



Final Thesis Process – Master’s

Responsibilities of 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 Examiner 2
6. Thank Examiners (optional)
7. Reports sent to Supervisors
8. Reports sent to Graduate Coordinator
9. Reports sent to Graduate Studies Office
10. Final Department Forms sent to Graduate Studies Office
11. Electronic Copy of Thesis sent to Graduate Studies Office
12. Library Forms sent to Graduate Studies Office

Responsibilities of the Graduate Studies Office:

1. Receive Internal and External Examiner Reports
2. Receive Final Department Forms – 2
3. Receive Library Forms - 2
4. Receive Final Electronic Copy of Thesis
5. Electronic Copy of Thesis Sent to Library
6. Students Name Added to Graduation List and forwarded to Enrolment Services
7. Faculty of Graduate Studies Council Approval
8. Degree Conferred by Senate