

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

**2018-19 Deadlines**

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

**September 28, 2018** Deadline to complete all requirements/submission in order to **avoid fall fees** and to be eligible for **November convocation**.

**January 18, 2019** Deadline to complete all requirements/submission in order to **avoid winter fees** and to be eligible for **March (in absentia) or June convocation**.

**April 18, 2019** Deadline to complete all requirements/submission to be eligible for **June convocation**.

**TBA (late Sept 2019)** Deadline to complete all requirements/submission in order to **avoid fall fees** and to be eligible for **November 2019 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 (thesis only) or the second reader (MRP only) in consultation with their supervisor.</p> <p>The <b>thesis examination</b> 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>The <b>Major Research Paper (MRP)</b> must be read and evaluated by:</p> <ul style="list-style-type: none"> <li>• The supervisor/co-supervisors</li> <li>• One geography graduate faculty member</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/MRP presentation. Please consult with the collaborative program office for instructions.</p>
<p><b>3-6 weeks prior to exam</b></p>	<p>The student will schedule an examination (thesis) or presentation (MRP) meeting date/time in consultation with the faculty members. The thesis defense must be booked for 2 hours and an MRP presentation booked for 1 hour. 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>A minimum of 2 weeks prior to exam (or earlier if required by the exam committee)</b></p>	<p>The student must provide each participating faculty member with an electronic copy of their thesis or major research paper. Please consult with faculty members to confirm how far in advance they will want the thesis/MRP. <b>If the thesis / MRP is not received by all participating faculty members and the graduate office 2 weeks prior to the exam/presentation meeting date, the meeting will be cancelled.</b> Students should also be prepared to provide printed copies if requested.</p> <p>Both thesis and MRP students should submit the <a href="#">Exam Request Form</a> to the graduate office a minimum of 2 weeks prior to the exam/presentation date.</p>
<p><b>Day of the exam</b></p>	<p>The supervisor can retrieve the required forms from the graduate office. Signed forms must be returned to the graduate office immediately following the exam/presentation.</p>

<b>After the exam</b>	<p>Students will have two weeks (minor corrections) up to one month (modifications) to make any revisions. If the thesis/MRP requires major revision the exam/presentation must be reconvened within 3 months. If the thesis/MRP is found to be unacceptable the exam/meeting can be redone once, with 6 months.</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/MRP is approved.</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. The graduate office will submit a recommendation for convocation once the final copy has been received.</p> <p>Students are not required to submit a bound copy to the department, however the supervisor may request a bound copy. If a bound copy is requested it is the student's responsibility to have one produced and delivered.</p> <p>If the student is enrolled in a collaborative specialization they may be required to submit an electronic or print copy of the final thesis/MRP to the collaborative program office (please consult collaborative program staff for instructions).</p>

### **Confirmation of Degree Letters**

SGS prepares letters to confirm that all degree requirements have been met should a 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 are usually made within 2-3 weeks after the recommendation for convocation has been submitted to SGS.

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](#).