

Timelines for Forms for Master's Thesis Route Program

Enrollment in program

Interim supervisor or supervisor selected

- **Form - [Master's Thesis Supervisor Approval](#)**
(Initiated by student or supervisor, then signed by graduate program designate and forwarded to Dean, FGS.)

After supervisor approved

Supervisor shall meet with student at least once/year regarding progress; should occur on the anniversary date of the supervisor being approved

- **Form – [Annual Progress Report](#)**
(Initiated by student then given to supervisor for comments. After supervisor adds comments, it is returned to the student for signature and any additional comments. Student returns form to supervisor, who submits it to graduate program designate who then submits it to FGS.)

Coursework completed

Supervisory committee formed

- **Form – [Master's Thesis Supervisory Committee Approval](#)**
(Initiated by supervisor, circulated among committee members for their confirmation of acceptance of responsibility, then supervisor directs form to graduate program designate and then submits it to Dean, FGS for approval.)

⇒ Student works on Proposal

When student and proposal are ready for the Oral Examination, as determined by the Supervisor, the Supervisor informs FGS of this and provides the anticipated oral examination date, preferred technology and information on the approved proctor (if required).

3-4 weeks prior to anticipated date of examination.

FGS confirms proposal and anticipated oral examination date with proctor

FGS provides the following to the proctor

- **Form – [Report of the Proctor](#)**
(FGS sends the form and instructions to the proctor.)

Proposal and oral examination

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| <ul style="list-style-type: none"> • Form – Master’s Thesis and Oral Examination Final Report <i>(Completed at the time of the oral examination. Upon completion, the supervisor must circulate this form to the committee members for their review and ask them to confirm, by email, their agreement with the adjudication indicated on this form. When all confirmation emails are received, the supervisor must forward the form and the emails to FGS.)</i> • Form – Report of the Proctor <i>(The proctor submits the form directly to the FGS after the oral examination.)</i> | Proposal Oral Examination |
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- ⇒ Student submits proposal with any required revisions to supervisor for approval, within a 3 month period as stated on Master’s Thesis Proposal Approval form.
- ⇒ Supervisor informs graduate program designate and FGS of final approval of proposal revisions and oral examination.
- ⇒ Academic unit notifies Registrar’s Office of proposal oral examination outcome.
- ⇒ Student now submits applications for ethics/access approvals and conducts their research.

When the supervisory committee feels the thesis is ready to proceed to the final thesis oral examination, the supervisory committee must indicate this in writing. By this time, the supervisor would have ensured that the student’s thesis meets the format requirements of the student’s faculty and of FGS, and that the student had obtained any necessary copyright permissions (see [Copyright](#) section of the FGS Graduate Handbook).

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| <ul style="list-style-type: none"> • Form – Sample Letter for Copyright Permission <i>(all permissions obtained from publishers must be included as an appendix in the thesis)</i> • Form – Thesis Copyright Declaration <i>(this form is sent to FGS by the student)</i> <p>Thesis ready to proceed to final thesis oral examination.</p> <ul style="list-style-type: none"> • Form – Preliminary Acceptance of Thesis Prior to Final Examination <i>(Initiated by the supervisor, who obtains confirmation from the committee members of the readiness of thesis. The confirmations are then directed to the graduate program designate and then FGS.)</i> <p>At the same time recommendations for the Examination committee can be made.</p> <ul style="list-style-type: none"> • Form – Nominees for Final Thesis External Committee member <i>(Initiated by the supervisor; student and supervisor must indicate that no conflict of interest exists; form sent to graduate program designate and FGS.)</i> | 4-6 weeks prior to anticipated oral examination date the committee is asked to review the thesis and provide the ‘go ahead’ |
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Notice of oral examination**Supervisor or academic unit arranges date and technology**

- **Form – [Notice of Master’s Final Thesis Oral Examination](#)**
(Initiated by supervisor [in discussion with the student and committee] then forwarded to FGS for approval and arrangements.)

3-4 weeks prior oral examination date**FGS approves oral examination details and confirms proctor**

Student provides: i) their thesis abstract; and ii) information on awards, scholarships, and research funding received, and any publications and presentations they have conducted as a short bio to be displayed on the FGS website with the announcement of their oral examination.

- **Form – [Announcement of Final Thesis Oral Examination](#)**
(Student completes form and submits it to FGS.)

2-3 weeks in advance**The final oral examination is held**

- **Form – [Master’s Thesis and Oral Examination Final Report](#)**
(The supervisor and committee members complete at the time of the examination or shortly thereafter and submit to FGS.)
- **Form – [Report of the Proctor](#)**
(The proctor submits the form directly to FGS after the oral examination.)

Final Oral Examination

Student submits any revisions to supervisor or designate for final approval within 3 month period, 4-6 weeks prior to the deadline for application for graduation.

Supervisor informs graduate program designate and FGS of final approval of thesis revisions and adjudication outcome.

- **Form – [Master’s Thesis and Oral Examination Final Report](#)**
(Supervisor submits to FGS with the signatures and adjudication outcomes of each examination committee member and the committee decision ‘as a whole’ if not submitted already.)

Upon receipt of a Pass adjudication outcome, FGS will provide the student with the Approval of Thesis and Library & Archives Canada Theses Non-Exclusive License forms.

- **Approval of Thesis (this page will be completed by FGS and sent to the student)**
(FGS provides completed form to student; student inserts form directly after cover page of thesis)
- **Form – [Library & Archives Canada Thesis Non-Exclusive License](#)**
(student completes and returns to FGS)

The student converts the thesis to a pdf document (see the AU Library DTheses repository for instructions on how to do this <http://dt.athabascau.ca>).

The thesis is then submitted by the student to the DTheses repository (see the AU Library DTheses repository for instructions on how to do this <http://dt.athabascau.ca>).

FGS will review the thesis for adequate copyright adherence and compliance with FGS and LAC format requirements. If the thesis does not comply with the requirements, the thesis will be returned to the student with an email to the supervisor, informing them of the required changes. The student will not be able to graduate until the format requirements and copyright compliance have been met and correctly submitted by the student.

After FGS approves the thesis, FGS will conduct the final submission into the DTheses repository. The Registrar's office will be automatically electronically notified of the submission, confirming that the student has now fulfilled all of the requirements of the degree.

FGS will notify the student that the thesis has been approved and electronic submission has been completed

The student is now eligible to graduate. For information on the process the student needs to complete in order to graduate refer to <http://registrar.athabascau.ca/graduation/>.