MEMORIAL UNIVERSITY

SCHOOL OF GRADUATE STUDIES

Doctoral Thesis Examination and Oral Defence Procedures

While the below table represents the general structure and timeline of the process, delays may occur due to incomplete information, examiner delays, and other issues. We recommend that students and their supervisory team discuss the process, including potential examiners, **at least three months prior to submitting for examination.**

Pre-Submission			
Step	**Time Required**	**Candidate/Academic Unit**	**SGS**
1	**2-6 weeks**	Candidate submits draft thesis to supervisory committee for approval and applies online to graduate through Memorial Self-Service.	
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.[1]
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.
Oral Defence			
7	**1-2 working days**	SGS	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 submits the final thesis in PDF/A format, the Request to Include Copyright Material form, if required, and a metadata file to sgs@mun.ca. Head submits the Recommendation for the Award of a Graduate Degree 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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[1] Candidates should be aware that examining a thesis is offered as a professional service courtesy by examiners. The actual time require may therefore vary considerably (and in some cases extend beyond four weeks). In order to ensure the impartiality and integrity of the arm's-length examination process, only the School of Graduate Studies may be in contact with examiners during this time.