

Process Timeline Guide for Graduate Programs

Please refer to the [General Regulations for Graduate Studies](#) for additional information.

| STEP | DEADLINE | ACTION / EVENT | APPROVAL | MORE INFO |
|---|--|--|-------------------|--|
| Applications for Admission | As set by program | <ul style="list-style-type: none"> Complete applications are reviewed by the Graduate Program committee (GPC). GPC decisions on admission are recommended to the AVP Graduate Studies (AVP) for final approval. Admission recommendations are sent to Office of the Registrar (OREG) by the AVP office. | GPC AVP | UFV calendar . Form 01: Admission Recommendation Forms and Guidelines – Student Admission & Program Progress |
| Upon Admission to Master’s Program: | | | | |
| Temporary Supervision | Upon admission | Temporary supervision is provided by the Graduate Program Committee (GPC) | GPC | |
| Supervisor and Supervisory Committee (SC) Appointed | As soon as possible after admission – first year preferred | Senior supervisor and supervisory committee members are recommended by GPC and approved by AVP. GPC requests Supervisory Status for all members of the SC from the Senate Graduate Studies committee (GSC). | GPC AVP GSC | Form 02: Appointment of Supervisors Forms and Guidelines – Supervisory Status |
| Progress Evaluation | Once per year | Supervisory committee reports on the student’s progress to the GPC in writing with a copy to the student. The report shall include information as required by the GPC. | SC GPC | This is to flag any potential issues or concerns about student progress so it can be addressed as early as possible. |
| Project/ Major Paper/ Thesis Proposal | By October 1 of the 2 nd year (or second last semester) | Project/ Major Paper/ Thesis proposal approved by SC, GPC, and AVP. | SC GPC AVP | Major Paper, Projects and Thesis Guides Form 03: Approval of Thesis/Major Paper Proposal Forms and Guidelines – Major Paper or Thesis Proposal |
| Research Ethics Board Approval (if applicable) | Prior to data collection | Human Research Ethics Board (HREB) approval (allow up to six weeks) | HREB | HREB Website - Request for Ethical Review Human Research Ethics Forms – Faculty & Graduate Students |
| Project Supervision | On-going | Student submits drafts to Supervisor and / or Supervisory committee for review and feedback | S/SC | |
| Program Requirements | | Complete all program requirements before submitting thesis or major paper for exam. | | |
| Apply to Graduate | By April 1 | Student applies to graduate if he/she expects to complete the thesis/paper examination in that term. | | http://www.ufv.ca/admissions/graduation/ |

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|--|---|--|-----------------------------|---|
| Examination Process | | | | |
| Examination Committee (EC) set | | <ul style="list-style-type: none"> Supervisor An external or internal evaluator as stipulated by the program and is approved by the GPC and the AVP. | GPC AVP | Internal evaluator must have received Supervisory Status from the Senate GSC. Supervisory Status |
| THESIS - Oral Examination | | <ul style="list-style-type: none"> GPC makes a recommendation to the AVP for approval regarding the date, place and time of the examination and the names of potential External Examiner. AVP office contacts External Examiner(s) to request their participation. Blind review – no contact from GPC or student. A copy of the final paper is provided to the External Examiner by the AVP office (redacted) at least two weeks before the examination date. | GPC AVP | Form 04: Recommendation to Proceed with Final Review or Examination Forms and Guidelines – Recommendation for Exam |
| MAJOR PAPER – Oral Presentation (if required by program) | After passing the evaluation of their major paper | <ul style="list-style-type: none"> GPC makes a recommendation to the AVP for approval regarding the date, place and time of the presentation and the name of the Second Reviewer. A copy of the final paper is provided to the Second Reviewer at least one week before the presentation date. | GPC | |
| EC Decision | | <ul style="list-style-type: none"> The EC submits their decision to the AVP. | EC | Form 05: Report of the Examination Committee Forms and Guidelines – Final Exam Report |
| Submission to Library | Before approval to Graduate | <ul style="list-style-type: none"> Student must submit their final paper to the Library | Student S/SC | Library Guidelines: Major Paper or Thesis Forms and Guidelines – Library Guidelines |
| Graduation Approval | Upon completion of all program requirements | <ul style="list-style-type: none"> Application for Graduation forms are approved by the GPC Chair, Library Rep, and then the AVP who returns the form to OREG. | GPC Chair AVP Library | OR generally sends the forms to the AVP office initially. |
| Convocation | June | | | http://www.ufv.ca/admissions/graduation/ |
| Continuance | June 1 and each semester until degree completed | Continuance fee due to maintain student status (this is for students who have completed all requirements except the thesis, major paper or project). IP grade in final course. | Student | Students must pay the continuance fee to keep their account active, allow Library access, etc. |

AVP = Associate Vice President, Research, Engagement & Graduate Studies

EC = Examination Committee

GPC = Graduate **Program** Committee – e.g., MA CRIM, MSW, MEd

GSC = **Senate** Graduate Studies Committee

OREG = Office of the Registrar

S = Supervisor

SC = Supervisory Committee

Resources: <https://www.ufv.ca/graduate-studies/faculty-and-staff-resources/forms-guidelines/>