

**Timelines for Master’s Thesis or Major Research Paper Defense Exam**

**2017-18 Deadlines**

The department recommends that defense exams are scheduled **at least 2 weeks prior to the SGS deadlines below** to allow enough time to complete any corrections.

**September 29, 2017** Deadline to complete all requirements/submission in order to **avoid fall fees** and to be eligible for **November convocation**.

**January 19, 2018** Deadline to complete all requirements/submission in order to **avoid winter fees** and to be eligible for **March (in absentia) or June convocation**.

**April 20, 2018** Deadline to complete all requirements/submission to be eligible for **June convocation**

<p><b>5-6 weeks prior to exam (or earlier if possible)</b></p>	<p>The student should confirm the membership of their examination committee in consultation with their supervisor. This information must be sent to the graduate office for approval.</p> <p>The examination committee must include:</p> <ul style="list-style-type: none"> <li>• The supervisor / co-supervisors</li> <li>• One geography graduate faculty member</li> <li>• One additional graduate faculty member who may be from geography or another graduate unit at the University of Toronto</li> </ul> <p>Additional graduate faculty members can be added if necessary. Students enrolled in a collaborative program may be required to have a collaborative program faculty member participate in their exam. Please consult with the collaborative program office for instructions.</p>
<p><b>4-6 weeks prior to exam</b></p>	<p>The student will schedule an examination date/time in consultation with the exam committee members. The department recommends booking a minimum of 2 hours for the exam.</p>
<p><b>2-4 weeks prior to exam</b></p>	<p>The student must provide each examination committee member with an electronic copy of their thesis or major research paper. <b>Please consult with committee members to confirm how far in advance they will want the thesis/MRP.</b> Students should also be prepared to provide printed copies if requested.</p>
<p><b>2 weeks prior to exam (or earlier if possible)</b></p>	<p>The student should submit the Exam Request Form to the graduate office. The graduate office will prepare an examination file to be used at the exam. Room and equipment (projector/laptop) bookings can be made through the front office – <a href="mailto:mainoffice@geog.utoronto.ca">mainoffice@geog.utoronto.ca</a></p>
<p><b>Day of the exam</b></p>	<p>The supervisor can retrieve the examination file from the graduate office. The exam file must be returned to the graduate office immediately following the exam.</p>
<p><b>After the exam</b></p>	<p>Students will have one month (minor corrections) up to three months (modifications) to make any revisions.</p>

	<p>Once revisions have been reviewed the supervisor will confirm by email to the graduate office that they have been satisfactorily completed and the final thesis is approved. The graduate office will then submit a degree recommendation to SGS for convocation.</p>
	<p>The student may <a href="#">submit the final, approved thesis to SGS online</a>. See above for deadlines. Any adjustment to fees will be made AFTER the thesis has been submitted to SGS.</p> <p>Students completing a major research paper are NOT required to submit it to SGS.</p>
	<p>An electronic copy of the thesis/MRP must be submitted to the graduate office within one week of the supervisor's approval of the final copy, within the deadlines noted above.</p> <p>Students are not required to submit a bound copy to the department, however the supervisor may require submission of a bound copy. Please consult with your supervisor to confirm whether they will require a copy</p> <p>If the student is enrolled in a collaborative program they may be required to submit an electronic or print copy of the final thesis/paper to the collaborative program office (please consult the collaborative program for instructions).</p>

**Confirmation of Degree Letters**

SGS prepares letters to confirm that all degree requirements have been met should the student require one. Please see [Services for Students](#) for additional information and the [Confirmation of Degree](#) form.

**Outstanding Fees**

Fees adjustments for students who complete in time to avoid fall or winter fees will be made within 2-3 weeks after the final thesis/MRP is submitted.

Students who have outstanding fees as of the deadlines above will be permitted to attend convocation. Students who owe fees who attend convocation will receive an empty envelope, which will be identical to other envelopes containing diplomas. However, such students will not receive their diploma and a financial hold is placed on the student's financial account. Transcripts and confirmation of degree letters will not be issued until fees have been paid.

**Convocation**

Information on time, location and tickets for convocation ceremonies are normally emailed to the students U of T email address approximately 3 weeks prior to convocation. Please ensure your address is correctly recorded in the Student Web Service (SWS). Further details on convocation can be obtained at the [Office of Convocation](#).

**Department of Geography & Planning  
University of Toronto**

## Master's Thesis/Major Research Paper (MRP) Defense Exam Request Form

This form must be completed by the student or faculty supervisor and submitted to the graduate office at [finlayson@geog.utoronto.ca](mailto:finlayson@geog.utoronto.ca) a minimum of **2 weeks prior to the examination date**. Date/time and availability of committee members must be confirmed by supervisor/student prior to submission of this form.

Please contact [mainoffice@geog.utoronto.ca](mailto:mainoffice@geog.utoronto.ca) to book a room and required A/V equipment.

