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
- **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 ‘My Academics’ link:
Select ‘Thesis Intent-Defend my Thesis:}

![Diagram showing how to select Thesis Intent-Defend my Thesis](image-url)
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: Please select defence date from calendar. It has to be at least 6 weeks away. Defence cannot be scheduled on the weekend and holiday:

[Calendar image]

Please note: This is the Final Submission of your defence date and time. Please make sure that you have already confirmed the chosen date and 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
  o Positive external report
  o Chair
  o Minimum 3 members from supervisory committee
  o external examiner or internal examiner
Final Thesis Submission

• Forms required (provided in Chair package)
  o Licence to McMaster
  o Licence for Library and Archives of Canada
  o Final thesis submission sheet

• Thesis submission done online:
  o https://macsphere.mcmaster.ca/
Resources

• Writing Guide (Completing Your Degree: Step 1)

• Graduate Calendar (Regulations for PhD: Section 4.0)

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

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