

**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 2017 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**

**TBA (late Sept 2018)** Deadline to complete all requirements/submission in order to **avoid fall fees** and to be eligible for **November 2018 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>3-6 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>A minimum of 2 weeks prior to exam (or earlier if required by the exam committee)</b></p>	<p>The student must provide each examination committee member with an electronic copy of their thesis or major research paper. Please consult with committee members to confirm how far in advance they will want the thesis/MRP. Students should also be prepared to provide printed copies if requested.</p> <p>The student should submit the <a href="#">Exam Request Form</a> to the graduate office. The graduate office will prepare an examination file to be used at the exam. <b>If the thesis is not received by all committee members and the graduate office 2 weeks prior to the exam, the exam will be cancelled.</b></p> <p>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.</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/paper 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 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 obtained at the [Office of Convocation](#).