Thesis Defence Checklist and Guidelines

6 to 8 weeks before the Defence Date:
- Final Draft Thesis Approval Meeting, Draft Thesis Approval Form must be completed in full
  - The Supervisor/Committee to contact and finalize the External Member/Reader
  - Date, time and room confirmation to occur

3 weeks before the Defence Date:
- Notifications are sent to the Department and Faculty announcing Defence date and details by the Graduate Coordinator
- Copy of Draft Thesis will be available for review in office 2106A
  - The Student must produce and supply two paper bound copies of the Draft Thesis to Graduate Coordinator, for the External Reader and for display, a minimum of three weeks before the date

ON THE DEFENCE DATE:
- Thesis Defence Report must be completed by the Supervisor and returned to the Graduate Coordinator
  - Assuming only minor modifications or none at all are needed, the thesis is ready for submission

AFTER THE DEFENCE:
- Please refer to this link for thesis submission regulations and information: [http://www.grad.uwaterloo.ca/students/current/thesis_regulations.asp](http://www.grad.uwaterloo.ca/students/current/thesis_regulations.asp)
  - Submit the thesis on UWspace to be approved by the Graduate Studies Office
  - Confirm that the Graduate Coordinator has also submitted the Thesis Defence Report to the Associate Dean for Approval
  - Complete an intent to Graduate form and submit to the Graduate Coordinator [http://www.grad.uwaterloo.ca/forms/Convocation/intenttograd.pdf](http://www.grad.uwaterloo.ca/forms/Convocation/intenttograd.pdf)
    - Review Convocation Information [http://www.grad.uwaterloo.ca/students/current/convocation.asp](http://www.grad.uwaterloo.ca/students/current/convocation.asp)

BINDING:
- Once UWspace sends an email confirmation of the submission acceptance, retain this email to be submitted for binding (UW Graphics)
  - 3 bound copies must be provided for the University of Waterloo, a personal copy may be ordered at the same time