

The intent of this form is to advise the Office of Graduate Studies that a thesis is ready for defence and that the defence details have been arranged by the program. See the Thesis Guidebook for more information.

STUDENT INFORMATION

STUDENT NAME	STUDENT ID#	STUDENT EMAIL
PROGRAM OF STUDY DEGREE		STUDENT SIGNATURE
THESIS TITLE		
STUDENT'S PREVIOUS DEGREE/DIPLOMA/CERTIFICATE, INSTITUTION, YEAR (E.G., BACHELOR OF ARTS IN ENGLISH, TRINITY WESTERN UNIVERSITY, 2020)		
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REQUIREMENTS

- ATTACHMENT ☐ A 150-word one-paragraph **Abstract.doc** must accompany submission of this SCA. Include thesis title on Abstract.doc (title is not included in word count).
- CONDITIONS ☐ Student has completed all other degree requirements prior to the scheduling of this defence.
- ☐ Student is completing their degree within the time required for degree completion or has submitted a Request to Extend Time for Degree Completion (RET).
- ☐ Student is currently registered in the semester of the defence and will maintain continuous enrollment until post-defence requirements are completed.

ADVISORY COMMITTEE APPROVAL

The thesis was prepared under our supervision and is ready for defence.

	Name & Credentials	Email	Approval Signature
Thesis Advisor			
Co-Advisor			
Advisory Member			
Advisory Member			

EXTERNAL MEMBER INFORMATION

	Name & Credentials	Email	Dept and Institution
External Member			

DEFENCE DETAILS

MODE OF DEFENCE <input type="checkbox"/> Physical <input type="checkbox"/> Hybrid requested <input type="checkbox"/> Virtual requested	PHYSICAL LOCATION FOR DEFENCE (IF NEEDED) Campus <u>LANGLEY</u> Bldg _____ Room _____	DATE OF DEFENCE
		TIME OF DEFENCE

OFFICE OF GRADUATE STUDIES USE ONLY

DATE SCA RECEIVED BY OGS MODE APPROVED <input type="checkbox"/> Hybrid <input type="checkbox"/> Virtual	OGS DETERMINATION <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	OFFICE OF GRADUATE STUDIES SIGNATORY Signature _____ Signatory (Name) _____ Date signed _____
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PROCEDURE

- A fully completed and executed Advisory Committee Approval – Master’s Thesis form and abstract.doc must be submitted to the Office of Graduate Studies (OGS) at GradStudies@twu.ca by the student from their @mytwu.ca student email a minimum of six weeks prior to the proposed defence date.
- Only submit the first information page; do not submit this second instructions page.
- Program administration will secure a date and time for defence that is mutually available with the student and full examining committee.
- For physical defences, program administration will secure a physical location for the defence and manage details concerning virtual attendance for a remote objective (third) reader.
- Hybrid and virtual defences must be approved by OGS, via this form.
- For virtual defences, OGS will create one virtual link and manage details concerning remote attendance of all parties.
- For hybrid defence, OGS will create two virtual links – one for the remote degree committee member and one for the remote audience. During the defence, the link for the remote member will be administered by the exam chair and the link for the remote audience will be administered by a program member who is either staff or faculty, but not an examining committee member.
- Once the ACA-MT is approved and delivered to the program, the program may deliver the written thesis to the external member of the degree committee.

NOTES

- ACAs are valid for three months from the date of approval.
- Thesis defence blackout dates (summer and winter) are not included in the DCA validity period.
- OGS summer and winter office closure dates are not included in the minimum six-week DCA submission requirement.
- Incomplete forms, attachments, or conditions will not be accepted by OGS.

MODES OF DEFENCE

Physical. A physical defence is held with all required parties attending in-person, as well as all audience members also attending in-person. NOTE: The exception will be a remote degree committee member who may need to attend virtually. Only one degree committee member may attend virtually. If more than one degree committee member need to attend virtually, the defence will be virtual.

Virtual. Virtual defences are primarily based on the needs of the student. If the student is remote or needs a virtual defence for other reasons, then all parties will attend in the same mode as the student. A virtual defence will be held with all required parties attending virtually, as well as all audience members. NOTE: The required parties may not attend in-person together primarily and virtually secondarily (e.g., the advisory committee may not be together in the same room while the student is remote).

Hybrid. A hybrid defence consists of all required parties attending physically, with the exception of one remote degree committee member and either all or a portion of the audience members attending virtually. NOTE: A hybrid defence depends on the program’s ability to provide a program employee who is not a required party of the defence to manage the virtual attendance of the audience.

THESIS EXAM CHAIR

The exam chair is appointed and oriented by the Office of Graduate Studies. An exam chair must be from outside the thesis student’s program and must not have a conflict with either the student or advisor. If an available exam chair cannot be secured for a proposed defence date, the defence date will be returned to the graduate program for rescheduling. POLICY: [Thesis Exam Chair Policy](#) (ED September 2022).

PUBLIC EVENT

Every defence is a public event that is publicly announced. Requests for exceptions to public announcements and access for safety-related concerns must be made to the Office of Graduate Studies for consideration well in advance of the anticipated defence date. POLICY: [Thesis Administration Policy](#) (ED December 2022).

FORMAT or RECORDING

Requests to alter the precedent format or procedure of a defence or to record a defence in any manner must be made to the Office of Graduate Studies for consideration well in advance of the anticipated defence date. Only the student presentation portion of the defence may be considered for recording. No portion of the defence will be streamed. The exam chair has the right to discontinue a recording if it is interfering with the proper conduct of the defence. POLICY: [Thesis Administration Policy](#) (ED December 2022).

