OVERVIEW OF THE EXAMINATION PROCESS

WHEN	THESIS COMMITTEE	THESIS EXAMINATIONS OFFICER (TEO)	DIVISIONAL GRADUATE STUDIES COMMITTEE (DGSC)	PROBLEMS CAUSING DELAYS
Thesis nearing completion	• Select examiners • Get their informal agreement • Complete Variation to Candidacy/Nomination of Examiners form and sent to DGSC		• Approve nomination of examiners • Send to TEO	• Examiners not approved prior to submission of thesis
Thesis submitted	Supervisor signs Copyright and Release of Thesis for Examination form	Accepts thesis, checks • Copyright and Release of Thesis for Examination form • Variation to Candidacy/Nomination of Examiners form received • Binding is prepaid		• Forms incomplete or not received • Thesis incomplete (eg accompanying creative work not available)
		• Examiners' details checked for completeness • Examiners' contacted by email to advise them thesis is coming and check street address for sending thesis		• Examiner details incomplete or incorrect • Examiner not expecting thesis, may decline
5 weeks after Examiners receive thesis		If reports not received • Examiners reminded re timeline • Electronic report forms enclosed with invitation to email or fax report		
6 weeks after Examiners receive thesis		If reports not received • Examiners contacted re timeline • Regular weekly reminders follow • If report not received in 12 weeks, Dean, Graduate Studies writes letter to Examiner		• Examiners don't respond • Examiner no longer available
Examiners' Reports Received	Chair meets with Thesis Committee, determines action and notifies student in writing	Examiners' reports sent to Chair, Thesis Committee		• Thesis committee members absent and replacement not approved
Student completes Revision/ Amendments	Chair checks revision/ amendments and student's response			• Student slow to respond
	If resubmission required Chair oversees resubmission of thesis	Resubmitted thesis sent to examiner(s)		• Inadequate instruction to students or inadequate response by student • Examiner "lost"
	Chair meets with Thesis Committee, oversees any minor amendments	Examiner(s) report(s) sent to Chair, Thesis Committee		
	• Chair prepares Thesis Examination Report of Chairperson for DGSC • Chair ensures looseleaf copies delivered to TEO		• Considers Chair's Report • Sends to GSC if approved	• Student response not satisfactory • Chair's report incomplete • Final thesis not submitted