

PhD Defence procedure

Submitting your project to the library: Deadlines dates and times

The following information is due in the DGS **6 weeks prior to the defence**.

In order to meet the DGS deadline and book a room the graduate secretary (Kelly Jay) will need this information in one email at least 2 days prior to the 6 weeks of DGS deadline: (6 weeks and 2 days)

- Expected date and time
- Examining committee – to be contacted and set-up by the senior supervisor
 1. chair person
 2. all members of the students committee (Snr Supervisor plus at least 1 supervisor)
 3. internal examiner (*must be in attendance*) - a member of the University or a person otherwise suitably qualified, who is not on the supervisory committee (*from the same department is acceptable*)
 4. external examiner - an external examiner who shall be specifically qualified in the field of the thesis and not be a member of faculty at the University, (if not from SFU, a 2 page cv is required) . Will the external examiner be in attendance or video conferencing?
- Senior supervisor will send grad sec. digital copy of the external's cv
- Student sends graduate secretary a pdf of the 'draft thesis'
- Graduate secretary will submit this information to DGS

Minimum Attendance

Minimum physical attendance criteria at an examination are in place to ensure that the student and the thesis will receive a fair and rigorous examination to the standards that academia in general and SFU in particular necessitate. These criteria require that:

- the chair be present
- the senior supervisor be present
- the candidate be present
- the internal examiner be present

GGR 1.9.5 allows for the external examiner coming in via remote or *absentia*. In addition, DGS allows for **no more than one committee member coming in via remote or acting *in absentia***.

The Dean of Graduate Studies will formally invite the external, and digital copies of the completed thesis shall be distributed to the examining committee by the Dean of Graduate Studies.

DGS Thesis and Defence website: Quick links

<http://www.sfu.ca/dean-gradstudies/current/defence/Procedures.html>
<http://www.sfu.ca/dean-gradstudies/current/thesis/submission.html>
<http://www.sfu.ca/dean-gradstudies/current/thesis/getting-started.html>

After your Defence:

Library Thesis submission: <https://www.lib.sfu.ca/help/publish/thesis/submission>

If you have any questions or concerns, please contact me or drop by my desk.

Graduate regulations: ([GGR 1.9.4](#))