

PhD Degree Complete Checklist

Pre-Planning (2 Terms Before Planned Graduation)

Review your program guidelines and ensure all courses and milestones have been completed. (Please reach out to Judy Caron if you are not sure where to find those!)

Meet with your supervisor to discuss who your external examiner will be and get a copy of the External Examiner's CV

Poll your committee to find an acceptable time/date for the defense, and decide on the format (hybrid, in-person, etc.).

If committee members change, submit a [PhD Committee member replacement form](#).

Start the Process (At Least 7 Weeks Prior to Defense)

Submit the following to your Graduate Coordinator at least 7 weeks prior to your defense. All forms can be found here. [FORMS](#)

1. A completed Nomination of the PhD Thesis Examining Committee form
2. A copy of the External Examiner's CV
3. A separate pdf of the thesis you will put on display

If you plan to have a closed defense submit a [Confidential Information Thesis Non-Disclosure Agreements](#) for each member of the committee include the External Examiner, **THIS MUST BE DONE PRIOR TO COPIES OF THE THESIS BEING DISPENSED**

Wait for approval. (Up to 7 business days.)

Once approved, you will receive a communication from EGSO with instructions and a copy of your thesis receipt. Upon receiving this, please [register your PhD Defense](#) with the Department.

Send a copy of your thesis to each of your readers and have them sign (either electronically or via e-mail confirmation.) ***DO NOT send a copy to the External Examiner.** The EGSO will look after this step.

Once all readers have confirmed receipt, combine the Thesis Receipt and each committee members confirmation into a single pdf file and send back to the Faculty Administrative Coordinator @ eng.phd@uwaterloo.ca - PhD

EGSO will put your thesis on display electronically, for a minimum of 25 business days, not including holidays, before you defend your thesis.

Defend your thesis.

Final Steps (Takes about 1 to 4 months)

Make revisions and corrections to your thesis. Category 1 – 1 month to make revisions and degree complete OR Category 2 – 4 months to make revisions and degree complete

Get revisions approved by your supervisor(s)

[Apply to graduate through Quest.](#) This must be done in the term you plan to degree complete in

(i.e., if you defend Aug 25th-spring term and revisions are not complete until Sept 4th, apply to graduate in September -fall term)

Have **ALL** supervisor(s) e-mail the [Faculty Administrative Coordinator-PhD](#) to confirm that your thesis is ready for final submission.

Upon receiving your Faculty Thesis Acceptance Notice, upload your thesis.

Once your thesis has been accepted by UW Space, you will be notified via e-mail, and the Graduate Coordinator will officially degree complete you.

After all other points have been completed, fill out the [Department Sign-Off Sheet](#)

Celebrate!