

Handbook for Graduate Students



Brock University
Department of Computer Science

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1 Introduction

Welcome to the Department of Computer Science at Brock University. We hope that you will have a stimulating and enjoyable experience as a graduate student.

This handbook is intended to be an additional resource to new students that will hopefully make the transition to our graduate program easier. It is a summary of the most important information and advice relevant to graduate students. It is not intended to be a comprehensive guide to all aspects of your degree program. We urge students to become familiar with the current graduate calendar, which is the authoritative resource for all rules and regulations regarding graduate programs at Brock University. The current graduate calendar can be found here:

- www.brocku.ca/gradstudies/current/cal.php

In addition to this handbook and the graduate calendar, other major resources that you should regularly explore are the following:

The Department of Computer Science graduate web site:

- www.cosc.brocku.ca/graduate

The Faculty of Graduate Studies:

- www.brocku.ca/gradstudies/current/cal.php

Brock University's Faculty Handbook:

- www.brocku.ca/secretariat/facultyhandbook/

Brock University:

- www.brocku.ca

Although a major goal of your graduate degree is to obtain advanced knowledge in computer science and experience in scientific research, we also hope that you enjoy the social aspects of your studies. The Graduate Students' Association at Brock is worth investigation. They organize social and recreational events, and also administer the health plan and bus pass for graduate students. Their web site is:

- www.brocku.ca/gsa/

Besides the many social opportunities offered at Brock University, you may find some of the following web sites useful for exploring the Niagara Peninsula and surrounding areas:

- City of St. Catharines: www.stcatharines.ca/tourism/index.asp
- City of Niagara Falls: www.infoniagara.com/
- Niagara-on-the-Lake: www.niagaraonthelake.com/
- Toronto: www.torontotourism.com

2 Program Description

The Department of Computer Science offers a program leading to the Master of Science (M.Sc) degree. Graduate research topics may be conducted in the broad areas of computational logic and algebra, data mining, evolutionary computation, artificial intelligence, algorithms, parallelism, and combinatorics.

The Masters program is a thesis based M.Sc that consists of one year of course work, followed by preparation of a thesis. Students normally take four half-credit courses in the first year. Courses are selected in consultation with their assigned supervisor. Every M.Sc candidate must prepare and defend a thesis, which demonstrates a capacity for independent work of high scientific calibre. A supervisory graduate committee will guide the student in all aspects of her or his graduate program.

Part-time studies are also available.

3 Roadmap to the department

3.1 Locale

The Department of Computer Science is located in J-block of the Mackenzie Chown Complex. This is on the far east side of the main campus, and near the intersection of Glenridge Avenue and St. David's road.

Department facilities are found in the following locations in J-block:

1st floor

- graduate student offices
- D205 computer lab (next to the J-block)

2nd floor

- department central office (J314)
- faculty lounge (J315)
- faculty and staff offices
- computer labs (J301, J310)
- hardware lab (J327)
- Seminar room (J328)

3.2 People

There are a number of people whom you will interact with during your M.Sc studies.

a. Graduate program director

The graduate program director is responsible for the administration of the graduate program. He or she is available when you have specific issues regarding your master's program, for example, facilities, regulations, or funding issues.

b. Supervisor

Your supervisor is the single person with whom you will be working more closely than anyone else during the course of your studies. She or he will be your main source of guidance for all academic matters regarding your graduate program, including course selection, research funding, and degree progress. Most importantly, your supervisor will guide you on all aspects of your M.Sc thesis research, including proposed research topic selection, research direction, thesis writing, and final thesis defence.

c. Supervisory committee

You and your supervisor will decide upon the selection of two other faculty members to be on your supervisory committee (the third member is your

supervisor). Normally the supervisory committee consists of Department of Computer Science faculty members. However, in some circumstances, one member may be a faculty member from another department. The committee helps oversee the progress of your thesis, as well as offer advice when required. Also, they will participate in the final examination of your thesis.

d. Department chair: Dr David Hughes (ext. 3516)

The chair is responsible for the smooth running of the department. Although the chair is not directly involved with the administration of the M.Sc program, he or she is indeed interested in your success during your M.Sc studies. The chair is available if you have general concerns or issues regarding your studies.

