

## Optometry Doctoral Thesis Defence Checklist

	Step	Timeline	People Involved	Details	Links	Complete?
1	Beginning to Write	Anytime	Student, Supervisor, Committee	You can begin to write once you (and your supervisor) feel you have enough material for your thesis. <i>Students should have a committee meeting to go over their plans with the committee before writing to get their support and approval.</i>	<a href="#">Thesis Formatting</a>	<input type="checkbox"/> Complete
2	Thesis Review	Ongoing during writing stage	Supervisor, Student	Your supervisor should be looking at your draft material as you prepare your thesis. They can give you guidance regarding your writing and how your material is presented.		<input type="checkbox"/> Complete
3	Finding an External Examiner and an Internal/ External	~ 3-4 months before the defence date	Supervisor, Grad Coordinator, Faculty	Your Supervisor should be contacting and submitting your potential External Examiner's CV for review by the Grad Officers and the Faculty by filling out an <b>External Examiner Request Form</b> , to be submitted to the Grad Coordinator. If your first choice is not approved, another potential External Examiner would need to be found. Your Supervisor should also be contacting and confirming the interest and availability of your Internal/External committee member for your defence. The Internal/External must be found before the External Examiner is suggested to avoid any conflicts of interest with the External Examiner and the supervisor, committee, or Internal/External. Your Internal/External must be at UW, outside of Optometry. <b>Your external examiner must be approved by the Faculty office prior to any of the other below steps occurring. It can take 1 - 2 months for the Faculty of Science to approve an external examiner.</b> Please note that only 1 adjunct faculty member can be on an examining committee (this includes supervisor).		<input type="checkbox"/> Complete
4	Set Up defence Date (make note of blackout periods set by GSPA in the Fall and Spring terms near end of each semester)	Minimum of 8 weeks before defence	Student, Grad Coordinator, Supervisor, defence committee	8 weeks prior to your proposed defence date, your thesis should be complete and submitted to your committee members for review and comment. This includes your supervisor, and all advisory committee members, but not your external examiners. You will have to get all required signatures on the <b>PhD Thesis Examination Request Form</b> which <u>the Grad Coordinator will prepare at your request</u> . This form verifies that your committee members and supervisor have read your thesis and believe it is ready to defend. This form is due to the Grad Coordinator no later than <b>7 weeks</b> prior to your proposed defence date.	<a href="#">Closed defence Guidelines</a>	<input type="checkbox"/> Complete
				You must determine if you will have an open or closed defence, and if you only need to restrict the thesis from being posted online. To restrict online posting complete the Request to Restrict Circulation of Thesis Form (at right). This approved form must be received by the GSPA before you submit your thesis for examination. Closed defence requests, where all attendees must sign a confidentiality agreement, must go to the Associate Dean of Graduate Studies for approval. You will need a detailed explanation about your rationale for your request. This should be supported by your supervisor.		

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5	Thesis Submission	Minimum of 6 weeks before your defence	Student, Grad Coordinator, Faculty	<p><b>** Your Thesis must be completely finished to GSPA standards before you send the electronic copy to the Faculty Office.**</b> You will have to complete the Appointment of PhD Committee Form which confirms your examining committee, thesis title etc. <u>The Grad Coordinator will prepare this form at your request</u>, and you must return the completed form to the Grad Coordinator no later than 6 weeks prior to your proposed defence date. If the Grad Coordinator does not receive this form by the deadline, your defence may not proceed on the requested date. Along with this form, you are required to provide Krista Parsons (science.dissertations@uwaterloo.ca) at the Faculty office with an electronic version of your thesis at least <b>30 business days</b> prior to the chosen defence date. Earlier submission is preferred. Submissions received later than <b>30 business days</b> prior to the arranged defence date will require the defence to be rescheduled. The Dissertation Coordinator will distribute a soft (electronic) copy of the thesis to all members of the examining committee once the thesis has been formally deposited in the Faculty of Science Graduate Office. If requested by the external examiner, the student may be required to provide a hard copy of their thesis. Examining Committee members will be told that if they wish to have a hard (printed) copy they are to make those arrangements directly with the student. Arrangements to distribute hard copies for committee members via courier can be coordinated through the Dissertation Coordinator if requested. The defence is not formally set until the Appointment of PhD Thesis Examination Committee Form is received and the student has submitted their thesis to the Faculty of Science. <b>PhD students need to include an additional page after their title page that outlines their defence committee. There is a template provided on the GSPA's 'Preparation of the thesis' site: <a href="https://uwaterloo.ca/graduate-studies/current-students/thesis/preparation-thesis">https://uwaterloo.ca/graduate-studies/current-students/thesis/preparation-thesis</a></b></p>	<a href="#">Faculty of Science Thesis Defence Guidelines</a>	<input type="checkbox"/> Complete
6 (Optional)	Change of Enrollment Status	After thesis is distributed	Student, Grad Coordinator, Faculty	After you submit your thesis to the Faculty of Science, you are able to complete the <b>Change of Enrollment Status Form</b> to change to part-time status (and only pay part-time tuition) - this is helpful if your distribution is near the beginning of a new term when tuition is due. The change to part-time must be done by Government Count in that term (July 1, Nov 1, Feb 1) and may not be applicable to all students. In addition to switching to part-time, you may want to consider the tuition refund deadlines: 100% refund deadlines are in the 3rd week of term, and 50% refund is the 7th week of term, but the faculty needs everything approved 1 week before those deadlines.	<a href="#">Change of Enrollment Status Form</a>	
					<a href="#">Important Dates/ Refund Deadlines</a>	
7	Apply to Graduate	Anytime before your defence	Student	Apply for graduation via Quest. The GSPA suggests this be done approximately one month prior to defence. To do so: log into Quest, navigate to My Academics, Graduation, and select Apply for Graduation for the next convocation.	<a href="#">Apply to Graduate</a>	<input type="checkbox"/> Complete
<b>Thesis defence</b>						<input type="checkbox"/> Complete

