

## THESIS DEFENSE CHECKLIST (DEPARTMENT)

This section to be completed by the student

Name of Student: \_\_\_\_\_ Student # \_\_\_\_\_

Title of Thesis: \_\_\_\_\_

Name (s) of Supervisor(s): \_\_\_\_\_

Name(s) of Co-Supervisor(s): \_\_\_\_\_

This section to be completed by the CS Department Office

Thesis Defense Checklist (Supervisor)

FGSR Checklist

FGSR Committee Thesis Release Form completed

Nomination Form: External Examiner completed

External Examiner Conflict of Interest Checklist

Package consisting of:

1. Checklist
2. Thesis Release Form
3. Nomination Form: External Examiner
4. External Examiner Conflict of Interest Checklist
5. Copy of Thesis

(a) Forwarded to Associate Head (Graduate)

Date: \_\_\_\_\_

(b) Forwarded to Grad Studies Date: \_\_\_\_\_

Received from Grad Studies Date: \_\_\_\_\_

(a) Memo announcing external examiner

(b) Acceptability to go to Defense and Appraisal form

Defense date set: \_\_\_\_\_

Forwarded to external examiner by supervisor Date: \_\_\_\_\_

(a) Memo announcing external examiner

(b) Acceptability to go to Defense and Appraisal form

(c) Copy of Thesis

Notice of Oral Defense of Thesis

(min of 5 days prior to oral exam)

Notice of Oral Defense forwarded to:

7. (a) All committee members Date: \_\_\_\_\_

(b) Grad Studies Date: \_\_\_\_\_