**Ready to Defend?**

Below is a guideline to help you get all the necessary paperwork completed in order for you to defend your thesis.

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### Masters

**What the department needs from you in order to process your Masters Notice of Oral Examination.**

**FIVE** weeks before your planned defense date, please provide the department with the following:

- date of oral examination
- time of oral examination
- room number
- name of external examiner (external to department)
- thesis title
- name of Neutral Chair (the Department will find this person)

**Thesis to Examiners:** Three weeks before your defense date, you must have a copy of your thesis to all examiners.

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### Ph.D.

In addition to your supervisory committee, all Ph.D. oral examinations require two additional examiners. One of whom is external to the department and the other examiner is external to the university. Your “external to the university” examiner must be approved by the Faculty of Graduate Studies. **SIX** (6) weeks before your planned defense date. What you need to do to get the examiner approved is the following:

**SEVEN** weeks before the planned defense date, please provide the department with the following:

- name of examiner and email address
- examiner’s date of birth
- institution of examiner
- thesis title
- current CV (must include information on supervision and examination of Graduate Students and in particular examining a Ph.D. student)

The department will get the “request for approval of external examiner” form ready for signatures.

**What the department needs from you in order to process your Ph.D. Notice of Oral Examination.**

**FIVE** weeks before your planned defense date, please provide the department with the following:

- date of oral examination
- time of oral examination
- room number
- name of external examiner (external to department)
- name of Neutral Chair (the Department will find this person)

**Please note that the Supervisor is responsible for all steps in setting up the thesis oral examination.**

**Thesis to Examiners:** Three weeks before your defense date, you must have a copy of your thesis to all examiners. Ask your examiners their preference on how they would like to review your thesis (i.e., website, PDF, hard copy, etc.).