

# MSc Defence Procedures

Submitting your project to the library: [Deadlines dates and times](#)

The following information is due in the DGS **4 weeks prior to the defence**.

In order to meet that deadline and book a room, the graduate secretary (Kelly Jay) will need this information at least 2 days prior to the DGS deadline. (*4 weeks and 2 days*)

- Expected date / time and title – please notify me as soon as you expect to defend (for room booking)
- Please include a draft title
- Examining committee – supervisor to arrange
  1. chair person
  2. supervisory committee (Senior 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.

## **2 weeks prior to the defence date:**

Distributed your project electronically to # 2 & 3 above and cc grad secretary.

## **Minimum Attendance:**

Minimum physical attendance criteria at a master's 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 examiner be present, except in cases where the examiner is external to the university. If the examiner is external, DGS will allow hi/her to attend through a remote connection.

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

DGS Thesis and Defence website:

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

Step by Step Thesis Submission / Deadline dates / times to submit to the Library

<http://www.lib.sfu.ca/help/publish/thesis/submission>

Degree Completion: <http://www.sfu.ca/dean-gradstudies/current/completion/applying-to-graduate.html>

Please make sure to use the templates from the Library website: Requirements & Formats:

<http://www.lib.sfu.ca/help/publish/thesis/regulations>

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