Checklist for Business PhD Graduands

☑ Defend Thesis

☐ Business PhD Office sends the Thesis Approval/Report of Completion form to FGSR. Ask for a scanned copy from the PhD office to be emailed to you for your files (optional).

☐ Complete the *University of Alberta Thesis/Dissertation Non-Exclusive License* form found in the FGSR Forms Cabinet under Degree/Certificate Completion section and submit it to FGSR. https://www.ualberta.ca/graduate-studies/about/resources-for-faculty-and-staff/forms-cabinet

☐ If applicable, complete the *Request to Restrict Access to a Thesis* form found in the FGSR Forms Cabinet under Degree/Certificate Completion section and submit it to FGSR.

☐ Apply for graduation using Bear Tracks. The deadline for Spring Convocation is usually the beginning of April, and for Fall Convocation the deadline is usually the end of September. Please consult the FGSR website at https://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/convocation for exact convocation deadlines and links to additional information.

☐ Submit your thesis online to FGSR via the **Thesis Deposit** portal within six months of defending (thesisdeposit.library.ualberta.ca) and at least one week prior to the deadline to apply for convocation. Please consult the FGSR website at https://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation to ensure your thesis is properly formatted and converted to PDF/A (Archive) and follow the steps to submit your thesis to Thesis Deposit. **You will not receive clearance to convocate until FGSR has approved your thesis submission.** Watch for an email from FGSR in the week after you submit your thesis for notification of changes required or thesis acceptance.

☐ The laptop you received from the Business PhD Program is yours to keep; however, it must have all university licensed software and university-related data removed before it can be signed over to you. Please visit the PhD office to collect a form for asset transfer and make an appointment with Desktop Support for them to "clean" your laptop and complete the form for you. It might take IST up to two weeks to schedule an appointment so please email ist@ualberta.ca early to arrange this. The final signature on the form will be the Associate Dean, PhD Program.

☐ Clean out your PhD locker or file cabinet and return the key (if applicable) to the PhD office. Return all other keys to the General office. Pay your outstanding print and copy charges at the PhD office.

☐ If you are in possession of any assignments or exams from classes you have taught, please give them to your department administrator to be stored until they can be securely disposed of.