

**Knox College – Policies & Procedures**

Policy: **Basic Degree Thesis**

Applies to: Basic Degree students

Approval & Responsible Individual: Faculty

Reference information:

---

**Policy**

It is the policy of Knox College that students who have a suitable average or higher and have two free electives may apply to do a thesis.

**Definitions and Procedures**

A suitable average is defined as 80% for Basic Degree students. Application should be made when the student has made enough progress in their specific program to judge whether their academic progress is suitable (for example, students may not apply during admission or after only one semester). Students must have two free electives in their program of study or be willing to do extra credits.

The thesis is to be approx. 45-50 pages in length on a topic agreed with the supervising faculty member. (This topic cannot be an expanded paper of an area previously researched by the student).

Faculty strongly discourages students from doing a thesis with regard to Research on Human Subjects. Special U of T policies re: Research on Human Subjects apply. Timeframes for the approval process are usually not compatible with the BD Thesis.

**Criteria for evaluation:** a focused research paper, demonstrating an awareness of the pertinent issues in the academic field and demonstrating the requisite research abilities in the field of study.

1. Advisors must be members of the Knox College Faculty.
2. Students forward a request to the Director of Academic Programs in writing of their intention, indicating area of interest, possible supervisor, and any other pertinent details.

3. If the student's average is adequate, the Director of Academic Programs informs the student in writing and requests that the student seek agreement from a supervisor.
4. If the supervisor agrees, the supervisor informs the Director of Academic Programs in writing, giving permission for the student to register. The Director of Academic Programs will then request the Registrar to register the student.
5. This process needs to be completed within the normal "add course" dates, or by the end of the second week of the term in which the student is beginning study for the thesis.
6. The thesis proposal needs to go to the thesis supervisor in week 8. Regular consultation with the supervisor shall be part of this process in both semesters, during both research and writing.
7. The thesis proposal needs to be given to the Director of Academic Programs at the conclusion of the first semester. The Director of Academic Programs will request a second reader from faculty at its next meeting. If there are concerns, the issues will be taken to faculty for consultation and advice.

**Suggested timeline assuming thesis is to be completed in spring semester:**

*March to May* – student requests permission to do thesis (#1 above); Director of Academic Programs okays (#2 above).

*May-June* – student contacts potential supervisor –and follows other steps (#3 above)

*August* – supervisor has informed the Director of Academic Programs (#3 above) – the Director of Academic Programs requests Registrar to register student **Note:** This must all be completed by the end of normal add course dates (usually 2<sup>nd</sup> week of term)

*December* – thesis proposal given to Director of Academic Programs (#4 above)

*Next semester* – regular consultation continues

*Before last week of classes* – thesis submitted for marking

The process generally takes one year.