

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

(adapted from [https://graduatestudies.uoguelph.ca/current/completion/thesis\\_completion/masters\\_sched](https://graduatestudies.uoguelph.ca/current/completion/thesis_completion/masters_sched) and [https://graduatestudies.uoguelph.ca/current/completion/thesis\\_completion/doctoral\\_sched](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>

Qualifying Examination / 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	<a href="https://calendar.uoguelph.ca/graduate-calendar/degree-regulations/masters-degree-thesis/">https://calendar.uoguelph.ca/graduate-calendar/degree-regulations/masters-degree-thesis/</a> <a href="https://calendar.uoguelph.ca/graduate-calendar/degree-regulations/doctor-philosophy/">https://calendar.uoguelph.ca/graduate-calendar/degree-regulations/doctor-philosophy/</a>	Advisory Committee and Student		
Identify 2 potential External Examiners (one preferred, and one back-up)	P	<a href="https://calendar.uoguelph.ca/graduate-calendar/degree-regulations/doctor-philosophy/">https://calendar.uoguelph.ca/graduate-calendar/degree-regulations/doctor-philosophy/</a> <b>Note:</b> 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 <b>8 weeks</b> prior to anticipated defense date
Submit External Examiner Nomination form to GPA (Chantelle Prigione; abscgradthesis@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	<a href="https://animalbiosciences.uoguelph.ca/abscforms">https://animalbiosciences.uoguelph.ca/abscforms</a> under the “Grad Matters” heading	
Submit Examination Request form to GPA	M	<a href="https://graduatestudies.uoguelph.ca/current/completion/thesis_completion/masters_sched">https://graduatestudies.uoguelph.ca/current/completion/thesis_completion/masters_sched</a>	Student	<a href="https://graduatestudies.uoguelph.ca/sites/default/files/Examination%20Request%20Form%20%282025%29_0.pdf">https://graduatestudies.uoguelph.ca/sites/default/files/Examination%20Request%20Form%20%282025%29_0.pdf</a>	At least 2 weeks prior to anticipated defense date

Step	MSc (M) PhD (P)	Guidance	Responsibility of	Associated forms	Timeline
Submit Examination Request form to GPA	P	<a href="https://graduatestudies.uoguelph.ca/current/completion/thesis_completion/doctoral_sched">https://graduatestudies.uoguelph.ca/current/completion/thesis_completion/doctoral_sched</a>	Student	<a href="https://graduatestudies.uoguelph.ca/sites/uoguelph.ca/graduatestudies/files/exam_request%20a.pdf">https://graduatestudies.uoguelph.ca/sites/uoguelph.ca/graduatestudies/files/exam_request%20a.pdf</a>	At least 4 weeks prior to anticipated defense/exam date
Send details on External Examiner to GPC (Wendy Pearson and Chantelle Prigione; <a href="mailto:wpearson@uoguelph.ca">wpearson@uoguelph.ca</a> & <a href="mailto:cprigion@uoguelph.ca">cprigion@uoguelph.ca</a> ) 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		Student		At least 2 weeks prior to anticipated defense date
	P		Student		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.	Student and GPA		At least 3 weeks prior to anticipated defense date
Select Examining Chair	M / P	GPA will invite ASc faculty to volunteer to Chair the exam	GPA		At least 2-3 weeks prior

Book venue for Examination	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 Student	Student asks GPA to book venue		At least 3 weeks prior
Obtain Examination paperwork from GPA	M / P		GPA and Examining Chair		Paperwork will be provided to Examining Chair 24 h prior to Examination
Pre-exam meeting	M/P	<a href="https://animalbiosciences.uoguelph.ca/abscgraddef">https://animalbiosciences.uoguelph.ca/abscgraddef</a>	Organized and scheduled by the Examining Chair; Examining Committee attend		15 minutes prior to scheduled Examination
Conduct Examination	M/P	<a href="https://animalbiosciences.uoguelph.ca/abscgraddef">https://animalbiosciences.uoguelph.ca/abscgraddef</a>	Examining Committee		
Access student performance	M/P	<p><b>Written Thesis:</b> This rubric was created for the MSc-major paper course but may be helpful to some faculty for evaluation of theses <a href="https://animalbiosciences.uoguelph.ca/sites/default/files/rubric_ansc6900-1.pdf">https://animalbiosciences.uoguelph.ca/sites/default/files/rubric_ansc6900-1.pdf</a></p> <p><b>Oral Defense:</b> A good outline of expectations for Oral Defense is near the bottom of the page found here <a href="https://animalbiosciences.uoguelph.ca/abscgraddef">https://animalbiosciences.uoguelph.ca/abscgraddef</a></p>	Examining Committee		Examining committee should bring suggestions/questions for final thesis revisions to the defense
Sign all Examination paperwork and submit to GPA (Chantelle Prigione, cprigion@uoguelph.ca)	M / P		Examining Chair		Within 7 days of Defense / exam

Submit thesis to the Atrium	M / P	<a href="https://guides.lib.uoguelph.ca/c.php?g=733806&amp;p=5276920">https://guides.lib.uoguelph.ca/c.php?g=733806&amp;p=5276920</a>  Thesis submission control sheet Gryphform: <a href="https://uoguelph.bblogix.net/form.aspx?pid=e57c50a3-a1d3-4164-9403-15eb773726ec&amp;formid=8f2b979e-1f12-42f3-a280-173c05ff89dc&amp;nohome=0&amp;completepageprompt=1&amp;completepage=&amp;completetext=">https://uoguelph.bblogix.net/form.aspx?pid=e57c50a3-a1d3-4164-9403-15eb773726ec&amp;formid=8f2b979e-1f12-42f3-a280-173c05ff89dc&amp;nohome=0&amp;completepageprompt=1&amp;completepage=&amp;completetext=</a>  Request to Restrict Circulation of Thesis form (if applicable): <a href="https://graduatestudies.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/restrict_circulation%20a.pdf">https://graduatestudies.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/restrict_circulation%20a.pdf</a>	Student		
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