# MASTER’S ESSAY/PROJECT TIMELINE

## January-April

| January-February | - ensure that your MA Essay/Project proposal form has been submitted and approved (forms are available from the Graduate Secretary)
| | - confirm Supervisory Committee (including External Examiner)
| | - confirm tentative date for Oral Examination (*i.e.*, consult Supervisory Committee on dates)
| | - maintain regular contact with Supervisor
| | - submit working drafts to Supervisor

| **35 working days before Oral Exam**
*(*e.g.*, by 2 March for 20 April Oral Exam)* | - Submit full draft of to Supervisor and wait for feedback; budget time to do revisions and obtain Supervisor’s approval before submitting draft to Department Member

| **25 working days before Oral Exam**
*(*e.g.*, by 16 March for 20 April Oral Exam)* | - Submit full draft to Department Member (with Supervisor’s approval) and wait for feedback; budget time to consult with Supervisor and do revisions before final submission

| **15 working days before Oral Exam**
*(*e.g.*, by 30 March for 20 April Oral Exam)* | - Submit official Request for Oral Examination to the Graduate Secretary (forms are available in the Department office and must be signed by the Supervisor and Department Member)
| | - Submit finished essay (with a title page) to the Graduate Secretary

| **Congrats! 20 April** | - Oral Examination (must be completed before final day of term, but the earlier the better since revisions may be required before final approval)