MA/MSc Defense Timeline

5-6 weeks before defense:

- Supervisory committee signs the Preliminary Acceptance of Thesis form (provided by the graduate advisor) indicating it’s ready for the final defense. This form is sent to the graduate advisor: psychgrad@ualberta.ca

4 weeks before defense:

- Supervisor schedules the defense (in-person or online). Provide exam date, time and location to the examining committee and the graduate advisor.

- Supervisor must provide a copy of the thesis (after approval by the supervisory committee) at least 4 weeks in advance to all members of the examination committee and the graduate advisor.

- Supervisor provides the names of the examining committee to the graduate advisor for the Notice of Examining Committee & Examination form including: chair, supervisory committee members, arm’s length examiner (knowledgeable in the field and comes fresh to the examination. They must not be (or have been) a member of the supervisory committee, or have been connected with the thesis research in a significant way). The chair is not a member of the examining committee.

- Once the notice of examining form is complete, signed by both the supervisor and the graduate chair, the graduate advisor submits the form to FGSR.

1 week before defense:

- Graduate advisor sends a scan of the student’s file to exam chair, including Thesis Approval/Program Complete (TAPC) form and department oral examination procedures.

End of Exam:

- The examining committee signs the TAPC form and indicate the result. The chair can sign on behalf of the external examiner or external reader. If defense took place in-person, the chair signs on behalf of anyone not physically in attendance.

- Committee chair sends the TAPC form to the graduate advisor for the graduate chair’s signature. Completed TAPC form is submitted to FGSR