

Appendix G – Candidate Checklist

Thesis Submission:

1. The **candidate** informs the thesis supervisor and the chair of the department of the date he/she intends to submit his/her thesis. This notice is expected to be given **two weeks in advance of the submission date**.
2. The **candidate** submits one copy of the theses for each member of the examination board with the exception of the Faculty Dean. These examinable copies of the thesis must be received by the department **three weeks (master's thesis) or six weeks (doctoral thesis) in advance of the actual date of the examination of the thesis**.
3. The **candidate** completes and signs the Academic Integrity Statement for thesis submission (see Appendix F) and submits the form with the thesis examination copy.

Examination Preparation:

4. In the event that the examiner(s) expresses serious reservations about the thesis in the period leading up to the examination, the **candidate** has the right to proceed to examination.

Observers:

5. Other observers may also attend the examination provided they have obtained the permission of the **candidate** and the **chair of the examination board**.

The Examination:

6. The **candidate** may make a brief introductory statement and may use audio/visual aids or other appropriate methods of supporting this statement.
7. The **candidate** may make a closing statement but is not required to do so.

Final Submission:

8. The **candidate**, after completing the revisions as directed by the examination board, will submit the final required copies of the thesis to the thesis supervisor for review. The **candidate** will also complete the required forms for microfilming and/or digitization by ProQuest for the National Library and Archives Canada.