

## 6 Months Prior to Defence

Begin preparing your final thesis using the "UNBC Formatting Guidelines for Dissertations, Theses, Projects or Practicum Reports." <https://www.unbc.ca/graduate-programs/theses-defendable-projects>

Ensure you have a current progress report on file with Office of Graduate Programs.  
<https://www.unbc.ca/graduate-programs/graduate-forms>

Ensure that your Supervisory Committee is correct and current. If not, a Supervisory Committee Approval Revision Form must be completed and sent to the Office of Graduate Programs.  
<https://www.unbc.ca/graduate-programs/graduate-forms>

If your supervisory committee is in agreement that your thesis/dissertation/Project/Practicum is ready for examination, then proceed with the rest of this checklist.

Remind your supervisor of the need to recommend an external examiner. Review the "Policy on the Appointment of an External Examiner." <https://www.unbc.ca/graduate-programs/theses-defendable-projects>

Ensure that you have registered in the current semester you are defending in and that you have "Applied to Graduate". <https://www.unbc.ca/graduate-programs/theses-defendable-projects>

Master's and Dissertation Defences must submit a Request for Oral Examination form as per their time lines (6 weeks for Master's and 8 weeks for Dissertations). Check online for the oral request defence schedule prior to submitting the Request for Oral: <https://www.unbc.ca/graduate-programs/theses-defendable-projects>

For Projects and Practicums please speak with the Administrative Assistant of your Graduate Program on the requirements.

Read the Oral Request for Examination form for additional instructions.

A digital PDF of the Thesis/Dissertation/Project must be emailed to [grad-office@unbc.ca](mailto:grad-office@unbc.ca)