

# MASTER OF EDUCATION IN EDUCATIONAL STUDIES

## Steps Toward the Thesis Defence

1. Approximately 5 to 6 months before the anticipated thesis defence, the student should submit a timeline for completion to the Supervisory Committee. This can be done with their Supervisor.
2. At the final meeting of the Supervisory Committee, the student should provide a draft of the thesis to each member who will review the thesis and provide the student with suggested revisions. The Supervisor and all other Committee Members are expected to return the annotated thesis and suggested revisions to the student within a reasonable period – i.e., 4 weeks or less. If this is not feasible, this should be discussed promptly with the student.
3. Each member of the Supervisory Committee is required to complete a copy of the Step I form, available from the Program office or Graduate Studies website (<https://www.trentu.ca/graduatestudies/school-graduate-studies-forms>). The signed form is submitted to the Program office.
4. Once the student has made the changes required by the Supervisory Committee, 4 printed copies of the thesis are submitted to the Program office. Electronic copies are not acceptable. The process of assembling a Defence Committee will not begin until these copies and all Step I forms have been received by the Program office.
5. The Supervisor is responsible for sending a list of potential external and internal Examiners, including contact information (institution and e-mail addresses) to the Program Director and the Program office. All prospective Externals and Internals must not have had direct contact with the graduate student and the thesis research project. On consultation with the Program office, Supervisors may informally approach potential Internal and/or Externals about their willingness to sit on a thesis defence, but the formal invitation will be issued by the Director.
6. The Director will invite suitable External and/or Internal Examiners and a Committee Member to serve on the Thesis Examining Committee. The Program office will arrange for a suitable defence date. Unless otherwise communicated by the student to the Program office, the student is expected to be available for any defence date agreeable to the Thesis Examining Committee.
7. Usually, a minimum of 6 weeks is required – from submission of the thesis and Step I forms until the defence. Such a period is needed to identify suitable Examiners and allow them to review the thesis, offer comments, and prepare for the defence.