

01

Student requests permission to write the thesis during a Supervisory Committee Meeting. Unanimous decision by the committee for permission to write must be documented on the Committee Report.

02

A first complete draft should be submitted to the Supervisor for critical comments. After revisions and approval by the Supervisor, a complete version should be given to each Supervisory Committee member for their comments. Student will make revisions based on committee feedback.

03

When revisions have been made, the student will submit a completed "Approval to Submit a Master's Thesis" form to the Medical Sciences office at least 2 weeks prior to the oral defence date. The names of three potential External Examiners will be included on the form.

04

The Medical Sciences office will review and approve the proposed External Examiners. An email with approval will be sent to the student and Supervisor.

05

Student organizes the oral defence with Committee and External Examiner and confirms the date, time, and location (either virtual or in-person). Student submits copy of thesis to their External Examiner and all Committee members at least one week prior to the oral defence.

06

Once the oral defence date is confirmed, student will notify the Medical Sciences office of the date, time, location, and names of all members of the Examination Committee.

07

The Medical Sciences office prepares the defence paperwork and sends to the Examination Committee prior to the defence.

08

At the conclusion of the Defence, the Examination Committee will consider their verdict in a closed session. The Chair will then deliver the committee's decision to the student.

09

When the student has successfully completed their oral examination and has made all required revisions to the thesis as recommended by the Examining committee, the student must file an electronic version of their final thesis to MacSphere.

10

Once thesis is uploaded to MacSphere, the student will forward the "Final Thesis Submission Form" and "License to McMaster", which was previously signed by the Chair of the Examination Committee and later by the Supervisor, to the Medical Sciences office for processing.



Medical Sciences

## Master's Thesis Defence Process

All paperwork must be submitted electronically to the Medical Sciences office ([medsci@mcmaster.ca](mailto:medsci@mcmaster.ca))

For complete details of the Master's defence process, please review the Medical Sciences Graduate Program Handbook

