### Checklist for Thesis Defence

**Activities (in chronological order):**

1.  
   a. Student meets regularly with Supervisory Committee, and completes thesis work

   b. Student writes thesis document in accordance with FGS templates/formatting guidelines

2.  
   Student sends a relatively complete draft of thesis document to FGS for format check

3.  
   Supervisory Committee agrees (at a meeting) that student is ready to defend the thesis, and signs “Ready to Defend Thesis” Form; also identifies 3 potential external reviewers

4.  
   a. Student books defence date with Graduate Programs Assistant; student must also complete steps b through e (below) at this time, in order for booking to occur. Booking must take place no less than 6 weeks before anticipated defence. (The defence should take place no later than the second week of August for students planning to graduate in October.)

   b. Student submits completed, signed “Ready to Defend Thesis” Form to Graduate Programs Assistant

   c. Student submits thesis document to Graduate Programs Assistant; also sends it to all supervisory committee members

   d. Student submits names and contact information for 3 potential external reviewers to Graduate Programs Assistant

   e. Student submits synopsis of thesis to Graduate Programs Assistant

5.  
   Student defends thesis; collects signatures of Supervisory Committee on FGS Master’s Thesis Approval Form (but Supervisor will sign later if there are required changes)

6.  
   Supervisor summarizes recommended changes and process, incorporating external reviewer’s comments; emails summary to student and to Graduate Programs Assistant

7.  
   Student makes changes as suggested by Supervisor, obtains Supervisor’s signature on Master’s Thesis Approval Form

8.  
   Student submits electronic copy of thesis document to FGS online; also provides FGS with a paper copy of Master’s Thesis Approval Form, Dalhousie Thesis License Agreement (and, if applicable, Student Contribution to Manuscripts). Submission deadline is usually late in the third week of August – please check current FGS calendar for exact date – for students planning to graduate in October.