



Master's Thesis Examination Procedures

School of Graduate Studies

Pre-Submission ¹			
Step	Time Req'd	Candidate/Academic Unit	SGS
1	2-6 weeks ²	Candidate submits a draft of the thesis to the 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.	SGS verifies completion of program requirements.
3	1-2 weeks	Head/Graduate Officer/Delegate contacts potential examiners (with advice of supervisor). ³	
4	1-2 working days	Head/Graduate Officer/Delegate forwards the completed Appointment of Examiners form to SGS.	
Submission/Examination			
5	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.
6	1-2 working days	Head/Graduate Officer/Delegate sends the 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 the date the thesis was sent to the examiners. SGS sends examiners their letter of appointment, Examination Report form, and recommendation for Awards form.
7	ca. 6 weeks		SGS records and monitors the examination process. ⁴
8	1-2 working days		SGS receives the examiners' reports; notifies the student/unit head/supervisor of the results and returns the thesis to the head of the academic unit.
Post Examination			
9	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	
10		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 as the "Program Complete" date.
11			SGS clears successful candidate academically for convocation and automatically issues a letter to the candidate. ⁵
12			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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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 The date that the Recommendation for the Award of a Graduate Degree is received at SGS is the date that the completion of all program 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.