

Master's Thesis Oral Examination Timelines

	6 weeks prior	5 weeks prior	4 weeks prior	3 weeks prior	2 weeks prior	1 week prior	EXAM DATE	1 week after	4 weeks - 6 months after
Form 2.2M is submitted to program office by student/supervisor	*								
Form 2.2M is submitted to SGPS with confirmed defence date by program office		*							
Thesis is submitted to program office by student		*							
Thesis is distributed to examining committee and SGPS by program office			*						
Examiner's Report is approved and distributed to examining committee by SGPS						*			
ORAL EXAM							*		
Chair's Report due								*	
Final thesis package submitted to SGPS by student (up to 4 weeks for minor revisions; 6 months for major revisions)									*

Program Office/Graduate Program Assistant Tasks

Student/Supervisor Tasks

SGPS Tasks

Master's Examination Example Timeline and Planning Tool/Checklist

Here are some considerations for defence preparations

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 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 ontariotechu.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