

## REQUEST FOR MASTER'S THESIS DEFENCE

**NAME OF STUDENT:** Click or tap here to enter text.

**STUDENT EMAIL ADDRESS:** Click or tap here to enter text.

**NAME OF SUPERVISOR:** Click or tap here to enter text.

**NAME OF COSUPERVISOR (if applicable):** Click or tap here to enter text.

**COSUPERVISOR EMAIL ADDRESS (if not at Acadia):** Click or tap here to enter text.

**THESIS TITLE:** Click or tap here to enter text.

**CONFIRMED DATE FOR DEFENCE:** Click or tap here to enter text.

**CONFIRMED TIME FOR DEFENCE:** Click or tap here to enter text.

### 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 Associate VP Research, Innovation & 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)
  - ☐ - Hybrid model (a combination of face-to-face, and Microsoft Teams Defence)

\*If you've chosen the Hybrid model, please identify who will be participating remotely: Click or tap here to enter text.

6. If applicable, please advise RIGS what location you want them to book and what equipment is required:  
Defence Location: Click or tap here to enter text.  
Audio/Visual Equipment Required: Click or tap here to enter text.

**Signature of Student:** Click or tap here to enter text.

**Signature of Supervisor:** Click or tap here to enter text.

**NAME OF INTERNAL EXAMINER:** Click or tap here to enter text.

Per the guidelines in the [Instructions for the Preparation and Presentation of Master's Theses](#) document, the Head/Director/Delegate **is not** a required member of the thesis committee. However, at the discretion of a dept/school, they may wish to participate. Indicate someone below if that's the case. Otherwise, leave it blank.

**NAME OF DEPARTMENT HEAD/SCHOOL DIRECTOR/DELEGATE (if applicable):** Click or tap here to enter text.

**NAME OF EXTERNAL EXAMINER:** Click or tap here to enter text.

**TELEPHONE NUMBER:** Click or tap here to enter text.

**EMAIL ADDRESS:** Click or tap here to enter text.

Provide a summary of the external examiner's qualifications and experience as it relates to the thesis topic.

(attach a separate page if needed)

Click or tap here to enter text.