

## **THESIS PROCEDURE & TIMELINE GUIDE**

Note the following is a guide to help students and supervisors estimate the time it may entail for completing all thesis requirements. As each thesis is unique it is impossible to determine exact dates, as many aspects must be considered. Below are two example scenarios with different deadlines. The first timeline is using the SGS graduation convocation as the ultimate deadline and goal, which is the first Saturday of November. The second scenario is May 31, which is the alternate conferral date for diplomas.

### **THESIS DEFENCE WITHOUT AN EXTERNAL EXAMINER**

Three weeks prior to a scheduled thesis defence the Supervisory Committee Approval (SCA) form is signed by the supervisory committee and submitted to the Office of Graduate Studies

Post thesis defence – Two to three weeks to make revisions.

Two to three weeks for official format check (APA or other), if required by the program (Counselling Psychology and Nursing).

One week to open eThesis account, submit final, revised, electronic thesis, and complete and submit forms to the Office of Graduate Studies.

### **THESIS DEFENCE WITH AN EXTERNAL EXAMINER**

Due to the nature of securing an external examiner it is difficult to determine the total time to secure an external examiner. There have been occasions that an examiner has responded and confirmed within a week, while other times it has taken months. The average time to secure an external examiner is typically two to three weeks.

The timeline once an external examiner has been secured is as follows.

Two weeks for the external examiner to read and send a preliminary evaluation. The preliminary evaluation will confirm either a) a recommendation to proceed to an oral defence, or b) recommendation for revisions prior to an oral defence.

If the external recommends proceeding then a defence date can be scheduled and confirmed. The external will send a written evaluation report one week prior to the defence.

When all of the above have been completed a Notice of Completion will be sent to the Registrar's Office. Note it may take several weeks for the Registrar's Office to upload the grade for an updated and complete transcript. A request can be submitted to the Registrar's Office for an official letter of completion of your Master's Degree. Most agencies, employers, and universities will accept this official letter until your diploma or transcript is available. However, there are exceptions and it is incumbent on the student to discover if the official letter is sufficient.

**Example Timeline  
for Completion by October 1 (for November graduation)**

<b>Date</b>	<b>External Examiner</b>	<b>3<sup>rd</sup> Reader</b>	<b>Internal (no 3<sup>rd</sup> reader)</b>
July 1	SCA form & thesis to Graduate Studies (allow 2-3 weeks)		
July 22	Search for External Examiner		
August 5	External (2-3 weeks to read)	SCA form to Graduate Studies	
August 12	External preliminary report		SCA form to Graduate Studies
August 19	External evaluation report		
<b>August 26</b>	<b>Thesis Defence</b> (2 – 3 weeks for revisions)	<b>Thesis Defence</b> (2 – 3 weeks for revisions)	
September 9	APA or format check (2 – 3 weeks), if required	APA or format check, if required	<b>Thesis Defence</b> (2 – 3 weeks for revisions)
September 23	eThesis & forms submitted	eThesis & forms submitted	eThesis & forms submitted
<b>September 30</b>	<b>Notice of Completion</b>	<b>Notice of Completion</b>	<b>Notice of Completion</b>

**Example Timeline for Completion by May 31**

<b>Date</b>	<b>External Examiner</b>	<b>3<sup>rd</sup> Reader</b>	<b>Internal (no 3<sup>rd</sup> reader)</b>
March 1	SCA form & thesis to Graduate Studies (allow 2-3 weeks)		
March 15	Search for External Examiner		
March 29	External (2-3 weeks to read)	SCA form to Graduate Studies	
April 5	External preliminary report		SCA form to Graduate Studies
April 12	External evaluation report		
<b>April 19</b>	<b>Thesis Defence</b> (2 – 3 weeks for revisions)	<b>Thesis Defence</b> (2 – 3 weeks for revisions)	
May 3	APA or format check (2 – 3 weeks), if required	APA or format check, if required	<b>Thesis Defence</b> (2 – 3 weeks for revisions)
May 24	eThesis & forms submitted	eThesis & forms submitted	eThesis & forms submitted
<b>May 31</b>	<b>Notice of Completion</b>	<b>Notice of Completion</b>	<b>Notice of Completion</b>