

Master's Thesis Examination Procedures

Pre-Submission

step	time req'd	Candidate/Academic Unit	SGS
1	2-6 weeks	Candidate submits draft thesis to supervisory committee for approval and applies on-line to graduate through the Registrar's Office at www.mun.ca/reg.off/	
2	1-2 working days	Head / Graduate Officer / Delegate forwards completed "Supervisory Approval" form (Thesis Guide, Appendix 9) to SGS.	SGS verifies completion of programme requirements.
3	1-2 weeks	Head / Graduate Officer / Delegate contacts potential examiners (with advice of supervisor). ¹	
4	1-2 working days	Head / Graduate Officer / Delegate forwards completed "Appointment of Examiners" form (Thesis Guide, Appendix 12) to SGS.	

¹ It is strongly recommended that Examiners not be contacted any sooner than 3 - 4 weeks prior to a firm submission date of the thesis for examination.

Submission/Examination

step	time req'd	Candidate/Academic Unit	SGS
1	1 day	Head / Graduate Officer / Delegate forwards the original copy to SGS when thesis is submitted.	SGS notifies academic unit of approval and appoints examiners ¹ on receipt of original copy of thesis. SGS records "Thesis Submitted" date as the actual date it is received in the School.
2		Candidate remits thesis binding fee to the Cashier's Office and submits receipt to SGS; completed "Thesis Deposit Form" (2 copies); "National Library of Canada Non-Exclusive License to Reproduce Thesis Form" (3 copies); and "Permission to Include Copyright Material form" (if required) to SGS. (See Checklist.)	
3	1-2 working days	Head / Graduate Officer / Delegate sends thesis to examiners on notification of approval of examiners and approval of thesis format from SGS and forwards copies of examiners' "send" letters to SGS.	SGS records date thesis sent to examiners.
4	ca. 6 weeks		SGS records and monitors examination process. ²
5	ca. 2 working days		SGS receives Examiners' reports; notifies student, Head and Supervisor of results and returns thesis to Head.

¹ Subsequent to SGS approval and prior to receipt of the examiners' reports, it is inappropriate for the supervisor and/or candidate to contact examiners.

² Candidates should be made aware that thesis examination is offered as a professional service courtesy by examiners and the actual time required may therefore vary considerably and may, in some cases, extend beyond six weeks. In order to ensure an arms-length examination process, contact with examiners during the examination phase is limited to the Office of the Dean of Graduate Studies.

Post Examination

step	time req'd	Candidate/Academic Unit	SGS
1	minor revs - 6 months major revs - 12 months	Candidate makes required corrections in consultation with supervisor; submits final version plus one copy to Head of Academic Unit for approval.	
2		Head submits final version of thesis plus copies and "Recommendation for the Award of Degree Form" (Thesis Guide, Appendix 13) to SGS.	SGS records date of receipt as "Program Complete" date.
3			SGS clears successful candidate for convocation ¹
4			SGS thanks and informs examiners regarding the candidate's status. SGS pays external examiner honorarium.

¹The date that the "Recommendation for the Award of Degree" with two copies of the revised thesis is received is the date that completion of all programme requirements are deemed to have been met. Deadlines for submission for each semester for tuition liability are given in the *University Diary*. Registration and tuition fees for those students meeting the deadline for a semester will be reversed.