Master's Examination *Example* Timeline and Checklist for Students and Supervisors

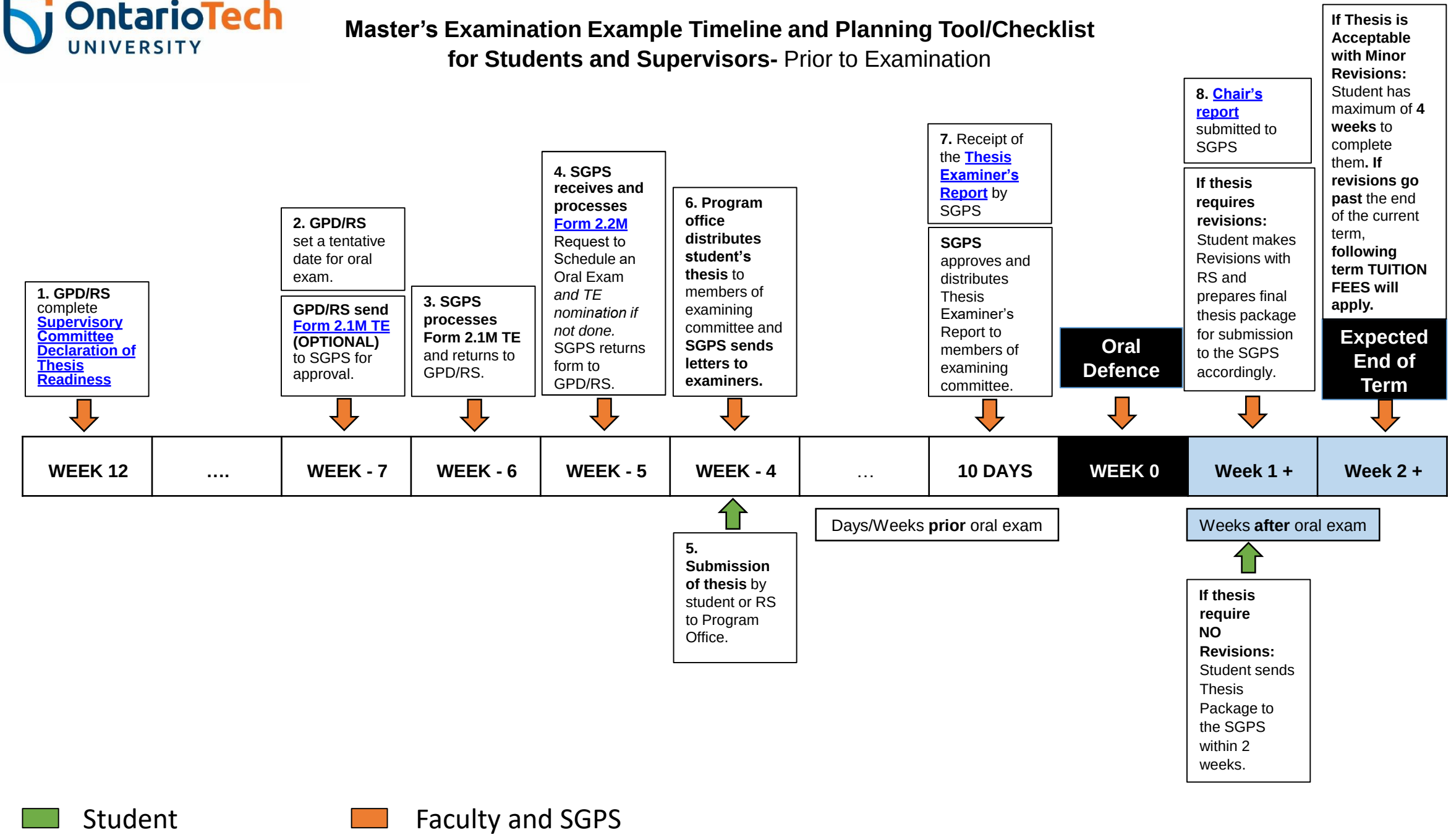
The best way to prepare for the examination process is to plan ahead and communicate with your Supervisory Committee members, your program office, and the School of Graduate and Postdoctoral Studies (SGPS).

Under normal circumstances the final master's examination process should begin 3 months prior to the desired examination date.

