

MEd Thesis Procedural Checklist

	Students admitted to a graduate diploma, master’s degree program or doctoral degree program must maintain continuous registration , including payment of applicable fees, in every fall, winter and summer term up to and including the term in which all requirements for their program of study are successfully completed. Familiarize yourself with the processes and links available to you on our Graduate Program in Education (GPE) Current Students Page.
	No later than the 2nd term (FT) or 4th term (PT) of study , students are required to officially assign a Supervisor by submitting a completed/signed Supervisor & Supervisory Committee Approval Form to gradprogram@edu.yorku.ca for GPE and Faculty of Graduate Studies (FGS) approval.
	While consulting with your Supervisor, begin work on your Thesis Proposal. Be sure to also consult the GPE and FGS guidelines for Thesis Proposals.
	In discussions with your Supervisor, agree upon the membership of your <i>Supervisory Committee</i> and submit the another <i>completed/signed</i> Supervisor & Supervisory Committee Approval Form to gradprogram@edu.yorku.ca for GPE and FGS approval.
	Submit the draft of your Thesis Proposal to your Supervisory Committee for approval no later than three months prior to the planned final oral exam .
	Once all your Committee members have signed off that you may proceed with your Thesis Proposal, and if no ethics review is required, submit an electronic copy of the Thesis Proposal (plus the completed/signed TD1 form) to the GPE Office (gradprogram@edu.yorku.ca) for GPE and FGS approval.
	OR, if ethics review is required the student submits a hard copy of the Dissertation Proposal, plus the completed/signed TD1 form & ethics forms to the GPE Office for GPE and FGS approval. See the Ethics info and FGS links on our Forms page for the appropriate forms to accompany the proposal.
	Conduct your research while under the supervision of your Supervisory Committee.
	Once your Supervisory Committee agrees that your dissertation is ready for oral examination, you must submit a completed/signed Recommendation for Oral Examination form to gradprogram@edu.yorku.ca no less than four weeks prior to the date of the exam for GPE and FGS approval and must be registered as active for the term in which the oral exam is scheduled to take place . Follow the Master’s deadlines for graduation eligibility found on the FGS-Important Dates site.
	Students must provide copies of their thesis to each member of their Supervisory Committee, no later than three weeks prior to the exam. For the Internal Examiner ; either your Supervisor or the GPE Office can send the dissertation to the examiner, if your Supervisor prefers the GPE Office to send the e-copy with a memo from the Graduate Program Director then submit an electronic copy of your dissertation to gradprogram@edu.yorku.ca .
	Immediately following the Oral Exam, the Supervisor submits the completed/signed Oral Examination Report form to gradprogram@edu.yorku.ca for GPE and FGS approval.
	If you are required to make some revisions. You work out these revisions in consultation with your Supervisor. See the FGS regulations on this. Once revisions are complete your Supervisor will need to submit the completed/signed Revisions Approved Memo to gradprogram@edu.yorku.ca for GPE and FGS approval.
	Submit an electronic copy of your dissertation through the ETD portal (FGS will contact student). Check the FGS guidelines for formatting the final version of your dissertation (http://gradstudies.yorku.ca/current-students/thesis-dissertation/etd/).
	Apply to graduate online, see important convocation/graduation info and links in our newsletter .

Thesis information and all forms can be found on our [Forms page](#)