

Graduate Studies



Timeline for Exam and Graduation 2009-2010

STEP	DEADLINE	ACTION / EVENT	APPROVE	MORE INFO
Admission to MA program	By first day of classes	For more information on graduate studies process consult the General Regulations	GPC GSC	<i>General Regulations for Graduate Studies</i> ufv.ca/senate/gsc.htm
Temporary Supervisor Assigned	Upon admission	Temporary supervisor appointed by Graduate Program Committee (GPC)	GPC	
Supervisory Committee (SC) Appointed	By September 1, first semester	Senior supervisor and 2 nd supervisor recommended by GPC and approved by Associate Vice President of Graduate Studies (AVP GS)	GPC AVP GS	Form: Appointment of Supervisors
Project/ Major Paper/ Thesis (P/MP/T) Proposal	By October 1 of the 2 nd year (second last semester)	Project/ Major Paper/ Thesis proposal approved by SC, GPC, and AVP of GS	SC GPC AVP GS	<i>Guidelines on the Preparation and Supervision</i> ufv.ca/senate/gsc.htm Form: Approval of Thesis Proposal
Research Ethics Board Approval (if applicable)	Prior to data collection	Research Ethics Board (REB) approval (may take up to six weeks)	REB	Form: Request for Ethical Review ufv.ca/Research/Research_Ethics.htm
Supervision Process	On-going	Student submits drafts to SC for review and feedback		
Program Requirements		Complete all program requirements before submitting thesis or major paper		
Apply to Graduate	By April 1	Student applies to graduate if he/she expects to complete the thesis/paper examination by May 1		ufv.ca/ar/graduation.htm
Submission of Project / Major Paper / Thesis	By April 1	<ul style="list-style-type: none"> Student submits 4 unbound copies and an electronic copy of thesis or major paper to the SC GPC Chair certifies all program requirements are complete SC to certify thesis or major paper is acceptable for submission to Examination Committee (EC) SC suggests up to 3 individuals who may be approached by the AVP GS to act as external examiner SC suggests possible dates for examination GPC Chair provides additional comments if desired GPC Chair sends the Recommendation form with 1 unbound hard copy and 1 electronic copy (in MSWord not pdf) of the thesis or major paper to the AVP GS 	GPC Chair SC	More Info: Formatting and Submission Requirements document Form: Recommendation to Proceed with Examination <i>NOTE: students or supervisory committee are NOT to contact possible external examiners in advance of the examination</i>
	By April 7 for June graduation	<ul style="list-style-type: none"> GPC Chair notifies Registrar and Student that they are ready to proceed with examination process 	GPC Chair	
Notify Registrar & Student		<ul style="list-style-type: none"> AVP of Graduate Studies arranges for external examiner, confirms the examination date, and provides external with an anonymous copy of project/ major paper/ or thesis. 	AVP GS	External examination is “blind” – they do not know whose paper they are reviewing or have contact with the SC or student

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External Report	Prior to the examination	AVP of Graduate Studies receives report from external examiner.		
Examination	By May 1	Examination must have taken place on or before May 1 in order for the student to participate in convocation ceremony in June		
	By May 15	Examination must have taken place on or before May 15 th to avoid continuance fee		Student whose examination is after May 1 will not participate in convocation in June.
EC Decision	Examination	Possible outcomes: <ul style="list-style-type: none"> • Passed as submitted • Passed on condition that minor revisions are completed within 2 weeks • Deferred up to one semester pending major revisions • Failed – withdrawal from UFV required 	EC	
Revisions	By May 15	Minor revisions must be approved by Supervisory committee	SC	
Submission to Library	Upon final approval by the SC	<ul style="list-style-type: none"> • Follow the guidelines in the <i>Formatting and Submissions Requirements</i> document 	Library	Form: Formatting and Submission Requirements ufv.ca/senate/gsc.htm
Graduation Process GPC Chair approval AVP GS approval	May 15	AVP GS submits the recommendation for graduation to the Library and the GPC Chair for signature.	GPC Chair AVP GS Library	Registrar's office sends an approval to graduate form to the AVP GS
Senate Submission	May 19	AVP GS sends recommendation to Registrar and to Senate Chair for final approval at the May 28 meeting.	Senate	
Senate/Board approval	May 19	List of Graduands submitted to Senate for approval at May 28 meeting and UFV Board of Governors for final approval)	Board	Title of thesis or major paper recorded on student transcript
Convocation	June			ufv.ca/Convocation.htm
Continuance	June 1	\$300 Continuance fee due to maintain student status (includes ancillary fees)		Next Senate approval for Graduation is done in Fall / Winter; may participate in a convocation ceremony following approval
	September 1 and each semester following until degree completed	Additional \$300 Continuance fee due to maintain student status (includes ancillary fees)		

SC = Supervisory Committee
GPC = Graduate Program Committee – e.g., MA CRIM
GSC = Senate Graduate Studies Committee
EC = Examination Committee