

**School of Social Work
Dalhousie University**

Request to Schedule a Defence Form

Please complete this form and submit it to Thesis Supervisor **four weeks** prior to the desired date of your defence. It is advised that before a defence is scheduled, a Thesis 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 unnecessary risks. The Thesis Committee meeting is a good opportunity to receive input on a potential Outside Reader (external) 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 Thesis Committee and the Outside Reader at least **three 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 Coordinator within the School of Social Work. The Outside Reader should be told by the supervisor that a report is required at the time of the defence. A copy should be made available to the student at the defence and a copy should be placed in the students file in the Student Service Coordinator's Office.

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 Thesis committee and is a non-voting member of the examining committee. Please ensure that the date/time has been confirmed with your Thesis Committee and that your Supervisor has contacted the Outside Reader (external) prior to submitting this form to the Student Services Coordinator. Ensure that Graduate Coordinator or their designate is available before finalizing the thesis defence date. The supervisor will book a room for the defence- normally the School of Social Work Conference Room. A written notice of the defence will be posted at the School through the main desk and an email will be sent out by the Student Services Coordinator informing all MSW students at the School of the defence. The supervisor is responsible for ensuring this happens.

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 Faculty of Graduate Studies. A graduate program update form must be completed to formally add members to the student's supervisory committee.*

Supervisor: _____

Supervisory Committee member: _____ Dept: _____

Supervisory Committee member: _____ Dept: _____

Recommended Outside Reader: _____
Name of Outside Reader University/Dept/Organization E-mail address

Outside Reader contacted by Thesis Supervisor: Yes No

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

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

<i>Signature</i>	<i>Student's Signature</i>	<i>Date</i>	<i>Supervisor's</i>
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