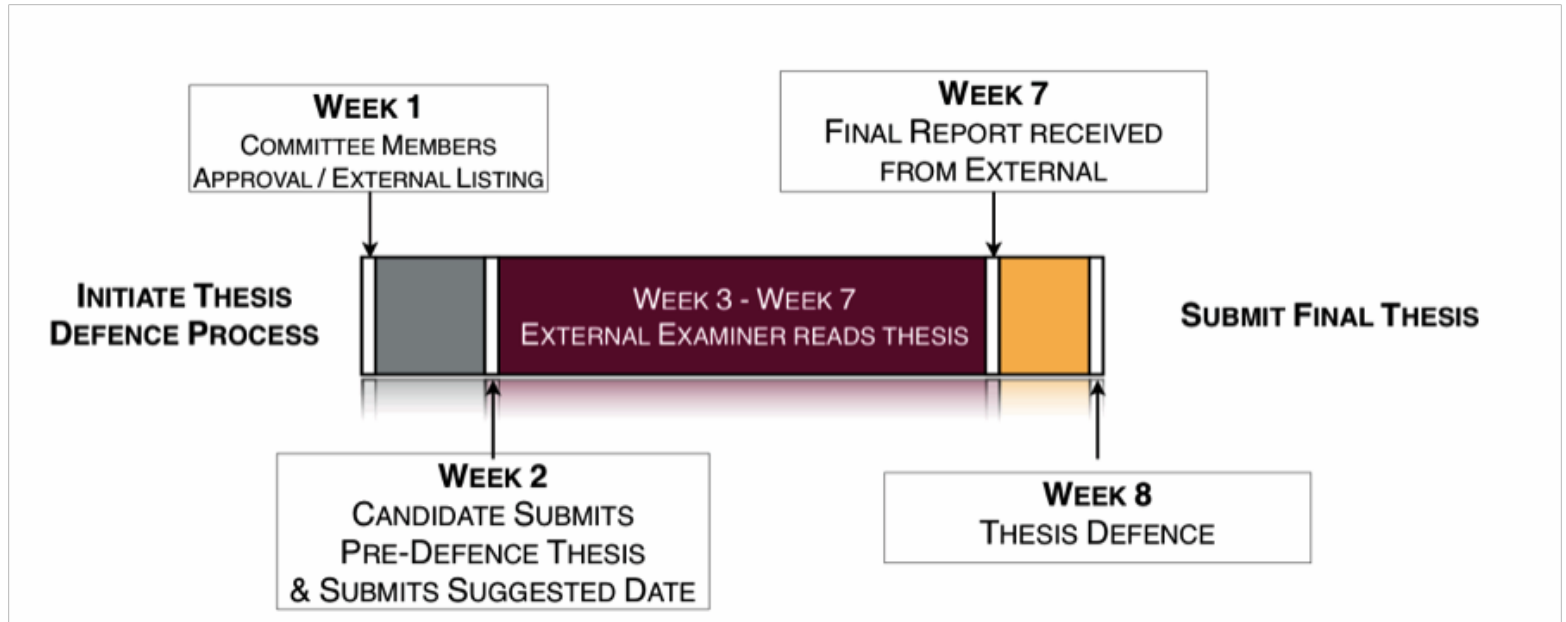


PhD Thesis Defence Process

- Thesis Defence Timeline
- 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 in the Mosaic. Log into Student Centre and under 'Academics' select 'other academics':

The screenshot displays the Mosaic Student Centre interface. The 'Academics' section is expanded, showing a 'This Week's Schedule' table with one entry: SGS 700-C01 RSC (15428) with a schedule of TBA. Below the table is a dropdown menu labeled 'other academic...' with a green arrow pointing to it. To the right of the 'Academics' section are buttons for 'SEARCH FOR CLASSES' and 'SHARE MY INFORMATION'. Below 'Academics' are sections for 'Finances' (with a message: 'You have no outstanding charges at this time.'), 'Personal Information' (with contact details), and a sidebar on the right with sections for 'Holds', 'To Do List', 'Milestones', 'Enrollment Dates', and 'Graduation and Convocation'.

