

MSc Thesis Defence Planning Form

To be completed by the student in consultation with the supervisory committee. This form is to be submitted to the Dal AC Graduate Studies Office (gradagri@dal.ca) **four (4) weeks BEFORE** the earliest proposed date of the defence.

Students must submit an electronic copy of their **Thesis Document** to gradagri@dal.ca **three (3) weeks** prior to the defence date.

Thesis Format Check: Students must submit their thesis in PDF format for format check directly to the Thesis Clerk (thesis.review@dal.ca) at the **Faculty of Graduate Studies** prior to submitting for defence. Click [here](#) for current guidelines (NetID required).

Part A. Student Information

Student's Name	Student Number
Department	
Email	Phone #
Proposed Thesis Title	

Part B. Suggested External Examiners

IMPORTANT Before submitting this form: Identify three potential External Examiners. External Examiners should come from outside of the Faculty of Agriculture. **Send the names, contact information, and area of expertise of the potential external examiners to the Graduate Student Office at gradagri@dal.ca for approval prior to submission of this form. In this email, please include your proposed thesis title.** After receiving your planning form, the Graduate Office will contact your suggested Externals on your behalf.

Name	Phone	Email	Institution/ Department	Expertise

Part C. Research and Supervisory Committee

Name	Phone #	Email	Signature*
Supervisor(s)			
Supervisor(s)			
Committee Member			
Committee Member			
Committee Member			
Committee Member			

***Required Signatures:** An e-mail from the supervisor or committee member confirming these dates is acceptable *in lieu* of signature. The emails should confirm that the below dates have been set aside in their schedule, and that they commit to being present for defence. The final time will be confirmed when arrangements have been made with the External Examiner.

Part D. Proposed Defence Dates

A minimum of **three** possible dates/times are required, in consultation with the supervisory committee.

Defences will normally be scheduled for 3 hours, between 9:00-12:00 pm, or 1:30-4:30 pm. If different timing is needed, please give the time and reason in the comment section.

Date (DD-MM-YY)					
AM					
PM					

Comments:

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Note: For in-person/hybrid exams, the student is responsible for bringing a laptop computer and ensuring that they can operate the audio-visual equipment prior to the defence.

Part E. Funding for External Examiner Expenses

The Graduate Studies Office will contribute up to a maximum of \$700.00 toward the travel, per diem, and accommodation costs of the External Examiner. **Supervisors are to check the appropriate box below.**

☐ I have funding to cover External Examiner expenses that exceed \$700; or

☐ I do not have funding to cover External Examiner expenses that exceed \$700 (If funding is not available to cover additional costs beyond that which the Graduate Studies Office covers, the recommended External Examiners must either be able to attend the defence within the \$700 limit (e.g., select an External Examiner from the within the region) or the External Examiner will be asked to attend the exam virtually.

Proposed Exam Format: ☐ In-Person ☐ Hybrid ☐ Virtual

Signature of the Student: _____ Date: _____

Signature of the Supervisor(s): _____ Date: _____
