



INST Thesis Defence Timeline

The program recommends that students submit their **final full draft** of the thesis at least **8 weeks prior to the defense date** to the supervisory committee. If the supervisory committee is reviewing the thesis chapter by chapter, students will need to add at least another 3-4 weeks to the timeline. This timeline should be discussed and agreed upon by your committee in advance, as some committees take longer than others. The Interdisciplinary Studies Director and the Graduate Program Assistant must be kept informed as plans for the defense develop.

Time Frame	Student's Responsibility	Coordinating Supervisor's Responsibility	Supervisory Committee's Responsibility
4 months before projected defense (or at start of student's final term)	Set out the time line and discuss with committee	Ensure that the thesis is on target (solicit opinions of other two committee members) Discuss potential exam participants	If supervisors see any impediments (faculty away, workload problems, etc.,) they should discuss with committee immediately
3 months prior to projected defense date	Have drafts in to your committee. It is preferable if the committee has read and commented on chapters as you have completed them, so that when they receive the full draft, revisions should be minimal	Ensure that thesis is distributed to and read by committee	Read and provide comments in a timely fashion
8 weeks prior to projected defense date	Set a meeting with the committee after they have read the final	Assist student in setting up committee meeting	Discuss potential external examiners, other examining committee members, and defense dates in consultation with the Program Director.
6 weeks before projected defense date	Submit the Recommendation for Oral Examination and an electronic copy of your thesis to the program	Program Director normally chairs the exam or appoints a member of the IS Executive to chair. Get confirmation date and time from External and York Internal	Decide which supervisory member will be the voting member in the exam. Informally invite External and Internal and give names and contact information of the examination committee to the GPA Sign recommendation for oral examination form
4 weeks prior to targeted date		Confirm arrangements. Program office will send out letter to external examiner and York internal examiner with copy of thesis Official letter and exam information will also be sent out by FGS	

4 weeks prior to defense: Program office books room for exam, submits paperwork to FGS after Director signs off on all paperwork. FGS will review and prepare paperwork to be sent out to committee. Note: once the exam date is set

and submitted, the date does not change, therefore it is imperative that all participants are confirmed by the Supervisory Chair prior to the program signing off on the Recommendation for Oral Examination.

Exam: All members of the examining committee must be present at the exam. If, for some reason, someone is not able to attend, the exam will need to be re-booked for a later time.

Post Exam: Students must make revisions and have revisions signed off. Submit final copy to FGS and follow-up with their paperwork (getting electronic copy of thesis published, reimbursement for copies, etc.)
Apply for Graduation

***Students should be aware that maintaining registration is required until the final copies have been submitted to FGS with the approval indicating that revisions have been made, reviewed and accepted.**

A few hints:

Communication with your entire committee is the key to a smooth transition from student in order to proceed to graduation. Students are asked to remember that if they do not adhere to the timeline they set, they cannot expect their committee to adhere to timelines either. Remember that reading and commenting on your work - while it is important - is not the only work your supervisors have to do, and therefore you need to plan in conjunction with your committee any timelines you are establishing in advance.
Timelines are not set until all parties have agreed upon them.