

# REQUEST FOR MASTER'S THESIS DEFENCE

NAME OF STUDENT:
STUDENT EMAIL ADDRESS:
NAME OF SUPERVISOR:
NAME OF CO-SUPERVISOR (if applicable):
CO-SUPERVISOR EMAIL ADDRESS (if not at Acadia):
THESIS TITLE:
CONFIRMED DATE FOR DEFENCE:
CONFIRMED TIME FOR DEFENCE:

## Important notes:

1. This form is to be submitted to the Graduate Studies Officer after the supervisor has confirmed a date and time for the defence with all committee members.
2. The Supervisor identifies and contacts an External Examiner in accordance with the guidelines in the [Instructions for the Preparation and Presentation of Master's Theses](#) document. If there is any question about the selection of the External Examiner (for example, Conflict of Interest) the final decision rests with the Dean of Research and Graduate Studies. **Students are not permitted to have contact with the External Examiner prior to the defence.**
3. An electronic copy of the thesis must be submitted to the Graduate Studies Officer at least four weeks prior to the confirmed defence date.
4. If any committee member requires a hard copy of the thesis, the supervisor will be responsible for providing the copy directly to the committee member.
5. Type of Defence Requested:
  - Microsoft Teams Defence (preferred remote option)
  - Zoom Defence (supervisor must have a pro zoom account to set this up)
  - Zoom Room Defence (facilities are available at the Divinity College; one person on the committee will need to organize the defence from this location)
  - Face-to-Face Defence (specify if there is a preference for the defence location and equipment required)

Defence Location:

Audio/Visual Equipment Required:

.....  
Signature of Supervisor

.....  
Signature of Student



**NAME OF DEPARTMENT HEAD/SCHOOL DIRECTOR/DELEGATE:**

**NAME OF INTERNAL EXAMINER:**

**NAME OF EXTERNAL EXAMINER:**

**TELEPHONE NUMBER:**

**EMAIL ADDRESS:**

Provide a summary of the external examiner's qualifications and experience as it relates to the thesis topic.  
(attach a separate page if needed)