who registers for OCSC 499A.

4. Office sends reminder of deadlines and guidelines to students and supervisors at the start of each semester.

5. Student submits project outline to chair of Ocean Sciences Committee on Undergraduate Programs (OSCUP) within 4-5 weeks of the semester for which they are registered in 499A.

6. Student submits a preliminary report (draft thesis), with OCSC 499A form (Annex 2 of Honours Guide) signed by supervisor to Danielle (and copy chair of OSCUP) before the last day of classes in the semester for which they are registered in 499A.

7. If student passes OCSC 499A (based on report evaluation), they register for OCSC 499B in the next semester.

8. Student submits a final thesis, with top portion of OCSC 499B form (Annex 3 of Honours Guide) signed by supervisor, to Office (copy to Danielle and chair of OSCUP), at least two weeks before the last day of classes in the semester for which they are registered in 499B.

9. Two weeks before the deadline, the supervisor notifies the chair of OSCUP of suggested thesis examiner (decided in consultation with student). See Appendix for defense sequence.

10. After approval, chair of OSCUP sends thesis, name of examiner to Office.

11. The supervisor and Office (in consultation with student and examiner) schedule the defense.

12. Office notifies the chair of OSCUP of the date, to identify a chair for the examination.


14. Student prepares a poster to advertise the Honours defense and, after supervisor approval, submits it to Office and Danielle for distribution at least one week prior to defense.

15. After student publicly defends their thesis, the examination chair fills out bottom section (PAS/FAL) of OCSC 499B form, signs it and submits it to Office for approval by Head.

16. Student submits the final revised copy of the thesis, approved by supervisor using the OCSC 499B Resubmission form, to Office for approval by Head.

17. Following approval by Head, final grade for OCSC 499B (PAS/FAL) is sent by Office to the Registrar. Note: If the grade is ready during the daily grade rolls in a given semester, the grade can be left blank and entered when ready. However, after the daily grade rolls stop, any grades not received/ready will be converted to GNR. A Change of Grade form is then required (using the Registrar’s form); signed by supervisor (instructor) and Head.

18. A hard copy of the thesis is sent by Office to the Centre for Newfoundland Studies (Glenda Dawe, Library) accompanied by a memo and the Honours Thesis Release form.

NOTE: All steps must be completed before deadline for grade submission in the semester for which student is registered in 499B. Office to send reminders to supervisors/students as appropriate.
Appendix

Honours Guide

Sequence for scheduling defense in OCSC 499B

1. Office reminds supervisors that they have to come up with an examiner and a defense date in mid-semester.

2. Supervisor submits the name of suggested examiner to Chair of OSCUP (examiner's identity does not have to be kept from the student).

3. Chair of OSCUP informs Office when examiner approved.

4. Office and supervisor confer to schedule the defense date. Defenses should typically be scheduled during the two weeks corresponding to final exams.

5. Any request for extension needs to be communicated to Office quickly to make sure the deadline for final submission of grades is not jeopardized. Notify OSCUP if needed.

6. Office lets Chair of OSCUP know the date of the defense so a defense chair can be appointed.

7. Office schedules the defense. Duration of defense: 1.5 h.

8. The 499B report is submitted by student to Danielle (forwarded to Office and Chair of OSCUP).


10. Defense is advertised to DOS and broader community (by Office and Danielle).


12. Student submits copy of final/revised 499B thesis to Office with Resubmission form.

13. Office submits grade to Registrar.

Note on evaluation

The rubric in Annex 4 of the Honours Guide is provided as a resource to help examiners assess various elements of the thesis and defense and prepare questions. They do not need to provide a formal review or written report and are not required to submit the rubric either. However, they are welcome to provide an annotated version of the thesis, or a list of suggested corrections, to help the student prepare a revised thesis.

The examining committee will deliberate in camera (if required) after the defense to allocate a grade of pass or fail.

Before a PAS grade can be registered, the student must submit the final approved version of the 499B report with the Resubmission form, which must be signed by the supervisor, to Office (for Head approval before the grade can be released).