

DALHOUSIE UNIVERSITY FACULTY OF AGRICULTURE

Thesis Defense Planning Form

To be completed by the student in consultation with the supervisory committee. This form is to be submitted to the Dal AC Graduate Studies Office **four (4) weeks** before the proposed date of the defense.

A. STUDENT INFORMATION

Name:	Student ID	Department of Study
Address:		
Email:	Phone #	

B. RESEARCH AND SUPERVISORY COMMITTEE

1. Thesis Title:

2. Supervisory committee (*important that all information is completed below*)

Name	Phone #	email	Mailing Address
SUPERVISOR(S):			
Committee member:			
Committee member:			
Committee member:			
Committee member:			

NOTE: Students must submit an electronic copy of their thesis plus the **Thesis Submission Form (attached)**, to the Dal AC Graduate Studies Office (pamela.sutherland@dal.ca) three (3) weeks prior to the defense date.

THESIS FORMAT CHECK: Students must submit their thesis in Microsoft Word or PDF format for format check directly to the Thesis Clerk at the Faculty of Graduate Studies Thesis.review@dal.ca **prior to submitting for defense.** Check website for current guidelines <http://www.dal.ca/faculty/gradstudies/currentstudents/thesesanddefences/format.html>

C. PROPOSED DEFENSE DATES:

- A minimum of three possible times is required.
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- Defenses will normally be scheduled for 3 hours, between 9 AM – 12 noon, or 1:30 – 4:30 PM.
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- If a different timing is needed, please give time and reason in comment section.

	PROPOSED DATES (e.g. Mon. Apr. 7)				
AM					
PM					

Comments: _____

***Required Signatures:**

The above dates have been set aside in my schedule, and as a committee member I commit to being present for the defense. (The final time will be confirmed when arrangements have been made with the external examiner.)

Name	Signature*	Note any dates when you will need to attend by video/telephone

***An e-mail from the supervisor or committee member confirming these dates is acceptable in lieu of signature if that person is away from campus.**

D. SUGGESTED EXTERNAL EXAMINERS (list the names of three potential external examiners with their contact no., email and complete mailing addresses.

Name	Phone	E-mail	Mailing Address

E. FUNDING FOR EXTERNAL EXAMINER EXPENSES: The Graduate Studies Office will contribute up to a maximum of \$700.00 toward the travel, per diem and accommodation costs of the External Examiner. **Supervisors are to check the appropriate box below.**

I have funding to cover External Examiner expenses that exceed \$700; or

I do not have funding to cover External Examiner expenses that exceed \$700 (If funding is not available to cover additional costs beyond that which the Graduate Studies Office covers, the recommend external examiners must either be able to attend the defense within the \$700 limit (e.g., select an External Examiner from the within the region) or the External Examiner will be asked to submit questions to be asked on his/her behalf by the Chair of the examination.

F. THE STUDENT IS RESPONSIBLE FOR BRINGING A LAPTOP COMPUTER AND ENSURING THAT THEY CAN OPERATE THE AUDIO VISUAL EQUIPMENT PRIOR TO THE DEFENSE. DEFENSES WILL NORMALLY BE SCHEDULED IN THE CA DOUGLAS ROOM or HALEY 112.

Signature of the graduate student: _____ Date:

Signature of the Supervisor(s): _____ Date:

August 2015

Thesis Submission Form

To be completed by the supervisor(s) and submitted by the student to the Faculty of Agriculture Graduate Studies Office a minimum of three (3) weeks prior to the defense date.

The student is required to submit an electronic copy of the **thesis document** and the **thesis submission form** to pamela.sutherland@dal.ca to be forwarded to the Examining Committee members three (3) weeks prior to the defense date.

I, _____ (supervisor's name), hereby acknowledge that
_____ (student's name) is submitting his/her thesis to the
Faculty of Agriculture Graduate Studies Office for defense.

Please check appropriate line below (if applicable):

I have reviewed the thesis and find it acceptable for defense.

I have reviewed the thesis and do not find it acceptable for defense.

I have not reviewed the copy of the thesis presented for defense.

Supervisor's signature

Date