

## MASTER OF DESIGN THESIS TIMELINE

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You are encouraged to finalize your written thesis during the Winter semester of Year 2 and submit your thesis draft to your supervisor by **May 1** at the latest. This timeline ensures that you can hold your thesis defence in **June**.

Please note: **No thesis defences are held between July 1 and August 15.**

If minor corrections are required, you will have time to address them and submit your final thesis to [Spectrum](#) by **September 1**. However, it is strongly advised that you submit by **August 15** to allow for processing with the Thesis Office and to avoid paying program fees for the fall semester. This will allow you to graduate in the fall. However, there is only one convocation ceremony each year in June.

If you are unable to complete your thesis by **May 1**, you may use the Summer semester to write and submit it to your supervisor by **September 15**. This will allow you to hold your defence by **November 15** and submit your thesis to Spectrum by **December 15** at the latest to be able to graduate in the Spring. In theory, you have until April 1 to submit to Spectrum, but to avoid paying Winter semester fees, you should stick to this deadline.

**IMPORTANT:** Allow at least **8 weeks** to complete all steps. Detailed descriptions and timeframes are provided below.

### Formatting Standards:

Ensure your thesis conforms to Concordia's formatting standards:

[Master's Thesis Preparation](#)

Please note that the department requires **1.5 line spacing** instead of single spacing.

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### Step 1

#### Submit Thesis Draft to Supervisor

Ensure your draft is of high quality, free of spelling and grammatical errors. Allow your supervisor **three weeks** to review and provide feedback. Expect requests for modifications to enhance the thesis.

**Time to allocate:** 3 weeks

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### Step 2

#### Revise and Resubmit

After receiving your supervisor's feedback, implement the suggested corrections and submit the revised version to your supervisor.

**Time to allocate:** 1–2 weeks

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### Step 3

#### Submit to Committee Members

Once approved by your supervisor, submit the final thesis (PDF) to Angela Enea (Graduate Program Assistant), who will forward it to your two Thesis Committee Members for evaluation.

- Committee members require **at least three weeks** to review the thesis and provide evaluation forms with written comments to your supervisor before the defence.
- During this time, coordinate the defence date with your supervisor and decide whether it will be held at Concordia or via Zoom.
- For in-person defences, consult Angela to book a room. Use an online poll to find suitable dates and 1.5-hour time slots for the committee.

**Time to allocate:** Minimum 3 weeks

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### Step 4

#### The Defence (Duration: 1.5 hours)

Once the defence date and time are confirmed, notify Angela Enea. The defence is a public event unless you choose to make it private. Friends, family members, and classmates are typically welcome to attend.

- Present a **15–20-minute summary** of your thesis and research-creation project (e.g., PowerPoint presentation).
- Committee members will ask questions, usually in two rounds.

If no corrections are required, you may submit your thesis on [Spectrum](#) and complete the process. Details on proper formatting and requirements are outlined at the link. However, minor or major modification requests are common.

**Time to allocate:** 1–4 weeks

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#### Minor Modifications:

- Allocate 1–2 weeks to make corrections and resubmit the thesis to your supervisor for review and final grading. The document does not have to be resubmitted to the other Committee members.
- After approval, submit your thesis to Spectrum.

#### Major Modifications:

- Allocate 3–4 weeks to make corrections.

- Resubmit the revised thesis to your supervisor **and** both Committee members for review and final grading.
- Once approved, submit your thesis to Spectrum.

**Essential links to consult carefully:**

**Thesis submission process – including the dates to apply to graduate for Fall or Winter Convocation**

<https://www.concordia.ca/gradstudies/students/thesis-based/process.html>

**Spectrum guidelines**

<https://spectrum.library.concordia.ca/HowtoPrepareYourThesisForDepositinSpectrum.pdf>

<https://spectrum.library.concordia.ca/HowtoDepositYourThesisinSpectrum.pdf>