

Final Thesis Process – Master’s

Responsibilities of the Graduate Program:

1. \_\_ Ethics Approval / Animal Care Approval

2. \_\_ Approval of Examiners

3. \_\_ Thesis sent to Examiners

4. \_\_ Report received from Examiner 1

5. \_\_ Report received from Second Internal Examiner (Where Applicable)

6. \_\_ Report received from Examiner 2

7. \_\_ Thank Examiners (optional)

8. \_\_ Reports sent to Supervisors

9. \_\_ Reports sent to Graduate Coordinator

10. \_\_ Reports, Final Electronic copy of Thesis, Library Form, and Final Department forms sent to Graduate Studies Office (see note below)

Responsibilities of the Graduate Studies Office:

1. \_\_ Receive all final documents (See note below)

2. \_\_ Electronic Copy of Thesis Sent to Library

3. \_\_ Students Name Added to the Graduands List and forwarded to Enrolment Services

*Note: When submitting documents, please save your documents as ID number, department, last name, first name, file name (ex. 123456\_Education\_Smith\_Jane\_ Submission\_of\_Thesis\_Form)*

*The Graduate Coordinator or Admin are to send all documentation required in one email to Allison Whately-Doucet at admin.grad@lakeheadu.ca. Individual submissions will not be accepted.*

Final Form Submission to Graduate Studies Checklist:

\_\_ Internal Examiner Form

\_\_ Second Internal Examiner Form (Where Applicable)

\_\_ External Examiner Form

\_\_ Thesis Ready for Final Submission (Final Thesis Form)

\_\_ Recommendation of Thesis (Final Thesis Form)

\_\_ License to the University (Library Form)

\_\_ Exit Survey (Can be Sent Separately by Student)

\_\_ Final Electronic Copy of Thesis (Fonts Embedded)

**\*If the student is moving directly from Masters to PhD**

Steps for the Student moving from Masters to PhD:

1.  Apply to graduate.

2.  Faculty of Graduate Studies requires a degree audit as formal confirmation that the student has successfully completed the degree requirements. The student must reach out to the Chair of their program to request an audit. The Chair will then forward the audit to the Faculty of Graduate Studies to Allison Whately-Doucet at admin.grad@lakeheadu.ca

3.  Once Faculty of Graduate Studies receives the degree audit from the Chair, the admission conditions will be cleared so that the student can be made Eligible to Register. These admission conditions then become registration conditions, as the applicant is required to follow through with the graduation process and be successfully awarded the degree in the October/November convocation in order to remain registered in the Master’s or PhD program.

*Note: If for some reason they are not successfully awarded the degree by December 31st, they will be removed from the Master’s/PhD program and will not be allowed to proceed in the program past the Fall term. They would then be required to re-apply for admission consideration to the program.*