

THESIS DEFENSE CHECKLIST

This section to be completed by the student

Name of Student: _____ Student # _____

Title of Thesis: _____

Name (s) of Supervisor(s): _____

Name(s) of Co-Supervisor(s): _____

This section to be completed by the CS Department Office

- FGSR Checklist ☐
- FGSR Committee Thesis Release Form completed ☐
- Nomination Form: External Examiner completed ☐
- Package consisting of:
 1. Checklist
 2. Thesis Release Form
 3. Nomination Form: External Examiner
 4. Copy of Thesis

(a) Forwarded to Associate Head (Graduate) Date: _____

(b) Forwarded to Grad Studies Date: _____
- 2. Received from Grad Studies Date: _____
 - (a) Memo announcing external examiner
 - (b) Acceptability to go to Defense and Appraisal form
- 3. Defense date set: _____
- 4. Forwarded to external examiner by supervisor Date: _____
 - (a) Memo announcing external examiner
 - (b) Acceptability to go to Defense and Appraisal form
 - (c) Copy of Thesis
- 5. Notice of Oral Defense of Thesis ☐
- 6. Notice of Oral Defense forwarded to:
 - (a) All committee members Date: _____
 - (b) Grad Studies Date: _____

(min of 5 days prior to oral exam)
- 7. Revised Thesis submitted to Grad Studies Date: _____