

DOCTORAL DISSERTATION PROCEDURES

Eight Weeks Prior to Defence Date:

1. **Supervisory committee approves a final version of the dissertation.**
2. **Supervisor contacts the Department Graduate Officer/Department Graduate Coordinator to set up examining committee.**

Supervisor provides Graduate Officer/Graduate Coordinator with the following:

- The name of the Internal/External examiner. Include information such as Department, email address, a line or two regarding suitability, and a statement concerning any professional or personal connection that may exist between Student and/or Supervisor and the Internal/External.
 - The name of the External examiner. Include information such as university position, email address, a line or two regarding suitability, and a statement concerning any professional or personal connection between student and/or supervisor and the external examiner. Please see the [GSPA guidelines](#) on selecting an appropriate external examiner.
 - A copy of the dissertation abstract
3. **Graduate Officer/Graduate Coordinator contacts both the External and the Internal/External examiners regarding availability for the proposed date of defence.**

Note: The Faculty of Arts will not cover travel and hospitality expenses exceeding \$750.00. External examiners can be offered the opportunity to attend the defence remotely and a hybrid defence will be arranged.

Seven Weeks Prior to Defence date:

4. **The Department Graduate Coordinator books the room for the defence.** Check the room available for PAS 2464 to ensure that the date you want is available. If the date you want is available, send an email to the Graduate Studies and Research Officer and provide the following (see section 1 of the Faculty of Arts Process for Remote, Hybrid and In-Person Defences):
 - Name of the candidate
 - Date requested
 - Beginning and ending time of the defence
5. **Once the room is booked, the Department Graduate Coordinator fills in the online [PhD Dissertation Defence Memo](#) (see section 2 of the Faculty of Arts Process for Remote, Hybrid and In-Person Defences), collects the CV (a web page bio is not enough; we require a CV,**

electronic copy is acceptable) from the External examiner, and a digital copy the dissertation .

Six Weeks Prior to Defence

6. The Department Graduate Coordinator submits the above materials to the Office of the Associate Dean, Graduate Studies, via the Graduate Studies and Research Officer (see section 3 of the Faculty of Arts Process for Remote, Hybrid and In-Person Defences).

- This submission must occur at least six weeks prior to the date of defence. Note that statutory holidays, University holidays, and weekends do not count towards this 28 business days public display period.

If you are unclear about the dates for this, please contact the Graduate Studies and Research Officer

The additional time is to ensure that the Associate Dean, Graduate Studies has adequate time to review the documents before the dissertation is on public display. Digital copies are to be used for the public display purposes. If an outside party contacts the Graduate Studies and Research Officer with interest in reading the dissertation, this is the medium in which the copy will be provided.

Five Weeks Prior to Defence

7. Once the thesis memorandum and appointment letter is approved, the Graduate Studies and Research Officer will notify the department (including the Supervisor, Graduate Officer and Graduate Coordinator) and disperse digital copies of the dissertation to the PhD committee with information indicating the date and time of the defence, with a request for confirmation of receipt. The Graduate Studies and Research Officer handles notifying the GSPA and the Daily Bulletin regarding the exam.

Included in the package from the Graduate Studies and Research Officer to the External examiner are the following materials:

- External examiner appointment letter, a request for confirmation of package receipt;
- Digital copy of the thesis;
- General instructions regarding the defence procedures;
- (for in-person only) Travel expense claim form, and travel expense guidelines;
- Included with this is a request that once travel is complete, the expense form comes back to the Department Graduate Coordinator with all receipts (including boarding passes, etc.).

If the external is attending remotely, they will receive the general instructions, a digital copy of the thesis, and the appointment letter by email.

The Graduate Studies and Research Officer is responsible for distributing the thesis to the internal committee members. The Graduate Studies and Research Officer will verify receipt of the thesis with the internal committee members by email.

