

**PROCEDURES FOR THESIS DEFENCE**

**NOTE:** Transmittal of the thesis to the Office of the Vice-President, Research and Graduate Studies for forwarding to the External Examiner, as well as departmental arrangements for a defence date, time, place, etc. must be done through the Graduate Coordinator for the department. Receipt of documentation from the Graduate Coordinator with the appropriate covering documentation is deemed to be confirmation that the department and all faculty concerned are aware of and approve of the transmittal of the thesis for external examination.

**NOTE:** The student should contact the Registrar's Office to make "Application to Graduate". Until this is done, the Master's degree cannot be officially conferred by the University. The application deadline is normally about 4 months prior to Convocation (i.e. early February deadline for June Convocation).

General

1. The Supervisor should contact the Graduate Coordinator when the student's thesis is deemed ready for external reading.
2. Defence dates should normally be arranged with the Vice-President, Research and Graduate Studies by the Graduate Coordinator before thesis is delivered to the Office of the Vice-President, Research and Graduate Studies for forwarding to the External Examiner.
3. Student should not have any contact with the External Examiner prior to the defence.
4. The Graduate Coordinator will deliver the thesis, with the appropriate form duly completed, to the Office of the Vice-President, Research and Graduate Studies.
5. A minimum of four weeks is allowed for the External Examiner to read a thesis; therefore, it is usual to schedule defence for at least six weeks after the draft thesis is deposited with the Office of the Vice-President, Research and Graduate Studies to allow sufficient time for shipping of thesis, etc.
6. Defence must take place at least 4 weeks before Registrar's published deadline for completion of all documentation.
7. Final corrected version of the thesis must be submitted to the Office of the Vice-President, Research and Graduate Studies no later than 2 weeks before Registrar's published deadline.

Defence

1. Once date is agreed by Graduate Studies and department, the Graduate Coordinator must ensure that a proper location for the defence is booked and that any special equipment, such as teleconferencing equipment or overhead projectors, etc., is arranged if necessary.
2. Announcements of the defence must be posted throughout the university at least seven days in advance of the defence. Failure to do so can result in the delay of the defence.
3. The External Examiner may or may not attend the defence in person; this depends on departmental regulations and budget. If the External Examiner does attend the defence, it is the responsibility of the department to meet any expenses connected with the External Examiner's attendance.

It is also possible to arrange for the External Examiner to take part in the defence through teleconferencing. Again, the expenses connected with this will be the responsibility of the department involved.

4. All members of the student's supervisory committee must be present at the defence. Should a committee member be absent, the defence can be deferred until the full committee can attend. If a

committee member will be absent for an extended period of time such as sabbatical leave, the department must ensure that this person is replaced by an acceptable substitute.

5. The Defence Chairman (the Vice-President, Research and Graduate Studies or his delegate) will have a preliminary meeting of the members of the Supervisory Committee and the External Examiner (if present) to deal with any unexpected problems, conflicts, etc.

#### After Defence

1. The student must submit the original and at least 2 photocopies of the completed thesis. At the same time, the person selected at the defence to verify all corrections must confirm, in writing, to the Office of the Vice-President, Research and Graduate Studies that the corrections have been made to the satisfaction of the committee.

2. At the time of submission, the following binding charges must be met by the student:

binding -original (for library)	n/c
- photocopy (dept.)	n/c
- photocopy (supervisor)	\$27.00
- photocopy(ies) for student	\$27.00 each

+ an extra \$4.00 each if pockets are required (often needed by Geology students for maps).

\*\*\* **All fees are subject to change!**

The student can have as few or as many personal copies bound as wanted; the student must, however, submit the original and 2 copies (dept. and supervisor's) in order to graduate.

3. The student should contact the Registrar's Office to make "Application to Graduate". Until this is done, the Master's degree can not be officially conferred by the University.