



FRAN 598 — Major Research Project Graduation and Oral Exam Checklist

All forms mentioned below are available on the [Faculty of Graduate Studies website](#). Further graduation guidelines can be found on the Faculty of Graduate Studies (FGS) website: [Graduation & convocation for graduate students](#).

Before the Oral Exam

- The student verifies the [CAPP Report](#) and completes the [application for graduation](#), available in the Graduation Requirements and Deadlines tab of [MyPage](#). The deadline is February 15 if completing in the Spring term, July 15 if completing in the Summer, and November 15 if completing in the Fall. If information on the Report is inaccurate, contact the [Graduate Secretary](#) who will email Graduate Admissions and Records Office (GARO) with program changes.
- The student emails a PDF copy of the final version of the major research project to the [Graduate Secretary](#) and the [Graduate Advisor](#).
- After the FRAN 598 project is submitted electronically to the [Graduate Advisor](#) (at least **10 working days before the oral exam**), the Graduate Advisor and the Supervisor will decide on a time and date for the defence after consultation with the student and members of the supervisory committee. Room booking, virtual defence details and announcement of the defence is the responsibility of the Graduate Secretary and Graduate Advisor.
- The Graduate Advisor submits an electronic version of the project to each committee member. The student shall not have any contact regarding the evaluation of their project with the supervisory committee until the defence itself.

After the Oral Exam

- The student makes all corrections to their project, as required by their examining committee.
- The student emails the PDF copy of the revised version of the major research project to the [Graduate Advisor](#) and the [Graduate Secretary](#), and mentions if they allow the Department of French and Francophone Studies to make the MA project accessible to the public, via the [departmental website](#).
- The Graduate Advisor or the Chair of the oral examination completes the [Checklist for non-thesis oral examination](#), and the Graduate Secretary gathers signatures and submits the form to GARO within five days after the examination.

The Graduate Secretary will complete and submit to GARO the Letter of Recommendation signed by the Supervisor and the Department Chair.

- The student makes sure that their office is empty of all personal effects as well as any items associated with classes or TA work.
- The student returns office keys and borrowed books to the Department of French and Francophone Studies General Office (CLE C247).

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