

PhD Defense Timeline

8-12 weeks before defense (or even earlier):

- Supervisor provides the CV for the external examiner along with the completed **Approve External Examiner for Final Doctoral Oral Exam form** to the graduate advisor.
- The graduate advisor sends the CV and the external approval form to the graduate chair for approval and signature. Both forms are submitted to the Faculty of Science for approval.
- When external is approved by the Faculty Science, the graduate chair send the official invitation and instructions to the external examiner.
- Supervisory committee signs the **Preliminary Acceptance of Thesis form** indicating it's ready for the final defense. This form is sent to the graduate advisor: psychgrad@ualberta.ca

9+ weeks before defense:

- Supervisor schedules the defense (in-person or online). Provide exam date, time and location to the examining committee and the graduate advisor.
- Supervisor must ensure graduate student has completed all required professional development. The **Individual Development Plan and Professional Development Requirement Form** is completed, signed by both the supervisor and student. Completed form is submitted to the graduate advisor prior to the defense date.
- Supervisor provides a copy of the dissertation (approved by the supervisory committee) to members of the examination committee and the graduate advisor. The external examiner **must** receive a copy of the dissertation a minimum of 4 weeks in advance of the defense. The external examiner needs to provide their report to the graduate chair 1 week before the defense.
- Supervisor completes the names and university employee ID# of the examining committee members on the **Notice of Examining Committee & Examination Date (Doctoral Final Oral Exam) form** including: chair, supervisory committee members, arm's length examiner, and external examiner. The chair is not a member of the examining committee.
- Once the notice of examining form is completed, signed by both the supervisor and the graduate chair, the graduate advisor submits the form to FGPS.

1 week before defense:

- External examiner submits their report to the graduate chair.
- Supervisor sends notice of the defense to the faculty/graduate mail list.
- Graduate advisor sends a scan of the student's file to the exam chair, including **Thesis Approval/Program Completion (TAPC)** form, department oral examination procedures and external examiner report.

End of Exam:

- The examining committee signs the TAPC form and indicate the result. The chair can sign on behalf of the external examiner. If defense took place in-person, the chair signs on behalf of anyone not physically in attendance.
- Committee chair sends the TAPC form to the graduate advisor for the graduate chair's signature. Completed **TAPC form and Individual Development Plan and Professional Development Requirement form** are submitted to FGPS

Successful Defense

- Student has up to 6 months to submit their thesis to FGPS.
- Information on thesis requirements can found on the FGPS website, **Thesis Preparation, Requirements & Deadlines**
- Student apply for convocation in Bear Tracks.