

## Process for the Completion Phase of Pattern I (Master's Thesis)

1. A "Plan of Thesis Completion" will be completed by each graduate student in consultation with the Graduate Supervisor at the start of the fall term of the 2<sup>nd</sup> year of the MA program.
2. **Once the Supervisor has approved a final draft of the thesis**, the Supervisor, in consultation with the Head of the Department, will nominate members for the Master's Oral Thesis Examining Committee (which includes a minimum of three people: (i) the Chair of Committee: Head of the Department (or Head's Delegate), (ii) the Supervisor and (iii) one Reader who can be from the department or external to the department) and propose a date, time and place for the examination. An external Examiner from the faculty at Queen's may be chosen at the discretion of the Supervisor, in consultation with the candidate, to replace one of the two Readers on the Committee. The Supervisor must obtain commitments to serve as examiners from those he/she nominates for the committee.
3. The Graduate Coordinator will confirm that the candidate has met all degree requirements (all required coursework has been submitted and graded). The Graduate Coordinator will also remind the student to review the copyright requirements for any images or other material that will be included in the thesis. (See <https://library.queensu.ca/help-services/copyright-fair-dealing/copyright-your-thesis> for more information.)
4. The "Master's Oral Thesis Examination" form is completed and signed by the Supervisor and the Head of the Department and delivered to the Graduate Assistant **no less than ten working days prior to the scheduled date of the examination** (in order to notify the School of Graduate Studies that an oral examination has been scheduled, and to provide the required information to both the candidate and all members of the Examining Committee).
5. **The candidate will deliver a copy of the thesis to each member of the Thesis Examining Committee, including the Chair of the Committee no later than ten working days before the date for the defence.**
6. Upon successful completion of the oral defence, the Supervisor will discuss final corrections with **the candidate who will have one week to incorporate suggestions and turn around the final copy to the Supervisor for approval.**
7. **Final approval** by the Head of the Classics Department will only be given after the candidate:
  - (a) provides a copy of the final thesis (with committee corrections applied and supervisor-approved) for the Department's library
  - (b) provides an electronic abstract for inclusion on the Department of Classics website
  - (c) uploads their thesis to QSpace and completes the information regarding Thesis Deposit Licenses online as part of this process.