

Veritas Thesis Examination Portal: Student Instructions

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

Effective June 4, 2026, students will submit their preliminary thesis and manage examination-related requirements through the [Graduate Student Web Services Portal](#).

BEFORE YOU SUBMIT THESIS

Once your supervisor has confirmed that your thesis is ready for examination, work with your supervisor 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 for the Graduate Program Coordinator to begin scheduling the examination and initiate the thesis examination request in Veritas.

Please do not wait until your preliminary thesis submission deadline to provide these forms, as examiner availability and examination details must be confirmed before the examination can be scheduled.

HOW TO SUBMIT THESIS

1. Log in to the [Graduate Student Web Services Portal](#).
2. Select Veritas Thesis Examination Portal.
3. Select Begin Thesis Submission.
4. Enter your thesis title and format and complete the formatting, copyright, and publication confirmations.
5. Upload your thesis as a .pdf or .docx file.
6. Upload any relevant supplemental files.
7. Review your uploaded files and select **Submit My Thesis for Preliminary Examination**.

The thesis and each supplemental file must be no larger than **100 MB**.

Please ensure that your files are complete and correct before confirming your submission. Once formally submitted for preliminary examination, the files will be locked and cannot be changed without assistance from SGPS.

EXAMINATION APPROVALS

Before the preliminary examination can begin:

- You must complete the candidate approval request sent through Veritas.
- Your supervisor must confirm that you are ready to proceed.
- The Graduate Chair must approve the examination request.
- Your thesis must be formally submitted through Veritas.

You may begin uploading your thesis before the program has completed the examination request; however, the preliminary examination will not begin until all approvals and submission requirements are complete.

SUBMISSION DEADLINES

Both the Thesis Examination Request Form and preliminary thesis submission must be completed at least:

- **PhD examinations:** five working weeks before the proposed examination date.
- **Master's examinations:** three working weeks before the proposed examination date.

Students are strongly encouraged to begin the process earlier to allow time to confirm examiner availability and resolve any submission issues.

TRACKING YOUR EXAMINATION

- Monitor the status of your thesis examination.
- Review examination and revision requirements.
- Track final approvals and publication requirements.

THESIS DEFENCE ONLY STATUS

- Students requesting **Thesis Defence Only status** must submit the request directly through Veritas. The previous paper form has been discontinued and will no longer be accepted.
- Students whose thesis examination was already initiated through Scholarship@Western will continue using the existing process unless otherwise advised by SGPS.