Overview of Thesis Examination

This document provides an overview of the thesis examination process. It is not meant to be comprehensive or exhaustive.

The Schools, supervisors and graduate students are encouraged to work together to ensure timely and effective flow through the entire process.

Prior to Thesis Submission
(to be completed 3 months before submission)

- Oral Presentation to TAC (obtain endorsement to prepare thesis for submission)
- Confirmation of thesis title (propose change, if necessary)
- Nomination of thesis examiners[1] (by School)

Thesis Submission

- Submit thesis via online system[3]
- External and Internal Examiners review thesis (given 2 months)

Thesis Amendments

- Receive copies of examiners’ reports
- Make required amendments to thesis and submit amended thesis to School/OAS (based on examiner’s reports)

Minor Amendments:
- Can proceed to Oral Exam
- After Oral Exam, given one month to make amendments

Major Amendments:
- Given three months to make amendments
- Amended thesis will be reviewed by examiner(s) and deemed satisfactory before proceeding to Oral Exam

PhD Oral Examination (Oral Defence)

- Set date for Oral Exam (by School)
- Conduct Oral Exam (by Exam Panel, coordinated by School)
- School to issue letter certifying completion of requirements of PhD upon successful defence (this letter is for employment purposes)
- Submit hardbound copies of thesis to OAS
- Official conferment letter available in approximately two months

[1] Thesis writing should have already commenced several months before this step of seeking endorsement from the TAC to submit the thesis for examination.

[2] The names of the examiners and Oral Examination Panel members are confidential to the School and should not be revealed to the student.

[3] Students are encouraged to submit their thesis early to allow sufficient time for their supervisor to review and endorse the thesis. A time buffer of at least 2 weeks is recommended.