PhD Defence procedure

Submitting your project to the library: [Deadlines dates and times](http://www.sfu.ca/dean-gradstudies/current/defense/Procedures.html)

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 the following information in **one email** at least 2 days prior to the 6 weeks of DGS deadline: (6 weeks and 2 days)

1. Expected date and time
2. Examining committee – to be contacted and set-up by the senior supervisor
3. Defence chairperson – usually the Grad Program Chair
4. All members of the students committee (Snr Supervisor plus at least 1 supervisor)
5. 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**) 
6. 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?
7. Senior supervisor will send grad secretary - digital copy of the external’s cv 
8. Student sends graduate secretary - pdf of the ‘draft thesis’
9. 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/defense/Procedures.html](http://www.sfu.ca/dean-gradstudies/current/defense/Procedures.html)
After your Defence:

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

Graduate regulations: (GGR 1.9.4)