

THESIS DEFENSE CHECKLIST

At least one month in advance of defense date, check on upcoming submission/fee deadlines.

Please go the FGSR website for information on deadlines.

BEFORE THE DEFENSE

<input type="checkbox"/>	1.	Student: Create an account on ERA (do this <u>early</u> , as soon as you are ready to defend).
<input type="checkbox"/>	2.	Student: Ensure that FGSR and Department Ethics and Professional Development requirements are fulfilled.
<input type="checkbox"/>	3.	Student: Advise your supervisor that you are ready to defend.
<input type="checkbox"/>	4.	Supervisor: contact committee members, including external examiner; set defense date, time, and place. This information is then sent to the Graduate Administrator who will prepare the Notice of Examination form and submit it to the Associate Chair, Graduate Studies at least four weeks before the scheduled defense date.
<input type="checkbox"/>	5.	Student: Check FGSR formatting requirements for thesis; send thesis to defense committee members AT LEAST THREE WEEKS in advance of defense date.
<input type="checkbox"/>	6.	Student: Check with FGSR to ensure all necessary forms required by FGSR have been completed (e.g. Library Release form, etc.). Forms can be completed prior to your defense.
<input type="checkbox"/>	7.	Student: Apply for convocation.
<input type="checkbox"/>	8.	Graduate Administrator: Fills out relevant parts of Thesis Approval Form and give to the Chair of the examination committee to have at the final exam.

AFTER THE DEFENSE

<input type="checkbox"/>	9.	Student: COMPLETE ANY REVISIONS AS SOON AS POSSIBLE and obtain your supervisor's approval of your thesis.
<input type="checkbox"/>	10.	Supervisor: Approve thesis revisions by signing Thesis Approval Form and submit the form to the Associate Chair, Graduate Studies. The Graduate Administrator will forward the form to the FGSR.
<input type="checkbox"/>	11.	Student: Once supervisor signs off on revisions and form submitted to the FGSR, submit thesis to FGSR and make any changes requested by FGSR.
<input type="checkbox"/>	12.	Student: Provide the Department of East Asian Studies with a copy of your thesis.