e. Administrative assistant: Ms Donna Phelps (ext. 3513)

The administrative assistant is the guardian angel of all administrative matters. She can help you find correct forms to fill in for registration and TA funding, and advise you on whom to contact for bureaucratic matters.

f. Course coordinator: Ms Baoling Wood (ext. 4025)

Normally, graduate student funding involves a teaching assistantship component. The course coordinator is in charge of overseeing teaching assistant contracts and duties. Please see Baoling about TA duties, contracts, and related matters.

g. Systems administrator: Mr Cale Fairchild (ext. 3738)

Cale is responsible for the department's computer network and software resources. If you have questions about your PC, software installations, or networking issues, please talk to Cale.

h. Hardware maintenance: Mr David Bockus (ext. 3281)

Dave is in charge of hardware facilities. If you are having hardware issues, Dave may be able to assist you.

i. Computer science faculty (graduate instructors)

The department web site lists the current faculty members in the department, as well as a brief description of their research interests. You should also examine their personal web sites, for more details about their research activities. The list of faculty can be found here:

- www.cosc.brocku.ca/graduate/degrees

4 Facilities

4.1 Access to computers

All full time graduate students get personal computers for their exclusive use. In addition, they have access to computers in labs. The department will provide user codes for students registered in the program. You must adhere to the departmental policy for computer use specified at

- www.cosc.brocku.ca/about/policies/computer_use

at all times when using the departmental computing equipment. Because the machines are shared, you must leave the machine in a state such that another student may use it (no locking the screen, etc).

Students are given a printer quota for each registered course, including the M.Sc thesis (COSC 5F90). Additional quota can be purchased from Donna Phelps in the main office. All students are provided space on a shared network hard drive. This is accessible from Linux and from Windows, and is the “home directory” for the workstations. Please keep your disk usage to a minimum and delete any files you are no longer using. While everyone occasionally has resource-intensive tasks to carry out, try to keep other people’s needs in mind when using the shared resources of the department. Although system backups of data are regularly undertaken, it is your responsibility to back up your important files.

4.2 Software

The unauthorized copying of copyrighted software is illegal. Users should also realize that unauthorized copying of software by users can harm the entire University. If the unauthorized copying of software proliferates the University may also incur a legal liability. The department views software piracy seriously, and disciplinary measures will be undertaken if users are caught running pirated software on University machines.

4.3 Office space and entry

All full time graduate students get an office or office space in J Block for use during the first 2 years of their studies. Part-time students and those on Leave of Absence are not entitled to office space. You will use your student id card to access the office and computer labs. Access can be arranged through Dave Bockus.

4.4 Bulletin board and mailbox

There is a bulletin board outside of the graduate student offices which is used to place notices relevant to graduate students. A shared mailbox for graduate students is located in the office of Administrative Assistant (J313). If you change your address please let the Administrative Assistant know, and fill in the Change of Personal Information form and send it to graduate studies office.

5 Regulations

5.1 Graduate calendar

The primary resource for all rules and regulations regarding your graduate degree is the graduate calendar. The current calendar is available online at

- www.brocku.ca/webcal/current/graduate/acad.html

You should carefully peruse the calendar, to become familiar with regulations pertaining to your studies. The graduate program director in the Department of Computer Science, your supervisor and staff in the graduate studies office, are more than willing to help you with any difficulties you might have in understanding the regulations.

You should pay particular attention to regulations regarding the timeframe of your degree, for example, deadlines for registration and thesis submission. Also be aware that deadlines will differ between full-time and part-time students. Being late for a particular deadline may incur additional tuition and other fees, and so it is important to be aware of impending deadlines.

5.2 Forms and other bureaucratic matters

Following your experience in applying for your M.Sc program acceptance, you will need to fill in many forms during the course of your M.Sc studies. Most forms will be available at the Faculty of Graduate Studies web site:

- www.brocku.ca/gradstudies/current/forms.php

Other forms will be available in the Department of Computer Science main office. Such forms may include teaching assistantship contracts, which must be signed at the beginning of each teaching term during which you perform TA duties. Grant agencies such as NSERC and others may have other forms that you will need to fill in during the duration of your studies.

