

MSc Defence Procedures

Submitting your project to the library [Deadlines dates and times](#)

Examining Committee Form: This form must be submitted to the graduate program assistant, Caitlin at the very latest, 4 weeks + 2 business days prior to the defence

- ↑ Supervisors: In order to meet the 4 week deadline and book a room, Caitlin (statgrad@sfu.ca) will need the following information for the exam committee form at least 2 business days prior to the Graduate and Postdoctoral Studies (GPS) deadline (4 weeks prior to the defence)
- x Expected date and time
 - x Title of the project
 - x Whether the defence will be over zoom, in person, or hybrid
- ↑ Suitably qualified, who is not on the supervisory

- ↑ Students: Please email Caitlin (statgrad@sfu.ca) your title and abstract, as this will need to be submitted with the Exam Committee form.

Booking a practice session:

It is highly recommended to book a 1 hour practice session prior to your defence. Please coordinate with your supervisor(s) and email Caitlin with your preferred time and date to book the practice session.

2 weeks prior to the defence date (or earlier, please discuss with your supervisor)

Distribute your project electronically to your supervisor(s) committee member, an internal examiner and cc Caitlin at statgrad@sfu.ca

Minimum Attendance Minimum physical attendance criteria at an examination are in place to ensure that the student and the thesis will receive a fair and rigorous examination to the standards that academia in general and SFU in particular necessitate. These criteria require that

- x The chair be present
- x The supervisor (or both co-supervisors) be present
- x The committee member be present
- x The candidate be present
- x The examiner be present, except in cases where the examiner is external to the university. If the examiner is external, GPS will allow them to attend through a remote connection.

<https://www.sfu.ca/gradstudies/graduate>