

GUIDELINES FOR MASTER'S STUDENTS COMPLETING IN THE 2023/2024 ACADEMIC YEAR

FROM THESIS DEFENCE TO DECANAL APPROVAL

The time it takes to proceed from a request for thesis defence to obtaining decanal approval will vary from one student to another. Here's an overview of the general timeline:

- Step 1:** You or your supervisor submit the [Request for Final Thesis Examination](#). The version of your Thesis attached to this request is sent out to your Thesis Exam Committee and used in your oral defence.
- You cannot make any further edits to your Thesis until after your defence.
 - **This request must be submitted at least five weeks prior to your defence date.**
- Step 2:** Members of your Thesis Exam Committee submit the [Assessment of Readiness to Defend](#) form to the Chair; this form indicates their confirmation that you are ready to proceed with defence.
- Step 3:** Following your defence, the exam Chair submits a [Thesis Examination Report](#) to SGS, indicating the outcome of your defence and what, if any, revisions are needed. **Most students need at least two weeks to complete revisions after their defence.** Please discuss this timeline with your supervisor to ensure there is sufficient time for completing revisions.
- Step 4:** Once your required revisions (if any) are approved, your supervisor submits the [Recommendation of the Award of the Degree \(RAD\)](#) form to SGS.
- Step 5:** Upon receipt of the RAD, SGS will be in touch with you via email. We'll review your Thesis to ensure it conforms to all [thesis formatting requirements](#) and provide you with instructions to:
- Create an OPUS account
 - Upload your Thesis to OPUS
 - Request a [Thesis Embargo](#) (if needed)
- Step 6:** Your Thesis is submitted to the SGS Dean for final review and approval. Once you have decanal approval, your program is officially complete! **Allow at least five business days for Steps 5 & 6 to be completed.**

SATISFYING YOUR PROGRAM REQUIREMENTS

Upon receipt of your Request for Final Thesis Examination, SGS will review your student file to confirm you've satisfied all program requirements. This will include the following:

- Completion of all required coursework
- An approved [Post-Admission Thesis Proposal](#)

Refer to the following sections of the [Graduate Calendar](#) for details specific to your program:

- Master of Arts (M.A.) Program »Requirements for Degree
- Master of Science (M.Sc.) Program »All Majors Delivered By The Faculty of Arts and Science

DEADLINES FOR PROGRAM COMPLETION

Dates within the [Academic Schedule](#) will dictate whether you need to register and pay tuition for a given term. **You must remain registered in your thesis course until your Thesis receives decanal approval—this includes the time following your defence while you complete any revisions required by your Thesis Examination Committee.**

If you intend to complete your graduate program by the end of the **current** term, the following information will help you prepare for the months ahead. Depending on which graduation date you want to qualify for, work backwards and consider the following possible timelines:

SCENARIO 1: IF YOU WANT TO COMPLETE YOUR PROGRAM IN THE CURRENT TERM & CONFER YOUR DEGREE AT THE UPCOMING CONVOCATION CEREMONY.

PRIOR TO YOUR FINAL THESIS EXAMINATION			
Request for Final Thesis/Project Examination:	Per the timeline that follows, SGS recommends you submit your Request for Final Thesis Examination on this date (five weeks ahead of your defence).		
	Fall Term 20-OCT-2023	Spring Term 27-FEB-2024	Summer Term 24-JUN-2024
Oral Defence:	SGS recommended date of oral defence to allow two weeks for completion of any revisions requested by the exam committee.		
	Fall Term 24-NOV-2023*	Spring Term 02-APR-2024*	Summer Term 29-JUL-2024*
FOLLOWING YOUR FINAL THESIS EXAMINATION			
Recommendation of the Award of the Degree:	The recommended date SGS can receive the Recommendation of the Award of the Degree (RAD) form. This allows two weeks for Thesis upload to OPUS, formatting review & a final review by the Dean.		
	Fall Term 08-DEC-2023	Spring Term 16-APR-2024	Summer Term 12-AUG-2024
Decanal Approval:	The final working day of the current term & final date for decanal approval of your Thesis. You must receive decanal approval by this date to convocate in the upcoming ceremony.		
	Fall Term 22-DEC-2023	Spring Term 30-APR-2024	Summer Term 26-AUG-2024
Convocation that you are eligible to attend:	Below are the convocation ceremonies that you will be eligible to attend. Please see the section "APPLYING FOR GRADUATION" at the bottom of this document for more information.		
	June 2024 October 2024	June 2024 October 2024	October 2024 June 2025

**This is an estimate, as you don't know how much time you'll need to complete revisions. Discuss this timeline with your supervisor to ensure there is sufficient time.*

SCENARIO 2: IF YOU NEED ADDITIONAL TIME BUT WANT TO AVOID REGISTERING FOR THE UPCOMING TERM. IN THIS SCENARIO, YOU WILL CONFER YOUR DEGREE IN THE SUBSEQUENT CONVOCATION CEREMONY (NOT THE CLOSEST).

If you obtain decanal approval prior to the add/drop deadline within a given term, you'll avoid having to register and pay tuition.

