



# Doctoral Thesis Examination and Oral Defence Procedures

School of Graduate Studies

Pre-Submission <sup>1</sup>			
Step	Time Req'd	Candidate/Academic Unit	SGS
1	2-6 weeks <sup>2</sup>	Candidate submits draft thesis to supervisory committee for approval and applies online to graduate through <a href="#">Memorial Self-Service</a> .	
2		Head/Graduate Officer contacts potential examiners (with advice from supervisors).	
Submission/Examination			
3	1 day	Head/Graduate Officer/Delegate forwards PDF thesis, Supervisory Approval Form, Appointment of Examiners Form (advising Hybrid or Remote Defence) and Change of Program form (if applicable) to SGS.	SGS acknowledges receipt of the attachments and verifies completion of program requirements.
4	1-2 working days		SGS sends the appointment letter, forms and thesis to the examiners.
5	ca. 4 weeks		SGS records and monitors the examination process. <sup>3</sup>
6	1-2 working days		SGS receives the examiners' reports; notifies the academic unit of decision to proceed to defence by email and confirms defence date.
eDefence <sup>4</sup>			
7	1-2 working days	SGS <sup>5</sup>	SGS sends web conferencing link to the student, examination committee, supervisory committee, and academic unit when defence is confirmed.
8	1-5 working days		SGS arranges the defence and appoints the Chair; prepares and posts notice of the defence on MUN Events and SGS Events Calendar.
9	Day of the defence		SGS hosts pre-meeting and defence; candidate is notified of the outcome after the defence.
Post Defence			
10	Minor revisions = 6 months; Major revisions = 12 months	Candidate makes the required corrections in consultation with the supervisor; submits final version in PDF/A format to the Head of the academic unit for approval.	
11		Once the final version of thesis is approved by the Head of the academic unit, the candidate uploads thesis (along with any supplementary files, including the <a href="#">Request to Include Copyright Material form</a> , if required) to the University Library using the e-thesis submission form on the <a href="#">my.mun.ca</a> portal. Head submits the <a href="#">Recommendation for the Award of a Graduate Degree</a> form to SGS.	SGS records the date of receipt of the final version as the "Program Complete" date.
12			SGS clears successful candidate academically for convocation and automatically issues a letter to the candidate via MUN email.

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<sup>1</sup> It is strongly recommended that examiners not be contacted any sooner than 3-4 weeks prior to a firm submission date of the thesis for examination.

<sup>2</sup> The exact time required will depend on a number of factors, including the extent of the revisions necessary to the draft and academic unit policies and practice. Students are encouraged to consult their supervisors and academic units for more precise timelines.

<sup>3</sup> Candidates should be made aware that the thesis examination is offered as a professional service courtesy by examiners and the actual time required may, therefore, vary considerably and may, in some cases, extend beyond four weeks. In order to ensure an arm's-length examination process, contact with the examiners during the examination phase is limited to the [Office of the Dean of Graduate Studies](#).

<sup>4</sup> [Oral defence via web-conferencing](#).

<sup>5</sup> Academic units wishing to have the external examiner physically attend the oral defence, must make a formal request to the Dean of Graduate Studies.