

What are the first steps to submitting your thesis?

You and/or your supervisor should contact the examiners to determine an appropriate time/date for the lecture and defense. This should be done as far in advance as possible since faculty have many other responsibilities and may not be available on short notice.

A signed "[examination request form](#)" must be submitted to the Graduate Program Coordinator before the student uploads their thesis. Timelines for final dates to submit this form, submit the thesis, etc., can be viewed [here](#). Once this form is received by the Graduate Program Coordinator, authorization can then be given to the student to submit the electronic thesis via the Scholarship@Western site. Please note that paper submission of the thesis is no longer accepted. The defense normally will not take place in fewer than three-four weeks after the thesis has been submitted depending on whether it's a MSc or PhD thesis (refer to

M.Sc. defense timeline

Five weeks prior to examination date	The student and/or supervisor finalizes the exam date with the entire committee and provides the Grad Program Coordinator with the date, time, and location of the examination, as well as thesis title and format. The supervisor will secure the chair.
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Ph.D. defense timeline

Seven weeks