

## REQUEST FOR ORAL EXAMINATION (DOCTORAL DEGREE)

### SECTION 1: STUDENT INFORMATION - to be completed by student

Student ID: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Email: \_\_\_\_\_@unbc.ca Program of Study: \_\_\_\_\_

Admit Date: \_\_\_\_\_

### SECTION 2: DEFENCE DATE AND REQUIREMENTS – to be completed by student

Defence Location:  UNBC Prince George Campus  Remote (all participants)  Other:

Date Selection: Please chose 3 dates and times (2 hour window) that work for all members of your committee.

1<sup>st</sup> Date Choice: Date: \_\_\_\_\_ Start time: \_\_\_\_\_

2<sup>nd</sup> Date Choice: Date: \_\_\_\_\_ Start time: \_\_\_\_\_

3<sup>rd</sup> Date Choice Date: \_\_\_\_\_ Start time: \_\_\_\_\_

### SECTION 3: SUPERVISORY COMMITTEE MEMBERS – to be completed by student

Please list the current members of your supervisory committee. This information will be checked against our records and is used to track the receipt of declarations of readiness for defence (required from all supervisory committee members).

Description	Name	Program
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### SECTION 4: STUDENT DECLARATION – to be completed by student

- I am in good standing and have no outstanding holds on my student account.
- I have attached a PDF and Word copy of the dissertation approved by my supervisory committee for defence.
- I confirm that I have no current or previous association with the recommended external examiner (including collaborative research work) within the last 5 years as summarized in Section 5.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this form to your supervisor(s) to complete the External Examiner recommendation (section 5).

**SECTION 5 - EXTERNAL EXAMINER RECOMMENDATION** - to be completed by **supervisor**

Please provide information below to recommend an external examiner. Full information on the selection of external examiners can be found in the "Instructions" section on the last page of this form.

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Job Rank/Title: \_\_\_\_\_ Academic Qualification: \_\_\_\_\_

Department: \_\_\_\_\_ University/Institution\*: \_\_\_\_\_

\* If the proposed external is not affiliated with a university, please include their affiliated institution and include a rationale for the selection below, referencing areas of specific expertise and/or experience.

**Attach a brief CV or resume, or include a link with this information below:**

**Confirmation of Arm's-Length Status for External Examiner**

Please affirm that the external examiner does not have any of the following conflicts of interest:

- No current or recent family/close personal relationships with the student, supervisor or committee members.
- No recent employment with UNBC (or planned employment in the immediate future).
- No current business or employment relationship with the student or supervisor.
- No current or recently active collaborative research relationships with the student or supervisor.

**Supervisor's Signature:** \_\_\_\_\_ **Co-Supervisor's Signature:** \_\_\_\_\_

**Chair's Support for the External Examiner Recommendation**

Please sign below in support of the recommendation of the above identified external examiner for the Dean's final approval.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please **return this form** along with **declaration forms** from all committee members and a **PDF and Word version of the dissertation** to [grad-office@unbc.ca](mailto:grad-office@unbc.ca).

**OFFICE OF GRADUATE PROGRAMS USE ONLY**

GSER: Date submitted for Dean's review: \_\_\_\_\_ Initials: \_\_\_\_\_

**DEAN'S DECISION**

Approved     Additional information required     Denied

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INFORMATION AND INSTRUCTIONS FOR COMPLETION

Full information on the current procedure and requirements for a doctoral degree oral examination (defence) can be found on the Office of Graduate Programs [website](#).

### Completing the Form

The student works with their supervisor and committee to identify three potential dates/times for the defence, completing sections 1 through 4. The supervisor then completes section 5 (recommending an external examiner). The Chair's support for the external examiner is indicated by signing this section as well. The completed form should be returned to [grad-office@unbc.ca](mailto:grad-office@unbc.ca) with a PDF copy of dissertation and the Declaration of Readiness for Defence form. Each supervisory committee member is required to complete a declaration.

### Form Deadline

The defence request and required attachments must be received by the Office of Graduate Programs no later than 8 weeks prior to the first defence date proposed on the form.

### Examining Committee Participation

The examining committee will consist of the supervisory committee and an external examiner. At a minimum, the people who must attend the defence in person are the student, supervisor (or one of the co-supervisors), the external examiner and one committee member (Graduate Calendar Policy 7.10.1).

### Defence Location

For current information on defence location options, please visit [this link](#).

### Recording Defences

Defences may be recorded only if all examining committee members (including the external examiner and chair) are in agreement. The chair must announce that the defence is being recorded prior to starting the defence and provide an opportunity for audience members to leave if they chose to do so.

### External Examiner Recommendation

The recommended external examiner should be a distinguished scholar with particular experience both in the field of the dissertation research and in supervising doctoral students. The external examiner should have no past, current or planned involvement or association with the student or the supervisor. In submitting this form, the supervisor and student are affirming neither party has performed collaborative research work with the external examiner within the last five years. The student's supervisory committee recommends the external examiner, and the supervisor then makes an informal inquiry as to the prospective external examiner's willingness to serve. If the individual is prepared to serve, the nomination is then made by the supervisor on this form supported by the appropriate program Chair.

The Office of Graduate Programs will email the copy of the dissertation submitted with this form to the external examiner once the Dean has approved their selection.

### Closed Defence

In rare circumstances where a public examination would be detrimental to the student or the sponsor of the research to have it made public, the author of the thesis, project or dissertation may request a closed oral examination. This request must be made at the same time as the request for the oral examination. Please attach a memo to the Dean with this form if a closed defence is required, providing details on the reason for the request.