

Appendix R

FRAN MSc Defence Checklist

Please note that the Office of Graduate & Postdoctoral Studies website contains all required information about defending [here](#).

- Apply to graduate by the Graduate Calendar's [deadline](#)
- Review FRAN [Thesis and Defence Guidelines for MSc Students](#)
- Submit [Examination Request Form](#) to the Graduate Program Assistant a minimum of **3 weeks** before the scheduled examination date. This form requires the signatures of all Advisory Committee Members.
- Students and Advisors must also forward three names for a possible Defence Chair at this time.
Please note: In total, there must be 4 faculty members present at the defence: Chair, Advisor, Committee Member and one additional faculty member. For students who only have one Committee Member, in consultation with your advisory committee, choose an additional graduate faculty member to sit on your defence committee.
- Ensure all defence committee members including the chair have a final copy of your thesis a minimum of **2 weeks** before the scheduled examination date.

Defence & Submission of Thesis to Atrium

- Complete the forms required by the Office of Graduate & Postdoctoral Studies. If these forms are not submitted, your thesis will not be reviewed:
 - *Certificate of Approval* – completed and signed by the Defense Examination Committee at the end of the defense. *To be submitted by the Defense Chair on the student's behalf.*
 - [Theses Non-Exclusive License](#) – this form gives permission to the University to publish your thesis on the online repository, The Atrium (a requirement of all graduate students at the University of Guelph). *To be emailed to the Office of Graduate & Postdoctoral Studies.*
 - [Thesis Submission Control Sheet](#) – on this form you certify that you have checked your thesis for any errors, completion and copyright. *To be emailed to the Office of Graduate & Postdoctoral Studies.*
 - *Request to Restrict Circulation of Thesis* - only required if you wish to apply for restrictions on the circulation of your thesis due to patents pending or other circumstances such as chapters being published as manuscripts. If you are submitting this form, it must be completed and submitted to the Office of Graduate & Postdoctoral Studies well in advance of your final submission.

- Review the [Preparation of your Thesis](#) page on the Office of Graduate & Postdoctoral Studies website for formatting.
- Complete all edits and review your thesis – ensure that there are no errors in your thesis before submission.
- Review the [instructions for uploading your thesis](#) to the Atrium.
- Submit your thesis and any supplementary files to [the Atrium](#) by the Graduate Calendar's [deadline](#).

Once you have submitted your thesis, it will be reviewed for adherence to formatting guidelines by the Office of Graduate & Postdoctoral Studies (approximately one to three working days). Expect to submit more than once for all formatting issues to be resolved. Failure to meet the Atrium submission deadline will result in postponement of graduation.