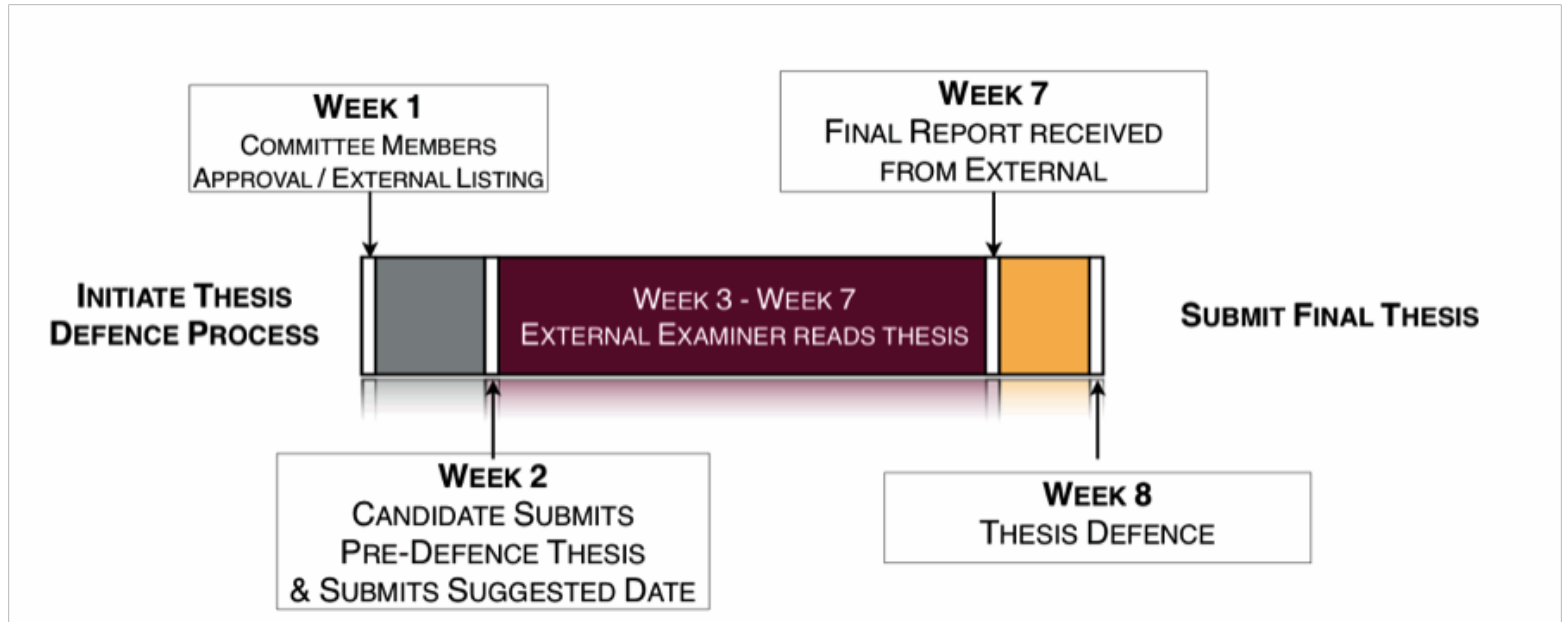


# Thesis Defence Process

- Resource for Faculty & Staff on the PhD Thesis process and procedures
- The PhD defence process is a minimum 8 weeks from the student initiation online to defence date

# Thesis Defence Timeline



# Preparing for Initiation


- When should student initiate?
  - Supervisory Committee is in agreement (no formal approval required from SGS)
  - Approximately 2-3 weeks before submitting preference thesis to SGS
- What should the student do before initiating?
  - Circulate Dissertation to Supervisory Committee

## Initiating the Thesis Defense Process

- The student initiates the defence process online at least 8 weeks before the preferred defence date
- At the time of initiation, the student is responsible for ensuring the correct committee members are listed with their correct contact information (email)
- Once student successfully submits their “intent to defend” online, the supervisor receives an automatic email with a link to nominate external examiners

# Nomination of External Examiners

- When a supervisor selects the link in the nomination email, they will review the details and ensure they tick the arm's length box before selecting next:


School of Graduate Studies  
Doctoral Thesis Defence Submission

---

**Nomination of External Examiner**


Selection of the External Examiner is the prerogative of the Dean of Graduate Studies, and all communication must originate from the School of Graduate Studies. The External Examiner must be at arm's length from members of the Supervisory Committee and the students.

