

REQUEST FOR ORAL EXAMINATION (DOCTORAL DEGREE)

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

Student ID: _____ First Name: _____ Surname: _____

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

Admit Date: _____

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

Defence Mode: Remote (virtual) Hybrid (minimum in-person: student, supervisor, and Chair)

Date Selection: select 3 dates and times (**required**) within a 3 hour window **that work for all members of the committee, including the external examiner.**

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

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

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

SECTION 3: SUPERVISORY COMMITTEE MEMBERS – to be completed by **student**

Please list the current members of your supervisory committee. This information will be checked against our records and is used to track the receipt of declarations of readiness for defence (required from all supervisory committee members).

Description:	Name:	Email:
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SECTION 4: STUDENT DECLARATION – to be completed by **student**

I have no outstanding deferred grades (DEF).

I have [registered](#) in the semester of my defence.

I have [applied to graduate](#).

I have no tuition or fees owing on my student account.

I have attached defensible, Supervisory Committee approved, a PDF or Word copy of the dissertation.

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

Signature: _____

Date: _____

Submit this form to your supervisor(s) to complete the External Examiner recommendation (section 5).

SECTION 5 - EXTERNAL EXAMINER RECOMMENDATION - to be completed by **supervisor**

Please provide information below to recommend an external examiner. Full information on the selection of external examiners can be found in the Instructions section on the last page of this form.

Name: _____ Email: _____ Phone #: _____
Job Rank/Title: _____ Academic Qualification: _____
Department: _____ University/Institution*: _____

* If the proposed external 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.

Attach a brief CV or resume, or include a link with this information below:

Confirmation of Arm's-Length Status for External Examiner

Please affirm that the external examiner does not have any of the following conflicts of interest:

- No current or recent family/close personal relationships with the student, supervisor or committee members.
- No recent employment with UNBC (or planned employment in the immediate future).
- No current business or employment relationship with the student or supervisor.
- No current or recently active collaborative research relationships with the student or supervisor.

Supervisor's Signature: _____

Co-Supervisor's Signature: _____

Chair's Support for the External Examiner Recommendation

Please sign below in support of the recommendation of the above identified external examiner for the Dean's final approval.

Name: _____ Signature: _____ Date: _____

Please **return this form** along with **declaration forms** from all committee members and a **PDF or Word version of the dissertation** to grad-office@unbc.ca.

OFFICE OF GRADUATE ADMINISTRATION USE ONLY

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 doctoral degree oral examination (defence) can be found on the Office of Graduate Administration [website](#).

Completing the Form

The student works with their supervisor and committee to identify three potential dates/times for the defence, completing sections 1 through 4. The supervisor then completes section 5 (recommending an external examiner). The Chair's support for the external examiner is indicated by signing this section as well. The completed form should be returned to grad-office@unbc.ca with a PDF copy of dissertation and the Declaration of Readiness for Defence form. Each supervisory committee member is required to complete a declaration.

Form Deadline

The defence request and required attachments must be received by the Office of Graduate Administration no later than 8 weeks prior to the first defence date proposed on the 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 external examiner and one committee member (Graduate Program Admissions and Regulations 7.10.1).

Defence Mode

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 should be a distinguished scholar with particular experience both in the field of the dissertation research and in supervising doctoral students. The external examiner should have no past, current or planned involvement or association with the student or the supervisor. In submitting this form, the supervisor and student are affirming neither party has performed collaborative research work with the external examiner within the last five years. The student's supervisory committee recommends the external examiner, and the supervisor then makes an informal inquiry as to the prospective external examiner's willingness to serve. If the individual is prepared to serve, the nomination is then made by the supervisor on this form supported by the appropriate program Chair.

The Office of Graduate Administration will email the copy of the dissertation 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.