

Thesis-Based Student Preparation/Examination Timeline and Deadlines

When	Task	Whose Responsibility	Important Notes and Convocation Deadlines
Before end of first term	Student/Supervisor Expectations form to GSO	Supervisor	
Before student begins research	<i>Appointment of Supervisory Committee</i> form and <i>Ethics Approval</i> (if required) to GSO	Supervisor	All students whose research involves living human and/or animal subjects require Ethics Approval.
12 weeks before anticipated exam date	<i>Application for Appointment of External Examiner</i> CV/resume of proposed examiner to GSO	Supervisor	Deadline for June Convocation: January 15 Deadline for October Convocation: May 15 Deadline for December degree completion: August 15
10 weeks before exam date	Copy of student's thesis to all members of Supervisory Committee	Student/Supervisor	Deadline for June Convocation: February 1 Deadline for October Convocation: June 1 Deadline for December degree completion: September 1
6 weeks before exam date	The following items sent to GSO: <ul style="list-style-type: none"> • <i>Thesis Title and Appointment of Examiners</i> form • <i>Thesis Examination Information</i> form • Defense-ready version of thesis 	Supervisor	Deadline for June Convocation: March 1 Deadline for October Convocation: July 1 Deadline for December degree completion: October 1
4 weeks before exam date	Room booked, Zoom meeting set up (if applicable), invitations and defense version of thesis sent to all committee members.	Grad studies officer	Deadline for June Convocation: March 15 Deadline for October Convocation: July 15 Deadline for December degree completion: October 15
Varies (see notes)	THESIS EXAM	Student, supervisor, all members of examining committee	Deadline for June Convocation: April 15 Deadline for October Convocation: August 15 Deadline for December degree completion: November 15
Varies (see notes)	The following items sent to GSO: <ul style="list-style-type: none"> • Final copies of thesis (with any required revisions) <ul style="list-style-type: none"> ○ 1 digital copy ○ 2 hard copies • Completed Winnspace form • Signed Thesis Examination Form • Signed Thesis Examination Final Report Form 	Supervisor	Deadline for June Convocation: April 30 Deadline for October Convocation: August 30 Deadline for December degree completion: December 15

All forms, with the exception of the Thesis Examination Form and the Thesis Examination Final Report Form are available here:

<https://www.uwinnipeg.ca/graduate-studies/current-students/documents-and-forms.html>