

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 @mytwu.ca
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 ACA. 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. **NOTE:** If the defence is in May or if the student is completing post-defence requirements during the summer, the student must register for the summer semester.

ADVISORY COMMITTEE APPROVAL

On this date, _____, we certify that this thesis was prepared under our supervision and is now ready for defence.

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

EXTERNAL DEGREE COMMITTEE MEMBER

Role	Name & Credentials	Email	Dept and Institution
External Member			

DEFENCE DETAILS

MODE OF DEFENCE <input type="checkbox"/> Physical (no virtual link needed) <input type="checkbox"/> Physical w/ virtual link for remote EDCM only <input type="checkbox"/> Hybrid (virtual link for remote EDCM & guests) <input type="checkbox"/> Virtual (no physical location booked)	PHYSICAL LOCATION FOR DEFENCE (IF NEEDED)		DATE OF DEFENCE
	Campus	LANGLEY	
	Bldg		TIME OF DEFENCE
	Room		

OFFICE OF GRADUATE STUDIES USE ONLY

DATE RECEIVED	NAME	
OGS NOTES	SIGNATURE	
	DATE AUTHORIZED	



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.
- Once the ACA-MT is approved by OGS and returned to the program, the program may deliver the written thesis to the external degree committee member (EDCM).

NOTES

- ACAs are valid for three months from the date of Advisory Committee Approval.
- OGS winter office closure dates are not included in the minimum six-week ACA submission requirement. See [Important Dates](#) for more information about winter office closure dates.
- 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 either the student or 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 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).

