



**Office of Graduate Studies  
Notification of Thesis Defence  
(see Policy on reverse)**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Thesis Title : \_\_\_\_\_  
\_\_\_\_\_

Date of Thesis Defence: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Was ethics clearance required for the research?

- Yes (If yes, a copy of the Certificate of Ethics Clearance from the UREB must be attached to this form.)  
 No

Thesis Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thesis Co-Supervisor (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thesis Committee Members:

\_\_\_\_\_  
Name Signature Date

\_\_\_\_\_  
Name Signature Date

*(Signatures above signify approval that the thesis may proceed to defence.)*

Student:

\_\_\_\_\_  
Name Signature Date

The Supervisor will submit the completed form to the Dean of Graduate Studies, copied to:  
Student, Thesis Committee Members and the Graduate Program Coordinator (to be placed in the student's file)

NOTE: Department/Program Graduate Studies Committees will determine who should have responsibility for room bookings, posting notice of the thesis defence, and notification to other faculty/students.

## Policy & Procedures for the Presentation & Examination of Theses

### Notification of Thesis Defence – Policy and Procedures

All theses will be subject to an oral defence by the student.

• **Convocation Deadlines:** Students intending to graduate at an upcoming convocation must successfully complete their thesis defence and have their grade submitted by the last day to register for a course in the Fall or Summer semesters. Students should refer to the Academic Course Add/Drop Dates published in the Graduate Calendar and available online for the current academic dates.

• **Thesis Continuation Fee:** Students for whom a thesis grade has not been submitted by the Office of Graduate Studies following the end date of their initial thesis registration will be automatically registered in a thesis continuation for the following semester. The automatic thesis continuation registration will occur on the last day to register for a course for that semester and will continue for each consecutive semester until the thesis has been successfully defended and the grade submitted (Thesis Release Form) to the Registrar's Office.

#### Notification of the Thesis Defence

- 1) Notification of a thesis defence must be submitted on the Notification of Thesis Defence Form by the Supervisor to the Dean of Graduate Studies, copied to the Graduate Program Co-ordinator, thesis committee members and the student at least two weeks prior to the date of the intended oral defence. This form will be signed by the Supervisor and the thesis committee members to signify approval that the thesis may proceed to defence. Email confirmation will be accepted. If ethics clearance was required for the research a copy of the Certificate of Ethics Clearance from the UREB must be attached to this form.
- 2) The student must submit a completed electronic version of the completed thesis to the supervisory committee, to the Dean of Graduate Studies and to the Graduate Program Co-ordinator at least two weeks prior to the proposed date of the defence. The Office of Graduate Studies will retain the copy until the final thesis is submitted to the Library.
- 3) Notice of the thesis defence shall be posted by the Department/Program and Graduate Studies. Thesis defences shall be open to all members of the University and the general public.
- 4) Please refer to the Thesis Defence Report Form and Policy for the next steps in the Thesis Defence process.

*Revised: June 2023*