# Doctoral Examination *Example* Timeline and Checklist for Students and Supervisors
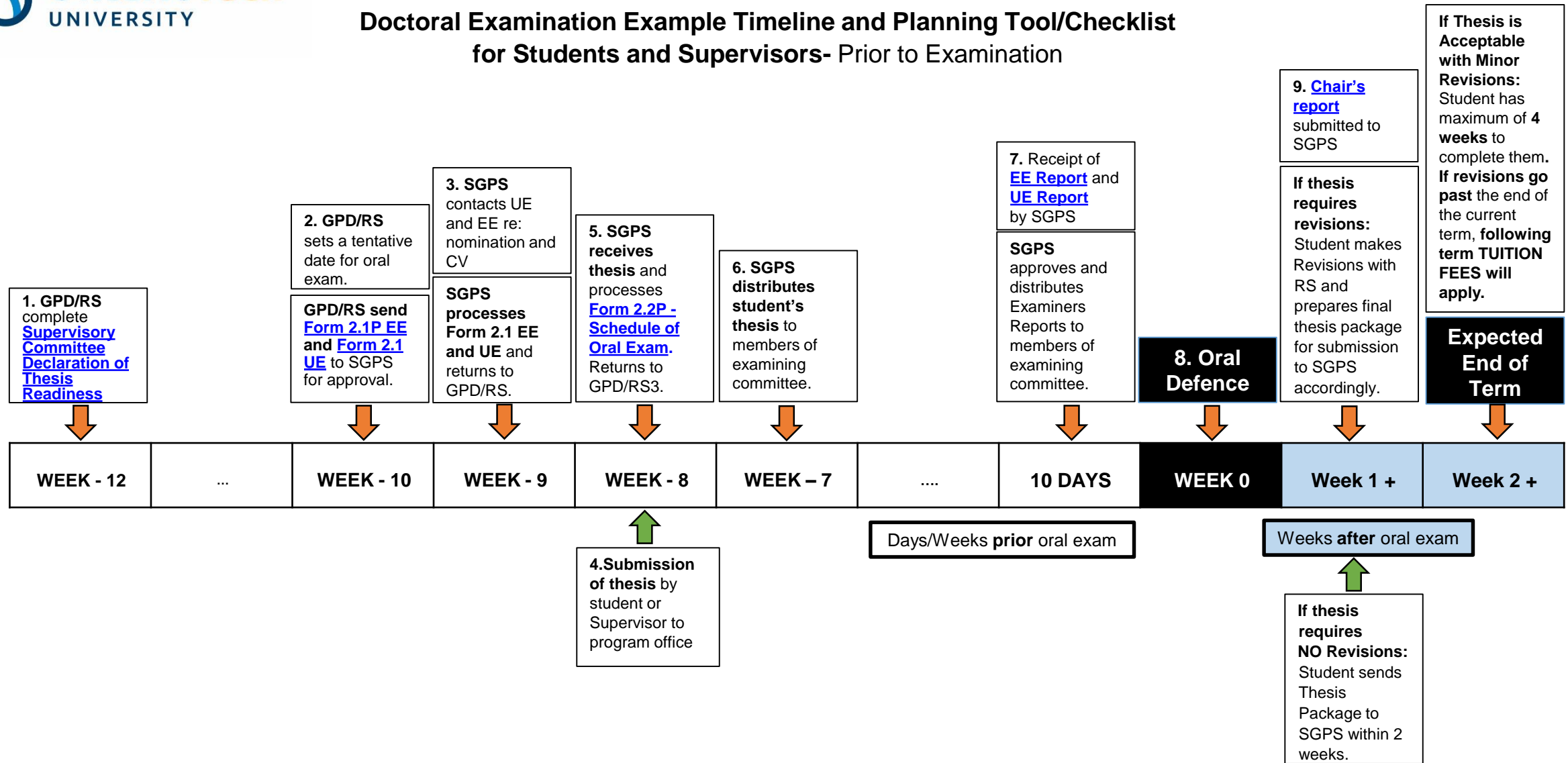
The best way to prepare for the examination process is to plan ahead and communicate with your Supervisory Committee members, your program office, and the School of Graduate and Postdoctoral Studies (SGPS).

Under normal circumstances the final doctoral examination process should begin 3 months prior to the desired examination date.

This planning tool and checklist can assist with planning your examination.  However, the information below is a summary.  It is essential this information is used in combination with the PhD Thesis Handbook and the Graduate Academic Calendar available on the Graduate Studies website.

