UNBC UNIVERSITY OF
NORTHERN BRITISH COLUMBIA
OFFICE OF GRADUATE PROGRAMS

REQUEST FOR ORAL EXAMINATION (MASTER'S DEGREE)

SECTION 1: STUDENT INFORMATION - to be completed by **student**

Student ID: _____ First Name: _____ Surname: _____

Email: _____ @unbc.ca **Program of Study:** _____

Admit Date: _____ Please specify: ☐ Project ☐ Thesis

SECTION 2: DEFENCE DATE AND REQUIREMENTS – to be completed by **student**

Defence Location: ☐ UNBC Prince George Campus ☐ Remote (all participants) ☐ Other: _____

Date Selection: Please chose 3 dates and times (2 hour window) that work for all members of your committee.

1st **Date Choice:** Date: _____ Start time: _____

2nd **Date Choice:** Date: _____ Start time: _____

3rd **Date Choice** Date: _____ Start time: _____

SECTION 3: STUDENT DECLARATION – to be completed by **student**

I am in good standing and have no outstanding holds on my student account.

I have attached a PDF and Word copy of the thesis/project approved by my supervisory committee for defence.

I confirm that I have no current or previous association with the recommended external examiner (including collaborative research work) within the last 5 years.

Signature: _____ Date: _____

SECTION 4 - EXTERNAL EXAMINER RECOMMENDATION - to be completed by **supervisor**

Please review the guidelines in the instructions for full information. The external examiner should have no past, current or planned association with the student or their research within the past 5 years. The student should not be in contact with the external examiner and this section should be filled out by the supervisor.

Name: _____ Email: _____ Phone #: _____

Job Rank/Title: _____ Academic Qualification: _____

Department: _____ University/Institution*: _____

* If the proposed external does not hold a doctoral degree and/or is not affiliated with a university, please include their affiliated institution and include a rationale for the selection below, referencing areas of specific expertise and/or experience.

Comments/Additional Information (attach additional pages if needed)

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SECTION 5: CERTIFICATION OF READINESS FOR EXAMINATION

All members of the supervisory committee must give their approval that the student is approved to proceed to defence by signing below. Please also indicate if attendance is in-person or remote.

SUPERVISOR Name: _____ Email: _____

Signature: _____ Date: _____ Attending: ☐ In Person ☐ Remote

CO-SUPERVISOR Name: _____ Email: _____

Signature: _____ Date: _____ Attending: ☐ In Person ☐ Remote

MEMBER Name: _____ Email: _____

Signature: _____ Date: _____ Attending: ☐ In Person ☐ Remote

MEMBER Name: _____ Email: _____

Signature: _____ Date: _____ Attending: ☐ In Person ☐ Remote

MEMBER Name: _____ Email: _____

Signature: _____ Date: _____ Attending: ☐ In Person ☐ Remote

Please **return this form along with a PDF and Word version of the thesis** to grad-office@unbc.ca.

OFFICE OF GRADUATE PROGRAMS USE ONLY

GSER: Date submitted for Dean's review: _____ Initials: _____

DEAN'S DECISION ☐ Approved ☐ Additional information required ☐ Denied

Print Name: _____ Signature: _____ Date:

INFORMATION AND INSTRUCTIONS FOR COMPLETION

Full information on the current procedure and requirements for a Master's degree oral examination (defence) can be found on the Office of Graduate Programs website.

Completing the Form

The student works with their supervisor and committee to identify three potential dates/times for the defence, completing sections 1, 2 and 3. The supervisor then completes section 4 (recommending an external examiner). The supervisor and examining committee members sign the declaration in section 5. The completed form should be returned to grad-office@unbc.ca with a PDF and Word copy of the defendable thesis.

Form Deadline

The defence request must be received by the Office of Graduate Programs no later than 6 weeks prior to the first defence date proposed on the form. A PDF and Word copy of the thesis/project must be submitted with this form.

Examining Committee Participation

The examining committee will consist of the supervisory committee and an external examiner. At a minimum, the people who must attend the defence in person are the student, supervisor (or one of the co-supervisors), the chair and one committee member (Graduate Calendar Policy 4.5.2).

Defence Location

For current information on defence location options, please visit this link.

Recording Defences

Defences may be recorded only if all examining committee members (including the external examiner and chair) are in agreement. The chair must announce that the defence is being recorded prior to starting the defence and provide an opportunity for audience members to leave if they chose to do so.

External Examiner Recommendation

The recommended external examiner must be from outside the program area in which the Master's is based and must not have had past (previous five years), current, or planned involvement or association with the student or the thesis research. External examiners should have established reputations in the area of the thesis research. Ideally, they should be at associate or full professor rank if they are at a university or be of comparable stature if they are not at a university. If the suggested person does not meet these specified requirements, a rationale for the choice must be provided.

The supervisor should contact the proposed external examiner prior to submitting this form to ensure that they are willing to serve and are available for the proposed dates for the defence. In making this contact, the supervisor should note that they are recommending their name for approval as the Dean's final approval is required for external examiner selection.

The Office of Graduate Programs will email the copy of the thesis/project submitted with this form to the external examiner once the Dean has approved their selection.

Closed Defence

In rare circumstances where a public examination would be detrimental to the student or the sponsor of the research to have it made public, the author of the thesis, project or dissertation may request a closed oral examination. This request must be made at the same time as the request for the oral examination. Please attach a memo to the Dean with this form if a closed defence is required, providing details on the reason for the request.