

Department of Electrical and Computer Engineering Ph.D. Thesis Defense Guideline

(Approved on Feb. 21, 2022 by the Graduate Studies Committee)

PhD thesis defense applies to students who have passed PhD seminar course and completed thesis writing to the supervisor's satisfaction. To set up a defense, the supervisor(s) and the student shall refer to and respect the following procedure:

Thesis Submission and Defense for Students:

1. A PhD student completes thesis writing under the direction of the supervisor(s) in accordance with the [Thesis Preparation Guide](#) set out by the School of Graduate Studies (SGS). The student should follow the [doctoral thesis route](#) required by the Thesis Office of SGS for thesis preparation, submission and defense.
2. The student must submit to Thesis Office, by emailing to thesis@concordia.ca with copy to the GPC, the PDF file of thesis, the Word file of abstract, Theses Non-Exclusive License form, Doctoral Thesis Submission form and Curriculum Vitae, **eight (8) weeks** in advance of the defense date.
3. The student's oral presentation of his/her thesis work should be limited to a maximum of 40 minutes.
4. Following defense, the student must make modifications to the thesis as recommended by the examining committee. With approval of the supervisor, or the examining committee where applicable, the student makes final thesis submission by following the [doctoral thesis route](#).

Thesis Exam Committee and Schedule Approval for Professors:

5. The supervisor is responsible to suggest an external examiner in the area of the student's thesis research from outside Concordia University. The external examiner should have a rank of associate/full professor (or equivalent) with PhD students graduated. He/she should have had no collaboration with the supervisor(s) for at least six years (in joint grants, publications, student supervision etc), and no collaboration with the student.
6. The supervisor should submit the external examiner's CV along with the examining committee composition and the thesis title, eight (8) weeks in advance of the intended defense date, to graduate program coordinator (GPC) for graduate program director (GPD)'s approval. The external's CV should indicate publications and previous PhD students supervised/graduated.
7. Upon GPD's approval of the external examiner and examining committee, the supervisor schedules the thesis defense with the examining committee members, and informs the GPC by email, seven (7) weeks ahead of the fixed defense date, of the date and time of the exam.
8. GPC informs the examining committee and the student of the exam location two weeks before the defense. GPC also sends a final reminder of the defense two days before the defense. In the case of online defense during the pandemic, the supervisor creates a zoom link for the exam and sends the link to the examining committee including the chair of the defense.