CHECK LIST AND GUIDE FOR DEFENDING YOUR THESIS*

*revised from Dalhousie University, School of Health and Human Performance’s “Check List for Defending Your Thesis”

• Check Faculty of Graduate Studies (FGS) Academic Dates for thesis deadlines: http://gr.cal.dal.ca/ACDT.htm

• Check scheduling with your thesis supervisor.

• The FGS has very strict guidelines on the formatting of thesis. It is essential that you consult these before you begin to write your thesis: http://dalgrad.dal.ca/regulations/x/#10.2

• Ensure that the Intent to Graduate Form is submitted on time. Check the FGS convocation deadlines: http://dalgrad.dal.ca/regulations/x/#10.2.3

The Suggested Timeline

Six (6) weeks prior to thesis defense:

• Obtain and fill out thesis supervisory committee approval form for thesis defense. Submit this form to the Graduate Program Administrative Secretary, Faculty of Computer Science.

• Prior to filling this out, contact all Thesis Defense Committee members (your Thesis Supervisor and two readers) and the Graduate Program Administrative Secretary regarding the proposed time and date of the defense. This will reduce the number of changes due to faculty unavailability. If there must be a change in the your committee, then you should contact the Graduate Program Administrative Secretary to process the appropriate forms for the FGS.

• Once Committee Members commits to attending the Defense they must ensure that they attend. If for some reason something unforeseen should happen, then the Committee Member should arrange to have all questions put in writing and given to the Chair prior to the Defense.

• Once the Graduate Program Administrative Secretary receives the thesis supervisory committee approval form, he/she will arrange for the Chair and room booking You are responsible for booking any equipment needed for your defense.
At least one (1) month prior to thesis defense:

• Give your Thesis Supervisor the thesis at least one month prior to the expected submission of the thesis to the Defense Committee. This allows you to receive feedback and make corrections before submission of the thesis you will defend.

Three (3) weeks prior to thesis defense:

• Submit the final corrected draft of thesis to your supervisor and readers. This is the thesis you will defend but not necessarily your final copy of the thesis. You are responsible for ensuring that all Committee Members and the Chair have a copy of the thesis prior to the scheduled defense meeting time. If the thesis is ready prior to the three weeks, we encourage you to distribute the thesis as early as possible.

• We strongly suggest that the Thesis Coordinator at FGS review the thesis before copies are made and distributed to the appropriate people prior to the Defense.

At least two (2) weeks prior to the Faculty of Graduate Studies deadline for final submission of a thesis: The Thesis Defense

• Prior to your defense, rehearse your presentation to ensure that your presentation falls within the time restrictions (30 minutes) and that your slides are appropriate.

• Defend the thesis.

• This timing will ensure that enough time has been allowed for all corrections to be made. If the thesis is not submitted to FGS by the appropriate deadline, then this will result in the student registering for an additional term. There are no exceptions made to the FGS deadlines.

• It is the student’s responsibility to ensure that the room/equipment set-up is satisfactory and all equipment is operational. It is suggested that the room and equipment be booked a ½ hour prior to the meeting to ensure that it is working properly.

• A representative of the FGS will attend the defense.

• Thesis defenses are open to the public, apart from Committee deliberations. Notices will be sent out by the Graduate Administrative Secretary in Computer Science.

• Bring page ii (signature page) of the thesis to the defense for your Committee Members and the Chair to sign. The Thesis Supervisor will not sign this form until all requested corrections/changes are made to the thesis. The signatures should be in black ink.
**Immediately following thesis defense:**

- If **changes are required**, you will immediately **be informed** of the required changes. Revise your thesis and submit to the assigned reviewer for his/her approval.

- This reviewer will **not sign off on the thesis until all changes are reviewed, approved and finalized**.

- Once all required changes have been made, the **thesis must be checked by the Thesis Coordinator at the FGS office prior to having required copies printed**. If it is approved the thesis is now in its final form. If not, make whatever formatting changes are required and resubmit to the FGS Thesis Coordinator.

- Please see **regulations for the submission of thesis to the FGS (FGS)** on the FGS website: [http://dalgrad.dal.ca/regulations/x/#10.7](http://dalgrad.dal.ca/regulations/x/#10.7)

- Once FGS approves formatting, a minimum of **1 original and 4 copies are required with original signatures on all 5 of the copyright agreement page (your signature)**. The Signature page (Thesis Defense Committee members sign) only requires the original signature on the page which is being inserted into the original copy of your thesis. Signatures should be in black ink.

- **You must cover the cost of bound thesis being mailed to your once it arrives back from the FGS Office.** If you know that you will be out of town during that time, you should make arrangements and pay the appropriate fee at FGS to have the thesis mailed to your home address. **It is easiest for you to pick up your bound thesis copies at the FGS.**

- **One copy of each bound thesis is sent to the Dalhousie University Libraries and kept on file there.** This is valid prior to 2008 – from that date on all theses are kept in electronic format (see below).

- **Your thesis will also be available in electronic format** (usually ProQuest) on the NovaNet Library system.

- You may also put a copy of your thesis on DalSpace. You will need to have permission from the Dalhousie Libraries to access this but this can be done easily. For further information on DalSpace, please visit: [http://libraries.dal.ca/collections/dalspace.html](http://libraries.dal.ca/collections/dalspace.html).