

# CHECKLIST FOR CHAIRS OF MASTER'S THESIS DEFENCE

This is a checklist to assist you in Chairing a Master's thesis defence. Please ensure that all items are checked by the end of the defence.

- \*Are all members of the committee, and the candidate, present or connected remotely?  
NOTE: If, as a result of unexpected, extenuating circumstances, the external examiner is unable to participate in the defence (either in person or remotely), questions and comments will be forwarded to the Graduate Studies Officer. These questions will be provided to the supervisor and posed by them at the defence, on behalf of the external.
- The defence was successful and the thesis was (majority vote is required):
  - acceptable without revisions;
  - in need of minor revisions; or
  - in need of major revisions.

For detailed descriptions on the above, please review the [Guide for Chairing A Master's Thesis Defence](#) document.

- At the adjournment of the defence, the Chair will email [Theresa.starratt@acadiu.ca](mailto:Theresa.starratt@acadiu.ca) with the:
  - Result of the defence (majority vote); and
  - Recommendation for the [Acadia Outstanding Master's Research Award](#) (if applicable).