

Carleton Biology Graduate Thesis Defense General Procedures

Aug 17, 2021

M.Sc. Thesis Defense Procedure

1. Student and Supervisor discuss when student will have thesis document ready for review
2. Student and Supervisor set a defense date & time with committee members (including the committee chair). Student and Supervisor also arrange for a location if the thesis is to be held on campus. * Booking: <https://booking.carleton.ca/portal/> (Nesbitt 206, CTTC 4440Q, CTTC 4440S)
3. Student sends Graduate Administrator "Submission of thesis for defence" form 4 weeks before the confirmed defense date. All committee member names and emails must be on the form. Student will also send Graduate Administrator a PDF copy of examinable thesis document.
4. Graduate Administrator creates thesis defense in the system, and sends the committee an official email invitation along with a copy of the thesis defense notice.
5. At this point, the student will receive a notification to upload their examinable thesis copy on Carleton Central.
6. Once student submits the examinable thesis copy on Carleton Central, the Supervisor will receive an email letting them know that their student has submitted the thesis online. The Supervisor will need to review and approve examinable thesis copy on Carleton Central.
7. Graduate Administrator will communicate with the Defense Chair to arrange a ZOOM meeting link.
8. Graduate Administrator will send a reminder email about the upcoming defense 1-week prior to the date.
9. Graduate Administrator will send all applicable documents to the Defense Chair for the defense.
10. Student defends thesis.
11. Chair of the defense sends Graduate Administrator notification of the defense outcome. Defense Chair will also input defense outcome on Carleton Central (along with list of revisions).
12. Graduate Administrator will authorize student to submit FINAL copy of thesis on Carleton Central with all revisions complete
13. Supervisor will review and approve final thesis copy on Carleton central.

Ph.D. Thesis Defense Procedure

1. Student and Supervisor discuss when student will have thesis document ready for review
2. Supervisor, in consultation with the student, starts to plan the defense date & time with committee members, including an External Examiner. Sets date with committee. **At this time, the**

Supervisor is to arrange a Chair for PhD defenses. *Please let Graduate Administrator know if you need help to find a Chair. Student and Supervisor also arrange for a location if the thesis is to be held on campus. *Booking: <https://booking.carleton.ca/portal/> (Nesbitt 206, CTTC 4440Q, CTTC 4440S)

3. Student sends Graduate Administrator "Submission of thesis for defence" form 6 weeks before the confirmed defense date. All committee member names and emails must be on the form including the External Examiner and Defense Chair. Student will also send the Graduate Administrator a PDF copy of examinable thesis document.
4. Graduate Administrator creates thesis defense in the system, and sends the committee an official email invitation along with a copy of the thesis defense notice. Graduate Administrator will also request a ZOOM meeting ID that is provided by FGPA.
5. At this point, the student will receive a notification to upload their examinable thesis copy on Carleton central.
6. Graduate Administrator will be communicating with FGPA to approve the External Examiner.
7. Once student submits the examinable thesis copy on Carleton Central, the Supervisor will receive an email letting them know that their student has submitted the thesis online. The Supervisor will need to review and approve examinable thesis copy on Carleton Central.
8. Graduate Administrator will send a reminder email about the upcoming defense 1-week prior to the defense, and sends the External Examiner's report to all committee members.
9. Graduate Administrator will send all applicable documents to the Defense Chair for the defense.
10. FGPA will send all committee members and Defense Chair the ZOOM meeting link via email.
11. Student defends thesis.
12. Defense Chair sends Graduate Administrator notification of the defense outcome. Defense Chair will also input defense outcome on Carleton Central (along with list of revisions).
13. Graduate Administrator will authorize student to submit FINAL copy of thesis on Carleton Central with all revisions complete. Student to ensure submission of final thesis copy by the deadline set out by FGPA.
14. Supervisor will review and approve final thesis copy on Carleton central.

Please note: All graduate students will need to complete their exit seminars, as this is a degree requirement. Most often the seminar is done a week or so before the defense. If the seminar is to be held by ZOOM, the student must send a ZOOM meeting ID to the Graduate Administrator. (Supervisors, they may ask you to create a ZOOM meeting ID for their seminars.)

If the seminar is to be held in person, the student must book a seminar room and inform the Graduate Administrator. * Booking: <https://booking.carleton.ca/portal/> (Nesbitt 206, CTTC 4440Q, CTTC 4440S)
Thank you!