

## Thesis Submission / Convocation Deadlines

Please see below for details on the submission of your thesis and for deadlines you need to be aware of.

For final submission of your thesis, FGSR must receive one unbound copy of the thesis, an electronic version in PDF format, the signed title page, and any required forms: (<http://www.smu.ca/academics/archives/thesis-forms-procedures.html>)

**Prior to submitting your hard copy, Shane in the FGSR office would be happy to review a PDF version of the thesis to ensure that it meets the formatting guidelines. ([shane.costantino@smu.ca](mailto:shane.costantino@smu.ca))**

### Winter Convocation (January)

- The deadline for final submission is the last day the university is open prior to the Christmas break. This date varies year to year and can be found on the HR website (<http://www.smu.ca/about/holiday-schedule.html#d.en.45153>)
- The student should defend at least two weeks prior to the submission deadline to ensure they have adequate time to complete their revisions.
- The External Examiner should receive the thesis one month prior to the defense date\*.
  - The External Examiner Nomination Form is available at: <http://www.smu.ca/academics/fgsr-current-forms.html>\*\*.

### Spring Convocation (May)

- The deadline for final submission is **May 1**.
- The student should defend no later than mid-April to ensure they have adequate time to complete their revisions.
- The External Examiner should receive the thesis one month prior to the defense date\*.
  - The External Examiner Nomination Form is available at: <http://www.smu.ca/academics/fgsr-current-forms.html>\*\*.

### Fall Convocation (September)

- The deadline for final submission is **September 1**.
- The student should defend no later than mid-August to ensure they have adequate time to complete their revisions.
- The External Examiner should receive the thesis one month prior to the defense date\*.
  - The External Examiner Nomination Form is available at: <http://www.smu.ca/academics/fgsr-current-forms.html> \*\*.

\*Receipt of the thesis by this date is absolutely necessary to give the External Examiner adequate time to review and comment on the thesis

\*\* The External Examiner must already have been contacted by the Program Coordinator or Supervisor and have agreed to examine the thesis in the given time frame. If the External Examiner is to attend the defense in person, it is the responsibility of the Program Coordinator/Supervisor to make arrangements for the Examiner's visit.