

## Final Semester Thesis Schedule (13 Weeks)

Weeks	Responsibility	Tasks
1 & 2	Faculty Supervisor	<ul style="list-style-type: none"> <li>• Inform EdGrad Advisor (<a href="mailto:edgradadvising@tru.ca">edgradadvising@tru.ca</a>) that student is in final semester</li> <li>• Identify and confirm Internal Examiner</li> <li>• Identify and confirm External Examiner               <ul style="list-style-type: none"> <li>◦ Submit External Examiner Nomination Form, CV, and Summary of Qualifications to Program Assistant (<a href="mailto:edgrad@tru.ca">edgrad@tru.ca</a>) and Graduate Studies (<a href="mailto:gradstudies@tru.a">gradstudies@tru.a</a>)</li> </ul> </li> <li>• Confirm Thesis Supervisory Committee membership               <ul style="list-style-type: none"> <li>◦ Submit Thesis Proposal and Supervisory Committee Approval Form, proposal, abstract, and REB approval to Program Assistant (<a href="mailto:edgrad@tru.a">edgrad@tru.a</a>) and Graduate Studies (<a href="mailto:gradstudies@tru.a">gradstudies@tru.a</a>)</li> </ul> </li> </ul>
3–6	Student	<ul style="list-style-type: none"> <li>• Complete thesis draft</li> <li>• Supervisor(s) and Internal Examiner review and provide feedback</li> <li>• Revise thesis and obtain final internal approval</li> <li>• Submit final thesis (PDF) to Program Assistant and internal committee</li> </ul>
7	Faculty Supervisor	<ul style="list-style-type: none"> <li>• Supervisor confirms readiness for external review</li> <li>• Send thesis to External Examiner along with the External Examiner Report form</li> <li>• Identify Neutral Chair and inform Program Assistant</li> <li>• Prepare Request for Thesis Defence form and submit to <a href="mailto:edgrad@tru.ca">edgrad@tru.ca</a> and <a href="mailto:gradstudies@tru.ca">gradstudies@tru.ca</a></li> </ul>
8	Student	<ul style="list-style-type: none"> <li>• Apply to graduate through institutional portal</li> </ul>
9–10	Thesis Supervisory Committee	<ul style="list-style-type: none"> <li>• External Examiner reviews thesis and prepares Examiner Report</li> <li>• Final preparations for defence (presentation, questions, logistics)</li> <li>• Confirm defence date and time</li> </ul>
11	Student	<ul style="list-style-type: none"> <li>• Prepare for oral defence</li> </ul>
12–13	Student	<ul style="list-style-type: none"> <li>• Defend thesis</li> <li>• Complete required revisions</li> </ul>
Post-	Faculty Supervisor	<ul style="list-style-type: none"> <li>• Supervisor confirms revisions and informs Program Assistant</li> <li>• Program Assistant sends Graduation Approval Form</li> <li>• Submit final thesis to Program Assistant and Library</li> <li>• Final grade (COM) submitted</li> </ul>