**Instructions for Setting up your Thesis Defense**

The [Thesis Defense Schedule Request Form](#Text1)  needs to be completed and submitted with accompanying documentation (External Examiner CV & email address) **no later than eight (8) weeks prior to the proposed exam date.**

This allows the Graduate Program Administrator (GPA) and Graduate Program Director (GPD) to generate and approve additional documents in a timely fashion to meet the deadline imposed by the Faculty of Graduate Studies (FGS). **Not adhering to this deadline could result in your request being denied and a new date will need to be selected.**

**Oral Defense Location**

Please note that as of September 1, 2021, exams may be held in-person, remotely, or as a hybrid between the two. If anyone is attending remotely, your GPA will set up the Zoom meeting link for the exam on your behalf.

Typically, in-person exams will be held in the Graduate Science Education Boardroom. Once this form is received, your GPA will confirm whether the GSE Boardroom is available. If the GSE Boardroom is not available, you will need to request a room through Room Bookings ([irrooms@ucalgary.ca](mailto:irrooms@ucalgary.ca)). **If two or more people plan to attend in person, they will be at the same location and the Neutral Chair will also be in the room with them.**

**Student Seminar – *All programs except Community Health Sciences***

PhD students in all programs are required to give a public seminar prior to their exam. Seminars may be done in-person or remotely (please indicate format on the form below). In-person seminar rooms will need to be booked by the Supervisor through Room Bookings ([irrooms@ucalgary.ca](mailto:irrooms@ucalgary.ca)). A link for remote seminars, if necessary, must also be set up by the Supervisor.

**Choosing a Policy to be Examined Under**

If you entered the program prior to September 2014, you may choose the policy you wish to be examined under. Entering the program in September 2014 or later requires that you be examined under the current Thesis and Thesis examination regulations and administrative processes. The [FGS Policy Comparison Chart](http://grad.ucalgary.ca/sites/grad.ucalgary.ca/files/thesis-at-a-glance.pdf) may be helpful in this determination.

**Examiner Attendance**

Examiners may choose to attend the exam in-person or remotely. If, for any reason, someone planning to attend in-person must attend remotely, it is important that they can be contacted by phone. Remote examiners must provide a phone number in case there is an issue with their connection. For these reasons, all exam attendees, including the student, are required to provide a back-up telephone number prior to the exam date. There is space on the form below to provide this information.

***Should any exam attendee attending in person, including the student, be unable to participate in person for any reason, please notify the GPA as soon as possible.***



GSE Thesis Defense Schedule Request Form

**Note that Supervisors are responsible for all exam arrangements**

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| **Student Information** | | | |
| Student Name: Enter Name & Backup Phone # | | UCID: UCID | |
| Department: | | | |
| Degree: PhD | Specialization: Enter if applicable | | |
| Final Thesis Title: Final thesis title as you want it to appear on your Parchment | | | |
| **Exam Information** | | | |
| Examination Rules:  The examination will be conducted under the current Thesis and Thesis examination regulations and administrative processes  The Examination will be conducted under the 2013-14 Handbook of Supervision & Examination (only available to students who started their program **prior to September 2014)** | | | |
| Date of Examination  Date of Exam | Time of Examination  Start Time of Exam | Exam Location:  Choose an item. | |
| **Examination Committee** | | How attending? | Clear of conflict of interest |
| Supervisor: Enter name and backup phone # | | Choose an item. | N/A |
| Co-Supervisor: Enter name and backup phone # | | Choose an item. | N/A |
| Committee Member 1: Enter name and backup phone # | | Choose an item. | N/A |
| Committee Member 2: Enter name and backup phone # | | Choose an item. | N/A |
| Committee Member 3: Enter name and backup phone # | | Choose an item. | N/A |
| Committee Member 4: Enter name and backup phone # | | Choose an item. | N/A |
| Internal Examiner: Enter name and backup phone # | | Choose an item. | Choose an item. |
| External Examiner (PhD only) CV **required 8 weeks prior** to proposed exam date Enter name and backup phone # | | Choose an item. | Choose an item. |
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| **Supervisor’s Acknowledgement** | |  |  |
| The **Internal Examiner** Meets the following criteria: | | | |
| Has a well-established research reputation | | | |
| Has expertise in the area of the student’s research | | | |
| Has experience in evaluating theses at a graduate level | | | |
| Has experience in supervising to completion at the graduate level | | | |
| Is not a close personal friend of the Supervisor | | | |
| Has not collaborated with the Supervisor in the past five years | | | |
| Is not closely related to, or have not worked with the student. | | | |
| If any of the above criteria have not been met, please attach a memo explaining why you still wishes to make the recommendation. | | | |
| **Confirmation that thesis is ready for examination** – Rules after Sept 2014:  The thesis examination cannot be scheduled until all members of the Supervisory Committee have reviewed the student’s research, including a relevant written sample of the material related to the thesis, or the draft thesis document, as required by the graduate program, and have provided written consent that the examination can be scheduled.  Yes – Attach documentation of approval (can be emails or committee minutes)  No (Approval must be obtained before exam can proceed) | | | |
| Student Confirmation | | | |
| **Indigenous Cultural Protocol Plan** | | | |
| Ii’taa’poh’to’p, the University of Calgary’s Indigenous Strategy, seeks to ensure that policies, practices, and procedures are supportive and respectful of Indigenous ways of knowing, doing, connecting, and being. Indigenous graduate students and those who are working with Indigenous Elders or Knowledge Keepers are encouraged to incorporate Indigenous ceremonies and/or traditions into their exams.  Will the student incorporate Indigenous ceremonies and/or traditions into the exam? **Yes  No** | | | |
| Applied for convocation | | | |
| Required courses completed | | | |
| Research Integrity Day attended. Provide date: Click or tap here to enter text. | | | |
| Ethics approval for project has been received – Send a copy to your GPA | | | |
| Current Annual Progress Report has been completed | | | |
| ***The student must provide the telephone number of at least one person (e.g., friend, roommate, relative) who can be contacted in case the connection with the student is lost with no possibility of re-connection or for emergencies. This information will be communicated to the Neutral Chair and will be used only for the above stated purposes.***  Name of contact: Click or tap here to enter text.  Phone number: Click or tap here to enter text. | | | |
| **Seminar Presentation as required by your program** | | | |
| Date: Date of Seminar  Time: Time of Seminar. Note: Seminar is to be ~1 hour in duration  Location: Choose an item. | | | |

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