

Checklist for Dissertation Defense

1) **Setting the Defense Date**

- The supervisor and student will schedule the defense date for at least 2 weeks before the final thesis submission deadline (See [Academic Schedule](#) for term-specific deadlines). This is important for students nearing the end of allowed time, or for students not wanting to pay tuition fees for the next semester.

2) **8 weeks before defense date**

The supervisor will submit the names of the examining committee to the Graduate Director for approval.

3) **6 weeks before defense date**

- The Graduate Program Administrator will submit the *Request for Approval of External Examiner* form and CV to the Faculty of Graduate Studies, signed by the supervisor and the Graduate Director.

4) **5 weeks before defense date**

- i) The supervisor submits the details of the examination (date, time, names of examining committee, thesis title) to the Graduate Program Administrator.
- ii) Graduate Program Administrator will find a location for the examination and obtain the name of the Neutral Chair from the Graduate Coordinator.
- iii) The Graduate Program Administrator will print the *Notice of Doctoral Thesis Oral Examination* form, signed by the student, the supervisor and the Graduate Director.

5) **4 weeks before defense date**

- The Graduate Program Administrator will submit the *Notice of Doctoral Thesis Oral Examination* form to the Faculty of Graduate Studies.

6) **3 weeks before defense date**

- i) The graduate administrator will print the [Examiner's Report on Thesis](#) forms and send them to the committee to complete. After the exam the NC sends reports to GPA and GPA send them to FGS for processing. Copies are sent to the Supervisor for revisions follow up with the student.
- ii) The student will consult with each examiner for preference of thesis delivery (electronic or hard copy).
- iii) The student must ensure that the thesis is in the hands of the examiners at least three weeks prior to the proposed date of the oral examination.

7) **1 day before defense date**

- i) The Graduate Program Administrator will print the *Report of Doctoral Thesis Oral Examination* form for the Neutral Chair to take to the examination.
- ii) The student will print one *Approval Page* for the examining committee. (See "5. Required Forms" at [eThesis Submission Procedure](#))

After the defense

- 8) The student will complete an Application for Degree on-line (Please note that this deadline may be prior to the oral examination. Please see [Apply to Graduate](#))
- 9) The supervisor and Graduate Director will sign the [Recommendation for Convocation Clearance form](#), verifying that all changes recommended by the examining committee have been dealt with appropriately.
- 10) The student will submit the final dissertation and forms by deadline (See [eThesis Submission Procedure](#))
- 11) The student will return the department keys to the Graduate Program Administrator.
- 12) The student will submit bound copies of the thesis to the supervisor and to the Department.