

PERMISSION TO WRITE MEETING

The 'Permission to Write Meeting' (PTW) is held when a student has completed all research objectives or is expected to do so imminently. This meeting is held to allow advisory committee members to review the structure of the thesis and assess whether sufficient results have been obtained for the level of study being sought. Expectations for the written report may vary depending on the student's area of research, but at minimum, the permission to write report must include an appropriately formatted table of contents for the student's entire thesis, the thesis objectives and hypothesis, and a summary of all findings that will be presented in the thesis. In most cases, students will be expected to provide a complete and comprehensive literature review and methodology section as well as all results that will appear in the final thesis. However, expectations for the permission to write document should be discussed with the advisory committee. If published work will be included in the thesis, the status of each publication should be included (published, submitted, or in preparation), along with a description of the student's contribution to each.

For guidance about formatting the thesis document, students are encouraged to visit the College of Graduate and Postdoctoral Studies (CGPS) website and click on "The Grad HUB". On this page you will find an option for "Thesis Roadmap" that provides detailed information about style and formatting of your final thesis.

Students are strongly encouraged to organize their own PTW meeting with advisory committee members. The advisory committee chair does not have to attend a PTW meeting. However, students **MUST** include the graduate program secretary on all emails pertaining to scheduling this meeting.

Students must provide their permission to write document to committee members **a minimum of TWO weeks in advance of the meeting**. During the *in camera* (i.e., private) discussion at the conclusion of the meeting the committee decides whether to grant permission to write or request additional experiments. If permission to write is not granted, additional expectations that must be met will be clearly communicated to the student and noted in the meeting minutes along with whether the committee will grant permission to write via email once expectations have been met, or whether another face-to-face meeting is required. Whether or not permission to write is granted, a timeline should be discussed.

During the *in camera* discussion, the advisory committee must also identify names of individuals who can serve as thesis examiners:

PhD defences require TWO individuals added to the committee:

1. An External examiner (top 3 list)
2. A University examiner (top 3 list)

MSc defences require ONE individual added to the committee:

1. An "arms-length" examiner (top 3 list).

The committee must identify and approve a list of THREE individuals, ranked in order of preference to allow the supervisor to confirm their attendance without having to re-convene the committee if the first choice is unavailable. Selection and ranking of these individuals can be done during the PTW meeting OR afterwards via email. Most importantly, the SUPERVISOR must take responsibility for this step (i.e., obtaining approval and inviting these individuals to the defence).