

University of Lethbridge
Master of Education Program
THESIS CHECKLIST

It is the responsibility of the supervisor in consultation with the student to ensure that the following steps are completed. (*Failure to complete any of the following steps or to adhere to the guidelines and deadlines listed below may result in cancellation or postponement of the Thesis oral defence.*)

1. Appointment of Thesis Supervisor

- Approval of Thesis Supervisor* form signed by the prospective supervisor, submitted to the Office of Graduate Studies and Research in Education.
- Approval of Thesis supervisor by Associate Dean of Graduate Studies and Research in Education and Dean of the School of Graduate Studies.
- Letters sent by the Office of Graduate Studies and Research in Education to student and faculty member indicating approval as Thesis supervisor.

2. Formation of Thesis Committee

- Names of Thesis committee members submitted by supervisor (in writing) to Associate Dean.
- Invitations to participate sent to each member by Associate Dean; written response requested.

3. Registration

- Upon formation of the Thesis Committee, the Office of Graduate Studies and Research in Education directs the student to register in the appropriate Thesis course.

4. Colloquium Presentation

- The Office of Graduate Studies and Research in Education notified by supervisor of time, date and location (if known) for colloquium (at least **two weeks** prior to colloquium).
- The Office of Graduate Studies and Research in Education arranges room and announces colloquium.
- Colloquium held.

5. Approval of Thesis Proposal

- Appropriate suggestions, changes, and/or additions to proposal addressed by student.
- Completed *Approval of Thesis Proposal* form submitted by supervisor to the Office of Graduate Studies and Research in Education with approved Thesis proposal.

6. Human Subject Research Approval

- Required documentation submitted by student to Office of Research and Innovation Services (ORIS) for approval
- Student, supervisor and Office of Graduate Studies and Research notified of approval by ORIS.

7. Conducting the Study

- Study conducted.
- Drafts submitted by student to supervisor as necessary/required.
- Drafts forwarded by supervisor as appropriate to committee members for input.
- A minimum of every 6 months, students must submit a *Statement of Progress and Standing* form to the Office of Graduate Studies and Research in Education for review and approval by the Associate Dean.

8. Appointment of External Examiner

- External Examiner recommended by supervisor to Associate Dean (at least **two months** prior to the expected Thesis oral defence).
- As part of the recommendation, the supervisor must provide:
 - CV of the proposed External Examiner
 - Conflict of Interest* form, completed and signed by the proposed External Examiner
- Approval of External Examiner by Associate Dean of Graduate Studies and Research in Education and Dean of the School of Graduate Studies.
- External Examiner formally invited by Associate Dean to participate.

9. Thesis Oral Defence Notification

- The Office of Graduate Studies and Research in Education notified of date and time for defence. Room booked and notice posted by the Office of Graduate Studies and Research in Education. The Thesis oral defence may not be scheduled in August or December.
- The student provides a PDF copy of the Thesis to the Office of Graduate Studies and Research in Education.

10. Thesis Oral Defence Preparation

Minimum ONE MONTH prior to Thesis oral defence

- Copy of Thesis, letter of instructions and *External Examiner's Thesis Evaluation* form forwarded by Associate Dean to External Examiner.
- Readiness to Defend* form is provided to the Thesis Examination Committee (External Examiner and Supervisory Committee members) by the Office of Graduate Studies and Research in Education. A PDF copy of the Thesis is also provided to the Thesis Examination Committee by the Office of Graduate Studies and Research in Education.
- The supervisor:
 - determines if the External Examiner will attend the Thesis oral defence in person;
 - contacts Office of Graduate Studies and Research in Education if suitable for External Examiner to give a presentation to faculty and graduate students while on campus;
 - provides travelling/accommodation information to the External Examiner; and
 - offers transportation to and from the airport and the Thesis oral defence.

Minimum TWO WEEKS prior to Thesis oral defence

- The completed Readiness to Defend forms are submitted to Office of Graduate Studies and Research in Education a minimum of **two weeks** prior to the Thesis oral defence:
 - Thesis Supervisor _____
 - Committee Member _____
 - Committee Member _____
 - Committee Member _____ (optional)
 - External Examiner _____
- Supervisor submits name of proposed Chair of the Thesis oral defence to the Associate Dean for approval and formal invitation. Appropriate documentation forwarded by the Office of Graduate Studies and Research in Education to the Chair, providing instructions for the Thesis oral defence. If no chair is selected the Associate Dean will serve as chair of the Thesis oral defence.
- The External Examiner's recommendations (*External Examiner's Thesis Evaluation* form) forwarded to Associate Dean.

Approximately ONE WEEK prior to Thesis oral defence

- Supervisor notified by Associate Dean of External Examiner's recommendations, as per *External Examiner's Thesis Evaluation* form and the *Readiness to Defend* form.
- The Office of Graduate Studies and Research in Education provides appropriate information/documents to the Chair of the Thesis oral defence.

11. Thesis Oral Defence

- Thesis oral defence held. The Thesis oral defence may not be scheduled in August or December.
- Results of Thesis oral defence and decision of committee forwarded by Chair to the Office of Graduate Studies and Research in Education.

12. Submission of Thesis

- Supervisor submits *Recommendation of the Award of the Degree* form to the Office of Graduate Studies and Research in Education.
- Student may submit a *Request for Publication Embargo of Thesis* (before uploaded in OPUS).
- Draft of thesis submitted by student via OPUS, for approval by the Associate Dean of Graduate Studies and Research in Education and Dean of the School of Graduate Studies

13. Submission of Final Forms

- Final grade (pass/fail) entered by supervisor.

14. Application for Graduation

- Application for graduation submitted prior to appropriate deadline.