

Project Process and Timelines

It is the responsibility of the supervisor, in consultation with the student, to ensure that the following steps are completed. Forms should be submitted to Graduate Studies and Research in Education (Graduate Program Office) via the SGS Portal at <https://uleth.service-now.com/sgs/>. Please watch your emails for approval requests and notifications coming via the [SGS Portal](#).

1. Critical Information

- ☐ Carefully review the [Project section](#) on the Faculty of Education webpage
- ☐ [School of Graduate Studies Policies and Procedures](#): A summary is provided for your reference in Appendix 1: Master of Counselling and Master of Education, however students and committee members must familiarize themselves with all components of the document.
- ☐ [Thesis/Project Formatting](#): Includes an Example Thesis/Project document with instructions and a title page template.
- ☐ Submission of [final documents](#) in OPUS

2. Project Declaration

- ☐ [Thesis/Project/Capstone Declaration](#) form is submitted by the student via the [SGS portal](#).

3. Formation of Project Supervisory Committee

- ☐ [Establishment/Change of Supervisory Committee](#) form is submitted by the Supervisor via the [SGS portal](#).
- ☐ Student and committee members are notified upon approval.

4. Registration

- ☐ The student will be notified by the Graduate Program Office regarding registration in the appropriate Project course.

5. Approval of Project Proposal

- ☐ Completed [Thesis/Project Proposal](#) form submitted by student, along with Project proposal, via the [SGS portal](#).
- ☐ Student and committee members are notified upon approval.

6. Human Participant Research Approval (if applicable)

- ☐ Required documentation submitted by student to Office of Research and Innovation Services (ORIS) for approval.
- ☐ Student, supervisor and Graduate Program Office notified of approval by ORIS.

7. Conducting the Study

- ☐ Study conducted.
- ☐ Drafts submitted by student to supervisor as necessary/required.
- ☐ Drafts forwarded by supervisor as appropriate to committee members for input.

8. Progress and Standing Report

- ☐ A minimum of every 6 months, the student meets with their committee to review their progress. The associated documents should be submitted by the Supervisor via the SGS portal for review and approval by the Associate Dean:
 - ☐ [Statement of Progress and Standing \(Supervisor\)](#) form submitted by Supervisor
 - ☐ letter attached outlining the basis of the recommendation of standing in the program, including performance and work completed and expected progress.

9. Review and Assessment of Project

- ☐ Supervisory committee is satisfied with the student's final Project.

10. Submission of Project

- ☐ Supervisor submits [Recommendation of the Award of the Degree](#) form
- ☐ Student is contacted by Graduate Program Office with [instructions to submit Project via OPUS](#). The Project will be reviewed/approved by the Associate Dean of Graduate Studies and Research in Education and the Dean of the School of Graduate Studies.
- ☐ **NOTE:** When planning for deadlines, students should budget sufficient time for submission of Thesis in e-thesis system and final approvals. See [School of Graduate Studies Policies and Procedures](#), in particular *Table 15: Application for graduation deadlines*. **Registration in the next academic term is required for any graduate student who has not received decanal approval of the Thesis by the end of the academic term.**

11. Submission of Final Forms

- ☐ Final grade (pass/fail) entered by Graduate Program Office upon decanal approval.

12. Application for Graduation

- ☐ Online Application for Graduation form submitted in [the Bridge](#) prior to appropriate deadline.