

## [Honours Guide](#)

### **Sequence for scheduling defense in OCSC 499B**

1. Office or APO reminds supervisors that they have to come up with an examiner and a defense date in mid-semester.
2. Supervisor submits the name of suggested examiner to APO and Chair of OSCUP (examiner's identity does not have to be kept from the student).
3. Chair of OSCUP informs Office when examiner approved.
4. Office and supervisor confer to schedule the defense date. Defenses should typically be scheduled during the two weeks corresponding to final exams.
5. Any request for extension needs to be communicated to APO/Office quickly to make sure the deadline for final submission of grades is not jeopardized. Notify OSCUP if needed.
6. Office lets Chair of OSCUP know the date of the defense so a defense chair can be appointed.
7. Office schedules the defense. Duration of defense: 1.5 h.
8. The 499B report is submitted by student to APO (forwarded to Office and Chair of OSCUP).
9. Office makes sure the examiner (and examination chair) receives a copy of the 499B report and of the rubric\* (Annex 4) ahead of defense.
10. Defense is advertised to DOS and broader community.
11. Defense occurs and chair notifies Office of examination outcome (Signing Annex 3).
12. Student submits copy of final/revised 499B thesis to Office with Resubmission form.
13. Office submits grade to Registrar.

### **\*Note on evaluation**

The rubric in Annex 4 of the [Honours Guide](#) is provided as a resource to help examiners assess various elements of the thesis and defense and prepare questions. They do not need to provide a formal review or written report and are not required to submit the rubric either. However, they are welcome to provide an annotated version of the thesis, or a list of suggested corrections, to help the student prepare a revised thesis.

The examining committee will deliberate in camera (if required) after the defense to allocate a grade of pass or fail.

Before a PAS grade can be registered, the student must submit the final approved version of the 499B report with the Resubmission form, which must be signed by the supervisor, to Office (for Head approval before the grade can be released).