

KIN Internal MSc defence Procedure Checklist

Student responsibility before scheduling a MSc defence

To ensure that all degree requirements have been met prior to the defence, please check each item after completion and return the checklist along with any missing documents to the graduate office.

- Continuing registration in place and tuition fees are paid in full
- Course work requirements are met
- Student-Supervisor Agreement (S-S-A)
- Annual Progress reports
- Proof of Ethics Approval Certificate(s)
- Research proposal presented in KIN 990 seminar
- Ensure accurate referencing and citations, and carefully reviewed citations to uphold academic honesty and integrity
- To notify supervisor(s) if a non-voting Chair is needed for the defence

Supervisor(s) responsibility for a MSc defence

- Up to date Advisory committee meeting minutes are sent to Grad office
- Notify Grad office once student's thesis is approved by the Advisory committee for defence. A minimum of two-weeks' notice is required
- Provide Grad office with the approval (meeting minutes or email) from the Advisory Committee when student's thesis is ready for defence
- Provide Grad office with the names of top three choices of arm's length examiner
- Follow-up with first choice of arm's length examiner for his/her willingness and availability for the defence. Request an updated C.V. from first choice and forward to the Grad office
- Provide Grad office with the tentative date & time and delivery methods of the defence along with student's final thesis
- Send student's final thesis to first choice of arm's length examiner two-weeks before the defence date for reviewing
- Notify Grad office when a non-voting Chair is required for the defence

Grad office responsibility for a MSc defence

- Inform supervisor(s) on whether or not that the student has met all the degree requirements except the defence, or any concerns they may have through pre-defence check
- Identify a voting member of the examination committee who would be willing to be the Chair, or a non-voting member of the examination committee (per student/supervisor's request) to be the Chair
- Check the first choice of arm's length examiner with supervisor connections by searching for grants or publications etc. together, and remind the supervisor(s) if there are any potential conflicts
- Submit a defence memo including CV of the first choice arm's length examiner, a minimum of (2) weeks prior to the oral defence date through an online portal for ADRGS' and CGPS' approval

- Book an appropriate and properly equipped space for the defence, as well as setting up and inviting participants for the defence, which includes defence date/time, location/Zoom meeting link, title of thesis, and name of the supervisor(s)
- Send out a reminder close to the defence date
- Send out the filled defence form and the [five recommendations](#) established by the CGPS to determine the outcome of the thesis and defence to the Chair of the defence
- Connect student with IT for any technical support that may be needed for the defence
- Remind the Chair at the defence to encourage audiences who decide to stay after student presentation, they must be joining in-person. Online option only open for the presentation part of defence
- Grant permission for audience members who request participating entire defence online
- Collect the signature from the examination committee on behalf of the Chair after the defence
- Submit the signed defence form to CGPS once the final thesis is uploaded to online ETD site
- Send out the Graduating Student Checklist to student and request the office keys to be return before his/her departure