

**Final Semester
Thesis Schedule (13 Weeks)**

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