

SOP for CSAHS Master's Defences

- 4 weeks before the defence:
 - The Advisor and/or Student will email a completed [examination request form](#), along with suggestions for a defence Chair (the defence Chair process may differ in each department) to the GPA at least 4 weeks prior to the scheduled defence date.
 - If an internal external is required, please let the GPA know who this person will be when submitting the paperwork.
 - The GPA will have the GPC sign the paperwork and submit the examination request form to OGPS (gradrec1@uoguelph.ca). OGPS will then provide the GPA with the following forms:
 - Recommendation for Graduation
 - Certificate of Approval (Master's Thesis)
 - Report of Master's Examination Committee
 - If the student is in a Collaborative Specialization, please cc' the unit when submitting the form to OGPS (e.g. ids@uoguelph.ca for IDS).
 - See OGPS timeline here: [Thesis Completion | Graduate & Postdoctoral Studies \(uoguelph.ca\)](#)
- At least two-weeks before the defence:
 - The Advisor and/or Student will ensure they share a copy of their dissertation with all evaluating committee members and defence Chair.
 - GPA will assist upon request, to book a room or virtual link for the defence.
- 1 week prior to the defence:
 - GPA will send out a public invitation to all department faculty and students notifying them of the student's defence. Everyone is welcome to attend an open defence's presentation and Q&A.
- At least one day prior to the defence:
 - The GPA will send the following forms to the Chair of the defence:
 - Recommendation for Graduation
 - Certificate of Approval (Master's Thesis)
 - Report of Master's Examination Committee

- Following the defence:
 - It is the responsibility of the defence Chair to secure the necessary signatures of all evaluating committee members on all forms and send back to the GPA. The GPA will get the Department Chair signature, save the forms in the student's file and send to OGPS.