

# MEd Thesis Procedural Checklist

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

	<p>Students admitted to a Graduate Diploma, Master’s degree program or Doctoral degree program must maintain <a href="#">continuous registration</a>, including payment of applicable fees, in every fall, winter and summer term up to and <u>including</u> 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) <a href="#">Current Students</a> page. <b>Note: Students who have completed course work and are working on a Thesis should enrol in EDUC 6000 each term.</b></p>
	<p><b>No later than the 2<sup>nd</sup> term (FT) or 4<sup>th</sup> term (PT) of study</b>, students are required to officially assign a Supervisor by submitting a completed/signed <a href="#">Supervisor &amp; Supervisory Committee Approval Form</a> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and Faculty of Graduate Studies (FGS) approval.</p>
	<p>While consulting with your Supervisor, begin work on your Thesis Proposal. Be sure to also consult the GPE and FGS guidelines for Thesis Proposals.</p>
	<p>In discussions with your Supervisor, agree upon the membership of your <i>Supervisory Committee</i> and submit the another <i>completed/signed Supervisor &amp; Supervisory Committee Approval Form</i> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and FGS approval.</p>
	<p>Submit the draft of your Thesis Proposal to your Supervisory Committee for approval <b>no later than three months prior to the planned final oral exam</b>. Further detailed Thesis info can be found on the <a href="#">FGS-Master's Thesis site</a>.</p>
	<p>Once all your Committee members approved your Thesis Proposal, and if no ethics review is required, submit an <b>electronic copy</b> of the Thesis Proposal (<b>plus the completed/signed TD1 form</b>) to the GPE Office (<a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a>) for GPE and FGS approval.</p>
	<p>OR, if ethics review is required the student submits an <b>electronic copy</b> of the Thesis Proposal, <b>plus the completed/signed TD1 form &amp; ethics forms</b> to the GPE Office for GPE and FGS approval. See the Ethics info and FGS links on our <a href="#">Forms</a> page for the appropriate forms to accompany the proposal.</p>
	<p>Conduct your research while under the supervision of your Supervisory Committee.</p>
	<p>Once your Supervisory Committee agrees that your Thesis is ready for the oral exam, you must submit a completed/signed <a href="#">Recommendation for Oral Examination</a> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> no less than <b>four weeks</b> prior to the date of the exam for GPE and FGS approval and you <b>must be registered as active for the term in which the oral exam is scheduled to take place</b>. Follow the Master’s deadlines for graduation eligibility found on the <a href="#">FGS-Important Dates</a> site.</p>
	<p>Students must provide copies of their Thesis to each member of their Supervisory Committee, no later than three weeks prior to the exam. <b>For the Internal Examiner</b>, 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 Thesis to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a>.</p>
	<p>Immediately following the Oral Exam, the Supervisor submits the completed/signed <b>Oral Examination Report</b> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and FGS approval.</p>
	<p>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 <b>Revisions Approved Memo</b> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and FGS approval.</p>
	<p>Submit an <b>electronic</b> copy of your Dissertation through the ETD portal (FGS will contact student). Check the <a href="#">FGS guidelines</a> for formatting the final version of your Dissertation.</p>
	<p><a href="#">Apply to graduate online</a>; see important convocation/graduation info and links in our emails.</p>