5.3 Registration

Registration procedures and policies can be found here:

- www.brocku.ca/gradstudies/current/registration.php

Be sure that you are registered as a student during every term of your studies in the program, and that your fees are paid by the set deadlines. Full information about the registration, changes of courses, withdrawals, etc. is described in the graduate calendar. Students who fail to register for any term, and who have not applied for **inactive status** or been granted a **leave of absence**, are considered to have withdrawn from their program of study. The student will be required to apply for reinstatement into the program. Reinstatement is not guaranteed.

6 The M.Sc Program

The Masters program is a thesis based M.Sc that consists of one year of course work, followed by preparation of a thesis. No course based M.Sc program is offered.

6.1 Graduate courses

A student may take four 5(alpha)00 half-credit graduate courses, or three such courses and one COSC 4(alpha)00 half credit undergraduate course with the approval of the supervisor and graduate director. Information about available graduate courses is posted each term on the departmental web site. One of the graduate level courses may be a directed reading course (designated as COSC 5P75), under the discretion and direction of the student's supervisor. Students should submit an override form to the main office before registering for a COSC 4(alpha)00 course.

Students wishing to change their course registrations during the drop period may do so through the Web until the system closes for the session. After the system closes, students must submit the *Registration Course Add/Drop Form* to the Faculty of Graduate Studies by the withdrawal deadline date as published in the *Web Registration Guide* and the *Graduate Studies Calendar*. While it is a courtesy to inform the instructor of withdrawal from a course, this does not constitute official withdrawal from either a course or the University.

A student's performance in a course is evaluated using the same grading scale as for undergraduate students. It is fully specified in the graduate calendar (see "Academic regulations", under "Evaluation of student performance"). Graduate credit is only earned for courses in which a grade of A or B is awarded. Therefore, to continue as a graduate student, a student must achieve and maintain satisfactory academic performance with a standing of at least a 70 B in graduate courses.

6.2 Graduate thesis

Each student will write a detailed thesis proposal, conduct an original independent research study, write a thesis and defend it publicly to the satisfaction of an examining committee.

The thesis course is designated as COSC 5F90. Since a student should always be registered every term (unless on leave of absence), they should register for 5F90 after their course requirements have been met. Every student is required to present a seminar on their background research and proposed thesis topic as part of the COSC 5F90 course (typically in the autumn of year 2), and attend all the seminars of fellow graduate students and departmental seminars.

Supervisory committee

Before you present your proposal (see next section), you and your supervisor should decide upon the composition of your thesis supervisory committee. This consists of 2 other faculty members, one of whom must be from the Department of Computer Science. The committee has two functions. Firstly, they will follow the progress of your thesis research, and offer you helpful advice as you need it. You should schedule

regular meetings with your committee to discuss the progress of your research. It is recommended that you meet with your supervisory committee at least once a term. Secondly, they will form part of your examination committee.

Thesis proposal

With the help of your supervisor, you will have to prepare a thesis proposal which will be presented at a departmental seminar. There will be a scheduled day in the Fall and Winter terms, for students to present their proposals. You must arrange to have your abstract advertised in advance (via email and poster). Please contact the Administrative Assistant to help you with this.

Your proposal presentation should be about 30 minutes long (20 minutes of presentation, 10 minutes for questions). When the proposal is acceptable, a Thesis Approval Form should be signed by the student, the supervisor and the supervisory committee members.

The signed form, along with a copy of the approved proposal, is submitted to the graduate program director. Note that an approved proposal is an agreement between a student and their supervisory committee; if a student wishes to change their topic or research design substantially after receiving approval for their proposal, they may be required to resubmit a revised proposal for approval.

Thesis progress and time limits

Typically, a full-time student works on their thesis research for 3 to 4 terms. Since the first two terms are devoted to course work, this will mean that the entire M.Sc degree takes 6 terms, or 2 years. This is also the maximum duration of guaranteed funding. The maximum time allowed for a full-time student to complete the program is 3 years. Part-time students have a maximum duration of 5 years in which to complete the degree.

