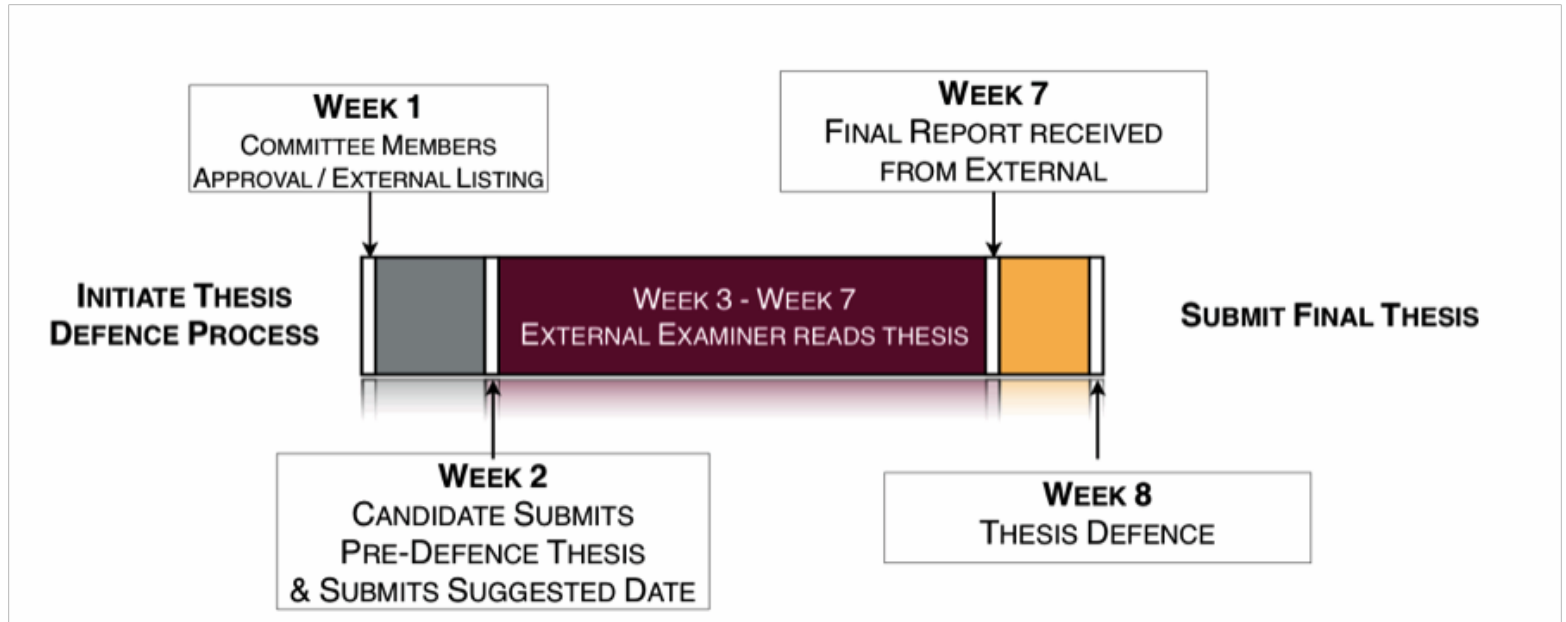


# Thesis Defence Seminar

## Agenda

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

# Thesis Defence Timeline



# Preparing for Initiation

- When should I initiate?
  - Supervisory Committee is in agreement
  - Approximately 2-3 weeks before submitting to SGS
- What should I do before initiating?
  - 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'

Doctoral Thesis Defence Submission for Examination

Surname	First Name	Middle Name	Email	Role
Nodwell	Justin		nodwell@mcmaster.ca	Supervisor
Brown	Eric		ebrown@mcmaster.ca	Member
Burrows	Lori		lburrows@mcmaster.ca	Member

Department: Biochemistry  
 Student No: 0056237  
 Student Name: [Redacted]  
 Student's Email: [Redacted]  
 Supervisor's Email: [Redacted]

Thesis Title  
 Maximum 300 characters

Abstract (Optional)  
 Maximum 6500 characters

Please select estimated date of submission of thesis from calendar. It has to be at least 2 weeks away.

February 2012						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3
4	5	6	7	8	9	10

## 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

Confirmation of Date for Doctoral Thesis Defence - Windows Internet Explorer

https://vgs-websrvr.mcmaster.ca/ThesisDef/Thesis.asp?From=login=&QFNT%00RZDFBQ

File Edit View Favorites Tools Help

Confirmation of Date for Doctoral Thesis Defence

McMaster University School of Graduate Studies

Doctoral Thesis Defence Submission

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**Confirmation of Date for Doctoral Thesis Defence**

Department: Chemical

Student No: [REDACTED]

Surname: [REDACTED]

Email: [REDACTED]

Thesis Title: [REDACTED]

Should a request be made, you would be willing to make available a pdf file of the thesis: Yes

Proposed Date: Please select defence date from calendar. It has to be at least 6 weeks away. Defence cannot be scheduled on the weekend and holiday.

10/1/2012

Time

February 2012						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3
4	5	6	7	8	9	10

9:00 AM  
9:30 AM  
10:00 AM  
10:30 AM  
11:00 AM  
11:30 AM  
12:00 PM  
12:30 PM  
1:00 PM  
1:30 PM  
2:00 PM

Please note: This is the Final Submission of your defence date and time. Please make sure that you have already confirmed the chosen date/time with your supervisor and committee members before submitting the final date.

If you have any questions, please contact [Thesis Coordinator](#)

Submit

Done Internet 100%

## 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
  - ie. Submit your thesis and propose your defence date February 1<sup>st</sup> - defend March 14<sup>th</sup> 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
  - Positive external report
  - Chair
  - Minimum 3 members from supervisory committee
  - external examiner or internal examiner



# Final Thesis Submission

- Forms required (provided in Chair package)
  - Licence to McMaster
  - Licence for Library and Archives of Canada
  - Final thesis submission sheet
- Thesis submission done online:
  - <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/doctorsal-degree>
- Contact information:
  - Jessica (Thesis Coordinator): [gthesis@mcmaster.ca](mailto:gthesis@mcmaster.ca)