

Veritas Thesis Examination Portal:

Faculty, Examiners & Exam Chair Instructions

The School of Graduate & Postdoctoral Studies has launched Veritas, a new online portal for managing thesis examinations. Veritas replaces Scholarship@Western for new student thesis examination submissions.

Effective June 4, 2026, new thesis examinations will be managed through Veritas. This guide outlines the responsibilities of supervisors, examiners, and Exam Chairs.

ACCESSING VERITAS

Western supervisors, examiners, and Exam Chairs who hold SGPS Membership can access active Veritas records through the [SGPS Member Portal](#).

- **Western examiners and Exam Chairs:** use the SGPS Member Portal or the secure link provided in the automated Veritas email.
- **External examiners:** use the unique secure link sent directly by email. External examiners cannot access records through the SGPS Member Portal.
- **Secure links are role-specific.** Do not forward or share Veritas links with another person.

BEFORE THE EXAMINATION REQUEST IS INITIATED

Once the supervisor has confirmed that the thesis is ready for examination, the student and supervisor must work together to confirm the proposed examination date, time, format, and examination committee.

The following forms must then be completed and submitted to the Graduate Program Coordinator:

- **Proposed Examiner Form**
- **Thesis Examination Request Form**

Signatures are no longer required on the Thesis Examination Request Form. However, both forms remain mandatory and are required before the Graduate Program Coordinator can begin scheduling the examination and initiate the examination request in Veritas.

Only the Graduate Program Coordinator or Graduate Chair can initiate an examination request in Veritas. Supervisors and examiners do not enter the request themselves.

SGPS requires a minimum lead time of **five working weeks for PhD examinations** and **three working weeks for Master's examinations**. Please submit the forms before the preliminary thesis deadline so examiner availability, board composition, and examination details can be confirmed.

EXAMINATION REQUEST APPROVALS

Once the Graduate Program Coordinator initiates the examination request in Veritas, the approval requests will be sent to the required participants. The preliminary examination will not begin until all approvals have been completed and the student has formally submitted the thesis and any supporting files through Veritas.

Candidate Approval

The student must complete the candidate approval request in Veritas, confirming that the thesis is ready for examination and acknowledging the required examination and publication requirements.

Supervisor Approval

The supervisor will receive an automated request to review and approve the examination details. The supervisor must:

1. Review the candidate, proposed examination details, and examination board information.
2. Confirm that the thesis is ready to proceed to examination.
3. Submit the approval through Veritas.

Graduate Chair Approval

The Graduate Chair approval becomes available after all required supervisor approvals have been received. The Graduate Chair must:

1. Review and approve the academic composition of the Thesis Examination Board.
2. Confirm provisional consent and declare any conflicts of interest.
3. Review any exceptions, including shortened scheduling timelines or non-standard board composition, which may require additional SGPS review before the examination can proceed.

The preliminary examination begins only after all required approvals are complete and the student has formally submitted the thesis through Veritas. Whichever requirement is completed last triggers the preliminary examination and examiner invitations.

PRELIMINARY EXAMINATION – EXAMINER RESPONSIBILITIES

When the record advances to the preliminary examination stage, each examiner will receive an automated email with a secure link and submission deadline. Veritas tracks three required actions for every examiner:

1. Accept the preliminary-examination responsibilities.
2. Download the thesis and any supporting files.
3. Submit the preliminary decision.

Before accessing the thesis, examiners must acknowledge that they will:

- **Review the thesis independently** without consultation with the other examiners.
- **Assess whether the thesis meets the scholarly standards** of the discipline and degree in both form and content.
- **Maintain strict confidentiality** throughout the review and examination process.
- **Refrain from using generative AI tools** at any point during the thesis review or examination.

The preliminary decision is recorded as **Acceptable to Proceed to Examination** or **Unacceptable**.

ON THE DAY OF THE EXAMINATION – EXAMINERS

Veritas sends each examiner and the Exam Chair a unique digital access link for the examination. Before accessing the evaluation fields, examiners must again acknowledge their professional responsibilities.

During the closed-door deliberations, each examiner submits an individual and confidential evaluation in Veritas:

- **Thesis content:** Pass, Pass Conditional Upon Revisions, or Unacceptable.
- **Oral defence:** Acceptable or Unacceptable.
- **Assessment standards:** examiners must review and accept their professional responsibilities on the portal, confirming that they will provide an impartial assessment, maintain strict confidentiality, and refrain from using generative AI tools.

The individual evaluations remain confidential and are securely compiled for the Exam Chair. All examiner evaluations must be submitted before the Exam Chair can finalize the board's report.

EXAM CHAIR RESPONSIBILITIES

The Exam Chair is a non-voting member representing SGPS. Once the closed-door deliberations conclude and the individual examiner evaluations have been submitted, Veritas provides the Exam Chair with a real-time tally of the decisions.

1. **Review the evaluation tally** for the thesis content and oral defence.
2. **Record the board's final decision** and indicate whether each outcome was reached unanimously or by majority.
3. **Document the outcome:**
 - **Successful:** record any minor changes recommended by the board, where applicable.
 - **Pass Conditional Upon Revisions:** enter a clear, specific, and itemized list of the revisions agreed upon by the majority of the examiners.
 - **Unsuccessful:** document the academic rationale agreed upon by the board before the matter is referred to SGPS.
4. **Designate the examiner or examiners** who will review and approve the revised thesis when formal revision sign-off is required.
5. **Submit the completed Chair Report** directly to SGPS through Veritas at the conclusion of the examination.

DESIGNATED EXAMINER RESPONSIBILITIES

When the outcome is Pass Conditional Upon Revisions, the Exam Chair identifies the examiner or examiners responsible for reviewing the revised thesis.

- **Review the revised thesis** against the specific, itemized requirements recorded in the Chair Report.
- **Confirm completion of the required revisions** and provide final approval through Veritas.
- **The student's supervisor may continue to support the revision process but cannot provide the formal examiner sign-off on the revisions.**

The examination remains in **Revisions Pending** status until the designated examiner approval has been completed.

IMPORTANT REMINDERS

- **Complete all Veritas actions by the stated deadlines.** The examination cannot move to the next stage until the required approvals, evaluations, or revision sign-offs are complete.
- **Monitor your Western email and the SGPS Member Portal** for automated requests, secure links, reminders, and examination updates.

- **Contact the Graduate Program Coordinator promptly** if you do not receive an expected Veritas email, cannot access a record, or identify incorrect examination information.
- Examinations already initiated in Scholarship@Western will continue through the existing process unless otherwise advised by SGPS.