

INST Thesis Defense Timeline

The program recommends that students submit their **final full draft** of the thesis at least **8 weeks prior to the defense date** to the supervisory committee. If the supervisory committee is reviewing the thesis chapter by chapter, than students will need to add at least another 3-4 weeks to the timeline. This timeline should be discussed and agreed upon by your committee in advance, as some committees take longer than others. The Director of Interdisciplinary Studies must be kept informed as plans for the defense develop.

Time Frame	Student's Responsibility	Chair of Supervisory committee's responsibilities	Supervisory Committee's Responsibility
4 months before projected defense (or at start of student's final term)	Set out the time line and discuss with committee.	Ensure that the thesis is on target (solicit opinions of other two committee members). Discuss potential exam participants.	If faculty see any impediments (faculty away, workload problems, etc..) they should discuss with committee immediately.
3 months prior to projected defense date	Have drafts in to your committee. It is preferable if the committee has read and commented on chapters as you have completed them, so that when they receive the full draft, revisions should be minimal.	Ensure that thesis is distributed to and read by committee.	Read and provide comments in a timely fashion.
8 weeks prior to projected defense date	Set a meeting with the committee when the final draft is in and read by the committee.	Assist student in setting up committee meeting.	Discuss potential external examiners, other examining committee members, and defense dates in consultation with the Program Director.
6 weeks before projected defense date	Submit 3 copies of the thesis (with final revisions) to the program office	Discuss names with Program Director for approval. Program Director will appoint Chair. Contact External and Dean's rep, confirm date and time.	Decide which supervisory member will be the voting member in the exam. Select names (ranked in preference) for Dean's rep. Select names (ranked in preference) for External Examiner. Sign recommendation for oral examination form and thesis form.
5 weeks prior to targeted date	Submit all thesis paperwork signed by all members of Supervisory Committee to program office. Arrange distribution of thesis with program office.	Confirm arrangements. Program office will send out letter to external examiner with thesis. Official letter will also be sent out by FGS.	
4 weeks prior to date	Arrange for Audio Visual equipment with program office.		
4 weeks prior to defense: Program office books room for exam, submits paperwork to FGS after Director signs off on all paperwork, and gives student written confirmation of AV equipment ordered. FGS will review and prepare paperwork to be sent out to committee. Note: once the exam date is set and submitted, the date does not change, therefore it is imperative that all participants are confirmed by the Supervisory Chair prior to the program signing off on the Recommendation for Oral Examination.			
Exam: All members of the examining committee must be present at the exam. If, for some reason, someone is not able to attend, the exam will need to be re-booked for a later time.			
Post Exam: Student must make any revisions and have revisions signed off. Submit final copies (3) to FGS and follow-up with their paperwork (ordering copies of thesis, reimbursement for copies, etc.) Apply for Graduation and submit convocation memo to the program office. *Students should be aware that registration is required until the final copies have been submitted to FGS with the approval indicating that revisions have been made, reviewed and accepted.			
A few hints: Communication with your entire committee is the key to a smooth transition from student to graduate. Students are asked to remember that if they do not adhere to the timeline they set, they cannot expect their committee to adhere to timelines either. Remember that reading and commenting on your work - while it is important - is not the only work your faculty members have to do, and therefore you need to plan in conjunction with your committee any timelines you are establishing in advance. Timelines are not set until all parties have agreed upon them.			