NOTE: Thesis examination is a lengthy process, typically taking 6 months from submission to course completion. Unforeseen circumstances may delay the examination process, due to examiners experiencing personal events out of their control e.g., illness, family trauma or natural disaster.

Candidate
Completes all necessary forms for submission to Research Students’ Office:
* Intention to Submit a Thesis for Examination form
* 100 word abstract;
* Form D – Details for Graduation (PhD, Prof. Docs only).

Candidate
Makes appointment with Research Students’ Office, and submits thesis with completed forms A and C. Forms D & E (if applicable) and Form B signed & bound into the thesis. Candidate and Chair of Supervisory Panel to check on RGrad for examination tracking.

Research Students’ Office
Sends the examiners the documentation including the spiral bound copy of thesis. Examiners asked to complete and return report within 2 months of receiving thesis.

Candidate and Chair of Supervisory Panel
prepare responses to examiners’ reports within 3 weeks of receiving them. Send to Research Students’ Office

Associate Dean Research /Director determines the outcome based on the:
1. Examiners’ reports and
2. Student and Chair of Supervisory Panels’ responses.

If Examiners recommend categories A, B, and/or C determination

A ‘category’ A determination proceeds to course completion immediately.

If an Examiner has recommended category D or E determination

A ‘category’ B determination will require editorial work. Final signoff on revisions completed is with the Chair of Supervisory Panel

A ‘category’ C determination will require further revisions. Final signoff on revisions completed is with the Chair of Supervisory Panel.

A ‘category’ D or E determination requires major revisions, or fail result.

DVC (Research)
decision on outcome of examination.

Research Students’ Office
Requests Candidate to supply:
PDF of final thesis;
Hard bound double sided copy of final thesis.
Arranges Course Completion with the Student Progress and Graduation Office

Chair of Supervisory Panel
advises Associate Dean Research/Director that the thesis has now been amended and is complete. On determination of Associate Dean Research/Director the student proceeds to course completion.

Candidate
revises and resubmits thesis for re-examination or fails the degree.

Student Progress and Graduation Office
enacts the graduation process.

Legend
Candidate
Chair of Supervisory Panel/Faculty/UCRC
Research Students’ Office
DVC (Research)
Student Progress and Graduation Office