

Planning To Defend

Moving Towards Defence (6 weeks out) – 7 weeks

- Final copy (not draft, or %, *final*) of thesis submitted to Supervisor and Committee Member 6 weeks before defence.
- 10-week for faculty reading and notes, 10-week for revisions.
- Ensure Internal and External Readers are confirmed, date and time set.

Final Thesis and Thesis Submission Form (4 weeks out)

- Student sends final *approved* thesis to **entire committee** (Supervisor, Committee Member, Internal and External Readers), and Mark via email.
- *Thesis Submission Form* (which launches defence process) is sent in the same email. Supervisor to sign and circulate among Committee Member and Internal Reader for signatures and dates – sent back to student.
- External Reader does not sign TSF, but replies to email stating their receipt of thesis and ability to open it (critical piece for me). Add this message to your email:

@_____, please provide email confirmation of your receipt of the thesis, and ability to open it.

- Student sends fully signed TSF to Mark. Getting signatures is ultimately your responsibility, not Supervisors.

Thesis Display Period (3 weeks out)

- Thesis and *TSF* uploaded to Engineering Grad Studies Office for mandatory 3-week display by ASC.
- Prepare a 30-minute presentation.
- No modifications, updates, or edits to the thesis during this period.
- Student receives the *Thesis Approval Form (TAF)* to have at their defence via email.
- Confirm room booking.
- Submit any tech requests or ACM needs to <https://uwaterloo.atlassian.net/servicedesk/customer/portal/2220>.
- Consider question period and the potential questions you may be asked.

Defence Day

- Room ready, tech tested.
- Give the *TAF* to your Supervisor for committee signatures.
- If modifications to thesis are needed, Supervisor will withhold their signature until revisions are completed.

- Supervisor will get form to Mark.

Quest:

1. Check Quest to ensure your courses have a grade number or CR in place. Also check that your milestones are completed. If you have any issues or concerns, see Mark asap.
2. If you are set with your grades and milestones, you can apply to graduate via Quest for the term you are defending in.

Post-Defence

1. Complete your thesis modifications, submit to your Supervisor for approval.
2. Supervisor signs TAF and submits to Mark.
3. TAF is uploaded to the Engineering Grad Studies Office.
4. Email is sent to student 3-5 days later inviting you to upload your thesis to UWSpace.
 - a. This may take several rounds because of formatting issues, so be available to make modifications.
5. Complete the CACB intake form (<https://forms.office.com/r/SpAPsy39gJ>) which will allow for the School of Architecture to send your academic information for CACB registration.
6. Once ALL of these steps are complete, you will be approved to graduate. The EGSO and GSPA will also confirm your approval to graduate.
7. UWaterloo Convocation (<https://uwaterloo.ca/convocation/>) will connect with you about the process for the next available Convocation.