

COMPREHENSIVE THESIS CHECKLIST

This checklist will inform student and committee members of the necessary steps to follow in thesis preparation, thesis defense and post-thesis requirements. Students are responsible to ensure they are registered properly for coursework and all forms are completed and signed.

| THESIS PREPARATION | | |
|--------------------------|--|---|
| <input type="checkbox"/> | Successfully complete CPSY 518-Research Seminar (check timetable) | |
| <input type="checkbox"/> | Find a Thesis Supervisor and develop a preliminary research question in consultation with supervisor | |
| <input type="checkbox"/> | Apply to Proceed with Thesis | APPLICATION FOR TRACK ENTRY |
| <input type="checkbox"/> | Register for CPSY 603 –Thesis I | |
| <input type="checkbox"/> | Register for CPSY 604 –Thesis II for the semester immediately following Thesis I. | |
| <input type="checkbox"/> | Register for CPSY 605-Continuation for <i>each and every semester</i> after Thesis II, until final bound thesis is completed and delivered to SGS Administration. | |
| <input type="checkbox"/> | Thesis Proposal Meeting – After completing your thesis proposal, meet with your Supervisory Committee (Supervisor, Second Reader/Co-supervisor, and thesis coordinator) for the purpose of (1) approving (2) revising or (3) rejecting proposal. | THESIS PROPOSAL MEETING FORM |
| <input type="checkbox"/> | <p>Ethics Approval - Seek approval to conduct research on human subjects (if necessary) from the TWU Research Ethics Board. Make sure you allow enough time for your application to be reviewed. For thesis research, an average application should take three weeks (from when it is received by the REB) for the review process.</p> <p><i>Do not start research with human subjects until you have received notice from the REB that your project has been approved.</i></p> | <p>RESEARCH ETHICS APPROVAL FORM</p> <p>http://www.twu.ca/research/research-services/research-ethics/approval-forms</p> |
| <input type="checkbox"/> | Thesis Consultation Meetings – Meet regularly with your Supervisor for the duration of your thesis, to discuss progress on your thesis | |
| <input type="checkbox"/> | Two weeks prior to Supervisory Committee Meeting, submit thesis drafts to (1) Thesis Coordinator, (2) Supervisor, and (3) Second Reader/Co-supervisor | |
| <input type="checkbox"/> | Supervisory Committee Meeting -Meet with Committee for final review of thesis draft for the purpose of (1) approving (2) revising (3) rejecting draft. If approved, submit 3 names (include contact information) of external examiner | THESIS SUPERVISORY COMMITTEE APPROVAL FORM |

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| THESIS DEFENSE | | |
|--------------------------|--|--------------------------------------|
| <input type="checkbox"/> | Complete required revisions to thesis and submit to SGS. Inform Thesis Coordinator, who will simultaneously submit your Thesis Supervisory Committee Approval form to SGS Administration Office. | |
| <input type="checkbox"/> | If the external examiner gives a positive evaluation, SGS Administration Office will schedule Oral Defense and send notification of date (otherwise, the thesis will need to be revised and another Supervisory Committee Meeting must take place. | |
| <input type="checkbox"/> | ORAL THESIS DEFENSE | |
| POST-DEFENSE | | |
| <input type="checkbox"/> | Complete all the items on the Thesis Post-defense Checklist that will be given to you by the SGS Coordinator at the end of the Oral Thesis Defense. | THESIS POST-DEFENSE CHECKLIST |