PRIOR TO YOUR FINAL THESIS EXAMINATION			
Request for Final Thesis/Project Examination:	Per the timeline that follows, SGS recommends you submit your Request for Final Thesis Examination on this date (five weeks ahead of your defence).		
	Fall Term 03-NOV-2023	Spring Term 11-MAR-2024	Summer Term 09-JUL-2024
Oral Defence:	SGS recommended date of oral defence to allow two weeks for completion of any revisions requested by the exam committee.		
	Fall Term 08-DEC-2023*	Spring Term 15-APR-2024*	Summer Term 13-AUG-2024*
FOLLOWING YOUR FINAL THESIS EXAMINATION			
Recommendation of the Award of the Degree:	The recommended date that SGS can receive the Recommendation of the Award of the Degree (RAD) form. This allows two weeks for thesis upload to OPUS, formatting review & a final review by the Dean.		
	Fall Term 22-DEC-2023	Spring Term 29-APR-2024	Summer Term 27-AUG-2024
Decanal Approval:	Add/drop deadline for the upcoming term & the final date for decanal approval of your Thesis.		
	Fall Term/Spring Add/Drop 09-JAN-2024	Spring Term/Summer Add/Drop 13-MAY-2024	Summer Term/Fall Add/Drop 10-SEP-2024
Convocation that you are eligible to attend:	Below are the convocation ceremonies that you will be eligible to attend. Please see the section "APPLYING FOR GRADUATION" at the bottom of this document for more information.		
	June 2024 October 2024	October 2024 June 2025	June 2025 October 2025

**This is an estimate, as you don't know how much time you'll need to complete revisions. Discuss this timeline with your supervisor to ensure there is sufficient time.*

SCENARIO 3: IF YOU NEED ADDITIONAL TIME, YOU MAY BE ELIGIBLE TO REGISTER FOR A HALF-THESIS COURSE IN THE UPCOMING TERM AND CONFER YOUR DEGREE IN THE SUBSEQUENT CONVOCATION CEREMONY (NOT THE CLOSEST).

About the Half-Thesis Course:

- A Half-Thesis course provides students with an **additional six weeks** past the first day of classes to receive decanal approval of their theses.
- The tuition for the Half-Thesis course is commensurate with its duration, but all fees (except for the GSA fee) will be at a full-time rate. Refer to the [Graduate Fee Schedules](#) provided by Financial Services for this information.
- **Students are not able to register for the Half-Thesis course via the Bridge**—this process must be done manually by SGS. Reach out to sgs@uleth.ca if you are interested in this option.

Request for Final Thesis/Project Examination:	Per the timeline that follows, SGS recommends you submit your Request for Final Thesis Examination on this date (five weeks ahead of your defence).		
	<u>Fall Term/Spring Half</u> 14-DEC-2023	<u>Spring Term/Summer Half</u> 22-APR-2024	<u>Summer Term/Fall Half</u> 20-AUG-2024
Oral Defence:	Extended drop deadline for the term of your half-thesis. To qualify for a half-thesis, your date of defence must be on this date or sooner .		
	<u>Fall Term/Spring Half</u> 25-JAN-2024*	<u>Spring Term/Summer Half</u> 27-MAY-2024*	<u>Summer Term/Fall Half</u> 24-SEP-2024*
Recommendation of the Award of the Degree:	The recommended date that SGS can receive the Recommendation of the Award of the Degree (RAD) form. This allows two weeks for thesis upload to OPUS, formatting review & a final review by the Dean.		
	<u>Fall Term/Spring Half</u> 08-FEB-2024	<u>Spring Term/Summer Half</u> 10-JUN-2024	<u>Summer Term/Fall Half</u> 08-OCT-2024
Decanal Approval	Six weeks after the first day of the term of your half thesis. This is the final date for decanal approval of your Thesis.		
	<u>Fall Term/Spring Half</u> 14-FEB-2024	<u>Spring Term/Summer Half</u> 17-JUN-2024	<u>Summer Term/Fall Half</u> 16-OCT-2024
Convocation that you are eligible to attend:	Below are the convocation ceremonies that you will be eligible to attend. Please see the section “APPLYING FOR GRADUATION” at the bottom of this document for more information.		
	June 2024 October 2024	October 2024 June 2025	June 2025 October 2025

What happens if a student misses the Half-Thesis deadline?

- If you have not received decanal approval of your Thesis by the above deadline, you must contact SGS to register for an additional Half-Thesis course.
- Tuition and fees will be equal to what you would pay had you registered for the full term.

APPLYING FOR GRADUATION

You must apply to graduate, even if you do not plan to attend convocation. You do not need to defend before applying for graduation.

- For instructions on how and when to apply, visit the [Convocation](#) web pages.
- Once you apply to graduate, you have several weeks before the deadline to withdraw your application. Be sure to make a note of [Important Graduation Deadlines](#).
- Direct inquiries related to your graduation application to graduation@uleth.ca and inquiries related to the convocation ceremony to convocation@uleth.ca.

STUDENTS APPLYING FOR A POST-GRADUATION WORK PERMIT

If you are an international student and you intend to apply for a Post-Graduation Work Permit, please submit a [Request for Completion Letter for Post-Graduation Work Permit Application](#) through the International Office. They will reach out to SGS to confirm the date of your defence and the date your Thesis receives decanal approval.

IF YOU HAVE ADDITIONAL QUESTIONS OR WOULD LIKE TO SCHEDULE AN ADVISING APPOINTMENT WITH AN SGS PROGRAM SPECIALIST, EMAIL US AT SGS@ULETH.CA.