

STUDENT NAME		STUDENT ID#	STUDENT SIGNATURE		
STUDENT EMAIL			PROGRAM OF STUDY DEGREE		
THESIS TITLE					
MODE OF DEFENCE		PHYSICAL LOCATION FOR DEFENCE (IF NEEDED)		DATE OF DEFENCE	TIME OF DEFENCE
<input type="checkbox"/> Physical		Campus _____			
<input type="checkbox"/> Hybrid requested		Bldg _____			
<input type="checkbox"/> Virtual requested		Room _____			
STUDENT'S PREVIOUS DEGREE/DIPLOMA/CERTIFICATE, INSTITUTION, YEAR (E.G., BACHELOR OF ARTS IN ENGLISH, TRINITY WESTERN UNIVERSITY, 2020)					
-					
-					

- ATTACHMENT  A 150-word one-paragraph **Abstract.doc** must accompany submission of this SCA. Include thesis title on Abstract.doc (title is not included in word count).
- CONDITIONS  Student is completing their degree within the time required for degree completion or has submitted a Request to Extend Time for Degree Completion.
- Student is currently registered in the semester of the proposed timeframe for defence and will maintain continuous enrollment until post-defence requirements are completed.

**PROGRAM APPROVAL**

On \_\_\_\_\_ (date), the program director and supervisory committee approved the thesis for defence.

_____ Program Director (Name, Credentials)	_____ Signature	_____ Email
---	--------------------	----------------

**SUPERVISORY COMMITTEE**

The thesis was prepared under our supervision and we confirm that it is ready for defence.

<input type="checkbox"/> Supervisor / <input type="checkbox"/> Co-Supervisor (Name, Credentials)	_____ Signature	_____ Email
--	--------------------	----------------

<input type="checkbox"/> Co-Supervisor (Name, Credentials), if needed	_____ Signature	_____ Email
---	--------------------	----------------

_____ Additional Supervisory Reader (Name, Credentials)	_____ Signature	_____ Email
--	--------------------	----------------

_____ Additional Supervisory Reader (Name, Credentials)	_____ Signature	_____ Email
--	--------------------	----------------

**EXAMINING COMMITTEE MEMBER INFORMATION**

_____ Objective Reader (Name, Credentials)	_____ Institution (signature not required)	_____ Email
---	---	----------------

**OFFICE OF GRADUATE STUDIES USE ONLY**

DATE SCA RECEIVED BY OGS _____	OGS DETERMINATION <input type="checkbox"/> Approved <input type="checkbox"/> Returned <input type="checkbox"/> Not Approved	OFFICE OF GRADUATE STUDIES SIGNATORY	
MODE APPROVED <input type="checkbox"/> Hybrid <input type="checkbox"/> Virtual		Signature _____	_____
		Signatory (Name) _____	_____
		Date signed _____	_____



**INSTRUCTIONS for SUPERVISORY COMMITTEE APPROVAL (SCA-MT) FORM****PROCEDURE**

- A fully completed and executed Supervisory Committee Approval – Master's Thesis form and abstract.doc must be submitted to the Office of Graduate Studies (OGS) at [GradStudies@twu.ca](mailto:GradStudies@twu.ca) by the student from their [@mytwu.ca](mailto:@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.
- For physical defences, program administration will secure a physical location for the defence and manage details concerning virtual attendance for a remote objective (third) reader.
- Hybrid and virtual defences must be approved by OGS, via this form.
- For virtual defences, OGS will create one virtual link and manage details concerning remote attendance of all parties.
- For hybrid defence, program administration will create two virtual links – one for the remote objective (third) reader and one for the remote audience. During the defence, the link for the objective reader will be administered by the exam chair and the link for the remote audience will be administered by a program member who is either staff or faculty, but not an examining committee member.
- Once the SCA is approved and delivered to the program, the program may deliver the written thesis to the objective reader.

**NOTES**

- SCAs are valid for three months from the date of approval.
- Thesis defence blackout dates (summer and winter) are not included in the SCA validity period.
- OGS summer and winter office closure dates are not included in the minimum six-week SCA submission requirement.
- Incomplete forms, attachments, or conditions will not be accepted by OGS.
- If you receive a conferral date but cannot defend prior to that semester's convocation, you may participate in convocation the following semester.

**MODES OF DEFENCE**

**Physical.** A physical defence will be held with all required parties attending in-person, including the student, examining committee members, and exam chair. The exception will be any remote objective reader, who may need to attend virtually. Any audience members will attend in-person.

**Virtual.** Virtual defences are 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, including the student, examining committee members, and exam chair. These required parties may not attend in-person together primarily and virtually secondarily (e.g., the supervisory committee may not be in the same room while the student is remote). They must all be separately virtual. Any audience members will also attend virtually.

**Hybrid.** A hybrid defence will consist of all required parties attending physically, including the student, the supervising committee, and the exam chair, while the remote objective reader and audience members attend virtually.

**THESIS EXAM CHAIR**

The exam chair is appointed and oriented by the Office of Graduate Studies. An exam chair must be from outside the thesis student's program and must not have a conflict with either the student or supervisor. 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).

