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.