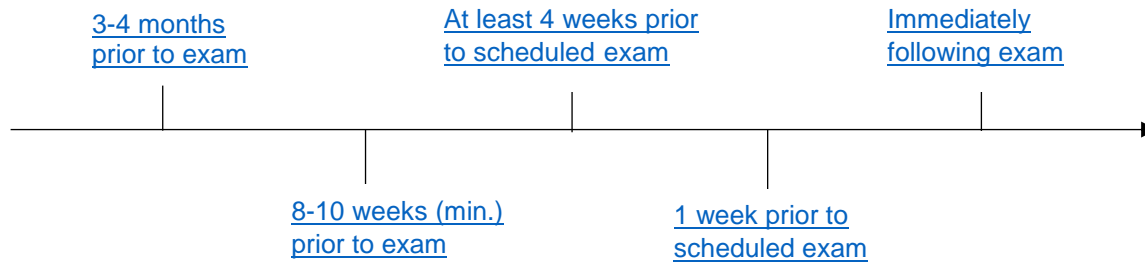


## Faculty of Nursing – Final Doctoral Examination Timeline



It is the responsibility of the Supervisor and the student to be fully apprised of the Faculty of Graduate and Postdoctoral Studies (GPS) regulations governing the composition of the final examining committee, time lines, and the details of the examination process. Please refer to the [University Calendar](#) to ensure all examination procedures and committee composition requirements are met. The supervisor is responsible for organizing the Final Doctoral Examination.

NOTE: It is expected that the thesis will be of sufficient quality to proceed to examination before initiating the formal exam scheduling

### 3-4 months prior to exam

- Supervisor identifies a preferred external examiner. The external examiner:
  - Will be tenure-track, tenured, or retired faculty member of a university that confers graduate degrees;
  - Will be a recognized authority in the specific field of research of the student's thesis;
  - Will be experienced in supervising doctoral students to completion; and
  - Must be in a position to review the thesis objectively and to provide a critical analysis of the work and the presentation
  - It is essential that the external examiner not have an association with the student, the supervisor, or the department as this could hinder objective analysis.
- Supervisor completes the [Approve External Examiner form](#) and forwards to the Graduate Office along with the proposed external examiner's CV.
- Associate Dean will review the form and the proposed external examiner's CV.
  - The Graduate Office will notify the supervisor if the external examiner is approved.
  - Associate Dean will contact the supervisor if the external examiner is not approved with the reasons for the decision
- Once approved, the Graduate Office will forward the Approve External Examiner form to GPS for processing.
  - This form must be received by GPS at least two months prior to the scheduled examination date.
- Graduate Office will send an official invitation and the External Examiner Guidelines to the external examiner.

### 8-10 weeks (minimum) prior to exam

- Student submits copies of thesis to all members of the supervisory committee allowing sufficient time for review and feedback by the supervisory committee and revisions by the student.
- Supervisor obtains signatures of supervisory committee members on the [Preliminary Acceptance of Thesis form](#) and submits to the Graduate Office.
- Supervisor confirms availability of all examining committee members, including the external examiner, and schedules the exam.
  - To ensure the examination committee meets all requirements, please review the “Size and Composition of Examining Committees” section in the [University Calendar](#) which outlines regulations.
  - Please ensure all examining committee members are added to the calendar invite and include the online meeting link (if applicable).
- Once the exam date is set, the supervisor will contact the Graduate Office to request an exam chair. The supervisor will be provided with the name of the next exam chair on the rotation list to contact. It is the responsibility of the supervisor to secure the exam chair and provide the chair with the calendar invite and online meeting link (if applicable).

### At least 4 weeks prior to scheduled examination date

- Supervisor completes the [Notice of Examining Committee & Examination Date form](#) and forwards to the Graduate Office for processing.
- Associate Dean will review and approve the Notice of Exam.
- Graduate Office will circulate the approved Notice of Exam to the examining committee and forward to GPS for processing.
  - This form must be received by GPS at least 4 weeks prior to the scheduled examination date.
- Supervisor distributes the final thesis to the examining committee, excluding the external examiner, and submits the final thesis to the Graduate Office for distribution to the external examiner.
- Supervisor must have no further contact with the external examiner. Any messages received after distribution of the thesis should be referred to the Associate Dean.
- Graduate Office will send the thesis and External Examiner Guidelines to the external examiner for review, asking them to complete their review and submit their evaluation no less than 1 week prior to the exam.

### 1 week prior to scheduled examination date

- The external examiner evaluation is sent to the Associate Dean.
  - If the external examiner places the thesis in one of the following categories, the Graduate Office will notify the supervisor and exam chair that the exam will proceed on the scheduled date and forward the evaluation to the exam chair:

- The thesis is acceptable with minor or no revisions.
  - Judgment is reserved until after the examination.
- If the thesis is deemed unacceptable without major revisions, the external examiner will contact the Dean of GPS and the exam will normally be postponed. The Dean of GPS will follow up with the supervisor notifying them of the decision and the next steps to follow.
- The external examiner's commentary will be shared with both student and supervisor following the examination.
- Graduate Office will forward the [Thesis Approval/Program Completion form](#) to the supervisor who will collect signatures at the exam.
- Note: In addition to the thesis, the student may bring paper, pen and summary notes to the examination if desired.

### **Immediately following examination**

- Supervisor will submit the completed [Thesis Approval/Program Completion form](#) to the Graduate Office.
- Graduate Office will submit the Thesis Approval/Program Completion form to GPS for processing.
  - This form must be received by GPS within 5 business days of the final examination date.
- Supervisor and student will receive a follow up email from the Graduate Office with thesis submission and convocation details.

### **Submission of Thesis and Approval for Convocation**

Students are responsible for ensuring their thesis is formatted according to GPS guidelines and convocation application deadlines are met. Please refer to the GPS [Thesis Preparation, Requirements & Deadlines](#) website for important information, deadlines, required forms and submission options. The student is also responsible for ensuring they apply for convocation. Please refer to the [Convocation](#) website for further details.