MEMORIAL UNIVERSITY

SCHOOL OF GRADUATE STUDIES

Master's Thesis Examination 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.**

Step	Time Req'd	Candidate/Academic Unit	SGS
Pre-Submission			
1	**2-6 weeks**	Candidate submits a draft of the thesis to the supervisory committee for approval and applies online to graduate through Memorial Self-Service.	
2	**1-2 weeks**	Head/Graduate Officer/Delegate contacts potential examiners (with advice from supervisor).[1]	
Submission/Examination			
3	**1 day**	Head/Graduate Officer/Delegate forwards PDF thesis, Supervisory Approval Form, Appointment of Examiners Form 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.
6	**1-2 working days**		SGS receives the examiners' reports; notifies the Head/Graduate Officer/Delegate of the results and returns the examination reports and annotated thesis (if applicable).
Post-Examination			
7	**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	
8		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 as the "Program Complete" date.
9			SGS clears successful candidate academically for convocation and automatically issues a letter to the candidate via MUN email.[2]

Revised: April 8, 2026.

[1] Subsequent to SGS approval and prior to receipt of the examiners' reports, it is inappropriate for the supervisor and/or candidate to contact examiners.

[2] The date that the Recommendation for the Award of a Graduate Degree is received at SGS is the date that the completion of all program requirements are deemed to have been met. Deadlines for submission for each semester for tuition liability are given in the University Diary. Registration and tuition fees for those students meeting the deadline for a semester will be reversed.