

DECLARATION OF READINESS FOR ORAL EXAMINATION

Student Name:

Degree Program:

Committee Member's Name:

Role:

Email Address:

Attending: ☐ in-person ☐ virtual ☐ not attending

ASSESSMENT OF THE DISSERTATION

Please use this space to provide an assessment of the merit and deficiencies of the dissertation (additional pages may be submitted as necessary). Please note that a copy of this report is provided to the student prior to the defence.

☐

YES

The dissertation has followed UNBC Formatting Guidelines, and is of adequate substance to warrant that the student proceed to the final oral examination.

☐

NO

The dissertation is unsatisfactory and the student should not be allowed to proceed to the final oral examination.

Signature: _____

Date: _____

Once complete, please submit this form to the student's supervisor(s).

INFORMATION AND INSTRUCTIONS FOR COMPLETION

Full information on the current procedure and requirements for a doctoral degree oral examination (defence) can be found via Office of Graduate Administration [website](#).

Overview

Before the dissertation is forwarded to the external examiner, doctoral supervisory committee members are required to declare in writing to the the Office of Graduate Administration that the dissertation is ready to proceed to oral examination. A declaration of satisfactory on this form does not constitute final approval of the dissertation. A judgement of unsatisfactory performance by a doctoral supervisory committee member will be reviewed by the Dean but normally constitutes grounds for not sending a copy of the dissertation to the external examiner.

The Report

Committee members should address whether the dissertation is of adequate substance to warrant that the student proceed to the final examination or recommend that the dissertation is unsatisfactory and that the student should not be allowed to proceed to the final oral examination. This assessment should include an evaluation of the dissertation's merits and deficiencies. Additional pages can be attached if needed. The Supervisor should also ensure the student has used the UNBC Formatting Guidelines for their dissertation format.

If a report judges the dissertation to need major revisions, the supervisory committee member should strive to provide the supervisor(s) and candidate with specific advice about the nature and scope of the revisions required and any other pertinent matters (such as the time that should elapse before the dissertation will be accepted for reconsideration).

This report will be shared with all members of the examination committee and with the student prior to the defence.

Examining Committee Composition

The final oral examining committee for the Doctoral degree shall consist of the Vice President Research and Graduate Administration or designate as Chair, the supervisory committee, and an external examiner from outside the university, who will normally attend the oral examination.

Examining Committee Participation Requirements

Under exceptional circumstances, not all members of a student's supervisory committee are able to attend the oral examination. At a minimum, the people attending the defence in person must be the student, supervisor (or one of the co-supervisors), the Chair, the external examiner and one committee member.

Form Deadline

This form must be received by the Office of Graduate Administration no later than 8 weeks prior to the proposed defence dates.

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 external examiner and one committee member (Graduate Calendar Policy 7.10.1).

Defence Mode

For current information on defence location options, please visit [this link](#).