

Important Administration and Processing Timelines - MSc

At least 6 weeks before exam:	<ul style="list-style-type: none"> Supervisor submits the “Request for GSE to Schedule an Oral Exam” Part 1 and Part 2 webforms.
At least 5 weeks before exam:	<ul style="list-style-type: none"> The GSE office generates an official Notice of Exam and sends to the student (cc’ing the supervisor) for review, completion and required signatures.
4 weeks (1-month) before exam:	<ul style="list-style-type: none"> The signed Notice of Exam must be received by the GSE office. According to FGS’s Thesis Examination Administrative Process, FGS must receive the signed Notice of Exam at least 4-weeks prior to the oral exam for its final approval of the membership of the examination committee.
3 weeks before exam:	<ul style="list-style-type: none"> The student distributes their final thesis by email to the exam committee with cc. to their GPA/graduate program The GPA emails the exam committee confirming the exam room location and/or official Zoom link and provides the required examination forms and guidelines with cc. to the student and neutral chair. The GPA sends the student the Thesis Approval Form
1 week before exam:	<ul style="list-style-type: none"> The GPA sends a reminder email to the exam committee and the neutral chair
At least 2 business days (48-hours) before exam:	<ul style="list-style-type: none"> Examiners submit their individual Assessments of Written Thesis forms, fully completed, dated, and signed, to the neutral chair with cc. to the GPA/graduate program email
<u>EXAM DAY</u>	