

# PhD Thesis Defence Process

## Before initiating the defence process

1. Get approval from your committee to defend
2. Know when you want to graduate and the deadlines to initiate the process on Mosaic  
Fall 2023 – June 23<sup>rd</sup>, Spring 2024 – January 19<sup>th</sup>, Fall 2024 – June 21<sup>st</sup>
3. Know the final dates to file your thesis on MacSphere  
Fall 2023 – September 29<sup>th</sup>, Spring 2024 – April 5<sup>th</sup>, Fall 2024 – September 27<sup>th</sup>
4. Blackout period (no defences can be booked)  
December 14<sup>th</sup> to January 8<sup>th</sup>; August 19<sup>th</sup> to 23<sup>rd</sup> 2023

## Initiating the defence process (for standard and accelerated streams)

1. Log into your Mosaic > Student Centre > Academics > Other academics
2. Select Thesis Intent > Defend my thesis
3. Select degree and program > Next
4. Review your committee members  
If any changes are needed, contact Med Sci Graduate Office; if no changes > Next
5. Enter date for submission of pre-defence thesis – at least 2 weeks after your initiation date
6. Enter thesis title and abstract > submit
7. Review > submit

Once submitted, 3 emails will be automatically sent: to you, to your supervisor, and to Med Sci grad office

## Streams

Once your supervisor get the initiation email, they will choose the type of stream you will follow: standard or accelerated.

### Standard:

1. Supervisor nominates Externals, to be approved by Committee and Dept. Chair
2. Supervisor nominates Chair to Med Sci Graduate Office via email
3. Med Sci Office confirms Chair with SGS
4. SGS reaches out to approved Externals (randomly selected)
5. Student proposes date and time as well as uploads thesis > Committee approves date
6. SGS selects External, sends thesis with corresponding report
7. SGS finds a room for the defence

### Accelerated:

1. Supervisor nominates External, to be approved by Committee and Dept. Chair
2. Once approved, Supervisor identifies the date, time, room, Chair for the defence and uploads thesis in Mosaic
3. Committee approves date
4. External is sent thesis with corresponding report

## Timeline

From the defence day, you should count backwards in the calendar, to determine when you should initiate the process. Please take the following into account independently from your stream:

- 1 week before your defence, the external member must submit their notes to your supervisor and committee
- The committee and the external must have a copy of your thesis at least 4 weeks prior to the external notes
- Before sending the thesis to the committee and external, we ask for at least one week to determine the date and other arrangements

## Clear to Graduate

1. Complete the Final Thesis Submission Sheet and send it to Med Sci Graduate Office
2. Upload your thesis to MacSphere
3. Verify that all your program's milestones have been met by running your Advisement Report on Mosaic
4. The Convocation tile will appear on your Mosaic

Contact Med Sci Graduate Office:

[medsci@mcmaster.ca](mailto:medsci@mcmaster.ca)



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