

STUDENT CHECKLIST FOR ORAL DEFENSE

Recommendation for Oral Examination (Complete forms 6 weeks prior to defense)

Read the Guidelines for thesis and dissertation available from FGS or

<http://www.yorku.ca/grads/thesis/index.htm>

- Ensure Recommendation for Oral Exam form is prepared and signed by all 3 supervisors
- Provide the above mentioned form to the Programme office for the Director's approval and signature
- Complete Copyright forms (3) originals (**prepared by the program office**)
- Complete 1 Partial Copyright form - signature only
- Complete 3 Certificate Pages (originals, red border) and have your 3 supervisors sign each page, (upper half only [special I.S. procedure]) **prepared by the program office, after the examining committee have been confirmed. Students are responsible for making sure the supervisory committee signs the upper half of the certificate pages at least 3 weeks prior to the defense date.**
- Complete 1 National Library Form
- Complete 1 UMI Form
- Submit all paperwork (as indicated above) to the Programme Assistant, including 3 copies of thesis -
 - 1 for to the Dean's Representative
 - 1 for to the Chair of the Examining Committee
 - 1 for to the External Examiner (Note: External must have 4 weeks to review)
- Ensure that your supervisor or voting member receives a copy of the thesis**

Post Oral Exam

- If revisions are required, and once approved by both the Dean's Representative and the Supervisor, submit 3 unbound copies to the Thesis Secretary for binding, along with approval from the Dean's Rep and supervisor
 - 1 for Programme Office
 - 1 for your Supervisor
 - 1 for the Library
- Apply to graduate: <http://www.yorku.ca/mygraduation/>
- Complete and submit convocation memo to program office: http://www.registrar.yorku.ca/pdf/FGS-convocation_info_degree.pdf