Note: Each term has specific deadlines if you are trying to meet a specific program end date.  Please refer to these deadlines posted on the website.
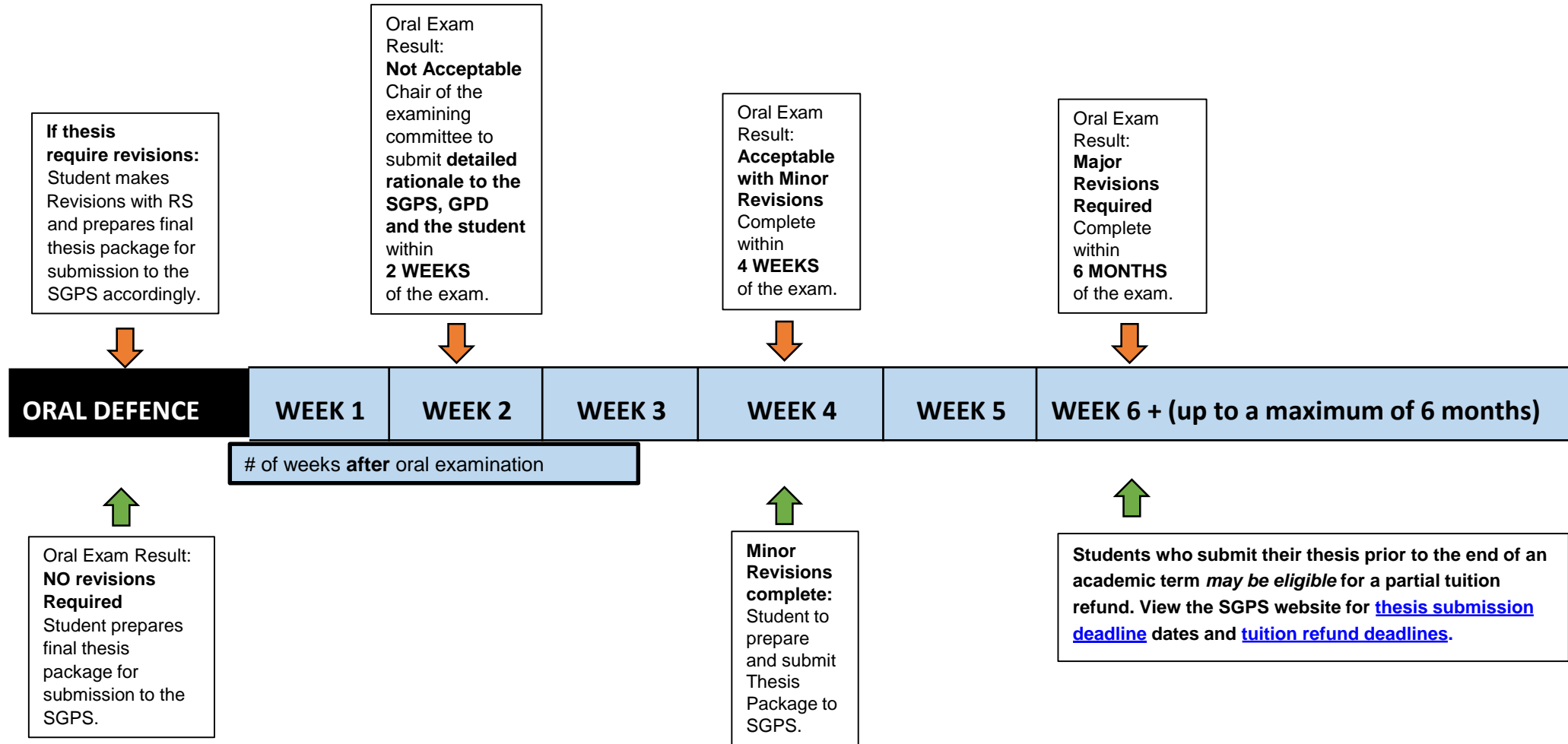
**Doctoral Examination Example Timeline and Planning Tool/Checklist for Students and Supervisors-** Prior to Examination

Ontario Tech UNIVERSITY

**1. GPD/RS** complete **Supervisory Committee Declaration of Thesis Readiness**

**2. GPD/RS** sets a tentative date for oral exam.

**GPD/RS send Form 2.1P EE and Form 2.1 UE** to SGPS for approval.

**3. SGPS** contacts UE and EE re: nomination and CV

**SGPS processes Form 2.1 EE and UE** and returns to GPD/RS.

**5. SGPS receives thesis** and processes **Form 2.2P - Schedule of Oral Exam.** Returns to GPD/RS3.

**6. SGPS distributes student's thesis** to members of examining committee.

**7.** Receipt of **EE Report** and **UE Report** by SGPS

**SGPS** approves and distributes Examiners Reports to members of examining committee.

**9. Chair's report** submitted to SGPS

**If Thesis is Acceptable with Minor Revisions:** Student has maximum of **4 weeks** to complete them**. If revisions go past** the end of the current term, **following term TUITION FEES will apply.**

**If thesis requires revisions:** Student makes Revisions with RS and prepares final thesis package for submission to SGPS accordingly.

