

MSc 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 (gradagri@dal.ca) **four (4) weeks BEFORE** the earliest proposed date of the defense.

Students must submit an electronic copy of their **Thesis** and the **Thesis Submission Form**, to gradagri@dal.ca **three (3) weeks** prior to the defense date.

Thesis Format Check: Students must submit their thesis in PDF format for format check directly to the Thesis Clerk (thesis.review@dal.ca) at the **Faculty of Graduate Studies** prior to submitting for defense. Click [here](#) for current guidelines (NetID required).

Part A. Student Information

Student's Name	Student Number
Department	
Email	Phone #
Proposed Thesis Title	

Part B. Suggested External Examiners

Identify three potential External Examiners. External Examiners for the Defense should come from outside of the Faculty of Agriculture. **Send the names and contact information to the Graduate Coordinator by email for approval in advance of submitting this form to the Graduate Studies Office.** Any changes to the list must be approved by the Graduate Coordinator before proceeding.

Name	Phone	Email	Institution/ Department	Expertise

Part C. Research and Supervisory Committee

Name	Phone #	Email	Signature*
Supervisor(s)			
Supervisor(s)			
Committee Member			
Committee Member			
Committee Member			
Committee Member			

***Required Signatures:** An e-mail from the supervisor or committee member confirming these dates is acceptable *in lieu* of signature. “The below 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.

Not all supervisory committee members need to attend the MSc Thesis Defense. As per the Faculty of Graduate Studies [Academic Calendar](#), the Examination Committee consists of a Chairperson, the Supervisor(s), External Examiner, and at least one other member of the Supervisory Committee.

Part D. Proposed Defense Dates

A minimum of **three** possible dates/times are required, in consultation with the supervisory committee.

Defenses will normally be scheduled for 3 hours, between 9:00-12:00 pm, or 1:30-4:30 pm. If different timing is needed, please give the time and reason in the comment section.

Date (DD-MM-YY)					
AM					
PM					

Comments:

Note: For in-person/hybrid exams, the student is responsible for bringing a laptop computer and ensuring that they can operate the audio-visual equipment prior to the defense.

Part 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 recommended 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 attend the exam virtually.

Proposed Exam Format: In-Person Hybrid Virtual

Signature of the Student: _____ Date: _____

Signature of the Supervisor(s): _____ Date: _____
