**Thesis Defense Planning Tool and Checklist For Candidates and Supervisors**

(adapted from <https://graduatestudies.uoguelph.ca/current/completion/thesis_completion/doctoral_sched>)

Departmental guidelines for MSc and PhD defenses can be found here <https://animalbiosciences.uoguelph.ca/defences>

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| **Defense Planning Tool and Checklist** | | | | | |
| **Step** | **MSc (M)  PhD (P)** | **Guidance** | **Responsibility of** | **Associated forms** | **Timeline** |
| Student opts to move forward to defense, usually on the advice of their Advisory Committee | M / P | Student may choose to move forward to defense with or without recommendation of the Advisory Committee | Student |  |  |
| Select members of the examination committee | M / P | <https://calendar.uoguelph.ca/graduate-calendar/degree-regulations/masters-degree-thesis/>  <https://calendar.uoguelph.ca/graduate-calendar/degree-regulations/doctor-philosophy/thesis/> | Advisory Committee and Candidate |  |  |
| Identify 2 potential External Examiners  (one preferred, and one back-up) | P | <https://calendar.uoguelph.ca/graduate-calendar/degree-regulations/doctor-philosophy/thesis/>  **Note:** only members of the Advisory Committee can have contact with potential External Examiners prior to acceptance of their nomination. The student must not make these initial inquiries. | Advisory Committee |  | At least **8 weeks** prior to anticipated defense date |
| Submit External Examiner Nomination form to GPA (Jake Harwood; harwood@uoguelph.ca) | P | GPA will communicate to the Advisor when the eligibility of the Preferred External has been confirmed. If the Preferred External is ineligible, GPA will evaluate eligibility of the Back-Up External. Results of the eligibility review will be communicated by the GPA to the Advisor. | Advisor | <https://animalbiosciences.uoguelph.ca/abscforms>  under the “Miscellaneous” heading |  |
| Submit Examination Request form to GPA | M | <https://graduatestudies.uoguelph.ca/current/completion/thesis_completion/masters_sched> | Candidate | [https://graduatestudies.uoguelph.ca/sites/uoguelph.ca.graduatestudies/files/exam\_request%20a.pd](https://graduatestudies.uoguelph.ca/sites/uoguelph.ca.graduatestudies/files/exam_request%20a.pdf)f | At least 2 weeks prior to anticipated defense date |

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| **Step** | **MSc (M)  PhD (P)** | **Guidance** | **Responsibility of** | **Associated forms** | **Timeline** |
| Submit Examination Arrangements form and Examination Request form to GPA | P | <https://graduatestudies.uoguelph.ca/current/completion/thesis_completion/doctoral_sched> | Candidate | <https://graduatestudies.uoguelph.ca/sites/uoguelph.ca.graduatestudies/files/exam_request%20a.pdf>  <https://graduatestudies.uoguelph.ca/sites/uoguelph.ca.graduatestudies/files/doctoral%20final%20examination%20arrangements.pdf> | At least 4 weeks prior to anticipated defense date |
| Send details on External Examiner to GPC (Wendy Pearson; [wpearson@uoguelph.ca](mailto:wpearson@uoguelph.ca)) and request official Departmental invitation letter | P | Official Department invitation is to be included as a cover-letter when thesis is sent to External Examiner | Advisor |  |  |
| Send final draft thesis to each member of the examining committee, including the External Examiner if applicable | M |  | Candidate |  | At least 2 weeks prior to anticipated defense date |
| P |  | Candidate |  | At least 4 weeks prior to anticipated defense date |
| Submit project Title, Abstract and brief bio of the Candidate to GPA for Examination announcement | M / P | Bio information which should be listed in the announcement: previous degrees and Universities, awards during graduate study, list of publications. Total c.v. information should not exceed 10-12 lines. | Candidate and GPA |  | At least 3 weeks prior to anticipated defense date |
| Select Examining Chair | M / P | GPA will invite ABSc faculty to volunteer to Chair the exam | GPA |  |  |
| Book venue for Examination / Defense | M / P | Room requests should be sent to the GPA; if the Defense is to be virtual, GPA will set up the Teams link and will send it to the Examining Committee and Candidate | Candidate asks GPA to book venue |  |  |

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| **Step** | **MSc (M)  PhD (P)** | **Guidance** | **Responsibility of** | **Associated forms** | **Timeline** |
| Obtain Examination / Defense paperwork from GPA | M / P |  | GPA and Examining Chair |  | Paperwork will be provided to Examining Chair 24 h prior to scheduled Examination |
| Conduct Examination | M / P | <https://animalbiosciences.uoguelph.ca/abscgraddef> | Examining Committee |  |  |
| Pre-exam meeting | M / P | <https://animalbiosciences.uoguelph.ca/abscgraddef> | Organized and scheduled by the Examining Chair; all members of the Examining Committee attend |  | 15 minutes prior to scheduled Examination |
| Assess student performance | Q | Suggested rubric for major examiner is found here <https://animalbiosciences.uoguelph.ca/sites/default/files/assessment_rubric_for_each_qe_major_examiner.pdf> | Examination Committee |  |  |
| M / P | **Written Thesis:**  This rubric was created for the MSc-major paper course but may be helpful to some faculty for evaluation of theses  <https://animalbiosciences.uoguelph.ca/sites/default/files/rubric_ansc6900-1.pdf>  **Oral Defense:**  A good outline of expectations for Oral Defense is near the bottom of the page found here <https://animalbiosciences.uoguelph.ca/abscgraddef> | Examination Committee |  | Examining committee should bring suggestions/questions for final thesis revisions to the defense |
| Sign all Examination paperwork and submit to GPA | M / P |  | Examining Chair |  | Within 7 days of Defense |
| Submit thesis to the Atrium | M / P | <https://calendar.uoguelph.ca/graduate-calendar/general-regulations/thesis/submission-thesis/> | Candidate |  |  |