Please fill out the following form and return it as well as a copy of the thesis document to [hsed@mcmaster.ca](mailto:hsed@mcmaster.ca) at least 3 weeks prior to defence date.

**Reminders**:

1. All supervisory members need to have obtained the appropriate Supervisory or Non-Supervisory Status from FHS Graduate Studies for the HSED Graduate Program. If this status has not been obtained and/or you are unsure, please contact [hsed@mcmaster.ca](mailto:hsed@mcmaster.ca) as soon as possible.
2. The Defense Chair should not be a member of the Supervisory Committee or the External Examiner. The Committee may nominate a Chair or the Program can facilitate the arrangement of a Chair.
3. The External Examiner must hold a relevant Faculty position with McMaster University.
4. The External Examiner must submit the External Review at least 1 week prior to the Thesis Defense. This form can be submitted to hsed@mcmaster.ca.
5. The Graduate Officer at [hsed@mcmaster.ca](mailto:hsed@mcmaster.ca) can facilitate the booking of select rooms for the Defense.
6. The Graduate Officer at [hsed@mcmaster.ca](mailto:hsed@mcmaster.ca) can provide the appropriate forms to facilitate the defense.

Student Name:

Date & Time of Defence:

Location of Defence:

Title of Thesis

External Examiner

* Email

Supervisory committee 

* Email
* Email
* Email

Chair of the meeting 

* Email