

## NOTICE

**TO:** Graduate Students, Graduate Coordinators, and Graduate Supervisors  
**FROM:** Heather Hillyard, Graduate Studies & Research  
**DATE:** January 17<sup>th</sup>, 2006  
**RE:** Completion Dates – May 2006 Convocation

Completion dates for the **May 2006 Convocation** are as follows (working backwards):

***Friday, April 14<sup>th</sup>*** **Absolute deadline for completion of all requirements.** This means that you have defended your thesis/project, made all corrections and submitted 5 corrected & approved thesis copies plus the binding fee (\$100) to the Graduate Studies Office.

***Friday, March 31<sup>st</sup>*** **This is the last day for a defence/presentation,** as students must allow themselves 10 business days after the defence and before the final submission deadline to make corrections and have the thesis duplicated.

***Friday, March 17<sup>th</sup>*** **This is the last day to schedule a master's defence/presentation for March 31<sup>st</sup>.** Defence/presentations **cannot** be scheduled if you are still taking courses or there are outstanding marks. The seminar requirement must be met before you can schedule. All paperwork must be completed as well. ***Students defending on a date other than March 31<sup>st</sup> must submit all defence materials 12 business days prior to the presentation date.***

***Monday, February 27<sup>th</sup>*** **This is the last day to schedule a Ph.D. defence for March 31<sup>st</sup>.** The External Examiner must be given **5 weeks** in which to review the thesis. Defences **cannot** be scheduled if you are still taking courses or there are outstanding marks. All paperwork must be completed as well. ***Ph.D. students defending on a date other than March 31<sup>st</sup> must submit all defence materials 5 weeks prior to the presentation date.***

***Monday, January 23<sup>rd</sup>*** **Proposed External Examiner forms must be received** by the Graduate Studies Office for any Ph.D. students who plan to defend in time for the May Convocation.

**PLEASE FILL OUT AN “INTENT TO GRADUATE” FORM AVAILABLE AT THE  
SEXTON CAMPUS STUDENT SERVICES OR ONLINE AT  
[HTTP://WWW.REGISTRAR.DAL.CA/FORMS/](http://www.registrar.dal.ca/forms/)**