**Supervisor(s) PhD Defence Checklist**

This checklist is meant as a guide to the PhD supervisor(s) and does not need to be turned in to MGO.

**At least 7 weeks before Oral Defence:**
- Email CV of External Examiner with the statement of independence to Grad Officer and get pre-clearance.
- Email CV of External Examiner with the statement of independence and Grad Officer approval to Associate Dean and get pre-clearance.
- Select a date/time/place for the defence and book room. Indicate on Notice if the External examiner will be attending.
- Ask student to submit Notice of PhD Thesis Submission to Dept Grad Coordinator with proper approvals as indicated above.

After selection of the External Examiner, contact between the EE, the supervisor(s) and the student should be kept to a minimum. Travel arrangements for the EE should be made by the Grad Coordinator of your dept.

**Week 5 before Oral Defence:**
- Ask student to send MGO an **electronic copy** of the PhD thesis.

**Week 4 before Oral Defence:**
- Ensure that student has submitted the **thesis receipt form** (signed by committee members) to MGO via email.
- Determine whether all committee members will be present at the thesis defence. In the absence of a committee member, ensure that a delegate is appointed and approved in a memo to MGO by your departments Grad Officer.

**10 Days before Oral Defence:**
- External Examiner should have submitted his/her report to MGO. This report will be forwarded to you. Your student should not be shown or have access to this report.

**One Week after the Defence:**
- Defence results will be emailed to the student, the supervisor(s) and grad coordinator.
- Once you have approved all the edits that are required by the committee, please email MGO and confirm that this has been completed to your satisfaction. At that time, MGO will create a Doctoral Thesis Acceptance form which will be signed by the Associate Dean. This form will then submitted to GSO and the student may upload their thesis to UW Space.

*Updated 10/16 kat*