



Off-Site Final Doctoral Oral Examinations Graduate Program Responsibilities

Final doctoral oral examinations may be held in suitable locations other than the Graduate Student Centre in cases where the graduate program or research supervisor is willing and able to take responsibility for securing the room and providing support for the candidate and committee.

All off-site exam requests must be approved by G+PS. Requests to hold an exam off-site must be made NO LATER than 4 weeks in advance of the anticipated exam date.

As with all doctoral oral defence bookings, once an exam date is finalized it should be considered FINAL.

Room requirements.

Appropriate rooms meet the following minimum standards:

- The room has space for the candidate to present with a podium or table.
- Seating for the committee includes a table for committee members. Lecture-style seating is not appropriate.
- If the exam is to have remote attendees, it should have a large screen or projector, a computer with Zoom, and effective cameras and sound. A portable conferencing device such as an OWL is also acceptable.
- The room should be reasonably quiet.
- The room is private and has a door that closes; a door that locks is preferable.
- If there are glass walls or windows that face an interior corridor or external pathway, they must have blinds that close.
- There is an area outside the room where the candidate and audience can wait without being able to see or overhear the *in camera* discussion.
- The room is available to the candidate half an hour before the start of the exam, and must always be available for a minimum of 3 hours from the start time of the exam. If the exam runs over 3 hours, the graduate program must be prepared to find a new space if necessary.

Accessibility.

Since doctoral exams are public events, exam rooms must also have space for potential audience members. Rooms need to be accessible to the public. If the room is in a building or on a floor that is keycard locked, there must be a receptionist who can let people in. Assigning students to this task does not meet the standard.

Audio Visual and Video-conferencing equipment.

The supervisor or grad program must ensure all necessary is available for the candidate, and that it is in good working order. The candidate should have the opportunity to practice with the equipment in advance of the exam.

Off-site Transport

For any exam not held on the UBC Point Grey Campus, the graduate program or supervisor are responsible for ensuring all examiners (University Examiners, External and the Chair) have transport and/or parking provided at the exam site. Examiners should also have clear instructions about how to access the exam location.

Exam-day Responsibilities.

Someone must be available to help resolve any issues that arise at the beginning of the exam, such as equipment difficulties and missing or delayed examiners.

The supervisor or student must provide a printed copy of the Doctoral Dissertation Approval form in the exam room, and printed copies of the examination instructions and Chair's Report form for the Chair. G+PS will distribute electronic versions of all required documents one week in advance of the exam.

If you have any questions about off-site doctoral examinations, please contact the Doctoral Exams Office at graduate.doctoral@ubc.ca.