<b>Student Name</b>	
<b>Student Number</b>	
<b>Examination Date</b>	
<b>Examination Time (2 hrs)</b>	
<b>Examination Location</b>	
<b>Convocation Request</b>	<input type="checkbox"/> <b>November (deadline Sept 29, 2017)</b> <input type="checkbox"/> <b>March - no ceremony (deadline January 19, 2018)</b> <input type="checkbox"/> <b>June (deadline April 20, 2018)</b>
<input type="checkbox"/> <b>Thesis or</b> <input type="checkbox"/> <b>MRP</b> <b>Title:</b>	

### Examination Committee Membership

The Examination Committee shall consist of (1) the supervisor(s), (2) one geography graduate faculty member and (3) one additional graduate faculty member from any graduate unit (including geography). Additional members may be added if necessary. Students enrolled in collaborative programs may be required to have member of the collaborative program faculty participate in their exam (please check with collaborative program office to confirm).

	Name	Graduate Unit
<b>(1) Supervisor</b>		
<b>(1) Co-supervisor</b>		
<b>(2) Geography Faculty Member</b>		
<b>(3) Graduate Faculty Member (any unit)</b>		
<b>Additional members</b>		

## **Thesis Distribution**

The student must submit the thesis to their examination committee a minimum of 2-4 weeks prior to the examination date (please consult with examiners to confirm when they require a copy).

## **Exam File and Results**

The supervisor can retrieve an examination file from the graduate office, to be returned immediately following the exam. The examination file will contain the exam form (to be signed by each examiner) and a transcript of courses completed.

Exam results are: (1) Pass, (2) Pass with minor corrections, (3) Pass with modifications, (4) Major revisions required – exam adjourned, or (5) Fail.

## **Revisions and Final Submission**

Students will have up to one month to complete minor corrections and up to three months to complete modifications. Once revisions have been approved by the supervisor and/or committee, the supervisor will confirm by email to the graduate office at [finlayson@geog.utoronto.ca](mailto:finlayson@geog.utoronto.ca) that the thesis/MRP has been approved for submission. The graduate office will then submit a degree recommendation to SGS.

A final electronic copy of the approved thesis or Major Research Paper (MRP) must also be submitted to the graduate office by the convocation deadline. Students in a collaborative program may also be required to forward a copy to the collaborative program office.

Students who complete a thesis must submit a copy to SGS (not required for major research paper): <http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx>

**Department of Geography & Planning  
University of Toronto**

**MASTER'S THESIS/MRP POST-EXAM INSTRUCTIONS**

**Corrections**

Once corrections have been reviewed, the supervisor must send an email to the graduate office ([finlayson@geog.utoronto.ca](mailto:finlayson@geog.utoronto.ca)) to confirm that corrections have been completed and the thesis/major research paper (MRP) is approved.

**Final Submission**

**Thesis:** After the thesis receives final approval from your supervisor, the final, approved electronic copy must be sent by email to the graduate office. It must also be submitted to SGS. Instructions for producing your thesis are provided at the SGS website, <http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx>

**MRP:** After the MRP receives final approval from your supervisor, the final, approved electronic copy must be sent by email to the graduate office. It does not get submitted to SGS.

**Recommendation for convocation**

The graduate office will send a recommendation to SGS for convocation once an email approving the final copy (from the supervisor) and the final electronic thesis/MRP is submitted to the graduate office.

**Deadlines**

**November convocation and to Avoid Fees for Fall 2017:** The deadline to complete ALL requirements (coursework, thesis/major research paper, defense, confirmation of completed corrections and thesis submission to SGS) is **September 29, 2017**. Students who do not complete by this deadline are required to register and pay fees for the 2017-18 academic year.

**March (in absentia) or June convocation and to Avoid Fees for Winter 2018:** The deadline to complete ALL requirements (coursework, thesis/major research paper, defense, confirmation of completed corrections and thesis submission to SGS) is **January 19, 2018**. Students who do not complete by this deadline are required to register and pay fees. Students who complete by this deadline can request March (in absentia) or June convocation.

**June Convocation:** The deadline to complete ALL requirements (coursework, thesis/major research paper, defense, corrections and thesis submission to SGS) is **April 20, 2018**.

**Graduation and Convocation Information**

**Confirmation of Degree Letters:** SGS prepares letters to confirm that all degree requirements have been met should the student require one. Please see Services for Students for additional information and the Confirmation of Degree form.

**Outstanding Fees:** Fees adjustments for students who complete in time to avoid fall or winter fees will be made within 2-3 weeks after the final thesis/MRP is submitted.

Students who have outstanding fees as of the deadlines above will be permitted to attend convocation. Students who owe fees who attend convocation will receive an empty envelope, which will be identical to other envelopes containing diplomas. However, such students will not receive their diploma and a financial hold is placed on the student's financial account. Transcripts and confirmation of degree letters will not be issued until fees have been paid.

**Convocation Ceremony RSVP:** Information on time, location and tickets for convocation ceremonies are normally emailed to the students U of T email address approximately 3 weeks prior to convocation. Please ensure your address is correctly recorded in the Student Web Service (SWS). Further details on convocation can be obtained at the Office of Convocation.