

## OP4916 THESIS COMPLETION

Records documenting thesis completion process of students who study in a research-based graduate programs at Queen's University.

Includes thesis submission, thesis defense and decision making on thesis completion.

Not used for Supervision of Graduate Students, see OP4915.

Example documents: thesis submission forms, Oral Thesis Examination Form, correspondence.

*Correspondence includes paper, email and other electronic communication.*

### OPR - Vice-Provost and Dean of Graduate Studies

*(Unless otherwise assigned, see below)*

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
10	<b>Thesis Examination Committee - Chair</b>	ET + 0	0	DP	PIB
<i>ET Definition: Decisions made by the committee.</i>					
<i>Disposition Plans: Files to be transferred to SGS after a student submits and defends his or her thesis. Then files are to be reclassified as OP4910.</i>					
11	<b>Thesis Examination Committee - Members' Participation Files</b>	ET + 0	0	DP	PIB
<i>ET Definition: Decisions made by the committee.</i>					
<i>Disposition Plans: Members' participation records to be submitted to Committee Chair.</i>					

## GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

OP4916 was approved on 07/11/2012.