

School of Computer Science

Scheduling an M.C.S Defence (COMP 5905)

Date request submitted: _____

Candidate's name: _____ Student Number: _____

Title of Thesis: _____

I. Committee Members:

The **Thesis Supervisor** is responsible for **CONTACTING** and **CONFIRMING** the following members:

Note:

- Defence committee members must have OCICS membership. Justification is required for committee members who are not OCICS members
- Instructors are generally not eligible to serve on a defence committee. If an instructor is selected, justification is required

1. Thesis Supervisor: _____ Thesis Co-Supervisor: _____
(if applicable)

2. One additional OCICS member from the School: _____

3. One OCICS member from Ottawa U: _____
Name Email

4. Chair of defence: _____

5. Justification (if applicable): _____

II. Defence Scheduled For:

The Thesis Supervisor is responsible for confirming that all members are available for this date/time.

This information must be provided at least 4-6 weeks before the proposed date.

Specific date _____ Time _____ Room _____

If defence is virtual (pick one): ☐ I will set up the Zoom session
☐ I would like a Grad Admin to set up the Zoom session

Graduate Director signature: _____ Date: _____

The graduate administrator will book the room once the date and time are provided on this form. An email will then be sent out to the entire committee with all the defence details.

Please email completed form to grad.scs@carleton.ca