



Here is the information you will need to complete the Online Booking form for your Oral Defence.

1. Defence Mode

The first thing you will need to do is make a decision about the type of defence. Please read these descriptions carefully, as the defence mode will affect the other information needed.

You should also be sure you understand the composition of the [Examining Committee](#) before making your choice.

You will need to know the preferences of your UBC committee members before you make this choice. External Examiners can attend remotely for all modes.

Virtual Defence: a virtual defence will take place via Zoom. the candidate and all committee members will join remotely. It is possible for a small audience to also join the Zoom.

In Person Defence: an in-person defence can take place in any suitable room on campus. For an In Person Defence, all examiners **required for quorum** must be in the room with the candidate. The External Examiner or a third supervisory committee may attend in person or remotely. The audience will be in the room with the candidate.

Hybrid Defence: if a committee member **required for quorum** needs to join remotely a defence that is otherwise in person, this will be a hybrid defence. The audience must attend in person. If a **majority** of examiners need to join remotely, please choose a Virtual Defence.

NOTE: the reason we make a distinction for committee members required for quorum attending remotely is that if there are technical or connection issues, in the case of a committee member required for quorum, the exam must be suspended and may be postponed if the issues cannot be resolved. If the remote attendees are not required for quorum, the exam can continue if the connection is lost.

2. Committee Composition

Supervisory Committee members – a minimum of two and a maximum of 3 supervisory committee members are needed for the defence. This includes supervisors, co-supervisors and committee members. Supervisors, if you are filling in the form, don't forget to list yourself.

The maximum of 3 supervisory committee members applies in all circumstances. Additional committee members can attend as audience members, but they will not participate in the rounds of questioning or the in-camera session. They may ask a question during the audience question time.



University Examiners – two University Examiners are required, and they must be available and have agreed to attend the virtual defence.

University Examiners need to meet the Eligibility requirements. We will contact you if there are eligibility concerns about your University Examiners, and your booking will not be confirmed until they are resolved. If you have questions about the eligibility of your examiners, you may want to email us before you submit your booking.

External Examiner – please let us know if the External Examiner has confirmed their attendance at the time you book. If you prefer to invite them after you have confirmed the time and date of the defence, that's fine too, just make sure your supervisor copies us on the correspondence, so we will know to include them in the defence reminder.

3. Date, time and location

The form asks for 3 possible dates and times. We will do our best to accommodate your first choice.

For in-person exams, you will need to let us know where the defence is being held, whether you want to use our rooms or another suitable room on campus. We can help you find a suitable room; email us if you have questions about potential locations.

4. Additional information

For Hybrid exams, we will ask about a practice session.

For Virtual exams, we want to know if you would like an audience.

There is room at the end of the form for extra information, eg. have you secured an exam chair, have you discussed any special circumstances with us already.

You will receive an email copy of your booking when you submit it.

If you have questions about the booking process, please email graduate.doctoral@ubc.ca