

Thesis/Dissertation Defense Procedures



Recommendation Letter

Student receives a letter of recommendation from a faculty member, submitted throgh the graduate studies system

Request for Thesis Registration

The student submits the request through the Graduate Studies System and then registers for the course.

Thesis or Dissertation Proposal

The student submits the request along with the thesis proposal form.

Transfer to Thesis Track

The student submits the request through the Graduate Studies System within the first two weeks of the semester.

Supervisor Assignment and Thesis Topic Selection

The student submits the request through the Graduate Studies System within the first six weeks of the semester.

Request for Electronic Committee Approval on the Decision

The supervisor submits the request along with the committee decision approval form.

Defense Committee Assignment

The supervisor submits the request after the student has completed the required courses with a cumulative GPA of no less than 75%.

Thesis Plagiarism Check Using Turnitin

The student submits the thesis via email to the Graduate Studies Office for processing

Scheduling the Defense Date

9

The supervisor submits the request (the period between supervisor assignment and the thesis defense must be at least four months)

Request for Thesis/Dissertation Readiness Approval (No Objection) and Commitments

The student submits the request through the Graduate Studies System.

Approval of the Defense Committee's Decision

The supervisor submits the request along with the committee decision approval form.

Approval of Thesis Modifications

The supervisor submits the request along with the master's thesis.

13

14

Request for Electronic Committee Approval of Modifications

The supervisor submits the request along with the revised thesis

Submission of Thesis/Dissertation to the Library with Authorization

The student submits the request through the Graduate Studies System, .attaching the thesis

Recommendation for Degree Granting

The supervisor submits the request through the Graduate Studies System.

^{*}Points 1 + 2 are for those wishing to switch from the comprehensive track to the thesis track only.