**8. Oral Defence**

**Expected End of Term**

| WEEK - 12 | ... | WEEK - 10 | WEEK - 9 | WEEK - 8 | WEEK – 7 | .... | 10 DAYS | WEEK 0 | Week 1 + | Week 2 + |
|---|---|---|---|---|---|---|---|---|---|---|

**4.Submission of thesis** by student or Supervisor to program office

Days/Weeks **prior** oral exam

Weeks **after** oral exam

**If thesis requires NO Revisions:** Student sends Thesis Package to SGPS within 2 weeks.

Student      Faculty and SGPS

# Doctoral Examination Example Timeline and Planning Tool/Checklist
## for Students and Supervisors- After Examination

**If thesis require revisions:** Student makes Revisions with RS and prepares final thesis package for submission to the SGPS accordingly.

Oral Exam Result: **Not Acceptable** Chair of the examining committee to submit **detailed rationale to the SGPS, GPD and the student** within **2 WEEKS** of the exam.

Oral Exam Result: **Acceptable with Minor Revisions** Complete within **4 WEEKS** of the exam.

Oral Exam Result: **Major Revisions Required** Complete within **6 MONTHS** of the exam.

| ORAL DEFENCE | WEEK 1 | WEEK 2 | WEEK 3 | WEEK 4 | WEEK 5 | WEEK 6 + (up to a maximum of 6 months) |
|---|---|---|---|---|---|---|

# of weeks **after** oral examination

Oral Exam Result: **NO revisions Required** Student prepares final thesis package for submission to the SGPS.

**Minor Revisions complete:** Student to prepare and submit Thesis Package to SGPS.

**Students who submit their thesis prior to the end of an academic term *may be eligible* for a partial tuition refund. View the SGPS website for thesis submission deadline dates and tuition refund deadlines.**

| | Student | | | Faculty and SGPS |
|---|---|---|---|---|

# Doctoral Examination Example Timeline and Planning Tool/Checklist for Students and Supervisors

Items to consider before planning for your thesis defence: Has my Supervisory Committee been established/documented and sent to SGPS (no later than 8 months after initiation or program)? Have I completed all of my required courses? Do I have any outstanding fees or a hold on my account?

| Proposed Date | Action |
|---|---|
| DATE #1 : | ☐ Student submits thesis to supervisory committee (SC) for review<br>☐ SC votes on readiness of thesis for examination (form available on SGPS website). |
| DATE #2 : | ☐ Graduate Program Director (GPD) and research supervisor(s) (RS) set tentative oral examination date<br>☐ GPD and RS nominate External (EE) and University (UE) Examiner's and submit Form 2.1P UE and EE to SGPS for approval |
| DATE #3: (if applicable) | ☐ SGPS begins invitation process and contacts UE and EE nominees/asks for CV if not already obtained. SGPS notifies RS, GPD (or designate), and Graduate Program Staff (GPS) once nominees have been approved<br>☐ GPS begins contacting all examining committee members to determine availability for examination |
| DATE #4 & 5: | ☐ GPD and RS submits a request to schedule the oral examination with confirmed examination date.<br>☐ Student signs the request to schedule oral exam form that thesis is final version and an electronic copy of thesis (PDF) and a paper copy (if requested) is submitted to program office<br>☐ SGPS notifies RS, GPD (or designate), and GPS once request is approved |
| DATE #6: | ☐ SGPS distributes the thesis to the examining committee and sends the EE and UE a letter from the Dean explaining their responsibilities |
| DATE #7: | ☐ EE and UE submit Form 3 and written report on thesis (10 Calendar Days before exam)<br>☐ SGPS notifies entire examining committee, GPD (or designate), and GPS once reports are approved |
| DATE #8: | ☐ GPS provides Chair of examining committee with required documentation<br>☐ Examination proceeds according to examination instructions (available on website)<br>☐ Examining Committee sign the Certificate of Approval (COA) (except for RS if revisions are required or as described on the Chair's report) |
| DATE #9: | ☐ Chair of examining committee or GPS sends SGPS Chair's Report<br>☐ SGPS sends student email with access to google drive folder (to uoit.net email), thesis submission deadlines and thesis submission checklist |
| THESIS SUBMISSION DATE: | ☐ Student completes any required revisions to the thesis in appropriate time frame<br>☐ Student submits thesis to RS (and/or other committee members if required) for final approval<br>☐ RS signs COA (and other committee members if required)<br>☐ Student submits final defended and approved version of thesis to SGPS along with original COA and other required forms |
| | ☐ Student is registered into thesis course by SGPS and GPS enters grade<br>☐ Student receives email from SGPS with confirmation that thesis package has been processed and link to graduate/verification request |