TIMELINE FOR SCHEDULING OF MASTER'S THESIS DEFENCE

Defence Draft of the Thesis Submitted to Supervisor

The supervisor and all members of the Advisory Committee ascertain that the completed "draft" is ready for pre-defence. The Supervisor must complete the ***Appointment of External/Internal Examiner Form***.

APPOINTMENT OF EXTERNAL/INTERNAL EXAMINER FORM

***Section 1* of the External/Internal Examiner Form** is to be completed and submitted to FAHS Grad Program Director for approval **TWO MONTHS** before the proposed scheduled thesis defence. Three potential External/Internal Examiners and all relevant information must be completed.

The Supervisor will contact the Graduate Program Director following the ***Pre-Defence Advisory Committee Meeting*** to initiate the establishment of a thesis defence, including potential dates and External/Internal Examiner. 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, External Examiners traveling to Brock University will receive a $50 honorarium and parking pass. There is no funding available from the graduate program for any travel expenses (these may also be covered by the Supervisor).

PRE-DEFENCE ADVISORY COMMITTEE MEETING

Section 2 of External/Internal 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 (thesis) and ascertain the student's readiness to defend. As well, everyone must agree that the thesis is ready for distribution. ***It is assumed that the student will have previously sought, received and responded appropriately to feedback from their Advisory Committee regarding any suggestions or concerns they have about the content of the thesis prior to this pre-defense meeting.*** This can be done through informal meetings with the entire Advisory Committee or with individual members and/or through electronic communication. The scheduling of the thesis defence will commence once all members of the supervisory committee have signed off (Section 2) indicating their approval that the student and the thesis are ready for defence, and the Graduate Program Office has received the completed Appointment of External/Internal Examiner Form.

THE "FINAL" THESIS SUBMITTED TO SUPERVISOR

(PLEASE NOTE: THIS IS THE VERSION OF THE THESIS THAT IS CIRCULATED TO THE PROGRAM FOR SUBMISSION TO THE EXTERNAL EXAMINER IN PREPARATION FOR THE DEFENCE)

The Supervisor informs the program that the thesis is ready to be distributed to the External/Internal Examiner.

Scheduling of Thesis Defence

Arrangements for the scheduling of the thesis defence, including booking a room are carried out by the Administrative Graduate Coordinator (STH435). The Supervisor is to provide 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 Graduate Coordinator 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 hardcopies and/or an electronic copy** of the thesis to the Administrative Graduate Coordinator for distribution to the External 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. 15-23).

Final Stage Status 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 Final Stage Status Submission deadline as outlined in the Important Dates found in the Graduate Calendar - http://www.brocku.ca/webcal/current/graduate

Deadline for Application to Graduate is February 1 (Spring) – July 1 (Fall) - Fee $40 if applying by deadline date and $55 is applying after deadline date. The student must meet the thesis completion deadline for June/October Convocation as outlined in the Schedule of Important Dates http://www.brocku.ca/graduate-studies/current-students/student-forms

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

Student uploads PDF copy of the "approved (corrected) thesis" to the Library Repository. Student is now ready to Convocate.

***Note** – Visit the Faculty of Graduate Studies website for Binding Options*
http://brocku.ca/graduate-

usually same day

Student submits a PDF file of the "approved (corrected) thesis", the Non-exclusive License & Thesis and the Major Research Paper Copyright forms to the FAHS Grad Office. Graduate Record Form is completed by the program.

1 week

Student submits electronically "approved (corrected) thesis to FAHS Grad Office. Supervisor sends e-mail to Graduate Program Director indicating that all corrections/changes mandated by the Thesis Examination Committee have been completed.

2 weeks – 3 months

Minor Corrections – 2-3 weeks
Major Corrections – 2-3 months

Thesis Defence – Student receives list of corrections and/or changes that must be made to the thesis. The Supervisor and/or Examination Committee oversees and approves all changes.

4 weeks

Final Defence Draft of the thesis sent to Examination Committee. Program coordinator distributes thesis to the External Examiner.

2-3 weeks

Pre-Defence Advisory Committee Meeting. **Section 2** of the External/Internal Examiner Form completed by the Committee.

*Supervisor and Advisory Committee to complete **Section 1** of the External/Internal Examiner Nomination Form*

Supervisor signs "Final Stage Status Form" – student receives a fees reduction; student must defend by the end of the term

2-3 weeks

Defence Draft of the thesis ready to send to Advisory Committee Members
(it is assumed that the student has sought, received and responded to feedback from the Advisory Committee prior to circulating this Defence Draft.