

This form is to be completed and submitted to the Molecular Science Graduate Program Office (GPO) for approval by the Graduate Program Director (GPD) by the student or supervisor 3-4 weeks in advance of the date of the intended MSc thesis defense. Once the proposed examination committee membership has been approved by the GPD, the Graduate Program Administrator (GPA) will convene the MSc defence and notify the student and committee.

Student Name		Student ID	
Thesis Title			

Certification by Supervisor

The Supervisory Committee has approved the student's readiness to proceed to examining.

	Name	Signature	Date
Supervisor			

Steps

Steps	Expected Timeline	Date
1. Student submits this Defence Scheduling Form to GPO	No less than 3 weeks before expected defence date	
2. Student Submits hard and electronic copies of final thesis to GPO	3 Weeks before expected defence date	
3. Program office advertises defence via email and on the molecular science website, confirms defence details and shares thesis with committee.	1 Week before expected defence date	
4. Proposed Defence Date		

Examining Committee

For information on Examining Committee Composition please see section 6.3.1 of Policy 142 [here](#).

	Name	Signature (check box to confirm availability on proposed defence date)	
Chair (Appointed by GPD)			
Supervisor		per signature above.	
Co-Supervisor (if applicable)			
Program & YSGS Member			
Member (YSGS)*			
Member External** (optional)			

*This Faculty member is not involved in the direct supervision of the candidate and may or may not be from within the program

**Attach contact information for External Member if appointed.

Program Director Approval to Proceed **Yes** **No**

GPD Signature		Date	
----------------------	--	-------------	--