

APPENDIX I: HEALTH AND HUMAN PERFORMANCE

REQUEST FOR A THESIS DEFENCE APPROVAL FORM

Please complete this form and submit it to the Graduate Secretary **eight weeks** prior to the desired date of your defence. Before a defence will be scheduled, a supervisory committee meeting **SHOULD** be held to ensure agreement that the thesis is ready for the defence. Although FGS policy indicates that a defence can be scheduled without agreement from the supervisory committee, in doing so the student is taking a substantial risk and will be required to sign a special declaration acknowledging this risk. The supervisory committee meeting is a good opportunity to receive input on a potential Outside Reader¹ for the defence. Please note that the Supervisor is to contact the Outside Reader regarding availability for the defence **NOT** the student. The thesis must be submitted to the Supervisory Committee, and Graduate Administrative Secretary at least **3 weeks** prior to the defence. The Secretary will submit the thesis to the Outside Reader. Please note that no changes should be made to the Thesis once it has been formally submitted. If you have any questions regarding the process for a defence, please contact the Graduate Secretary.

The Thesis Defence will be chaired by the Graduate Coordinator or their designate. The Chair of the defence shall not have been a member of the supervisory committee and is typically a non-voting member² of the examining committee. Prior to submitting this form, please ensure that your supervisor has confirmed the date/time with the Outside Reader and with your Supervisory Committee and Graduate Coordinator. The Graduate Secretary will set up the defence and will confirm the details with the student and their supervisor.

Student Name: _____ Banner ID#: _____

Date of Defense: _____ Time: _____

Thesis Title: _____

Committee Members: Please note all committee members must hold FGS membership status. If uncertain, please contact the Graduate Secretary. If there have been any changes to the graduate committee since the proposal, a graduate program update form must be submitted to the Graduate Secretary.

Supervisor(s): _____

Supervisory Committee member: _____ Dept: _____

Supervisory Committee member: _____ Dept: _____

A fillable version of this form is available on our [website](#)

¹ Outside Reader refers to any Dalhousie Faculty of Graduate Studies member outside of the students supervisory committee.

² In the event of a tie that cannot be broken with a supervisor vote (i.e., co-supervisors have opposing votes), the Chair can vote to break the tie.

Recommended Outside Reader: _____

University/Dept/Organization: _____ E-mail address: _____

Please attach CV of the Reader or arrange to have the CV e-mailed to the Graduate Admin. Secretary.

Outside Reader contacted by Thesis Supervisor: Yes No

Supervisory Committee Members agree that the thesis is ready for defence: Yes No

If no, a signed waiver is required, if yes, please specify the date the committee meeting occurred. _____

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Conflict of Interest: Students have the right for their work to be assessed fairly and ethically. The Outside Reader for the thesis examination must be impartial and able to evaluate the student's academic work independently and objectively. However, a conflict of interest can potentially interfere or appear to interfere with professional judgement and/or responsibilities. While a conflict of interest does not preclude a faculty member from being an Outside Reader, the conflict should be disclosed and discussed between the supervisor and student.

The Senate of Dalhousie University has a Conflict of Interest policy that clearly separates academic activity from activity related to personal interests or business activity. This policy can be found [here](#). Please review these guidelines and note if any actual, potential, or perceived Conflict of Interest exists.

Does an actual, potential, or perceived conflict exist? Yes No

If yes, identify which of the following conflict(s) apply: (check all that apply)

The proposed Reader has:

- Co-authored a publication or collaborated on a research project with the student or the supervisor (within the last five years)
- Co-authored or collaborated on a grant with the student or the supervisor (within the last five years)
- Previously read the thesis, or parts of it, or evaluated the student's thesis research (e.g., as an advisor, as a supervisory committee member)
- Previously (within the last five years) been examined by the student's supervisor (i.e., former student of supervisor)

- Previously (within the last five years) examined the student's supervisor (i.e., former supervisor of the student's supervisor)
- A personal or financial relationship to the student or the supervisor that could be deemed as a conflict of interest (e.g., a relative, a past/present business partner, a current/former spouse)
- A financial interest in an entity that could benefit from the thesis research
- Engaged in (or intend to engage in) discussions/negotiations with student or supervisor relating to future employment or supervision
- Engaged in other activities that could be interpreted as conflict of interest? Please specify.

I _____ acknowledge the disclosure of the Conflict of Interest and agree to proceed with the recommended Reader.

Student's Signature: _____ Date: _____

I _____ acknowledge the disclosure of the Conflict of Interest assert that the declared conflict will not affect my obligation to uphold the interests and mission of the university (i.e., fairness to the student and academic integrity).

Supervisor's Signature: _____ Date: _____

This area to be completed by the Graduate Coordinator:

Examining Committee approved (includes the Outside Reader):³ Yes No

Waiver signed by student if committee does not support defence: Yes No N/A

Examining Committee Chairperson if not the Graduate Coordinator will be: _____

Outside Reader invitation sent by the Secretary: _____
Date

Approved by the Graduate Coordinator:

Signature (Graduate Coordinator): _____ Date : _____

³ The Supervisor and Outside Reader have declared that any personal or financial interests (as described above) will not affect their obligation to uphold the interests and mission of the university (i.e., fairness to the student and academic integrity). The Graduate Coordinator has confirmed that both the Supervisor and Outside Reader have asserted that they will uphold the obligations of the University.