TIMELINE FOR SCHEDULING OF THESIS DEFENCE

DRAFT OF THE "FINAL" THESIS SUBMITTED TO SUPERVISOR

The Supervisor and all members of the Advisory Committee ascertain that the completed "final" thesis is ready for defence. The Supervisor must complete the Appointment of External/Examiner Form.

APPOINTMENT OF EXTERNAL/INTERNAL EXAMINER FORM

(**Section 1** - To be completed and submitted to FAHS Grad Program Director for approval **TWO MONTHS** before the proposed scheduled thesis defence).

The Supervisor will contact the Graduate Program Director following the ***PRE-DEFENCE MEETING*** (see below) to initiate the establishment of a thesis defence, including potential dates and External Examiners. In establishing a set of dates, the Committee must work around the availability of the External Examiner. Defences may take place by teleconference or videoconference, but the **costs incurred to do so must be borne by the Supervisor**). As a token of our gratitude, a $50 honorarium and parking pass will be provided to the Examiner. There is **no funding available** from the graduate program for travel expenses (these may also be covered by the Supervisors).

PRE-DEFENCE MEETING (Section 2 of External Examiner Form)

The FAHS Graduate Program requires that the student's Advisory Committee meet prior to the thesis defence. At this final meeting, the Advisory Committee will discuss the document and readiness of the student, to ascertain the student's readiness to defend; lastly, everyone must agree that the thesis is ready for distribution. The scheduling of the thesis defence will commence once all members of the supervisory committee have signed off indicating their approval that the student and the thesis are ready for defence, and the Graduate Program Office has received the completed External Examiner Nomination Form.

Scheduling of Thesis Defence

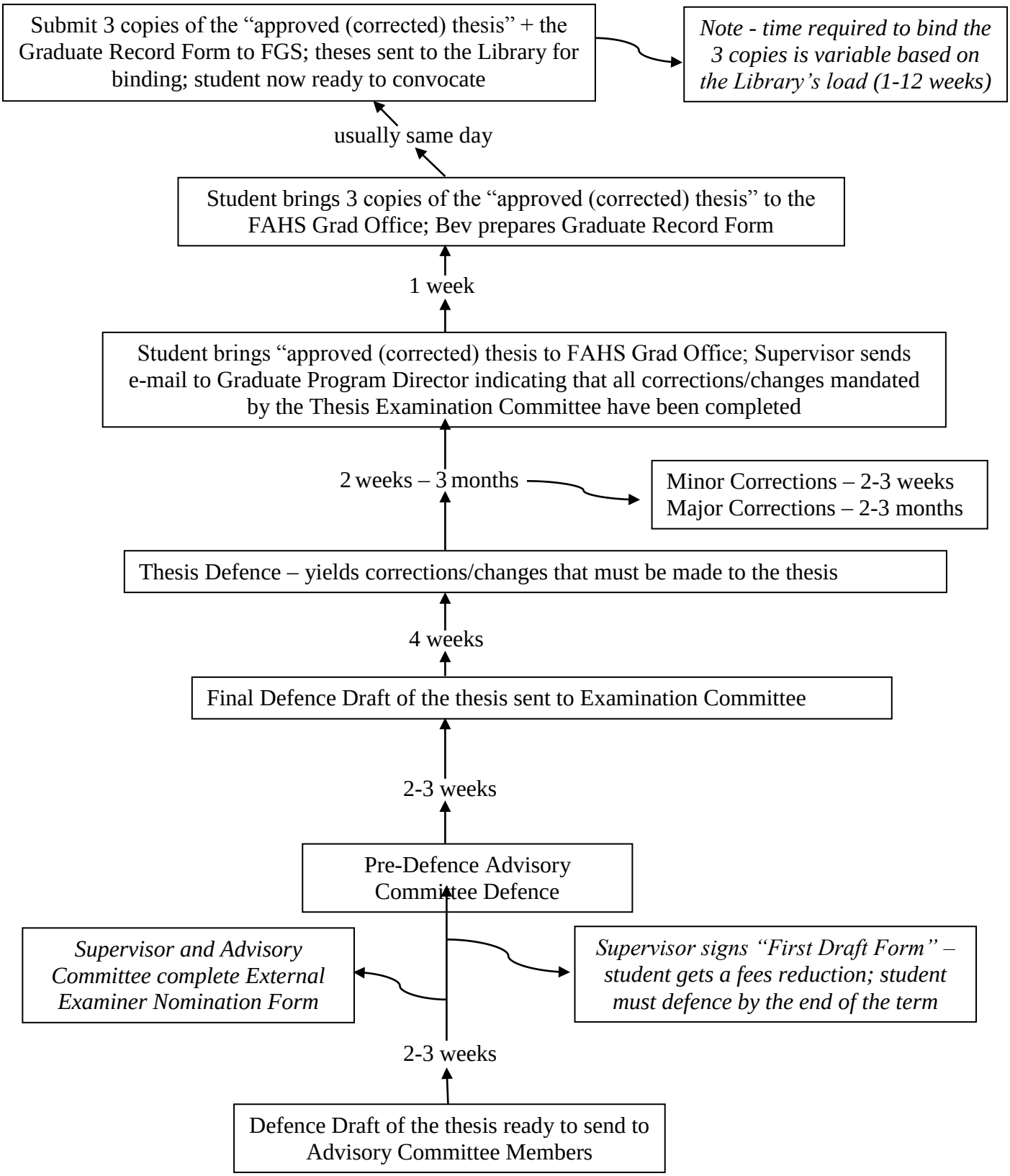
Arrangements for the scheduling of the thesis, including booking a room for the Defence, are carried out by the Administrative Assistant (WC285). This requires that the Supervisor provides information on the date/time (and an alternate), whether the defence is to be held at Brock, by video-conference/ teleconference and if IT assistance will be required. The Administrative Assistant is to be provided with the email address of any Advisory Committee Member who is outside of the FAHS program or external to Brock for notification of the defence schedule. The student **must provide two copies** of the thesis for distribution to the Examiner and the Chair of the defence **no later than six weeks** before the defence in order for the necessary paperwork to be completed and to ensure that the Examiner has the thesis in his/her possession ***FOUR WEEKS*** before the scheduled defence.

