

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 (**OSCU**) 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 **OSCU**) 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 **OSCU**), 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 **OSCU** of suggested thesis examiner (decided in consultation with student). See Appendix for defense sequence.
10. After approval, chair of **OSCU** 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 **OSCU** of the date, to identify a chair for the examination.
13. **Office** contacts examination chair and thesis examiner to confirm defense date and provide thesis and evaluation procedures (Annex 4 of Honours Guide).
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).
9. Office makes sure the examiner (and chair) receives a copy of the 499B report and of the rubric (Annex 4) ahead of defense.
10. Defense is advertised to DOS and broader community (by Office and Danielle).
11. Defense occurs and chair notifies Office of examination outcome (Signing Annex 3).
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).