PREPARING FOR YOUR DEFENCE – MASTER PROGRAM

Congratulations on getting to this point in your academic career! Below you will find a step by step guide to scheduling your thesis defence. If you have any questions or concerns, please contact the Graduate Program Assistant (GPA) for more information.


1) Print and complete the **Breadth Evaluation** form found through the following link: [https://www.sfu.ca/computing/current-students/graduate-students/forms.html](https://www.sfu.ca/computing/current-students/graduate-students/forms.html)

2) Print and complete the **Approval of Examining Committee for a Masters student** form found through the following link under the heading ‘Examinations’: [http://www.sfu.ca/dean-gradstudies/current/forms.html](http://www.sfu.ca/dean-gradstudies/current/forms.html)

3) You and your Sr. Supervisor are responsible for organizing an External Examiner and Chair for your defence. Do not leave this section blank.

4) This form must be submitted, completed with signatures, to the GPA no later than **6 weeks** before your proposed defence date for departmental and Dean's office approval. Inability to do so may result in the failure to schedule your defence on your proposed exam date.

5) If a committee member or external is **unable to attend** in person contact the CS HelpDesk as soon as possible to make arrangements to test equipment prior to your defence ([helpdesk@cs.sfu.ca](mailto:helpdesk@cs.sfu.ca)).

6) Confirm your **room booking** for your defence with the GPA before you submit your form to the CS office.

Two weeks before your defence:

7) In a word document, email your poster information to the GPA to announce your defence:
   a. The date, time, and location of your defence;
   b. Your thesis title;
   c. Your previous degree information;
      i. Formatting: B.Sc., University, Place, Year;
   d. Your abstract (150 words maximum) and keywords;
   e. Committee Members;
      i. If a committee member is not CS faculty, please, include their emails.

8) Distribute your thesis to your committee no later than **2 weeks** before your defence date. This can be electronic or in paper format. Communication with your external examiner is prohibited at this time. Forward your thesis to the GPA to then distribute to your examiner. Title your thesis file as follows: ‘LastName_FirstName_StudentNumber_Degree_Thesis’
Your thesis defence date will be announced one week before and on the day of your defence.

ON THE DAY OF YOUR DEFENCE – MASTER PROGRAM

1) A package of defence forms will be prepared for you and given to your defence Chair.

2) Come to the CS office to pick up the key to the room your defence will be held.

3) A jug of water and glasses is provided as per Graduate General Regulations.

AFTER YOUR DEFENCE – MASTER PROGRAM

In order to graduate, there are four major steps:

1) Submit your signed Recommendation for the Award of Degree form, a signed approval page, copy of the Supervision Revision Memo, unofficial transcript, and abstract to the GPA. These forms are provided to your defence Chair the day of your defence. The Recommendation form will be processed by the GPA for departmental and faculty approval before being sent to the Dean of Graduate Studies and Postdoctoral Fellows office for final processing.

2) Apply to graduate on goSFU.ca. Under Academics, click on the dropdown list and select ‘Apply/Cancel Graduation’. The deadline for graduate students to apply to graduate is usually one to two weeks before the library submission deadline for your thesis. Please check exact dates at:

   http://www.sfu.ca/dean-gradstudies/current/important_dates/guidelines.html

3) Submit your thesis to the Library, you will need your 14 character Library barcode, approval page, and your original Supervision Revision Memo:

   http://www.lib.sfu.ca/help/publish/thesis/submission

4) Send the GPA a copy of your final revised thesis so that a bound copy can be printed for you and your supervisor. Title your thesis in the same formatting as specified above in section 7.