



Doctoral Thesis Examination and Oral Defence Procedures

School of Graduate Studies

Pre-Submission ¹			
Step	Time Req'd	Candidate/Academic Unit	SGS
1	2-6 weeks ²	Candidate submits draft thesis to supervisory committee for approval and applies online to graduate through the Registrar's Office at www.mun.ca/regoff .	
2	1-2 working days	Head/Graduate Officer/Delegate forwards the completed Supervisory Approval form to SGS. Anticipated date of defence set with SGS. Head/Graduate Officer/Delegate contacts potential examiners (with advice of supervisor). ³ Head/Graduate Officer/Delegate forwards completed Appointment of Examiners form to SGS.	SGS verifies completion of program requirements.
Submission/Examination			
3	1 day	Head/Graduate Officer/Delegate forwards the original copy to SGS when the thesis is submitted.	SGS notifies the academic unit of approval and appoints examiners on receipt of the original copy of the thesis. SGS records the "Thesis Submitted" date as the actual date it is received in the School.
4	1-2 working days	Head/Graduate Officer/Delegate sends the thesis to examiners, on notification of SGS approval of examiners and approval of the thesis format, and forwards copies of the examiners' "send" letters to SGS.	SGS records the date the thesis was sent to the examiners. SGS sends examiners their letter of appointment, Examination Report form, and recommendation for Awards form.
5	ca. 6 weeks		SGS records and monitors the examination process. ⁴
6	1-2 working days		SGS receives the examiners' reports; notifies the academic unit of decision to proceed to defence by email, and confirms defence date.
eDefence ⁵			
7	1-2 working days	SGS ⁶	SGS sends Blue Jeans link to examiner when defence is confirmed. ⁷
8	1-5 working days		SGS arranges the defence location and appoints the Chair; prepares and posts notices of the defence.
9	Day of the defence		SGS hosts pre-meeting and defence; candidate is notified of the outcome after the defence.

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.

² The exact time required will depend on a number of factors, including the extent of the revisions necessary to the draft and academic unit policies and practice. Students are encouraged to consult their supervisors and academic units for more precise timelines.

³ Subsequent to SGS approval and prior to receipt of the examiners' reports, it is inappropriate for the supervisor and/or candidate to contact examiners.

⁴ Candidates should be made aware that the 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 the examiners during the examination phase is limited to the [Office of the Dean of Graduate Studies](#).

⁵ [Oral defence via web-conferencing](#).

⁶ Academic units wishing to have the external examiner physically attend the oral defence, must make a formal request to the Dean of Graduate Studies.

⁷ SGS will underwrite costs and make all arrangements for external examiners participating via eDefence (web conferencing).

Post Defence

10	Minor revisions = 6 months; Major revisions = 12 months	Candidate makes the required corrections in consultation with the supervisor; submits final version in PDF/A format to the Head of the academic unit for approval.	
11		Once the final version of thesis is approved by the Head of the academic unit, the candidate uploads thesis (along with any supplementary files, including the Request to Include Copyright Material form , if required) to the University Library using the e-thesis submission form on the my.mun.ca portal. Head submits the Recommendation for the Award of a Graduate Degree form to SGS.	SGS records the date of receipt of the final version as the "Program Complete" date.
12			SGS clears successful candidate academically for convocation and automatically issues a letter to the candidate.
13			SGS thanks and informs examiners regarding the candidate's status.

Memorial University protects privacy and maintains the confidentiality of personal information. The information requested in this form is collected under the general authority of the Memorial University Act ([RSNL1990CHAPTERM-7](#)). It is required for administrative purposes of the School of Graduate Studies. If you have any questions about the collection and use of this information, please contact the Director, Graduate Enrolment Services, School of Graduate Studies, at 709.864.2445 or at sqs@mun.ca.

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