



# Master's Thesis Examination Procedures

School of Graduate Studies

Pre-Submission <sup>1</sup>			
Step	Time Req'd	Candidate/Academic Unit	SGS
1	2-6 weeks <sup>2</sup>	Candidate submits a draft of the thesis to the supervisory committee for approval and applies online to graduate through <a href="#">Memorial Self-Service</a> .	
2	1-2 weeks	Head/Graduate Officer/Delegate contacts potential examiners (with advice from supervisor). <sup>3</sup>	
Submission/Examination			
3	1 day	Head/Graduate Officer/Delegate forwards PDF thesis, <a href="#">Supervisory Approval Form</a> , <a href="#">Appointment of Examiners Form</a> and <a href="#">Change of Program form</a> (if applicable) to SGS.	SGS acknowledges receipt of the attachments and verifies completion of program requirements.
4	1-2 working days		SGS sends the appointment letter, forms and thesis to the examiners.
5	ca. 4 weeks		SGS records and monitors the examination process. <sup>4</sup>
6	1-2 working days		SGS receives the examiners' reports; notifies the Head/Graduate Officer/Delegate of the results and returns the examination reports and annotated thesis (if applicable).
Post Examination			
7	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	
8		Once the final version of thesis is approved by the Head of the academic unit, the candidate submits the final thesis in PDF/A format, the <a href="#">Request to Include Copyright Material form</a> , if required, and a <a href="#">metadata file</a> to <a href="mailto:sgs@mun.ca">sgs@mun.ca</a> . Head submits the <a href="#">Recommendation for the Award of a Graduate Degree form</a> to SGS.	SGS records the date of receipt as the "Program Complete" date.
9			SGS clears successful candidate academically for convocation and automatically issues a letter to the candidate via MUN email. <sup>5</sup>

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<sup>1</sup> 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.

<sup>2</sup> 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.

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

<sup>4</sup> 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 four 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](#).

<sup>5</sup> 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.