

Convocation deadlines

- This document lists approximate deadlines that the Grad officer and student must meet in order for the student to convocate on time. Check the university diary for relevant, specific deadlines (see Diary — Dates and Deadlines in the <http://www.mun.ca> homepage ‘quicklinks’ section.)

Stages for Spring Convocation Deadline (approximate)

Dec. 13, 2010	4 weeks	Jan 13, 2011 examination deadline for Spring Convocation	8 weeks	March 13, 2011	8 weeks*	Convocation end of May
Pre submission - submit draft to committee; fill out forms	feedback from committee	Submission - submit thesis and fill out forms	thesis goes to examiners	examiners return thesis	Post-submission - corrections to thesis	

*This timeline is only for theses returned and recommended with no revisions or minor revisions. The reexamination process will take much longer if major revisions, etc. are required.

Stages for Fall Convocation Deadline (approximate)

May 24, 2011	4 weeks	June 24, 2011 examination deadline for Fall Convocation	8 weeks	August 24, 2011	8 weeks*	Convocation end of October
Pre submission - submit draft to committee; fill out forms	feedback from committee	Submission - submit thesis and fill out forms	thesis goes to examiners	examiners return thesis	Post-submission - corrections to thesis	

*This timeline is only for theses returned and recommended with no revisions or minor revisions. The reexamination process will take much longer if major revisions, etc. are required.

Continuance Fee deadlines

January 27, 2011	Final date for departments to submit Recommendation for Award of Degree in order for graduate students to be deregistered from Graduate Registration 9000/Medicine 9900 without incurring any liability for continuance fees, Winter semester
May 30, 2011	Final date for departments to submit Recommendation for Award of Degree in order for graduate students to be deregistered from Graduate Registration 9000/Medicine 9900 without incurring any liability for continuance fees, Spring semester
September 29, 2011	Final date for departments to submit Recommendation for Award of Degree in order for graduate students to be deregistered from Graduate Registration 9000/Medicine 9900 without incurring any liability for continuance fees, Fall semester

Submission deadlines and checklist

Timeline	Candidate/Academic Unit	SGS
<p>Pre-submission checklist</p> <p>Approximate deadline:</p> <ul style="list-style-type: none"> •December 13 (1 month before Spring examination deadline) •May 24 (1 month before Fall examination deadline) <p>Approximate time frame: 4 weeks</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Candidate submits draft thesis to supervisory committee for approval. <input type="checkbox"/> Candidates expecting to graduate at any particular Convocation must apply online through Memorial Self-Service at least by the time of the submission of the Thesis/Report required by their program. <input type="checkbox"/> Head / Graduate Officer / Delegate forwards completed “Supervisory Approval Form” (http://www.mun.ca/sgs/supervisory_approval_fill.pdf) to SGS <input type="checkbox"/> Head / Graduate Officer / Delegate contacts potential examiners <input type="checkbox"/> Head / Graduate Officer / Delegate forwards completed “Appointment of Examiners” form to SGS (http://www.mun.ca/sgs/Appoint.Masters.pdf) <input type="checkbox"/> Individual departments may have department-internal forms, requirements, and procedures. 	<ul style="list-style-type: none"> <input type="checkbox"/> SGS verifies completion of programme requirements.

Timeline	Candidate/Academic Unit	SGS
<p>Submission checklist</p> <p>Approximate deadline:</p> <ul style="list-style-type: none"> • January 13 (Spring examination deadline) • June 24 (Fall examination deadline) <p>Approximate time frame for this stage: 8 weeks</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Head / Graduate Officer / Delegate forwards the original copy of the thesis to SGS when thesis is submitted. <input type="checkbox"/> Candidate remits thesis binding fee to the Cashier’s Office and submits receipt to SGS. <input type="checkbox"/> Candidate submits completed “Thesis Deposit Form” (2 copies) http://www.mun.ca/sgs/thesis_deposit.pdf <input type="checkbox"/> Candidate submits “National Library of Canada Non-Exclusive License to Reproduce Thesis Form” (3 copies) http://www.collectionscanada.ca/thesescanada/ <input type="checkbox"/> Candidate submits “Request to Include Copyright Material form” (if required; http://www.mun.ca/sgs/copyright_fill.pdf) to SGS. <input type="checkbox"/> 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. <input type="checkbox"/> Individual departments may have department-internal forms, requirements, and procedures. 	<ul style="list-style-type: none"> <input type="checkbox"/> SGS notifies academic unit of approval and appoints examiners on receipt of original copy of thesis. SGS records “Thesis Submitted” date as the actual date it is received in the School. <input type="checkbox"/> SGS verifies completion of programme requirements. SGS records date thesis sent to examiners. <input type="checkbox"/> SGS records and monitors examination process. <input type="checkbox"/> SGS receives Examiners’ reports; notifies student, Head and Supervisor of results and returns thesis to Head.

Timeline	Candidate/Academic Unit	SGS
<p>Post-submission checklist</p> <p>Approximate deadline:</p> <ul style="list-style-type: none"> • March 13 (2 months before Spring Convocation) • August 24 (2 months before Fall Convocation) <p>Approximate time frame: 8 weeks</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Candidate makes required corrections in consultation with supervisor; submits final version plus one copy to Head of Academic Unit for approval. <input type="checkbox"/> Head submits final version of thesis plus copies and “Recommendation for the Award of Degree Form” (http://www.mun.ca/sgs/Award.pdf) to SGS. <input type="checkbox"/> Individual departments may have department-internal forms, requirements, and procedures. <input type="checkbox"/> Check the deadlines for submission for each semester for tuition liability in the <i>University Diary</i>. Registration and tuition fees for those students meeting the deadline for a semester will be reversed. 	<ul style="list-style-type: none"> <input type="checkbox"/> SGS records date of receipt as “Program Complete” date. <input type="checkbox"/> SGS clears successful candidate for convocation <p>The 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.</p> <ul style="list-style-type: none"> <input type="checkbox"/> SGS thanks and informs examiners regarding the candidate’s status.