



**Students who wish to convocate should meet the respective dates noted below.** Please note, experience has shown that students who leave the distribution of their theses/practica until the deadline shown often have difficulty getting their work approved in time and have their convocation postponed to the subsequent graduation. For this reason, **students are strongly encouraged** to submit their theses/practica in advance of the respective date noted below.

Required Action	Graduation Date			DEADLINE
	October 2018	February 2019	May 2019	
Recommended date for receipt by Graduate Studies of Ph.D. theses for distribution to the internal examining committee. <sup>1</sup>	May 1, 2018	September 1, 2018	December 1, 2018	
Recommended date for students to distribute Master's Theses or Practica to their Examining Committee.	June 15, 2018	October 15, 2018	January 15, 2019	
Last date for receipt by Graduate Studies of Theses/Practica and reports on Theses/Practica, comprehensive examinations, and project reports from students <sup>1</sup> , and lists of potential graduands from departments.	August 30, 2018 <sup>2</sup>	January 3, 2019 <sup>2</sup>	April 2, 2019 <sup>2</sup>	

<sup>1</sup> It is the student's responsibility to ensure that the above requirements are delivered to the Faculty of Graduate Studies Office by the deadline noted.

<sup>2</sup> Students cannot be added to the potential graduand list (for the respective graduation date noted) after this date.

**Note:** When a submission date falls on a weekend or holiday, the deadline is automatically extended to the next business day.

Final Requirements for Graduation	Route	Requirement(s)
	Thesis / Practicum	<ul style="list-style-type: none"> <li>one digital version submitted as an e-thesis at the MSpace website: <a href="https://mspace.lib.umanitoba.ca/">https://mspace.lib.umanitoba.ca/</a></li> <li>original approval form and copyright license declaration form</li> </ul>
	Comprehensive Exam	<ul style="list-style-type: none"> <li>original approval form</li> </ul>
	M.Eng. Project	<ul style="list-style-type: none"> <li>original approval form</li> </ul>
	Other	<ul style="list-style-type: none"> <li>list of potential graduates to be submitted by the department (for those programs that do not require thesis / practicum / comprehensive exam / M.Eng. project)</li> </ul>

### Notes to Departments

- The Thesis / Practicum Title and Appointment of Examiner's Form (Green), indicating the student's Examining Committee is to be completed by the Department for all Master's students prior to the thesis defence and forwarded to FGS. This form does not automatically include the student on the Graduand list prepared by FGS. This form is available on our website:

[umanitoba.ca/graduate\\_studies/forms/](http://umanitoba.ca/graduate_studies/forms/)

- The student's declaration of intent to graduate upon registration or at the Registrar's Office does not automatically include them on the Graduand list prepared by FGS.
- Copies of the brochure "Thesis Guidelines"<sup>3</sup> are available on our website:

[umanitoba.ca/graduate\\_studies/thesis/guidelines.html](http://umanitoba.ca/graduate_studies/thesis/guidelines.html)

<sup>3</sup> Please have your graduate students review this brochure prior to writing their thesis.