

Procedures for Scheduling a Thesis 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 15 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, and outside member (a York faculty member appointed to Faculty of Graduate Studies but not appointed to the Graduate Program in Social Anthropology) that will also play the part of the Dean’s Representative. Your supervisory committee will be responsible for choosing the outside member; you should not be in contact with this committee member.
3. You are responsible for mailing or delivering copies of the thesis to the 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 Thesis 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 thesis through the Electronic Thesis and Dissertation 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 Office will process a convocation form on behalf of the student and send it to the Registrar's Office. Student also applies 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.