



Hello School of Engineering Research Faculty,

To plan a MASc/PhD Defense:

Please let us know if you would like it remote, in-person or hybrid.

PhD Defense only: Get approval from COGS for your external examiner -

<https://gradstudies.ok.ubc.ca/resources/forms/request-for-approval-of-proposed-external-examiner/>

Please also provide the external's email address.

Approval from Graduate Advisor for University Examiner -

<https://engineering.ok.ubc.ca/resources/forms/university-examiner/>

Notice of Defense:

PhD - <https://gradstudies.ok.ubc.ca/resources/forms/notice-of-doctoral-dissertation-oral-examination/>

MASc - <https://gradstudies.ok.ubc.ca/resources/forms/notice-of-masters-thesis-oral-examination/>

*** Please select a date/time that everyone has agreed on.**

Announcement of Defense:

PhD - <https://gradstudies.ok.ubc.ca/resources/forms/doctoral-dissertation-oral-examination-announcement/>

MASc - <https://gradstudies.ok.ubc.ca/resources/forms/masters-thesis-oral-examination-announcement/>

PDF of completed thesis. This is the complete thesis and it is not be changed before the defense.

At this time, we will create a calendar hold and invite all participating parties. If a room is required we will also book that. Once the defense has been approved by the College of Graduate Studies, you will get an email from them and our office will set up a zoom/room assignment. We will also book IT services if the exam is scheduled to be hybrid.

If you create a calendar hold yourself, please invite brittany.parr@ubc.ca to the calendar hold. That way, we can keep track of the scheduling process on our end.

!!IMPORTANT! - If you plan to keep the thesis out of the public domain, you need to submit this form while scheduling the defense. <https://gradstudies.ok.ubc.ca/resources/forms/request-for-approval-to-withhold-a-dissertation-thesis-from-the-public-domain/>



REGARDING CHAIR SELECTION: COGS requires the forms no less than 6 weeks in advance for a PhD and 4 weeks in advance for a Master's. If you give us an additional week (7 weeks for PhD and 5 weeks for Master's) we will find a chair for you. We need this extra week to ensure we can meet COGS' deadline. If you cut this short you will need to find your own chair. Please use the information sent out by Sumi to find someone who still has capacity. Of course, if you have a chair in mind you can select them.

Chair Requirements:

Must be a UBC Okanagan Faculty Member;

Must be a Tenure-Stream Faculty – nobody on a term contract;

Must not be the same specialty (CIVIL,ELEC,MECH) as the supervisor or student, also, if the chair supervises many students in the same discipline it is considered too close;

Can be a Teaching Faculty if not on a term contract;

Can be from a different faculty if they meet the above requirements.

Please send all documents to engineering.graduate@ubc.ca