

Scheduling a MSc Thesis Defense

In order to schedule your defense, you are required to submit the signed Thesis Defense Request form. This form must be signed by all members of your committee indicating that your Thesis is ready to move forward for defense. This should be submitted to the office a minimum of **15 days prior** to the date of the defense.

Please note that you need a minimum of 1 week after the date of your defense to make the required changes and then submit the completed Thesis to the Faculty of Graduate Studies for approval. Please take Important dates (Phase I) & deadlines into account when scheduling your defense.

Please see below the list of things to be done in order to complete your program.

Steps for scheduling defense:

1. Ensure that you are registered for the term in 03-60-797
2. Distribute final draft of Thesis to Supervisor/Committee for review a minimum of **30 days prior to proposed date of defense.**
3. Submit signed Thesis Request Defense form to the office a minimum of **15 days prior** to the date of the defense.
4. Schedule room for date of defense (*see Graduate Secretary*)
5. Student / Supervisor secure a Chair of Defense for the scheduled date
6. Submit Thesis Defense announcement electronically to Grad office a minimum **10 days prior** to the date of the defense
7. Submit copy of Final Thesis electronically to Graduate Secretary. The **Final Thesis** is distributed to committee members by the Graduate Office a minimum **10 days prior** to defense
8. Complete Thesis Defense
9. Contact the [Faculty of Graduate Studies](#) to have your format checking completed
10. Make any changes as recommended by Committee; changes must be approved by Supervisor
11. Deposit your Thesis. (*Refer below*)
12. Apply to Graduate

REQUIRED FORMS:

- ADD/DROP form
- Thesis Defense Request Form
- Non-Exclusive License Form

FINAL SUBMISSION

Computer Science does not require physical copy of Thesis for MSc students.

ALL items required for the deposit:

1. SOFT COPY: upload your thesis PDF online to: www.etdadmin.com/uwindsor
2. APPROVAL PAGE signed by all committee members – physical copy submitted to Graduate Studies office
3. “Thesis non-exclusive license” physical copy submitted to Graduate Studies office

Optional Physical copies:

1. Can be order when submitting soft copy PDF at www.etdadmin.com/uwindsor, or
2. Can be printed and brought to Graduate Studies. Binding fee of \$25 per copy must be paid by credit card online at www.uwindsor.ca/graduate/binding **before** the hard copies are brought to Graduate Studies for binding