University of Lethbridge
Graduate Studies and Research in Education

M.Ed. Thesis Process and Timelines

It is the responsibility of the supervisor, in consultation with the student, to ensure that the following steps are completed. Failure to complete any of the following steps listed below may result in cancellation or postponement of the Thesis oral defence. 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 Thesis 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 Formatting: Includes an Example Thesis document with instructions and a title page template.
- ☐ Submission of final documents in OPUS

2. Thesis Declaration
- ☐ *Thesis/Project/Capstone Declaration* form is submitted by the student via the SGS portal.

3. Formation of Thesis 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.
- ☐ Ensure this form is submitted in advance of the Add/Drop of a term or a late registration fee will be assessed for Thesis registration.

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

5. Thesis Proposal Defence
- ☐ Supervisor emails the Graduate Program Office providing thesis title and notice of the time, date and location (if known) at least **two weeks** prior to the Thesis Proposal defence.
- ☐ The Graduate Program Office arranges room and announces Thesis Proposal defence.
- ☐ Thesis Proposal defence held.

6. Approval of Thesis Proposal
- ☐ Appropriate suggestions, changes, and/or additions to proposal addressed by student.
- ☐ Completed *Thesis/Project Proposal* form submitted by student, along with Thesis proposal, via the SGS portal.
- ☐ Student and committee members are notified upon approval.

7. Human Participant Research Approval

☐ 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.

8. 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.

9. 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.

Approximately TWO MONTHS prior to the Thesis oral defence

10. Preparing for Thesis Oral Defence

    ☐ Supervisor identifies proposed External Examiner. Information regarding the External Examiner will be provided within the *Final Thesis/Project Examination Request*.

Minimum SIX WEEKS prior to the Thesis oral defence

11. Requesting the Thesis oral defence

    ☐ Supervisor submits:

        o *Final Thesis/Project Examination Request* form is submitted by the student or supervisor.

        o PDF copy of the Thesis is uploaded with the form. The student is not permitted to make changes to the submitted Thesis document until after the Thesis oral defence.

    ☐ Graduate Program Office obtains:

        ☐ CV of the proposed External Examiner

        ☐ *Conflict of Interest* form, completed and signed by the proposed External Examiner.

        ☐ Following approval by the Associate Dean, the External Examiner receives official invitation.

    ☐ The Graduate Program Office will book the room and post the event to the SGS Defences Calendar.

12. Review and Assessment of Thesis

Minimum FIVE WEEKS prior to the Thesis oral defence

    ☐ Instructions to complete the *Assessment of Readiness to Defend* form and a PDF copy of the Thesis is provided to the Thesis Examination Committee by the Graduate Program Office.

<div align="center">**Minimum TWO WEEKS prior to the Thesis oral defence**</div>

- ☐ The completed *Assessment of Readiness to Defend* forms must be received from the following individuals:
    - ▪ Thesis Supervisor(s)
    - ▪ All Committee Members
    - ▪ External Examiner
- ☐ The Graduate Program Office provides instructions regarding the Thesis oral defence to the Chair of the Thesis oral defence.

<div align="center">**Minimum ONE WEEK prior to the Thesis oral defence**</div>

- ☐ Supervisor notified by Associate Dean of External Examiner's recommendations, as per the *Assessment of Readiness to Defend* form.

13. Thesis Oral Defence Held

- ☐ Thesis oral defence held.
- ☐ Chair of the Thesis oral defence submits the completed *Thesis/Project Examination Report*, which contains the decision of committee.

14. Submission of Thesis

- ☐ Supervisor submits *Recommendation of the Award of the Degree* form
- ☐ Student may submit a *Request for Publication Embargo of Thesis* (before uploaded in OPUS).
- ☐ Student is contacted by Graduate Program Office with instructions to submit Thesis via OPUS. The Thesis 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.**

15. Submission of Final Forms

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

16. Application for Graduation

- ☐ Online Application for Graduation form submitted in the Bridge prior to appropriate deadline.