

APPOINTMENT FOR AN ORAL EXAMINATION & THESIS SUBMISSION FORM – MASTER’S PROGRAMS

This form, appropriately completed, must be submitted to student’s Home Department office at least 10 business days before the intended presentation date. Full instructions are on the reverse.

1) STUDENT INFORMATION

FAMILY NAME:	GIVEN NAMES:	
STUDENT NUMBER:	DEPARTMENT:	
DEGREE:	PROPOSED DATE/TIME OF EXAM:	
TITLE OF THE THESIS/PROJECT:		
NAME—STUDENT	SIGNATURE	DATE

2) TO BE CHECKED AND SIGNED BY SUPERVISOR (PLEASE CHECK THE APPROPRIATE BOX)

<input type="checkbox"/> I HAVE READ THE THESIS/PROJECT AND FIND IT SUITABLE* FOR SUBMISSION _____
<input type="checkbox"/> I HAVE READ THE THESIS/PROJECT AND FIND IT UNSUITABLE FOR SUBMISSION _____

* “Suitable for submission” means that the work has been reviewed in detail and, in the opinion of the supervisor, has reached the stage at which it is appropriate that it be put forward for examination. Agreement that a thesis may be submitted should not be viewed as a prejudgment on the outcome of the defence.

3) APPROVAL OF SUPERVISORY COMMITTEE

Please sign to indicate receipt of thesis and agree to the proposed date and time of the exam.

Supervisor:	_____
Co-supervisor:	_____
Committee Members:	_____

4) APPROVAL OF DEPARTMENT

<input type="checkbox"/> COMPLETION OF PROGRAM REQUIREMENTS (SEMINAR, COURSES, ETC.)		
NAME OF MODERATOR:	ROOM BOOKING:	
NAME—GRADUATE COORDINATOR	SIGNATURE	DATE

INSTRUCTIONS

1. It is the responsibility of the candidate to complete the form and obtain the necessary signatures. The student is responsible for proposing a date and time for the exam to their committee members and verifying their availability, prior to submitting this form.
2. No action will be taken towards scheduling an oral examination until this form has been completed and returned to the Departmental Graduate Secretary, **at least ten (10) business days before the intended date of defence.**
3. The student must also distribute copies of the thesis/project to the supervisory committee **at least ten (10) business days before the intended date of defence.** Copies can be provided to the committee in their media of choice: hard copy or electronic.
Note: the department is not responsible for the printing of the thesis to be submitted to the committee.
4. The student is also to provide their thesis/project and abstract to the Departmental Graduate Secretary, in PDF format, 10 business days prior to the defence.
5. Once the defence is scheduled, moderator selected and completion of the program requirements verified, the form is to be signed by the Graduate Coordinator/Director. If the Graduate Coordinator is also the thesis/project supervisor, the Head of the Department/School/Programme must sign it in his/her stead.