Thesis Guidelines – Quick Reference and Checklist

Checklist
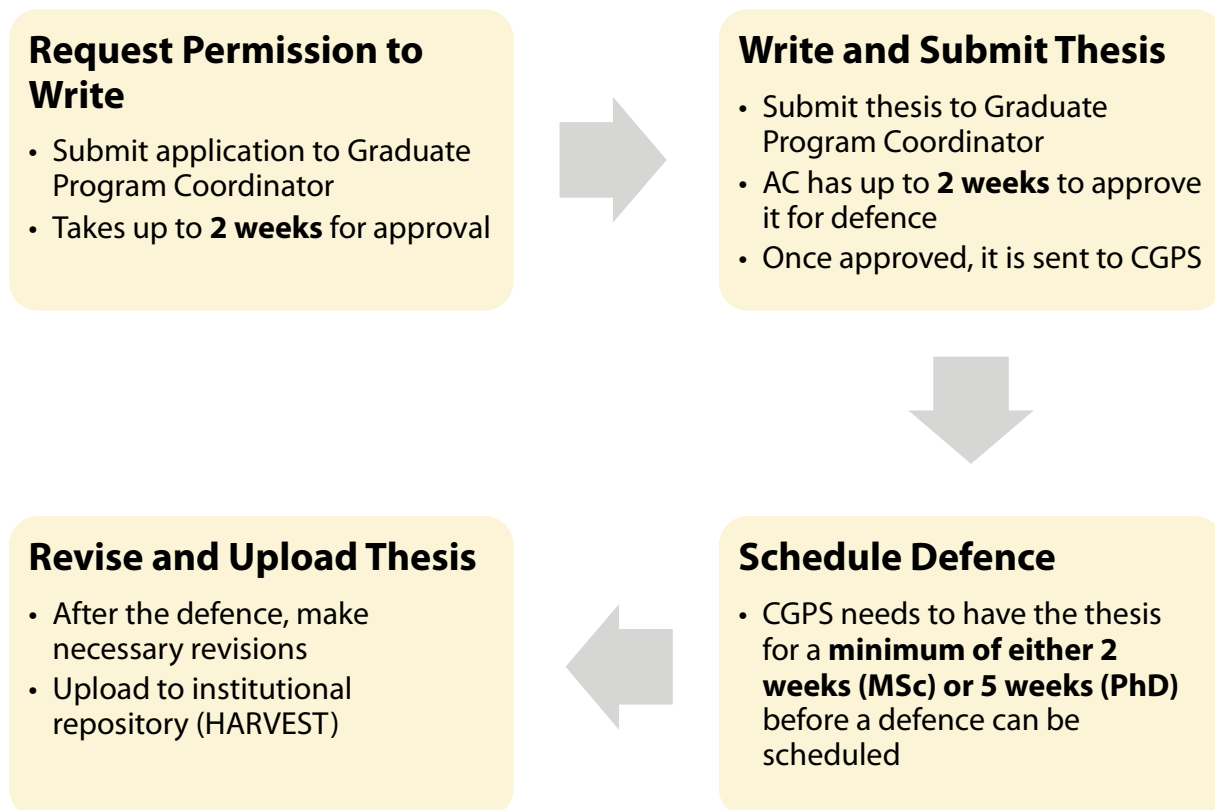
☐ Title and abstract

Choice of traditional vs. manuscript-style thesis (choose *one*):

☐ Traditional thesis

☐ Manuscript-style thesis

☐ Thesis outline

☐ A completed version of this checklist (found on the last page of this document)

Additionally, for manuscript-style theses:

☐ A list of manuscripts that will be included in the thesis

☐ A description of your contribution to the research and writing of each manuscript

Timelines

Request Permission to Write

- Submit application to Graduate Program Coordinator
- Takes up to **2 weeks** for approval

Write and Submit Thesis

- Submit thesis to Graduate Program Coordinator
- AC has up to **2 weeks** to approve it for defence
- Once approved, it is sent to CGPS

Schedule Defence

- CGPS needs to have the thesis for a **minimum of either 2 weeks (MSc) or 5 weeks (PhD)** before a defence can be scheduled

Revise and Upload Thesis

- After the defence, make necessary revisions
- Upload to institutional repository (HARVEST)

It can take anywhere from 5 – 11 weeks to go from seeking permission to write to uploading final revisions. Plan ahead and schedule carefully!