

Submit the examination
request form

MSc-5weeks before

PhD-7weeks before

Submit the thesis

Apply to graduate via the
student center

Defend your thesis

Make corrections and
upload final version of the
thesis

What are the first steps to submitting your thesis?

You and/or your supervisor should contact the examiners to determine an appropriate time/date for the lecture and defense. This should be done as far in advance as possible since faculty have many other responsibilities and may not be available on short notice.

A signed “[examination request form](#)” must be submitted to the Graduate Program Coordinator before the student uploads their thesis. Timelines for final dates to submit this form, submit the thesis, etc., can be viewed [here](#). Once this form is received by the Graduate Program Coordinator, authorization can then be given to the student to submit the electronic thesis via the Scholarship@Western site. Please note that paper submission of the thesis is no longer accepted. The defense normally will not take place in fewer than three-four weeks after the thesis has been submitted depending on whether it’s a MSc or PhD thesis (refer to timelines at the link mentioned above). Upon submission, the thesis remains open for approximately one day during which time the student can review it and make changes if needed. After that time, it is locked for submission to the examiners. Students are encouraged to review it during this open period.

The supervisor is to confirm the examination committee members:

M.Sc. -department examiners (2), university examiner, Chair of the examination

Ph.D.- department examiners (2), university examiner, external examiner (SGPS will assign the Chair for the examination)

M.Sc. defense timeline

Five weeks prior to examination date	The student and/or supervisor finalizes the exam date with the entire committee and provides the Grad Program Coordinator with the date, time, and location of the examination, as well as thesis title and format. The supervisor will secure the chair. The exam is generally scheduled to start 30 minutes after start of the lecture.
Four weeks prior to examination date	Supervisor/student prepares the master's Thesis Examination Request form for submission to SGPS by the four-week deadline. (Grad Program Coordinator will assist in locating the public lecture and exam rooms)
Three weeks prior to examination date	Student/supervisor submits the examination request form to the Grad Program Coordinator who can then authorize the student to electronically submit their thesis via the Scholarship@Western (http://ir.lib.uwo.ca/).
Three days prior to examination date	The assessors report back to the School of Graduate and Postdoctoral Studies on whether thesis is approved to go forward to examination.
Please review the SGPS website below for details on the electronic thesis preparation process, formatting, etc. https://grad.uwo.ca/current_students/thesis/index.html	

Ph.D. defense timeline

Seven weeks prior to examination date	Supervisor finalizes the exam date with the entire committee and provides the Grad Program Coordinator with the date and time of the examination. (Grad Program Coordinator will assist in locating the public lecture and exam rooms). The exam is generally scheduled to start 1 hour after start of the lecture.
Six weeks prior to examination date	Supervisor/student prepares the Doctoral Thesis Examination Request form for submission to the Graduate Program Coordinator by the six-week deadline.
Five weeks prior to examination date	Student submits to the Grad Program Coordinator the completed examination request form. Once the Grad Program Coordinator has the signed form with all required approvals, the student can then upload the thesis via the Scholarship@Western (http://ir.lib.uwo.ca/) site. Paper thesis submission is no longer accepted. The thesis remains open for approximately one day during which time the student can review it and make changes if needed. After that time, it is locked for submission to the examiners. Students are encouraged to review it during this open period.
Five days prior to examination date	The assessors report back to SGPS on whether the thesis is approved to go forward to examination.

Everyone will receive an email that the exam is set to go forward from SGPS once all assessments have been submitted along with the links to forms for examiners, Chair and the Chair Guide.

Revisions and final thesis submission are due 6 weeks after a successful thesis examination.

It is important to note that if revisions and final submission continue into a new term, registration and related fee charges will also continue into the new term until the final copy of the thesis is submitted. Registration in the following term will also affect Convocation eligibility. To avoid registration and charges in the following term and delaying graduation, the final thesis submission must take place by the last day of the current term.

A notice of completion will be sent once the final thesis has been upload and approved by the supervisor.

Students: remember to apply to graduate in your student center.