

# NOVA SCOTIA AGRICULTURAL COLLEGE

## Thesis Defense Planning Form

Part 1- To be completed by the student in consultation with the supervisory committee. This form is to be submitted to the Research and Graduate Studies Office **four (4) weeks** before the proposed date of the defense.

### A. STUDENT INFORMATION

Name:	Student ID	Department of Study
Address:		
Email:	Phone #	

### B. RESEARCH AND SUPERVISORY COMMITTEE

1. Thesis Title:

2. Supervisory committee (*important that all information is completed below*)

Name	Phone #	email	Mailing Address
SUPERVISOR(S):			
Committee member:			
Committee member:			
Committee member:			
Committee member:			

Students must submit sufficient copies of their thesis to provide one for each member of their supervisory committee, the External Examiner, Chair and Graduate Coordinator. Students must submit their thesis for format check directly to the Thesis Coordinator at Dalhousie University, Faculty of Graduate Studies at [Thesis.Coordinator@dal.ca](mailto:Thesis.Coordinator@dal.ca). **NOTE:** The Thesis Coordinator will only check theses sent electronically in either Microsoft Word or PDF format.

- C. PROPOSED DEFENSE EXAMINATION DATES/TIME** (mark an “X” in the box for dates/times that you and your supervisory committee are all available to attend).  
**\*\*Be sure to include the calendar date under the day of the week.**

Time/Date	Monday	Tuesday	Wednesday	Thursday	Friday
Date**					
9:00-12:00					
1:30-4:30					

- D. SUGGESTED EXTERNAL EXAMINERS** (list the names of three potential external examiners with their contact no., email and complete mailing addresses.

Name	Phone	E-mail	Mailing Address

- E. FUNDING FOR EXTERNAL EXAMINER EXPENSES:** The Research & 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 RGS Office covers, the recommend external examiners must either be able to attend the defense within the \$700 limit (e.g., select an External Examiner from the within the region) or the External Examiner will be asked to submit questions to be asked on his/her behalf by the Chair of the examination.

- F. ROOM PREFERENCE** [A SPECIFIC ROOM CANNOT BE GUARANTEED FOR YOUR EXAM. HOWEVER, IF YOU HAVE A PREFERRED ROOM(S), PLEASE LIST THE ROOM NUMBER(S) BELOW]

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- G. THE STUDENT IS RESPONSIBLE FOR ARRANGING ALL AUDIO VISUAL EQUIPMENT NEEDED FOR THE DEFENSE.**

Signature of the graduate student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Supervisor(s): \_\_\_\_\_ Date: \_\_\_\_\_