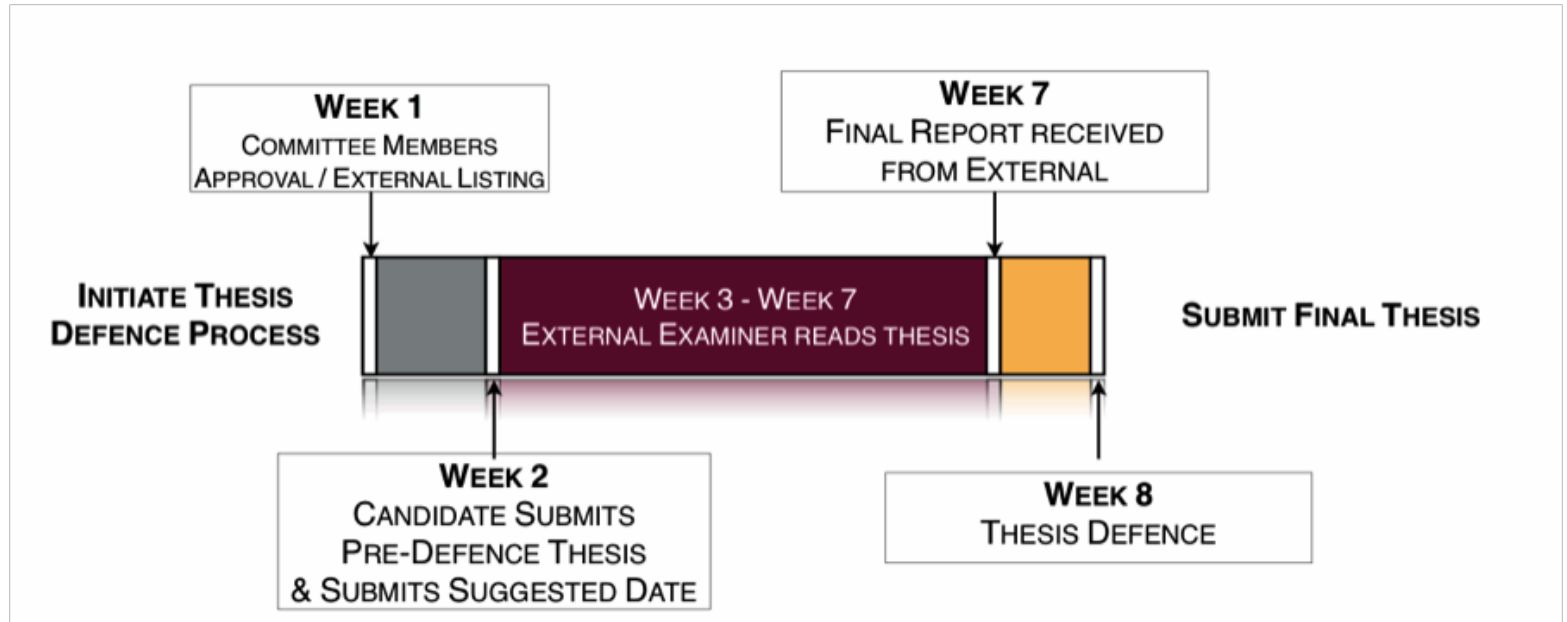


# PhD Thesis Defence Process

- 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 'My Academics' link:

The screenshot displays the Mosaic Student Centre interface. The 'Academics' section is expanded, showing a navigation menu with links for Search, Plan, Enroll, and My Academics. A green arrow points to the 'My Academics' link. Below the navigation menu is a 'This Week's Schedule' table:

| Class       | Schedule |
|-------------|----------|
| 700-C01     | TBA      |
| RSC (15428) |          |


Below the table are links for 'weekly schedule' and 'enrollment shopping cart'. To the right of the 'Academics' section are buttons for 'SEARCH FOR CLASSES' and 'SHARE MY INFORMATION'. Below these are sections for 'Holds' (No Holds), 'To Do List' (No To Do's), 'Milestones' (MSc Thesis with a 'details' link), 'Enrollment Dates' (Open Enrollment Dates), and 'Graduation and Convocation' (Apply to Graduate Graduation Information Centre Minor/Certificate Application).

The 'Finances' section is also visible, showing 'My Account' with links for Account Inquiry and Payment Profile, and 'Financial Aid' with links for View Financial Aid Awards, Accept/Decline Awards, Report Other Financial Aid, Apply for Financial Aid, and View Financial Aid Applications. A message states: 'You have no outstanding charges at this time.' Below this are links for 'other financial...' and 'make a payment'.

The 'Personal Information' section is expanded, showing 'Demographic Data' with links for Emergency Contact Names, User Preferences, and Service Requests. The 'Contact Information' section is also visible, with links for Permanent Home Address, Mailing Address, and McMaster Email.

Select "Thesis Intent-Defend my Thesis":

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

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

**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 predefence thesis to SGS (via [gthesis@mcmaster.ca](mailto: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 several sections, each with a rich text editor interface. The sections are:

- \*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, and text color. 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, there 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

\*Thesis Title

SSSS

Thesis Abstract

SSS

Comment

SSS

cancel

submit



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

## 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=8QHN1T5u0001ZdF8Q

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.

12/1/2012

| 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\*\*](mailto:gthesis@mcmaster.ca)