

# THESIS DEFENCE RESPONSIBILITIES

## Supervisor Responsibilities (or Graduate Coordinator in some departmental or school practices)

1. Arrange for an internal and external examiner. When contacting examiners, please inform them that their comments on the thesis are required one (1) week in advance of the defence date. Criteria for determining who can serve as an examiner can be found in the [Instructions for the Preparation and Presentation of Master's Theses](#) document.
2. Send the external examiner the [formal invitation form](#) (optional).
3. Check committee members' availabilities and select a convenient date and time for the defence. If the external cannot participate in the defence (either in person, or remotely), you will be responsible for asking the questions on their behalf.
4. Sign the [Request for Master's Thesis Defence](#) form. Ensure that if audio/visual equipment is required that it be clearly indicated on the form. If the defence is taking place remotely through Zoom, you will need to have a pro zoom account to set up the defence. If a committee member is connecting by phone, you will need to obtain/provide the phone numbers to the member involved. If there is a University cost involved, you/your department or school will cover the expense.
5. If any committee member requires a hard copy of the thesis, you are responsible for providing it directly to the committee member.
6. When the comments from the internal and external examiners are provided to you from the Graduate Studies Officer, it is your decision whether you share these in general with the student prior to the defence. They are not to be shared verbatim.
7. You are responsible for communicating all recommended revisions to the candidate at the adjournment of the defence.

## Student Responsibilities

1. At least four weeks prior to the defence date, email a copy of the thesis to Theresa Starratt ([theresa.starratt@acadiau.ca](mailto:theresa.starratt@acadiau.ca)).
2. If a computer is needed for your presentation, you are required to arrange for one if you don't have your own.
3. At the defence you will present a concise summary of your research, emphasizing the conclusions that have been reached. This should take a MAXIMUM of 20 minutes.
4. **Important:** You are strongly advised to review your thesis and practice your presentation in advance. If it is a face-to-face defence, you should practice in the location where the defence will be held to determine the location of all outlets for any audio-visual equipment and ensure that everything is in working order.
5. Suggested attire is professional dress (i.e., as you would dress for a job interview).

## Graduate Studies Office Responsibilities

1. Send the thesis to all committee members.
2. If it is a face-to-face defence, arrange for a room and any required equipment.
3. If a zoom room defence is taking place, book a zoom room at Divinity College.
4. If it is an MS Teams defence, send an Outlook meeting request with Teams link to all committee members.
5. Secure a Chair for the defence.
6. Prepare the Notice for Thesis Defence when favorable reports are received from the Examiners (includes the names of the committee members, the date and location of the defence). The notice is to be sent to the Departmental or School Secretary, the Supervisor and the Student by email.
7. Send the internal and external a reminder email 1 week before their comments are due. If comments are not received by the deadline, a possibility of postponement will be announced.
8. Send an email reminder to the committee two days before the scheduled defence date.

