PhD Thesis Defence Process

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

**Week 1**
Committee Members Approval / External Listing

**Week 2**
Candidate submits Pre-Defence Thesis & submits suggested date

**Week 3 - Week 7**
External Examiner reads thesis

Initiate Thesis Defence Process

**Week 7**
Final Report received from external

**Week 8**
Thesis Defence

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 in the Mosaic. Log into Student Centre and under ‘Academics’ select ‘other academics’:
Select "Thesis Intent-Defend my Thesis:"

![Diagram showing navigation through student center options](image)
Select Degree and Program before selecting “Next” button:
Review your supervisory committee (names, roles, emails). If incorrect or incomplete, please contact your program Graduate Administrator. If correct, select “Next”: 
Enter the intended date for submission of your predefence 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”:
Mosaic will prompt you to review your entered details to ensure accuracy before selecting “Submit” one final time.
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

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: 02/10/2012

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

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
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: Secton 4.0)

• Grad Studies Website
  o http://gs.mcmaster.ca/doctoral-degree

• Contact information:
  o Jessica (Thesis Coordinator): gthesis@mcmaster.ca