Note: Details for Procedures for Defence of the MA/MSc Thesis are available in the FAHS Graduate Handbook **Sections: 4.6 – 5.2** (pp. 16-23)

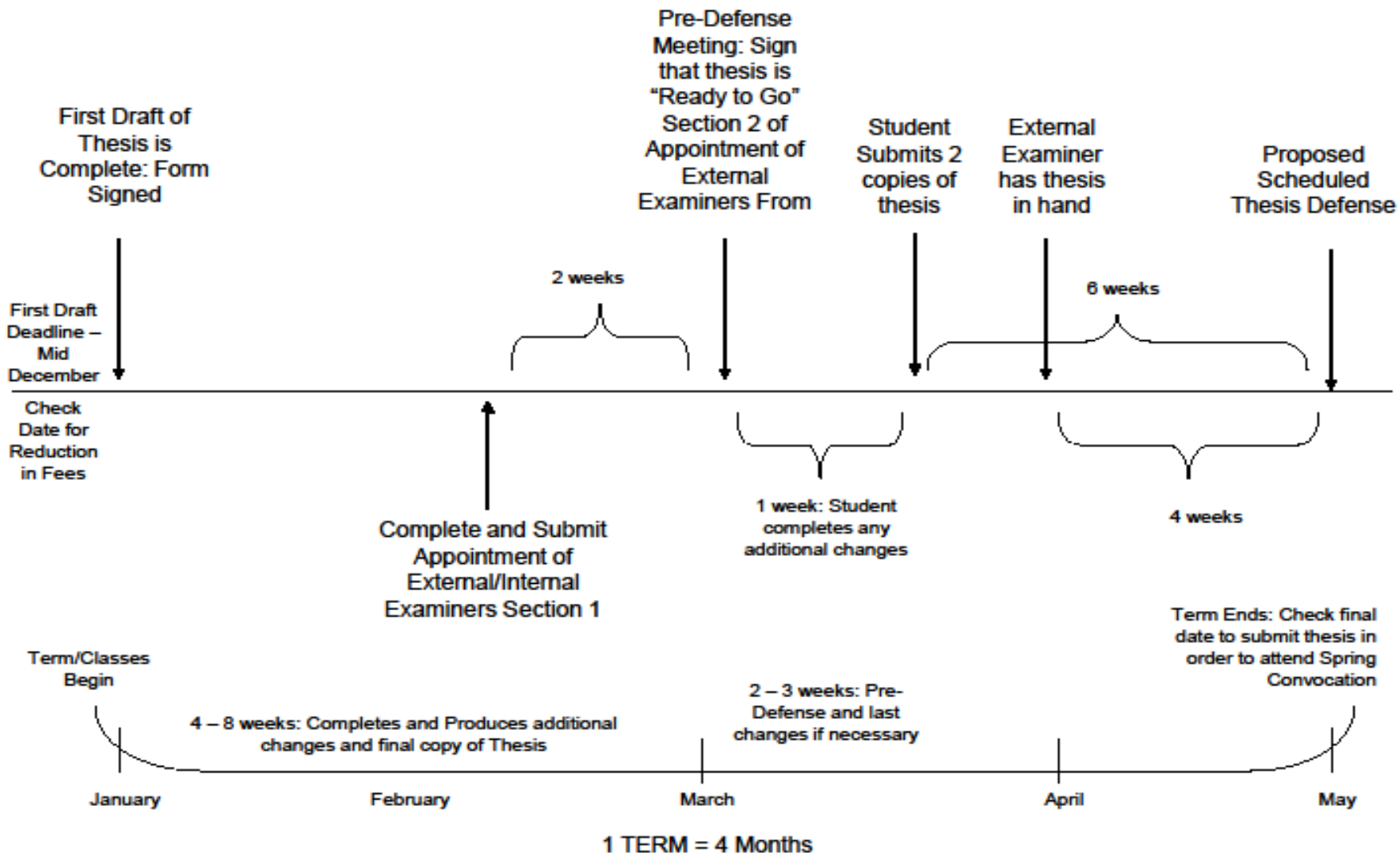
First Draft Form available on the FGS website http://www.brocku.ca/graduate-studies/current-students/student-forms . A draft of the entire thesis, in which every chapter is substantially included (although editorial changes may still be required) must be submitted to the Supervisor and the Graduate Program Director. To be eligible to receive the reduction in tuition fees, students must meet the Last day of First Draft Submission deadline as outlined in the Important Dates found in the Graduate Calendar - http://www.brocku.ca/webcal/2011/graduate/

Deadline for Application to Graduate is February 1 (Spring) – July 1 (Fall) - Fee $35. The student must meet the thesis completion deadline for June/October Convocation as outlined in the Schedule of Important Dates http://www.brocku.ca/webcal/2011/graduate/sche.html

Time Course and Sequence of Events
Leading to Completion of the Master's Graduate Program



Timeline for Scheduling Thesis Defense



1 TERM = 4 Months