This Week's Schedule	
Class	Schedule
SGS 700-C01 RSC (15428)	TBA

weekly schedule ▶
enrollment shopping cart ▶

other academic... ▼ ▶▶

SEARCH FOR CLASSES

SHARE MY INFORMATION

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

Finances

My Account
[Account Inquiry](#)
[Payment Profile](#)

Financial Aid
[View Financial Aid Awards](#)
[Accept/Decline Awards](#)
[Report Other Financial Aid](#)
[Apply for Financial Aid](#)
[View Financial Aid Applications](#)

make a payment ▶

other financial... ▼ ▶▶

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)
[User Preferences](#)
[Service Requests](#)

Contact Information

Permanent Home Address 6217 13 Ave. NW Edmonton AB T6L 2E5	Mailing Address 6217 13 Ave. NW Edmonton AB T6L 2E5
Primary Phone None	McMaster Email test@mcmaster.ca

other personal... ▼ ▶▶

Holds
No Holds.

To Do List
No To Do's.

Milestones
MSc Thesis
details ▶


Enrollment Dates
[Open Enrollment Dates](#)

Graduation and Convocation
[Apply to Graduate](#)
[Graduation Information Centre](#)
[Minor/Certificate Application](#)

Financial Aid

Select "Thesis Intent-Defend my Thesis":

Navigation: [Favorites](#) | [Main Menu](#) > [Self Service](#) > [Student Center](#)

Program/Plan Application	Program/Plan Application
Academic Requirements	View my advisement report
What-If Report	Create a what-if scenario
Advisors	View my advisors
Transfer Credit	Evaluate my transfer credits View my transfer credit report
Course History	View my course history
Transcript	View my unofficial transcript Request official transcript
Enrollment Verification	Request enrollment verification
Enrollment/Financial Letters	Enrollment/Financial Letters
Graduation	Apply for graduation View my graduation status
Student Exchange App	Apply for Exchange Program
Student LOP App	Apply for Letter of Permission
Student OVGS App	Apply for OVGS
Thesis Intent	Defend my Thesis 
Service Request	View my service requests

My Program:

- Institution - McMaster University
- Career - Graduate
- Program - Engineering MASC
- (Thesis) - Chemical Engineering THS

Select Degree and Program before selecting “Next” button:

McMaster University

go to ...

Search Plan Enroll My Academics

Thesis Defence Submission

McMaster University | Graduate

<input type="checkbox"/>	Science MSc > Mathematics MAS
<input checked="" type="checkbox"/>	Science PhD > Mathematics

next

Search Plan Enroll My Academics

go to ...

Review your supervisory committee (names, roles, emails). If incorrect or incomplete, please contact your program Graduate Administrator. If correct, select “Next”:

go to ...

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

Thesis Defence Submission

McMaster University | Graduate | Science PhD | Mathematics

Please review your Supervisor information below. If any of this information is incorrect, please contact your Graduate Administrator prior to submitting your intent to defend your thesis.

Supervisory Committee:

[Redacted]	Supervisory Committee Member	[Redacted]@mcmaster.ca
[Redacted]	Supervisor	[Redacted]@mcmaster.ca
[Redacted]	Supervisor	[Redacted]@mcmaster.ca

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

go to ...

Enter the intended date for submission of your preference thesis to SGS (via gthesis@mcmaster.ca). You must select a date no less than 2 weeks away from the date of initiation. Enter your thesis title as well abstract (optional) before selecting “Submit”:

The screenshot shows a web form for thesis submission. It consists of four main sections, each with a rich text editor:

- *Intended Submission Date:** A text input field with a calendar icon. A green arrow points to this field.
- *Thesis Title:** A rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, list, and link. A green arrow points to the text area.
- Thesis Abstract:** A rich text editor with the same toolbar as the title field. A green arrow points to the text area.
- Comment:** A rich text editor with the same toolbar. A green arrow points to the text area.

At the bottom of the form are two buttons: "cancel" and "submit". A green arrow points to the "submit" button.

Mosaic will prompt you to review your entered details to ensure accuracy before selecting “Submit” one final time.

Thesis Defence Submission

McMaster University | Graduate | Science PhD | Mathematics

Please be sure that you have entered all of your information prior to selecting the Submit button. When your intent to Submit information is submitted, your Graduate Administrator will be informed within a day. If you wish to make the changes after you have submitted, please contact your Graduate Administrator.

Your defence date, time and place should be confirmed with your program office. You should refer to the sessional dates in the Graduate Calendar for deadlines and convocation dates.

*Intended Submission Date	<input type="text" value="2016/12/15"/>
*Thesis Title	<input type="text" value="SSSS"/>
Thesis Abstract	<input type="text" value="SSS"/>
Comment	<input type="text" value="SSS"/>

cancel

submit



Initiating the Thesis Defence Process

- Once you have initiated the defence online: an email is sent 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

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

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

Time

- 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
- 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/doctoral-degree>
- Contact information:
 - Jessica (Thesis Coordinator): gthesis@mcmaster.ca