

# PhD Degree Complete Checklist



## Pre-Planning (16 Weeks Before Planned Graduation)

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|---|--------------------------|
| 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!) | <input type="checkbox"/> |
| Meet with your supervisor to discuss who your external examiner will be and get a copy of the External Examiner's CV  | <input type="checkbox"/> |
| Poll your committee to find an acceptable time/date for the defense, and decide on the format (hybrid, in-person, etc.).  | <input type="checkbox"/> |
| If committee members change, submit a <a href="#">PhD Committee member replacement form</a> .   | <input type="checkbox"/> |

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

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| Submit the following to your Graduate Coordinator at least 7 weeks prior to your defense.<br>1. A completed <a href="#">Nomination of the PhD Thesis Examining Committee form</a><br>2. A copy of the External Examiner's CV<br>3. A separate pdf of the thesis you will put on display                          | <input type="checkbox"/> |
| <b>If you plan to have a closed defense</b> submit a <a href="#">Confidential Information Thesis Non-Disclosure Agreements</a> for each member of the committee include the External Examiner, <b>THIS MUST BE DONE PRIOR TO COPIES OF THE THESIS BEING DISPENSED</b>  | <input type="checkbox"/> |
| Wait for approval. (up to 7 business days.)  | <input type="checkbox"/> |
| Once approved, you will receive a communication from EGSO with instructions and a copy of your thesis receipt. Upon receiving this, please <a href="#">register your PhD Defense</a> with the Department.  | <input type="checkbox"/> |
| Send a copy of your thesis to each of your readers and have them sign (either electronically or via e-mail confirmation.)  | <input type="checkbox"/> |
| 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 <b>*DO NOT send a copy to the External Examiner.</b> The EGSO will look after this step. | <input type="checkbox"/> |
| EGSO will put your thesis on display electronically, for a minimum of 25 business days, not including holidays, before you defend your thesis.   | <input type="checkbox"/> |
| Defend your thesis.  |                          |

## Final Steps (Takes about 1 to 4 months)

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| 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   | <input type="checkbox"/> |
| Get revisions approved by your supervisor(s)   | <input type="checkbox"/> |
| <a href="#">Apply to graduate through Quest</a> . <b>This must be done in the term you plan to degree complete in</b><br><br><b>(ie, if you defend Aug 25<sup>th</sup> -spring term and revisions are not complete until Sept.4<sup>th</sup>, apply to graduate in September -fall term)</b> | <input type="checkbox"/> |
| Have <b>ALL</b> supervisor(s) e-mail the <a href="#">Faculty Administrative Coordinator-PhD</a> to confirm that your thesis is ready for final submission.   | <input type="checkbox"/> |
| Upon receiving your Faculty Thesis Acceptance Notice, upload your thesis.  | <input type="checkbox"/> |
| 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.  | <input type="checkbox"/> |
| After all other points have been completed, fill out the <a href="#">Department Sign-Off Sheet</a>   | <input type="checkbox"/> |
|  Celebrate!    | <input type="checkbox"/> |