

## Procedures for Scheduling a Dissertation Defense

*Thesis and dissertation regulations must follow the Faculty of Graduate Studies specific formatting guidelines. These can be found on the FGS website, <http://gradstudies.yorku.ca/current-students/thesis-dissertation/>*

At least 20 business days prior to the defense date, the student must submit to the graduate program office:

1. A Recommendation for Oral Examination form signed by your committee members; this form will also contain the title of your thesis, the confirmed date and time of the defense, as well as the names of all examining committee members. Once submitted to the graduate program office, students will be unable to change the title of their dissertation.
2. The examining committee will consist of the members of your supervisory committee, a dean's representative, an outside member (a York faculty member appointed to Faculty of Graduate Studies but not appointed to the Graduate Program in Social Anthropology) and an external examiner. Your supervisory committee will be responsible for choosing the dean's representative, outside member and external examiner; you should not be in contact with any of these examining committee members.
3. If the external examiner will cost more than \$350.00 to bring in, prior approval from Faculty of Graduate Studies must be granted before the external examiner can be asked to participate. An "external examiner expense pre-approval" form must be filled out and returned to the program office at least 8 weeks in advance of your oral exam date.
4. One copy of the dissertation to be given to the Graduate Program which will be distributed by the Graduate Program Assistant to the external examiner; the student will be responsible for distributing copies of the dissertation to the other committee members. Members of CUPE 3903, Unit 1, past and present are eligible for up to a \$400.00 refund for photocopying costs. Please keep all photocopy receipts and submit them with the FGS paperwork that is required after the oral exam.

## **Procedures for After your Dissertation Defense**

1. If you have any revisions from the defense, these must be completed and then approved by your supervisor and dean's representative. Once approved, your supervisor and dean's representative must fill out a "revisions approved memorandum" form confirming that the revisions have been completed.
2. Once the FGS Thesis Secretary receives the paperwork from the defence they will email you the information on how to submit your dissertation through the Electronic Thesis and Disertation application.
3. Once FGS has confirmed that everything has been submitted they will send the Graduate Program Office an official notice indicating the date of completion. The date on which FGS confirms that you have submitted everything properly to them, is the date on which they sign you off on the degree.
4. Once the Graduate Program Office receives the official note, the Graduate Program Assistant will process a convocation form on behalf of the student and send it to the Registrar's Office. The student must also apply online to convocate.
5. Approximately 2 months prior to the convocation ceremony, the student should visit the convocation website and RSVP to the ceremony online. The website will also inform the student about when/where to arrive for the ceremony.