

Did You Know: Defences (Remote Version)

Did you know?

• Graduate students are not supposed to have any part in arranging their thesis or candidacy examinations – supervisors are supposed to coordinate this entire process.

1. Supervisory Committee Approval
 - Student sends dissertation document to committee for review. This must include at a minimum the table of contents and at least one chapter or manuscript.
 - Members approve that the defence can be scheduled either by email, by signing the 'Approval to Proceed to Defence' form, or in ~~an in-person~~ a zoom meeting (minutes submitted to Graduate Office).
 - This should be done **at least 6 weeks** prior to defence.
2. External Examiner (PhD Exam only)
 - Submit CV of proposed external examiner to Graduate Coordinator **6 weeks** prior to exam date (or earlier)
 - FGS approves appointment
3. **5 weeks** prior to exam date submit the following to the Graduate Coordinator:
 - Date, time, ~~and location~~ of examination (~~Grad Coordinator can also book a location~~)
 - Thesis Title
 - Specialization (if applicable)
 - Examination committee – supervisor, supervisory committee, internal examiner* (UofC faculty member outside of kinesiology, required for both MSc and PhD exams), external examiner* (required for PhD exams only)

Notice of Thesis Oral form is generated and signed by student, supervisor, and Associate Dean Graduate
FGS always approves Notices submitted at least 4 weeks prior to the defence

**Request for Altered Format of Oral Exam form is generated and signed by student and Associate Dean Graduate
Student must provide an emergency contact should they be unreachable on the day of the defence**

4. **3 weeks** prior to exam date student submits thesis to committee electronically (hard copy may be offered as an option)
 - Neutral chair is appointed by the Graduate Office
 - All additional paperwork and regulations are provided to the neutral chair
 - **Neutral chair sets up Zoom call for day of defence and is responsible for all technical troubleshooting**
 - **Supervisor provides back up phone numbers for all examiners and student to Neutral Chair**
5. Defence – Good Luck!
6. On 'Pass', final dissertation and paperwork to be submitted to FGS within:
 - No Revisions outcome – 1 week
 - Minor Revisions outcome – 1 month
 - Major revision outcome – 6 months

Paperwork to submit is found at <https://grad.ucalgary.ca/current/thesis/ethesis>

** Notice of Completion Form – requires supervisor and Associate Dean Graduate signature

7. Submit before these dates for convocation and fees:
 - Fall Fee Deadline (approximately September 20) for November Convocation
 - Winter Fee Deadline (approximately January 31) for February Conferral of Degree
 - End of Winter Term (approximately April 30) for June Convocation
8. Graduation Deadlines – the student must apply to graduate through their student centre by:
 - September 15th for November Convocation
 - January 15th for February Conferral of Degree (no ceremony)
 - March 31st for June Convocation



Check out our
Thesis
Submission
Process
document!

Did You Know: Defences (Remote Version)

Did you know?

•If you are wanting to use an external examiner in lieu of an internal examiner, you should build an additional week into the scheduling process. An 'external' internal examiner must be approved by the Faculty of Graduate Studies which could take over a week.

*Both the internal and external examiners normally must:

- have well-established research reputation
- have expertise in the area of the student's research
- have experience in evaluating theses at the graduate level
- have experience in supervising to completion at the graduate level
- not be a close personal friend of the supervisor
- not have collaborated with supervisor in past five years
- not be closely related to, or have worked with the candidate

In addition, the external examiner normally

- must not have been a supervisor in the candidate's graduate program in the past three years
- must not have served as external examiner in candidate's program in the past two years.