The main determination of satisfactory progress on your thesis will be the opinion of your supervisory and supervisory committee. You should have regular meetings with your supervisor throughout the duration of your thesis work (eg. every week or two at the minimum). At the end of every term, your supervisor will fill out a Progress form, describing the current state of your degree. This will include the courses you have taken, the state of the proposal, composition of the supervisory committee, and general progress on your thesis research.

The wide variety of research projects possible in computer science make it impossible to ascribe one definitive time frame that should be followed by all M.Sc students. However, you and your supervisory committee should be aware of the time limits specified above. Appendix A contains a general timeline that may be helpful.

6.3 M.Sc Examination

Thesis format and submission

The formatting of your thesis is specified here:

- www.brocku.ca/gradstudies/current/thesis-regulation.php

The Department of Computer Science adheres to the Traditional Format with single-sided pages. You should submit six copies of your final pre-defence thesis submission (3 for supervisory committee, one for external, one for Dean, one for computer science office). Coil binding for these copies is recommended, and can be done by Print Services.

Preparation for the examination

In evaluating students' theses, the program follows the regulations articulated in the section entitled "XIV. Thesis Defences" in the Brock University Graduate Calendar. The thesis will be evaluated, after a public oral examination, by the Examining Committee.

You should begin preparation for your examination at least six weeks in advance of the intended date. Make sure that you format your thesis according to the university requirements. Give six copies of your thesis to the graduate program director (three for the supervisory committee members, one for the external examiner, one for the Dean's office, and a departmental copy).

The external examiner will submit a report about the thesis prior to the defence. You and the supervisory committee will see the report soon after receipt from the examiner. The report will indicate whether the thesis is ready for defence, or is not ready. If it is not ready, the student must address the concerns and resubmit it, within a reasonable time.

Examination committee

The examination committee consists of the committee chair (Faculty Dean or Dean's delegate), external examiner, thesis supervisor, and two departmental representatives, who are normally members of the student's supervisory committee).

Format of the exam

- Exam chair introduces committee and candidate, and explains the format of the defence.
- The candidate presents a research seminar, which is between 30 to 40 minutes in duration.
- The floor is open to questions from the audience.
- A short break follows.
- The examination committee asks questions of the candidate. The external examiner asks questions first, followed by others on the committee.
- The entire examination period will be limited to two hours.
- When the committee is satisfied with the questioning, the Chair requests that the candidate leave the room. The committee then deliberates on the outcome of the examination *in camera*.

- The candidate will be called back in, and informed of the decision.

Possible decisions of the examining committee

The thesis does not receive a numerical grade. The options open to the examining committee are Pass or Fail.

All members of the examining committee will vote on the outcome of the examination, for a total of 5 votes. The possible outcomes are:

Pass – the external examiner and at least 2 other members vote to pass

Fail – the external examiner and at least 2 other members vote to fail

The examining committee have the following options:

- Thesis satisfactory and accepted as submitted
- Thesis accepted after minor corrections or modifications
- Thesis accepted conditionally upon completion of major modifications
- Thesis unsatisfactory and not acceptable.

Students are given between two to four weeks to complete minor revisions, which are to be approved by the graduate supervisor. Four to twelve weeks are given to complete major revisions, which are to be approved by the graduate supervisor and the chair of the defence.

If revisions are necessary, the committee will specify the areas for revision and the date by which the revised, typed thesis is to be returned (to the graduate program director). In the instance of a failed defence, you may, at the discretion of the Examining Committee, be permitted a second and final thesis submission and defence. This will be scheduled for no later than one calendar year after the original presentation and defence. In the preparation of the thesis for resubmission, you will be guided by the written criticisms of members of the Examining Committee.

6.4 Final thesis submission

You must submit six printed copies of your final, fully revised and approved thesis for binding by the library (three for library, one for candidate, one for the department, and one for the supervisor). Submit these copies to Donna in the department office. The same formatting as the pre-defence submitted thesis is used (single-sided, etc). You will be charged for binding of three of the copies at the time of submission, and the department will purchase the remaining three. If requested, you should give your external examiner and supervisory committee final copies of your thesis (coil bound is fine). If you and your supervisor approve, please submit a PDF version of your thesis to the graduate program director, so that your thesis can be put online as a technical report.

