**PREPARING FOR YOUR DEFENCE – PhD 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 Approval of Examining Committee for a PhD 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)

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

3) This form must be submitted, completed with signatures, to the GPA no later than **8 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.

4) If a committee member or external is unable to attend in person contact the CS HelpDesk ([helpdesk@cs.sfu.ca](mailto:helpdesk@cs.sfu.ca)) as soon as possible to make arrangements to test equipment prior to your defence. There are also restrictions on the minimum number of attendees so please contact your GPA for more information. There is some support to Examiners if traveling to attend your defence.

5) Confirm your room booking for your defence and Seminar* with the GPA before or when you submit your form to the CS office. **PhD students are required to submit an electronic copy of their thesis, External Examiner CV, or bio – 2 pages maximum** with the Approval of Examining Committee form. Title your thesis file as follows:
   ‘LastName_FirstName_StudentNumber_Degree_Thesis’.
   Your thesis is submitted to the Graduate office who will in turn distribute it to your Committee and Examiners for you.

*Seminar: All PhD students are required to schedule a 50 – 60 minute seminar before their defence date. The Supervisory Committee must be present, but there is no requirement to have an Examiner or Chair. The defence should include a 15 - 20 minute summary of your seminar. Make arrangements with the GPA to book a room for your seminar when you book your defence room.

**Two weeks before your defence:**

6) As a word file, 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;  
M.Sc., University, Place, Year;  
d. Your abstract (350 words maximum) and keywords;  
e. Committee Members;  
i. If a committee member is not CS faculty, please, include their emails.  
ii. Please note that communication with your External Examiner is prohibited.  

*Your thesis defence date will be announced one week before and on the day of your defence.*

**ON THE DAY OF YOUR DEFENCE – PhD 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 held in.  

3) A jug of water and glass will be provided to you as per Graduate General Regulations.  

**AFTER YOUR DEFENCE – PhD 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. It is recommended that students make an appointment with the Library prior to submitting your thesis to ensure that your thesis structure meets Library requirements.  
   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 in section 5.