

**School of Health and Human Performance
Dalhousie University
Request to Schedule a Defence**

Please complete this form and submit it to the Graduate Administrative 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 External Examiner for the defence. Please note that the Supervisor is to contact the External Examiner regarding availability for the defence **NOT** the student. The Thesis must be submitted to the Supervisory Committee, External Examiner, and Graduate Administrative Secretary at least **3 weeks** prior to the defence. 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 Administrative Secretary within the School of HAHP.

The Thesis Defence will be chaired by the Graduate Coordinator or her/his designate. The Chair of the defence shall not have been a member of the supervisory committee and is a non-voting member of the examining committee. Please ensure that the date/time has been confirmed with your Supervisory Committee, Graduate Coordinator and as well that your Supervisor has contacted the External Examiner prior to submitting this form to the Graduate Administrative Secretary. The Graduate Administrative Secretary will set-up the defence and will confirm the details with the student and their supervisor.

Student Name: _____ **Banner ID#:** _____

Date of Defence: _____ **Time:** _____

Thesis Title: _____

Committee Members: *Please note all committee members must hold FGS membership status. If uncertain, please contact the Graduate Administrative Secretary. A graduate program update form must be completed to formally add members to the student's supervisory committee.*

Supervisor(s): _____

Supervisory Committee member: _____ Dept: _____

Supervisory Committee member: _____ Dept: _____

Recommended External Examiner: _____
Name of External Examiner University/Dept/Organization E-mail address

External Examiner 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. _____

Please attach CV of the External Examiner or arrange to have the CV e-mailed to the Graduate Administrative Secretary.

Student's Signature Date

Supervisor's Signature Date

THIS AREA TO BE COMPLETED BY THE GRADUATE COORDINATOR:

Examining Committee approved (includes the External Examiner): Yes No

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

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

External Examiner invite sent by the Graduate Admin. Secretary: _____

Date

Approved by the Graduate Coordinator:

Signature (Graduate Coordinator)

Date