MPH/MSc THESIS AND PROJECT DEFENSE COMPLETION CHECKLIST

GENERAL DEFENSE REQUIREMENTS

[ ] Register in one of the following courses

- HSCI 897: Master’s Project
- HSCI 898: Master’s Thesis
- HSCI 887: MSc Thesis
- HSCI 895: Project Completion
- HSCI 896: Thesis Completion

[ ] Have a minimum of TWO supervisors on your Supervisory Committee

- Students at this point in their program should already have, at minimum, a senior supervisor on record with the Dean of Graduate Studies office.
- To add a supervisor(s) to your Supervisory Committee, a Change of Supervisory Committee form [http://www.sfu.ca/dean-gradstudies/forms/](http://www.sfu.ca/dean-gradstudies/forms/) must be completed and submitted to the graduate program assistant, Jen Van Rassel.
- Include a CV for committee members who are from outside of SFU.
- The graduate program assistant will obtain the necessary approvals and process with the Dean of Graduate Studies.
- This step must precede preparation for a defense.

[ ] Determine the makeup of the Examining Committee

- The examining committee consists of your supervisory committee, an internal/external examiner and a chair of defense.
- In consultation with your senior supervisor determine your internal/external examiner.
- Obtain a CV for the internal/external examiner if he/she is from outside of SFU.
- Provide internal/external examiner information to the graduate program assistant.
- Provide the title of your master’s project or thesis to the graduate program assistant.
- The graduate program assistant will:
  - Produce the examining committee form with the above information
  - Find a chair of the examining committee
  - Obtain the necessary approvals and process with the Dean of Graduate Studies.

DEFENSE REGULATIONS AND DEADLINES

[ ] Defending students should have no contact with the internal or external reviewer except to establish the day and time of the defense.

[ ] Neither the internal nor external reviewer should have prior input into the writing and/or development of the project or thesis.

[ ] to ensure that we meet the Dean of Graduate Studies deadlines, the readiness to defend form should be received by the graduate program assistant 5 weeks in advance of the defense. This form confirms for the graduate program office that all members of the supervisory committee have read the master’s
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project or thesis, and agree that it is ready to defend. [http://www.fhs.sfu.ca/graduate-programs/forms-documents](http://www.fhs.sfu.ca/graduate-programs/forms-documents). If a member of the supervisory committee is not on campus or out of country, they should be in touch with the graduate program assistant about other arrangements.

[ ] A defense goes on record with the Dean of Graduate Studies office with the submission of the Examining Committee form. The Examining Committee form must be on record with the Dean of Graduate Studies four (4) weeks before the defense. This form will be submitted to the Dean of Graduate Studies by the graduate program assistant.

[ ] To ensure we meet the 4 week deadline, email the graduate program assistant the following information 5 weeks in advance of the defense:

- Confirmation of members of the supervisory committee
- The date and time of the defense
- The name of the external examiner with pertinent contact info
- A CV is required from the external, if she/he is from outside of SFU
- Confirm the correct project or thesis title

[ ] Defending students are required to circulate their master’s project or thesis two weeks in advance of the defense date. All examining committee members (includes the external) must receive their project or thesis two (2) weeks before the defense.

[ ] Defending students wishing to change the 2-week deadline for circulating their project or thesis must obtain approval from all examining committee members. Otherwise, the defense is postponed pending agreement on a new defense date.

DEFENSE ARRANGEMENTS:

The FHS Graduate Program Assistant is responsible for:

[ ] producing the examining committee form and obtaining approvals

[ ] finding a Chair for the Defense. The Chair oversees defense procedures and is not a voting member of the examining committee.

[ ] advertising the defense

[ ] scheduling the defense room, and reserving the AV equipment. She will provide the student with the room number to access the AV equipment and the code to access the room.

[ ] notifying a minimum three weeks in advance of the defense [by email] the student, the examining committee and IT technical staff, of all pertinent arrangements made for the defense.

[ ] providing the chair of defense with the necessary paper work at minimum one day in advance of the defense.

[ ] the graduate program assistant will make "Skype” or “videoconference” arrangements only in unusual circumstances, approved by the Director, Graduate Programs.
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In the case of videoconferencing or Skype defenses the graduate program assistant will make the room arrangements. Any technical arrangements with IT or LIDC are the responsibility of the student.

The student is responsible for

[ ] providing all required information to the graduate program assistant within the established guidelines.

[ ] making the necessary technical arrangements in support of their defense. Contact D. Grund, IT manager dgrund@sfu.ca and/or LIDC http://www.lidc.sfu.ca/design/video/vidconf/2522, a minimum 3 weeks in advance of the defense.

[ ] arriving to the defense 1 hour in advance

[ ] picking up the reserved AV equipment [if applicable]

[ ] ensuring that AV equipment, video conference or Skype are set up and working prior to the defense

[ ] returning the reserved AV equipment, video conference or Skype equipment to the equipment room.

AFTER THE DEFENSE:

The student is responsible for:

[ ] complete Exit Survey I: http://websurvey.sfu.ca/survey/65325440 Master of Science students are not required to complete the exit surveys.

[ ] complete Exit Survey II:

  MPH Env & Occ Health EXIT Survey http://websurvey.sfu.ca/survey/65312631
  MPH Social Health & Inequities EXIT Survey http://websurvey.sfu.ca/survey/65309352
  MPH Global Health EXIT Survey http://websurvey.sfu.ca/survey/65298362
  MPH Population Health EXIT Survey http://websurvey.sfu.ca/survey/65282703

[ ] submitting the “completed” survey form to the Graduate Program Assistant, Jen Van Rassel jlupton@sfu.ca.


[ ] collecting the following documents. The graduate program assistant will provide the student with the following information:

  o Partial Copyright License
  o Signed Approval Page
  o Unsigned Approval page
  o Copy of Examination Results page [Senior Supervisor Memo]

[ ] if applicable, a copy of the Ethics Approval must be submitted with the master’s project or thesis.

[ ] submitting the project/thesis to the library by the advertised deadline. Use the on line calendar to obtain semester deadline information: http://students.sfu.ca/calendar/for_students/dates.html
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[ ] submitting hardcopies to the Library for binding: Two copies of the master’s project or thesis are printed and bound for the library. Students are required to print off two hard copies. One bound copy stays in Archives and the other stays in the Library for access by the public.

[ ] submitting a hardcopy to the Faculty of Health Science. Students must provide the Graduate Program Assistant a hard copy of the final version of the master’s project or thesis. It will be kept on file in our office.

[ ] producing a personal or discretionary hard copy of project or thesis (optional) for binding. Students pay for their discretionary copies. They can order and pick up bound copies of their master’s project/thesis from the Simon Fraser Student Society office (SFSS, Maggie Benston building). SFSS will process your bound copies and notify you when the copies are available for pickup.

[ ] students must officially apply to graduate by the semester deadline: http://www.sfu.ca/convocation/students/howtoapply.html

[ ] eligibility for tuition fee refund. If you have completed your program requirements within the first month of a semester, you are eligible for a 75% refund on the tuition portion of your student fees. http://www.sfu.ca/dean-gradstudies/current/degreecompletion/#refund. You may expect this refund to be credited to your account by the end of the second month of the term. In order to claim the refund, you must ask for a refund cheque to be sent to you. Instructions for this are available at: http://students.sfu.ca/fees/refunds.html