

PhD Thesis Defence Backwards Planning Tool Faculty of Environment

As you start thinking about the end stages of your PhD, it is important to understand the processes and timelines related to the thesis defence, so that your degree completion is not delayed. This backwards planning tool, will help you identify some of the major administrative tasks that need to be completed and assist you in establishing a realistic degree completion date.

There are general PhD Thesis Examination regulations that apply to all University of Waterloo PhD students, but there are some differences in administrative practices between the six faculties. As such, this backwards planning tool is designed specifically for PhD candidates in the **Faculty of Environment**. If you have not already done so, take some time to review the PhD Thesis Examination regulations in addition to using this tool.

Instructions: Enter a proposed degree completion date and work backwards, filling in the remaining dates using the timeline indicated. *You may wish to consider planning a degree completion date around tuition refund deadlines or convocation deadlines.* These dates can be found in the important dates calendar.

Note: Where the planning map indicates minimum timeframes **early completion of these tasks is recommended.**

Online resources:

- [PhD Thesis Examination regulations](#)
- [Important dates calendar](#)

* Supervisor provides a list of five or six recommendations for the external examiner at this time. Students should NOT be communicating with the external examiner prior to the defence. Talk to your supervisor to ensure this take places in a timely manner.

**If the decision at an oral defence is 'accepted', students have a maximum of one month to complete revisions and have their thesis accepted into UWSpace. For more information on decisions and timelines, please see the [PhD Thesis Examination Regulations](#).

Date A

•Submit thesis*

- Minimum six weeks prior to date 'B'
- Proposed date: _____

Date B

•Hold oral defence

- Maximum one month prior to date 'D' (accepted**)
- Proposed date: _____

Date C

•Submit thesis to UWSpace for approval

- Approximately two weeks (recommended minimum of one week, but preferably 10 business days) prior to date 'D'
- Proposed date: _____

Date D

•Degree completion (Thesis accepted into UWSpace)

- Proposed date: _____