7 Financial Support

7.1 Scholarships, Grants and Awards

You are encouraged to look into the graduate calendar and on the Faculty of Graduate Studies web site for information about available scholarships, grants, awards etc.

- www.brocku.ca/gradstudies/current/financial.php

The graduate program director forwards new information about scholarships via e-mail to all students as it arrives.

Fellowships

Please see

- www.brocku.ca/gradstudies/financial/fellowships.php

for information regarding the allocation and administration of graduate fellowships and international student fellowships. If you are coming to the end of the period for which fellowship funding was guaranteed and wish to apply for additional fellowship funding see

- www.brocku.ca/gradstudies/forms/

for the “Request for Additional Graduate Fellowship Funding” form. This funding is given only in exceptional circumstances, for example, health reasons, unforeseen research delays, etc.

Bursaries

Bursaries are monies that are awarded to students based on financial need. All graduate students are eligible to apply for a bursary. Applications are available from the forms link above in “Fellowships”. Please see

- www.brocku.ca/gradstudies/financial/bursaries.php

for information on available bursaries.

Graduate research assistantships

Full-time students receive funding from their supervisors (currently \$4000 per year for 2 years).

7.2 Graduate teaching assistantships

The graduate teaching assistantship is arranged by the course coordinator, and can include teaching assistant, marker-grader, and/or lab demonstrator duties. The graduate teaching assistantship is employment and is therefore processed through the human resource contract system in accordance with the CUPE 4207 Collective Agreement. See

www.brocku.ca/hr/labour/ for details. Students are paid bi-weekly via direct bank deposit for the duration specified in the contract. Graduate student teaching assistantships are considered an integral component of graduate student training and experience for the majority of our graduate programs. This funding component is coordinated and determined by the graduate program.

7.3 Employment

Full-time graduate students must monitor their hours of commitment from any employment work on campus to not exceed an average of 10 hours per week over the course of the academic term. On-campus employment contracts are the responsibility of the graduate program and the Human Resource department of the University.

Graduate students who wish to accept contracts for on campus work (e.g. TA hours) that are above 120 hours per term must first seek and obtain the approval of their supervisor (if applicable) and their graduate program director. The completed [Request for Approval of Extra On-Campus Employment Hours](#) form is then submitted to the Faculty of Graduate Studies for Dean of Graduate Studies approval. (www.brocku.ca/gradstudies/current/employment.php)

7.4 Thesis first draft and tuition fee reduction

If a full-time student is in the final stages of their thesis work, he or she can receive a substantial reduction in tuition for the final term if they submit a first draft of their thesis by a set deadline (see the Office Graduate Studies for the exact date). This reduction is available only if the student has completed five terms of continuous registration. This submitted draft must be approved by the supervisor and graduate program director. If they approve the draft, a **First Draft Form** indicating that a first draft has been completed must be sent to the Faculty of Graduate Studies (see www.brocku.ca/gradstudies/forms/). The program defines “first draft” as a document that meets the general length requirements for the thesis and includes all the major components of the final document (e.g., introduction, chapters, conclusion, bibliography). It is not a final version of the thesis, however.

8 Other advice

8.1 Your thesis and your supervisor

It is the department's goal that all graduate students have a fulfilling and stimulating experience during their studies. The highlight of your graduate experience is the thesis research that you undertake with your supervisor. Normally, it is expected that your area of research is pretty well agreed upon before you were admitted to the program. For example, the selection of your supervisor was determined by personal communication with her or him, and your statement of research interests helped determine the suitable match between you and your supervisor. This does not mean that a precise research topic is necessarily set in stone. However, it is very unusual for a student to make a drastic change in a research topic, and especially to one that is outside the expertise and interests of their supervisor.