8. Department Graduate Coordinators now proceed with the following (if the external is attending in person):

- Encourage external examiners to book their own travel. Department Graduate Coordinators can assist them if necessary, but it is preferable if the external examiner makes their own travel arrangements. Once they have booked their travel, the Department Graduate Coordinator should ask for a confirmation of booking to make other arrangements.
- Hotel booking for External examiner (normally one, at most two, nights – depends on time of oral).
- Graduate Studies and Research Officer will book ground transportation, as required, if using Airways Transit. For bus, train and/or taxi, have the external examiner book their own passage.

Two/Three Weeks Prior to Defence

9. The Department Graduate Coordinator reconfirms the location, date and time of the exam with each committee member by email.

10. GSPA notifies Graduate Studies and Research Officer of selection of Defence Chair.

11. External examiner is sent reminders by the Graduate Studies and Research Officer regarding due date of report and submission deadline.

One Week Prior to Defence

12. Notification of Defence is posted on The Daily Bulletin.

13. The Associate Dean receives and reviews the external examiner's report. It is then circulated by email along with final committee details, to the Supervisor, Graduate Officer and Department Graduate Coordinator. *The External's report is not to be shown to the candidate or any other committee member prior to the defence.*

14. Graduate Studies and Research Officer will forward a package of materials to the Examination Chair with request for confirmation of receipt. This package includes:

- Chair Memo – from GSPA
- Report of the Chair – from GSPA
- PhD Thesis Committee
- PhD Thesis Examination Report
- External examiner's report

- Guide to chairing a PhD thesis examination
- Committee contact information

Defence Day

15. All Committee Members and the PhD candidate are required to be in attendance (includes attendance remotely) unless other arrangements have been made with the Faculty and GSPA. For hybrid defences, the Chair, supervisor and candidate must attend in person.

After Defence

16. PhD Defence Report is received by the Faculty office as part of the Examination Chair's package.

- **If clear pass** – report is returned to the Graduate Studies and Research Officer, reviewed and signed by the Associate Dean, and a digital acceptance form is created and submitted to the GSPA. The Supervisor, Student, Graduate officer, and Department Graduate Coordinator are cc'd. The student may now submit completed dissertation to UWSpace for review.
- **If revisions are required** – report is returned to Graduate Studies and Research Officer. An email is sent to the Supervisor, any other committee member who is required to sign the form (if applicable), the Graduate Officer and Department Graduate Coordinator stating the due date of revisions and the PhD Thesis Examination Report is attached showing which revisions the student is required to make. The Supervisor and other committee member (if applicable) must sign the original PhD Thesis Examination Report which is held in the Faculty of Arts, Graduate Studies Office. When revisions are completed the supervisor contacts the Graduate Studies and Research Officer so that they can sign the PhD Thesis Examination Report. This report is signed by the Associate Dean and a digital acceptance form is created and submitted to the GSPA. The Supervisor, Student, Graduate officer, and Department Graduate coordinator are cc'd. The student may now submit completed dissertation to UW Space for review.
- **If Decision is deferred** – report is returned to Graduate Studies and Research Officer. An email is sent to the Supervisor, any other committee member who is required to sign the form (if applicable), the Graduate Officer and Department Graduate Coordinator stating the due date of revisions and the PhD Thesis Examination Report is attached showing which revisions the student is required to make. The Supervisor and other committee member (if applicable) must sign the original PhD Thesis Examination Report which is held in the Faculty of Arts, Graduate Studies Office. When issues are addressed and revisions are completed the supervisor contacts the Graduate Studies and Research Officer so that they can sign the PhD Thesis Examination Report. This

report is signed by the Associate Dean and a digital acceptance form is created and submitted to the GSPA. The Supervisor, Student, Graduate officer, and Department Graduate coordinator are cc'd. The student may now submit completed dissertation to UW Space for review.

- 17. After the defence, if the external examiner attended the defence, they will send their travel claim to the Department Graduate Coordinator.** Once the Department Graduate Coordinator has reviewed the claim, they forward it to the Graduate Studies and Research Officer for payment of travel claims up to \$750.00 CDN.

- 18. The Graduate Studies and Research Officer will process the request for honorarium payment.** This is generally sent to the External Examiner within six weeks of the completion of the defence.