

KIN Internal PhD defence Procedure Checklist

Student responsibility before scheduling a PhD 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
- Student-Supervisor Agreement (S-S-A)
- Course work requirements
- Qualifying exam (if applicable)
- Comprehensive exam
- Annual Progress reports
- Grant writing
- Teaching (minimum of 6 hours)
- Advisory committee meeting minutes
- Proof of Ethics approval certificate(s)
- Research proposal presented in KIN 990 seminar

Supervisor(s) responsibility for a PhD defence

- To notify Grad office once a PhD student's dissertation is approved by the Advisory committee for defence. A minimum of (5) weeks' notice is required
- To provide Grad office with the approval (meeting minutes or email) from the Advisory committee when student's dissertation is ready for defence
- To provide Grad office with the names of suggested top three choices of external examiner
- To send student's dissertation to Grad office for plagiarism check
- To follow-up with first choice of external examiner for their willingness and availability for the defence
- To request an updated C.V. from the first choice and forward to the Grad office
- To request Grad office to schedule the defence by providing external examiner's availabilities; or provide Grad office with the tentative date & time and platform of the defence
- To send student's final dissertation to Grad office

Grad office responsibility for a PhD defence

- To complete pre-defence checklist
- To run student's dissertation 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 the University examiner [CGPS/APPOINTMENTOFTHEUNIVERSITYEXAMINER](#) for the defence where (1) the student began their program in a Catalogue year prior to 2022-23 (i.e., prior to May 1, 2022); and, (2) where the examining committee chair, the supervisor and all members of the advisory committee and external examiner would equal at least six members
- To schedule the defence by setting up a Doodle Poll and send out to the examination committee if needed

- To submit a defence memo including student's dissertation and CV of the preferred external examiner, a minimum of (5) weeks prior to the desired oral defence date through CGPS Student and Academic Services portal for Grad Chair and CGPS' review/approval
- 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 connect student with IT for any technical support that may be needed for the defence
- To distribute GPS 403.1 (Pre-defence Report of the External Examiner for PhD degree) to the examination committee on the date of 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 dissertation 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