Be aware that your supervisor has committed both time and research grant funding towards your graduate studies. If you decide to change a topic to one that is outside your supervisor's area, he or she may step down as your supervisor, and terminate funding from his or her grant. Furthermore, obtaining a new supervisor may be problematic. If a suitable supervisor from within the department cannot be found, your status within the program may be jeopardized. Further details about supervision are in the faculty handbook:

- www.brocku.ca/secretariat/facultyhandbook/section3description#N.7

8.2 Intellectual property and co-authorship of papers

Please be familiar with Brock's policy on intellectual property. Information can be found at the web site of the Office of Research Services (see "Knowledge & Technology Transfer" section at www.brocku.ca/researchservices/).

In particular, during the course of your studies, you will be encouraged to write papers and posters on your research, and submit them to scholarly conferences and journals for publication. It is considered proper protocol to include your supervisor as a co-author on papers related to your thesis. The Brock policy mentioned above discusses additional situations, for example, when you are doing research as part of a larger laboratory research project.

Please openly discuss these issues with your supervisor.

8.3 Plagiarism

Please make yourself familiar with Brock's policies on plagiarism, which can be found in the graduate calendar, as well as

- brocku.ca/academicintegrity/

8.3 Some final remarks

After reading this document and the graduate calendar, you probably feel overwhelmed with information. We invite you to clarify issues you may have by talking to your supervisor and the graduate director.

The following are some major points that are keeping in mind during your studies:

- You should be registered every term, unless special “leave of absence” status is applied for. Register for COSC 5F90 during terms in which you are not taking courses.
- If you are a full-time MSc student and you are receiving normal funding, then your tuition and other fees are deducted from the funding payments you receive. TA payments are paid separately during the terms you work.
- Although a student may certainly take vacation time (after consultation with the supervisor), full-time work during summer terms is expected. For a full-time student who commences studies in the autumn, the first summer is critical for background reading and thesis proposal preparation, and regular meetings with the supervisor should be scheduled. The thesis will be wrapped up and defended during the second summer.
- You need to take 4 half-courses to complete the course element of your degree. One of these courses may be an approved 4th year COSC course, and another may be a reading course with your supervisor. All courses should be selected in consultation with, and approval of, your supervisor.
- You should strive to communicate with your supervisor on a regular basis, for example, once a week during the thesis research phase of your studies.
- Your supervisor will complete a “progress” form at the end of every term, which will be kept on file. You may request a copy of the completed form if you wish.
- Full-time students are guaranteed funding for 6 terms (2 years) of their program, subject to satisfactory progress. Be aware that funding is not normally expected during subsequent terms. You should not expect funding from your supervisor after 6 terms.
- Office space is given for full-time students during their first 6 terms. You will be asked to vacate your office space after 6 terms, in order for new students to be accommodated. If possible, temporary accommodations will be provided.

Appendix A: Timeline

The following is a typical schedule for completing a M.Sc. degree program by a full-time student. The total duration of this timeline is 2 years (which is also the normal duration of funding). Note that the maximum time limit for a full-time student is 3 years, and a part-time student is 5 years. The Graduate Calendar lists a more exact schedule:

- www.brocku.ca/webcal/current/graduate/sche.html

Year 1

Term 1:

1. Complete registration.
2. Get keys, room assignment, computer accounts, etc.
3. Plan course work with supervisor.
4. Take 2 courses.

Term 2:

1. Take 2 courses (complete course work)
2. Plan supervisory committee with supervisor.

Term 3:

1. Plan detailed research plan with supervisor.
2. Begin preliminary research activities.

Year 2

Term 1:

1. Complete registration.
2. Write research proposal.
3. Select thesis supervisory committee.
4. Give seminar to department. Have proposal and seminar approved by supervisory committee.
5. Continue research.

Term 2:

1. Continue thesis research.
2. Submit first draft of thesis before deadline, to qualify for tuition reduction should work proceed into term 3 (See Graduate Studies office for deadline).

Term 3:

1. Complete research.
2. Submit first draft of thesis before deadline, to qualify for tuition reduction should work proceed into Year 3. (See Graduate Studies office for deadline).
3. Submit application to graduate by July 1 (see Graduate Studies office for exact deadline).
4. Write up and submit thesis.
5. Defend thesis.

Appendix B: Forms

The following forms will be used during various stages of your MSc studies.

