

## Master's Timeline Tracker

### for a Master's thesis or major paper

- provided to assist students and departments with planning and tracking the research progress of Master's thesis or major research paper (a separate PhD timeline tracker is available for doctoral students);
- requirements and deadlines are summarized from the [Graduate calendar \(p. 17-19 - Winter 2025 version\)](#) and the Faculty of Graduate Studies website [www.uwindsor.ca/graduate-studies](http://www.uwindsor.ca/graduate-studies).

Task	Due date	Who is responsible	How	Link to Instructions / more information
Propose Master's Committee	By the end of the first term of registration in the thesis/major paper	student/ department	<u>Thesis</u> : student obtains signatures and uploads Master's committee form to UWinsite for grad. studies approval; <u>Major paper</u> : committee approved internally by the dept. only, no grad. studies approval needed.	<a href="#">Master's Committee Instructions</a>  p. 17 of grad. calendar
Begin writing thesis following grad. studies format requirements		student	Use MS Word template, format guidelines, and format checklist	<a href="#">Format requirements</a>
Schedule Final Oral Defence	Must be held at least 3 weeks prior to the Spring/Fall Convocation at which the candidate expects to receive the degree	student/ department	Each department will follow its own interim requirements leading to the final oral defence incl. how/who determines when the candidate is ready to proceed to defense, scheduling arrangement, assigning a defense chair, etc. Student will follow their department's guidance for scheduling the defence.	<a href="#">Defence Guidelines</a>  p.18 of grad. calendar
Apply to graduate	by Registrar's posted deadlines	student	Department will remind student of responsibility to apply to graduate for Spring/Fall Convocation by Registrar's deadlines.	<a href="#">Registrar's graduation instructions</a> ; For guidance <a href="#">contact the Registrar's office</a>
Submit to committee members the defence-ready thesis/major paper	At least 2 weeks prior to the intended defence date	student	Student will send their defence-ready document to each member of their Master's Committee and to the department (for the defense chair). See also next step that must be completed at the same time.	p.18 of grad. calendar
Submit to graduate studies the defence-ready thesis/major paper for format checking	At least 2 weeks prior to the intended defence date	student	Student will send via email to <a href="mailto:thesis@uwindsor.ca">thesis@uwindsor.ca</a> and cc the department: 1. defence-ready thesis/major paper (PDF) 2. completed 'format checklist'. 3. intended defence date	<a href="#">Pre-defence submission and format checking</a>
Announce Defence	At least 8 days prior to defence date	department	1.Department will confirm defence date, assign a defense chair, and <b>post public notice of defence on the dept. website</b> 2.Department will email a copy of the defence notice to grad. studies ( <a href="mailto:thesis@uwindsor.ca">thesis@uwindsor.ca</a> )	<a href="#">Defence Guidelines</a>  p.18 of grad. calendar
Defence presentation			Student will present the thesis/major paper at a public oral defence.	<a href="#">Master's Defence Procedures</a> <a href="#">Defence attendance guidelines</a>

## Master's Timeline Tracker (continued)

AFTER THE DEFENCE:					
	Task	Due date	Who is responsible	How	Web Instructions / more information
	Obtain Committee approval and signatures on the Committee Approval form.	After the defence	student	1.After making any post-defence changes requested by their Master's Committee, student will obtain a signature from <b>each</b> committee member 2.Student will submit the fully signed Approval form to the Department	
	Submit to grad. studies an official defense 'Report form', with defence outcome and final grade for the thesis/major paper	After the Committee Approval form has been fully signed and submitted by student	department	The Department will hold the defence 'Report Form' until all committee-requested changes have been made and the student has obtained all signatures on the Committee Approval form. The Department will submit to grad. studies via email to <a href="mailto:thesis@uwindsor.ca">thesis@uwindsor.ca</a> the Report Form along with the signed Approval form.	<a href="#">Instructions for Departments for completing and submitting the defence Report Form.</a>
	Deposit thesis/major paper with grad. studies	After the defence & at least 2 weeks prior to Spring/Fall convocation at which the candidate expects to receive the degree	student	1.The student will upload their final committee-approved document to thesis/major paper portal 2.the student will submit required deposit forms to graduate studies  The student <b>must be registered in the term in which they are completing the Deposit</b> - the only exception is if the student has completed within the Phase I grace period of the term.	<a href="#">Post-defence Deposit Instructions</a>  p.18-19 of grad. calendar  <a href="#">Phase I policy</a>
	Thesis/major paper requirement is completed AFTER the Deposit is completed.			The student will receive confirmation of the deposit from <a href="mailto:thesis@uwindsor.ca">thesis@uwindsor.ca</a> with cc to the Department.  Graduate studies will forward the Report Form to Registrar's for posting the final grade on UWinsite.	