

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

- 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
- Advisory committee meeting minutes
- Proof of Ethics approval certificate(s)
- Research proposal presented in KIN 990 seminar

To notify supervisor(s) if a non-voting Chair (Grad Chair designate) is needed for the defence

Supervisor(s) responsibility for a MSc defence

- To notify Grad office once student's thesis is approved by the Advisory committee for defence. A minimum of (2) weeks' notice is required
- To provide Grad office with the approval (meeting minutes or email) from the Advisory committee when student's thesis is ready for defence
- To provide Grad office with the names of suggested top three choices of arm's length examiner
- To send student's thesis to Grad office for plagiarism check
- To 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 the first choice and forward to the Grad office
- To provide Grad office with the tentative date & time and platform of the defence along with student's final thesis
- To send student's final thesis to the first choice of arm's length examiner for review
- To notify Grad office when a non-voting Chair (Grad Chair designate) is required for the defence

Grad office responsibility for a MSc defence

- To complete pre-defence checklist
- To run student's thesis through Plagiarism software
- To inform supervisor(s) and Grad Chair on whether or not that the student has met all the degree requirements except the defence, or any concerns they may have
- To identify a Chair of the defence, (1) a voting member of the examination committee, or (2) a non-voting member of the examination committee (per student/supervisor's request)
- To Check the arm's length examiner with supervisor connections by searching for grants or publications etc. together, and inform Grad Chair if there are any potential conflicts
- To submit a defence memo including CV of the preferred arm's length examiner, a minimum of (2) weeks prior to the oral defence date through CGPS Student and Academic Services portal for Grad Chair's approval/and CGPS' review
- To 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)

- To send out a reminder close to the defence date
- To 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
- To connect student with IT for any technical support that may be needed for the defence
- To 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
- To grant permission for audience members who request participating entire defence online
- To collect the signature from the examination committee on behalf of the Chair after the defence
- To submit the signed defence form to CGPS once the final thesis is uploaded to online ETD site
- To send out the Graduating Student Checklist to student and request the office keys to be return before his/her departure