By filling in this nomination form the committee members acknowledge potential external examiners are at Arm's Length

Department Electrical & Computer      Student No ██████████  
Student Name ██████████      Student's Email ██████████  
Estimated Date of Submission of Thesis      Wednesday, June 01, 2016  
Supervisor's Email   
Thesis Title (Maximum 300 characters)   
Thesis Abstract (Optional)

Is the thesis affected by a non-disclosure waiver arising from a contract? No ▼

Do parts of the thesis consist of duplications (reprints, preprints, etc.) of previously published material or material submitted for publication? No ▼

# Arm's Length Policy

- The nominees SHOULD NOT:
  - 1. Have been a research supervisor or student of the supervisor or the student within the last 6 years;
  - 2. Have collaborated with the supervisor or the student within the past 6 years, or have made plans to collaborate with these individuals in the immediate future.
  - 3. Have other potential conflicts of interest (e.g., personal or financial).
  - 4. Have been employed by or affiliated with the student's or supervisor's department within the past 6 years, or expect to become employed in the department soon.

# Nomination of External Examiners

- The next screen will be where the supervisor will enter the nominee information, which includes:
  - 1) Name
  - 2) Institution/Affiliation
  - 3) Email
  - 4) Area of Expertise
  - 5) Indicate if the examiner should be asked to attend the defence in person (SGS only covers a portion of travel costs-the rest would be either supervisor or department responsibility) or if remote participation only should be offered.

# Nomination of External Examiner



School of Graduate Studies

Doctoral Thesis Defence Submission

## Nomination of an External Examiner

Names of proposed examiners MUST NOT be revealed to the student

### Criteria for External Examiner

Please follow the steps below to fill in the form

1. Click "New Nominee" button to make a new nomination. Fill in all required fields and click "Save" button to save each nominee's information.
2. Select examining members from the committee member list.
3. Click "Submit" button at the bottom to submit the form

New Nominee

Nominee Surname  \* First Name  \* Middle Name

Affiliation  \*

Email:  \*

Qualifications of Nominee in Area of Thesis Research (Maximum 500 characters)

This examiner should be invited to the defence. Any cost above \$500 will be paid by

Save

Cancel



# Nomination of External Examiner

- Lower down on the external nomination page, the supervisor will select the committee members involved in the defence process (a minimum of 2 committee members is required, plus the supervisor)
- There is also a section to recommend an internal examiner (McMaster faculty member) in the event the external examiner chosen is unavailable to participate in the defence itself
- Once all required information has been input, the supervisor selects submit

## Examining Committee Members

3 members are required for the examining committee. Please contact departmental graduate secretary if the desired members are not on the list.

Click the check box under "Select" column to select examining committee members, and click Submit button at the bottom of this page to submit your nomination.

Select	Surname	First Name	Middle Name	Email	Supervisor
<input type="checkbox"/>	Jeremic	Aleksandar		jeremic@mcmaster.ca	Supervisor
<input type="checkbox"/>	Zhang	Jian-Kang		jkzhang@mail.ece.mcmaster.ca	Member
<input type="checkbox"/>	Nicolici	Nicla		nicola@ece.mcmaster.ca	Member

In the event that the external examiner is unable to attend in some capacity an examiner from McMaster will be required to attend the defence. This examiner can come from any department at McMaster, including that of the student, but must be at arm's length. Please offer at least one suggestion of an appropriate faculty member that the Thesis Coordinator can contact to participate in this capacity.

Please select the faculty from the list below. If the faculty is not on the list, please enter the name and email in the text boxes below

Please Select Faculty ▼	Surname <input type="text"/>	First Name <input type="text"/>	Email <input type="text"/>	Dept. <input type="text"/>
Please Select Faculty ▼	Surname <input type="text"/>	First Name <input type="text"/>	Email <input type="text"/>	Dept. <input type="text"/>
<input type="button" value="Previous"/>		<input type="button" value="Submit"/>		

# Approval of External Nominees

- Once the supervisor completes the online external nomination form, automatic emails are sent to each committee member for review and approval
- After all committee members approve, a final system generated email to sent to the appropriate Department Authority for review and approval
- The Thesis Coordinator can begin sending out invitations to the nominees ONLY after ALL approvals have been granted. **Please also note that invitations are sent in random order by SGS, there is no “ranking” order that will be followed.**

# Approval of External Nominees



School of Graduate Studies

Doctoral Thesis Defence Submission

### Approval Form for External Examiner Nomination

Department	Materials	Response From	stullis@mcmaster.ca
Student No	██████████	Student's Email	██████████
Student Name	██████████	Estimated Date of Submission of Thesis	Tuesday, June 14, 2016
Thesis Title	Model Studies of Slag Metal Entrainment In Gas Stirred Ladles		

**Nominee**

Name	Affiliation	Qualifications
Thomas, Brian	University of Illinois Urbana-Champaign	Professor Thomas is one of the top mathematical modellers of metallurgical processes, particularly continuous casting of steel. He is in the same vein as the present thesis.
Guthrie, Roderick Ian	McGill University	Professor Guthrie has wide experience in modelling of metallurgical processes including ladle metallurgy.
Alexis, Jonas	Swerea Mefors AB	Dr. Alexis has been actively engaged in mathematical modelling of ladle metallurgy for many years.

