**Instructions for Setting up your Thesis Defense**

The [Thesis Defense Schedule Request Form](#Text1) needs to be completed and submitted with accompanying documentation by the deadline dependent on your degree.

* MSc = 6 weeks prior to proposed oral defense date
* PhD = 8 weeks prior to proposed oral defense 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 the above could result in your request being denied and a new date will need to be selected.

**Oral Defense Location**

Typically exams will be held in the Graduate Science Education Boardroom. Please contact your GPA to ensure the space is available for your proposed exam date.

If the GSE Boardroom is not available you will need to request a room through Room Bookings ([irevent@ucalgary.ca](mailto:irevent@ucalgary.ca)). Required seminars will need to be booked in a room through Room Bookings.

**Choosing a Policy to be Examined Under**

If you entered the program prior to September 2014 you can choose the policy you wish to be examined under. Entering the program in September 2014 or after 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 attending via teleconference or videoconference are required to provide a back-up telephone number prior to the exam date to ensure connectivity is maintained. Disconnection of an examiner for longer than 5 minutes will result in the exam being considered invalid.

Distant Examiners also need to provide an email copy of their Examiners Report on Thesis along with a statement granting the Neutral Chair permission to initial, as necessary, the Final Report of Thesis on their behalf.

**Working on Your Thesis?**

Just starting? Check the [Thesis Guidelines](http://grad.ucalgary.ca/current/thesis/guidelines).

Almost done? Check the [Thesis Guidelines](http://grad.ucalgary.ca/current/thesis/guidelines).

Need help with formatting? Take a [free workshop](http://ucalgary.libcal.com/event.php?id=241179).

**Ready to Submit**

[How to apply for graduation](http://www.ucalgary.ca/registrar/gradsteps)

[Convocation information](http://grad.ucalgary.ca/current/managing-my-program/convocation)

[Thesis electronic Submission guidelines](http://grad.ucalgary.ca/current/thesis/ethesis/submit) - Make sure you have all the [forms](http://grad.ucalgary.ca/current/thesis/ethesis) needed for submission

[Request for Completion of Degree Confirmation](http://grad.ucalgary.ca/sites/grad.ucalgary.ca/files/c_request-for-completion-of-degree-confirmation.pdf) Form for confirmation of completion prior to convocation

Delays in Public Release of Thesis – go to <http://grad.ucalgary.ca/current/thesis/withhold>



GSE Thesis Defense Schedule Request Form

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Information** | | | | | | | |
| Student Name: Student First & Last Name | | | UCID: UCID | | Date: Date | | |
| Department: | | | | | | | |
| Degree: | | Specialization: NA | | | | | |
| 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 | | | | | | | |
| Date of Examination  Date of Exam | Time of Examination  Start Time of Exam | | | Place of Examination:  Location of Exam | | | |
| **Examination Committee** | | | | | | Attending Remotely? | Clear of conflict of interest |
| Supervisor: | | | | | |  | N/A |
| Co-Supervisor: | | | | | |  | N/A |
| Committee Member 1: | | | | | |  | N/A |
| Committee Member 2: | | | | | |  | N/A |
| Committee Member 3: | | | | | |  | N/A |
| Committee Member 4: | | | | | |  | N/A |
| Internal Examiner: | | | | | |  |  |
| External Examiner (PhD only) CV **required 8 weeks prior** to proposed exam date | | | | | |  |  |
| **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 | | | | | | | |
| Have completed all required courses with a gpa of 3.0/4.0 (list courses taken): | | | | | | | |
| Fees and registration are up to date | | | | | | | |
| Applied for convocation | | | | | | | |
| Research Integrity Day attended. | | | | | | | |
| Ethics approval for project has been received – Send a copy to your GPA | | | | | | | |
| Current Annual Progress Report has been completed | | | | | | | |
| **Seminar Presentation as required by your program** | | | | | | | |
| Date:  Time:  Location: | | | | | | | |