- 1) Proposal approval form.
- 2) Progress form.
- 3) Supervisory committee thesis approval form (before sending to external examiner)
- 4) Appointment of external examiner
- 5) Thesis non-exclusive license (Library and Archive Canada)

Additional comments/recommendations:



MSc Progress Report

Term (*please circle*): Fall Winter Summer Year: _____

1. General Information

- a. Student name: _____
- b. Supervisor: _____
- c. Term/Year of entry into the program: _____
- d. Full / part-time status (please circle)
- e. Expected completion date: _____

2. Courses Taken

Course	Grade (indicate if incomplete)
COSC 5F90 – Thesis	

3. Thesis

- a. Thesis title : _____
- b. Supervisor Name: _____

Supervisory Committee Members:

- 1. _____
- 2. _____

- c. Describe degree progress during the current term by updating the following components as appropriate:

Stage	Date
Supervisory Committee Established (see above)	
Proposal Approved	
Seminar given	
First Draft of Major Essay/Thesis Completed	
Final Major Essay/Thesis Submitted	

4. Progress *(please circle)*

Satisfactory

Some concerns

Unsatisfactory

Comments:

Signatures of Student, Supervisor, Supervisory Committee Members, Grad. Director::

My supervisor has discussed the contents of this progress report with me.

Student: _____ Date: _____

We have discussed the contents of this progress report and articulated any concerns to the student

Supervisor: _____ Date: _____

Committee member: _____ Date: _____

Committee member: _____ Date: _____

Graduate Director: _____ Date: _____

Copies of this form should be given to the student and supervisor. The original will be retained in the student's file.

Thesis Draft Approval Form

This form indicates that the MSc Committee approves the thesis draft to be sent to the External Examiner.

Thesis title:

Student:

Supervisor:

Date

Committee member #1:

Date

Committee member #2:

Date

Graduate Program Director:

Date

**Computer Science Department, Brock University
500 Glendridge Avenue
St. Catharines, ON L2S 3A1**

**PHONE: 905-688-5550 ext. 3513
FAX: 905-688-3255**

APPOINTMENT OF EXTERNAL EXAMINER

Candidate: _____ Student # _____

Department: _____ Degree: MSc., PhD. _____

Title of Thesis: _____

_____ Supervisor: _____

Our Nominees for External Examiners, listed in *order of preference* and meeting the conditions specified on the attached Instructions Form.

1. NAME: _____ Rank/Position: _____

Mailing Address: (PRINT) _____

Phone: () _____ **FAX:** () _____ **Email:** _____

2. NAME: _____ Rank/Position: _____

Mailing Address: (PRINT) _____

Phone: () _____ **FAX:** () _____ **Email:** _____

3. NAME: _____ Rank/Position: _____

Mailing Address: (PRINT) _____

Phone: () _____ **FAX:** () _____ **Email:** _____

I have been advised of the possible choices of external examiners: **Student's Signature:** _____

We have read the instructions on the attached form and certify that the nominees are academically qualified and at arm's length from the thesis, The Candidate and the Supervisor.

Signatures: _____

Supervisor/date

Department Chair / Date

Faculty Dean's order of preference for external examiner.

1.

2.

3.



THESES NON-EXCLUSIVE LICENSE

LICENCE NON EXCLUSIVE DES THÈSES

Surname / Nom de famille	Given Names / Prénoms
Full Name of University / Nom complet de l'université	
Faculty, Department, School / Faculté, département, école	
Degree for which thesis was presented / Grade pour lequel cette thèse a été présentée	Date Degree Awarded / Date d'obtention du grade
Date of Birth. In many cases it is essential to include information about year of birth in bibliographic records to distinguish between authors bearing the same or similar names. It is optional to supply your date of birth. If you choose to do so please note that the information will be included in the bibliographic record for your thesis.	Date de naissance. Dans bien des cas, il est essentiel de connaître l'année de naissance des auteurs afin de pouvoir faire la distinction entre des personnes qui ont le même nom ou des noms semblables. Vous avez le choix de fournir votre date de naissance. Si vous choisissez de la fournir veuillez noter que l'information sera incluse dans la notice bibliographique de votre thèse.
Thesis Title / Titre de la thèse	

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