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8	Make Required Thesis Changes	After defence	Student, Supervisor, Committee	The committee will complete paperwork after your defence where they may suggest changes which need to be made before submitting your thesis. This form will be given by the Chair to the Dissertation Coordinator in the Faculty office; this can take 3+ days, but once she has received it she will get you a copy. Make all changes required by your committee. If your changes need to be approved by your supervisor or your whole committee you will need to have the second page of your Thesis Acceptance Form signed and returned to Krista Parsons at the Faculty of Science Grad Office. Once completed, Krista will send your Thesis Acceptance form to the GSPA. Please review the Thesis Regulations.	<a href="#">Thesis Regulations</a>	<input type="checkbox"/> Complete
9	Upload to UW Space	After changes completed/ approved	Student	Following the thesis regulations from the last step, upload your thesis to UW space. Note that your abstract will be visible to everyone, even if you limit your circulation. Students can apply a short term (approximately 4 months) or long term (one year) restriction to their thesis. In either case, when students are submitting their thesis to UWSpace, it is critical that they choose 'YES' to the 'Patent/Copyright or Publication Pending' question.	<a href="#">UW Space</a>	<input type="checkbox"/> Complete
10	Thesis Reviewed by GSPA	Less than 1 week after submitted to UW Space	Graduate Studies Office	The GSPA will not review your thesis until they have received your Thesis Acceptance Form - if it is still in process you will receive an e-mail from the GSPA stating this fact. If your supervisor/committee has signed off on your work, everything is okay. It can just take time for the paperwork to be processed. Once the Thesis Acceptance Form is received, someone from the GSPA will review your thesis and send you changes to make (usually 2-3 days). All theses have to make some minor changes, even if you followed the template from step 1. Be sure to check your UW e-mail as that is how the GSPA will contact you with changes. Make any changes suggested by the GSPA and re-submit to UW Space.		<input type="checkbox"/> Complete
11	Submit changes to thesis to UW Space	ASAP	Student	Make any changes suggested by the GSPA and re-submit to UW Space.	<a href="#">UW Space</a>	<input type="checkbox"/> Complete
12	Thesis approved and uploaded	After GSPA changes are approved (usually 1-2 days)	Graduate Studies Office	The GSPA will upload your approved Thesis to the Faculty of Science Theses and Dissertations Collection online and the Grad Office is notified.		<input type="checkbox"/> Complete
13	Intent to Graduate Paperwork submitted and processed	After thesis is approved/ uploaded by GSPA	Grad Coordinator, Graduate Studies Office	The Grad Coordinator submits the Intent to Graduate Form to the GSPA, by who will process it generally within 3 days. To convocate in June, all these steps must be completed by April 30, to convocate in October the deadline is August 31. If those days fall on the weekend, the deadline is the preceding Friday.	<a href="#">Important Dates/ Refund Deadlines</a>	<input type="checkbox"/> Complete
<b>You're Done!</b> (you're considered "finished", but there's one more step that's unrelated to deadlines and graduation)						

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14	Printing your thesis	After thesis is approved/ uploaded by GSPA	Student, Mediadoc (campus printer)	<p>This step does NOT have to be completed in order to be 'program completed' but should be done within weeks of your thesis being accepted. <b>Optometry does not require a copy of your thesis to be printed for the School.</b> Should your supervisor want a copy of your thesis, you will need to have one printed and bound for them by Mediadoc on campus. To answer FAQs:</p>	<a href="#">Mediadoc</a>	<input type="checkbox"/> Complete
				* On the order form under "Graduate Department Contact" put "Stephanie Forsyth, Optometry Graduate Office"		
				* On the order form "Depositor" is you		
				* You can order as many copies as you like for yourself and your family. If your supervisor does not want a copy, these are all you have to order.	<a href="#">Online Requisition</a>	
				* You can use any paper stock (even the cheapest), and you can single or double side the printing		
				* 'Colonial Bound' is the common stock to use if you wanted more premium paper		
				* Students are responsible for the cost of the copies, but in some cases supervisors will pay for them to be printed; talk to your supervisor.		