Off-Site Final Doctoral Oral Examinations

Graduate Program Responsibilities

The Faculty of Graduate and Postdoctoral Studies (G+PS) is open to holding final doctoral oral examinations in locations other than the Graduate Student Centre in cases where the graduate program or research supervisor is willing and able to take responsibility for all of the following:

- Finding and reserving an appropriate room in which to hold the exam. All exam rooms must be reasonably quiet and have a door that closes. Since doctoral exams are public events, exam rooms must have space for the candidate, the exam committee and potential audience members.
  - The room and committee 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.
  - 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.

- Ensuring all necessary equipment (e.g. laptop, projector, teleconference equipment) is available for the candidate.

- Ensuring the candidate has the opportunity to practice with the equipment in advance of the exam.

- Ensuring all examiners (University Examiners, External and the Chair) have transport and/or parking provided at the exam site (if not on the UBC Point Grey Campus).

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

- Providing a printed copy of the [Doctoral Dissertation Approval form](#) in the exam room, printed copies of the candidate’s examination programme for all Examination Committee members 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](mailto:graduate.doctoral@ubc.ca).