**Approval Status**

Name	Email	Requested Time	Approval Status	Response Time	Comments
Irons, Gordon Alexander	ironsga@mcmaster.ca	Supervisor 5/17/2016 1:28:11 PM	Approved	5/17/2016 1:29:01 PM	Creator
Coley, Kenneth	coleyk@mcmaster.ca	Member 5/17/2016 1:28:11 PM			
Tullis, Stephen	stullis@mcmaster.ca	Member 5/17/2016 1:28:12 PM	Approved	5/17/2016 1:53:29 PM	
Petric, Tony	petric@mcmaster.ca	Dept. Auth.			

By clicking the "Agree" button, I approve the list of external examiners and confirm that they are at arm's length from me and from the student.

Comments (Maximum 500 characters)

[Criteria for External Examiner](#)

[Arm's Length](#)



# Defence Date Proposal and Approval

- At least 6 weeks out from the preferred defence date, the student will submit their predefence thesis to [gthesis@mcmaster.ca](mailto:gthesis@mcmaster.ca)
- Provided the external examiners have been nominated and all required approvals granted the student will be able to propose a defence date and time
- If the preferred date is exactly 6 weeks out, the student must propose the defence date online same day to ensure they meet the minimum 6 week required timeline
- Once the student proposes a defence date an email will be sent to all committee members prompting them to approve: 1) **attendance at the proposed defence date and time**  
2) **the thesis is ready to defend**
- The thesis will NOT be sent out for external review until ALL required approvals are granted

# Defence Date & Thesis Approval



School of Graduate Studies

Doctoral Thesis Defence Submission

### Confirmation of Date for Doctoral Thesis Defence

Department: Electrical & Computer      Response From: chench@mcmaster.ca  
 Student No: [REDACTED]      Student Email: [REDACTED]  
 Student Name: [REDACTED]  
 Thesis Title: Physics-Based Modeling of Direct Coupled Hybrid Energy Storage Modules in Electrified Vehicles  
 Proposed Date: Wednesday, July 13, 2016  
 Time: 1:00 PM

#### Approval Status

Name	Email		Requested Time	Approval Status	Response Time
Emadi, Ali	emadi@mcmaster.ca	Supervisor	5/16/2016 1:58:51 PM	Approved	5/16/2016 5:12:36 PM
Sathyan, Anand	sathyan.anand@gmail.com	Member	5/16/2016 1:58:51 PM	Approved	5/16/2016 2:31:29 PM
Chen, Chih-hung [james]	chench@mcmaster.ca	Member	5/18/2016 10:46:36 AM		

Comments (Maximum 500 characters)

Your approval  I approve scheduling the defense  
 I do not approve scheduling the defense



# Defence Date & Thesis Approval

- Once all committee members have approved the proposed date and thesis to proceed to the defence, each of the committee members plus the student will receive a confirmation email that reads as follows:

Dear John Smith,

The proposed Ph.D. thesis defence date and time for Student Jane Doe has been received by the School of Graduate Studies. This email is to confirm that you have agreed to attend the defence scheduled to take place on Thursday, July 14, 2016 at 3:00 PM.

Thank you,

Thesis Coordinator

## Defence

- Thesis Coordinator will circulate external report to supervisory committee once submitted, approx. 2 weeks prior to defence
- A defence reminder notice will also be circulated to all those involved approx. 1-2 weeks prior to defence date
- Requirements for a defence to proceed as scheduled:
  - Positive external report
  - Chair
  - Minimum 3 members from supervisory committee (includes supervisor)
  - external examiner or internal examiner
- \*\* If a negative report has been submitted, the defence will not proceed as scheduled and an Associate Dean (SGS) will contact the supervisory committee to discuss the next steps

# Defence

- Eligibility to Chair a defence:
  - Tenured faculty member (or Professor Emeritus) who has supervised doctoral students to completion and has also participated previously in the McMaster PhD defence process.
- Internal Examiner:
  - required when an external examiner has indicated they will not be able to participate in the defence
  - to act as an examiner, you must be at arm's length from the student and supervisor
  - an examiner can be from the same department
  - the examiner will read the thesis and participate (vote) in the defence



## Final Thesis Submission

- Once the student has successfully defended, and completed any required changes to their dissertation, the supervisor will sign off on the revisions via the Final Submission Sheet (provided at defence)
- All dissertations are submitted electronically via MacSphere, however a one year embargo can be placed on the thesis by indicating “Yes” to delay of publication on the Final Submission sheet

# Resources

- Graduate Calendar (Regulations for PhD & Thesis: Sections 3.3 & 4.0)
- Grad Studies Website
  - [graduate.mcmaster.ca](http://graduate.mcmaster.ca)
- Contact information:
  - Thesis Coordinator: [gthesis@mcmaster.ca](mailto:gthesis@mcmaster.ca)