



Timelines for Faculty Requests and Examinations

To respect faculty members' busy schedules, students are expected to follow these **minimum** notice periods when requesting reviews or scheduling academic milestones:

Task / Request	Minimum Notice Required	Notes
Letter of Reference	At least 2 weeks	Submit your request and supporting documents early.
Review of Thesis Proposal (before Comprehensive Exam)	At least 2 weeks	Ensure your proposal is complete before submission.
Review of Thesis by Committee Members (before Defence)	At least 4 weeks	Send the final draft to your committee within this timeframe.
Request for Chair (MSc Defence or Comprehensive Exam)	At least 4 weeks	Provide the date, time, and student details.

Additional Requirement:

Once your **defence date** or **comprehensive exam** is confirmed, you must inform the GSAT Program Coordinator and provide:

- Date and time of the defence/exam
- Location or Zoom link (if applicable)
- Name of the confirmed Chair