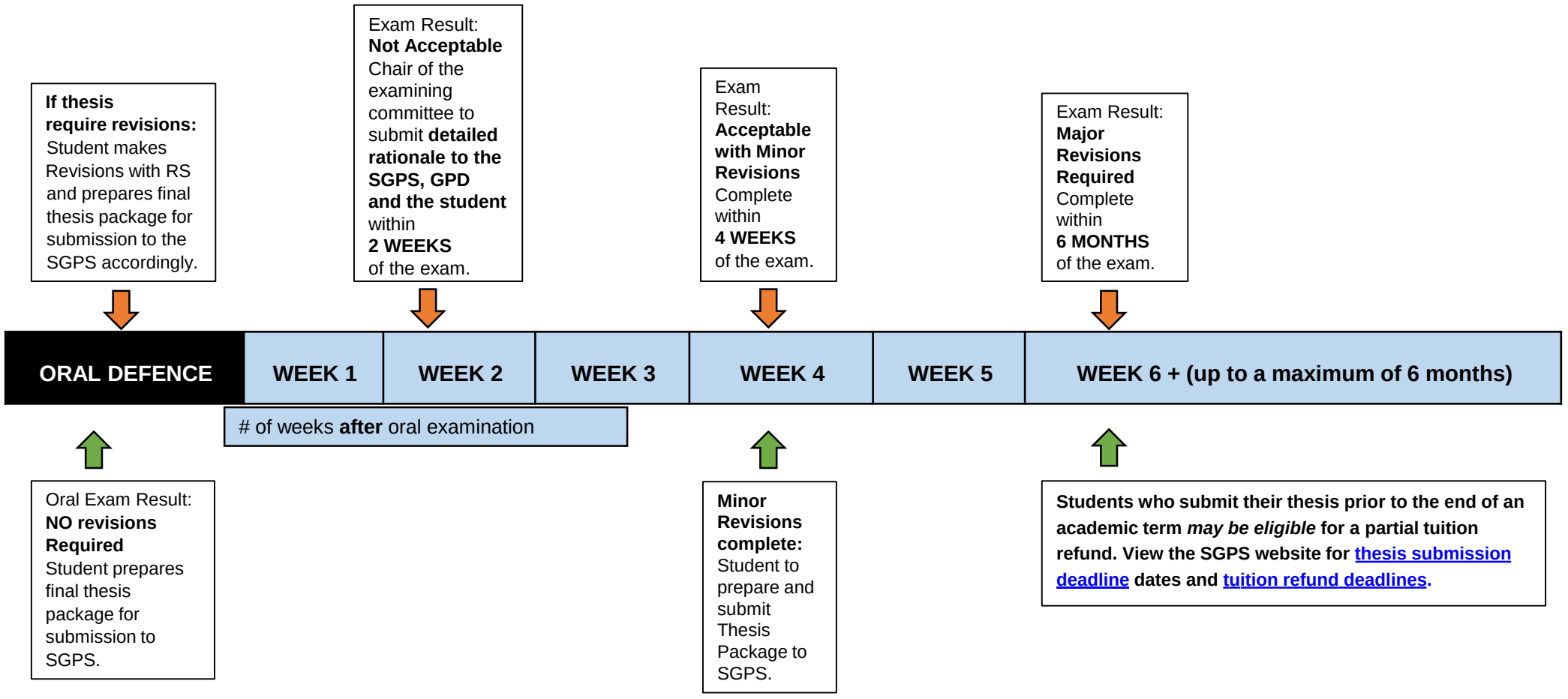
This planning tool and checklist can assist with planning your examination. However, the information below is a summary. It is essential this information is used in combination with the Master's Thesis Handbook and the Graduate Academic Calendar available on the Graduate Studies website.

Note: Each term has specific deadlines if you are trying to meet a specific program end date. Please refer to these deadlines posted on the website.

Master's Examination Example Timeline and Planning Tool/Checklist for Students and Supervisors- Prior to Examination



Master's Examination Example Timeline and Planning Tool/Checklist for Students and Supervisors- After Examination



Master's Examination Example Timeline and Planning Tool/Checklist for Students and Supervisors

Items to consider before planning for your thesis defence: Has my Supervisory Committee been established/documented and sent to SGPS (no later than 8 months after initiation or program)? Have I completed all of my required courses? Do I have any outstanding fees or a hold on my account?

Proposed Date	Action
DATE #1 :	☐ Student submits thesis to supervisory committee (SC) for review ☐ SC votes on readiness of thesis for examination (form available on SGPS website).
DATE #2 :	☐ Graduate Program Director (GPD) and research supervisor(s) (RS) set tentative oral examination date ☐ GPD and RS nominate a Thesis Examiner and submit Form 2.1M to SGPS for approval (OPTIONAL) ☐ If Thesis Examiner is not from Ontario Tech, CV obtained by Supervisor/GPS
DATE #3: (if applicable)	☐ SGPS notifies RS, GPD (or designate), and Graduate Program Staff (GPS) once nominee(s) have been approved ☐ GPS begins contacting all examining committee members to determine availability for exam
DATE #4 & 5:	☐ GPD and RS submit a request to schedule the oral examination AND thesis examiner nominee if not done so previously ☐ Student signs the request to schedule oral exam form that thesis is final version and thesis is submitted to program office as an electronic copy (PDF) and a paper copy (if requested) ☐ SGPS notifies RS, GPD (or designate), and GPS once request is approved
DATE #6:	☐ GPS distributes the thesis to the examining committee and SGPS sends the thesis examiner's a letter from the Dean explaining their responsibilities
DATE #7:	☐ Thesis Examiner submits report on thesis (10 Calendar Days before exam) ☐ SGPS notifies entire examining committee, GPD (or designate), and GPS once report is approved
DATE #8:	☐ GPS provides Chair of examining committee with required documentation ☐ Examination proceeds according to examination instructions (available on website) ☐ Examining Committee sign the Certificate of Approval (COA) (except for RS if revisions are required or as described on the Chair's report)
DATE #9:	☐ Chair of examining committee or GPS sends SGPS Chair's Report ☐ SGPS sends student email with access to google drive folder (to uoit.net email), thesis submission deadlines and thesis submission checklist
THESIS SUBMISSION DATE:	☐ Student completes any required thesis revisions in appropriate time frame ☐ Student submits thesis to RS (and/or other committee members if required) for final approval ☐ RS signs COA (and other committee members if required) ☐ Student submits final defended and approved version of thesis to SGPS along with COA Approval and other required forms
	☐ Student is registered into thesis course by SGPS and GPS enters grade ☐ Student receives email from SGPS with confirmation that thesis package has been processed and link to graduate/verification request