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)
- Appointment of Oral Examination Panel[1] (by School)

Thesis Submission

- Submit thesis via online system[2]
- 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] The names of the examiners and Oral Examination Panel members are confidential to the School and should not be revealed to the supervisor and student

[2] Students should cater time allowance for their supervisor to endorse their thesis submissions. Minimally one week allowance for supervisor’s endorsement is advised.