Thesis Defence Seminar

Agenda

- Thesis Defence Timeline
- Important Dates
- Before you initiate
- Initiating the Defence
- Proposing a Defence Date
- Defence
- Final Thesis Submission
Thesis Defence Timeline

1. Week 1: Committee Members Approval/External Listing
2. Week 2: Candidate Submits Pre-Defence Thesis & Submits Suggested Date
3. Week 3 - Week 7: External Examiner Reads Thesis
4. Week 7: Final Report Received from External
5. Week 8: Thesis Defence
6. Submit Final Thesis
Preparing for Initiation

• When should I initiate?
  o Supervisory Committee is in agreement
  o Approximately 2-3 weeks before submitting to SGS

• What should I do before initiating?
  o Circulate Dissertation to Supervisory Committee

• Attend other defences

• Study
Initiating the Thesis Defense Process

- Process is initiated online - the link is available on the Grad Studies website ‘Step 2: Defence’
Initiating the Thesis Defence Process

• Initiating the defence online prompts an email to the supervisor asking them to submit nominees for external examiners

• Committee members and department authority also have to approve nominees

• Then you will receive an email prompting you to submit your dissertation – will include a link for you to propose defence date.
Defence Date
Defence Scheduling

- External nominees must be approved and thesis must be submitted to SGS before proposing defence date.

- Date proposed for defence should be a minimum of 6 weeks from the day you propose the date online.
  - e.g., Submit your thesis and propose your defence date February 1\textsuperscript{st} - defend March 14\textsuperscript{th} at the earliest.

- Committee members participating in the defence prompted to approve the date and thesis.

- Email will circulate with confirmation of proposed defence date to all participants.
Defence

• Requirements
  o Positive external report
  o Chair
  o Minimum 3 members from supervisory committee
  o external examiner or internal examiner
Final Thesis Submission

• Forms required (provided in Chair package)
  o Licence to McMaster
  o Licence for Library and Archives of Canada
  o Final thesis submission sheet

• Thesis submission done online:
  o https://macsphere.mcmaster.ca/
Resources

- Writing Guide (Completing Your Degree: Step 1)
- Graduate Calendar (Regulations for PhD: Section 4.0)
- Grad Studies Website
  - http://gs.mcmaster.ca/doctoral-degree
- Contact information:
  - Jessica (Thesis Coordinator): gthesis@mcmaster.ca