

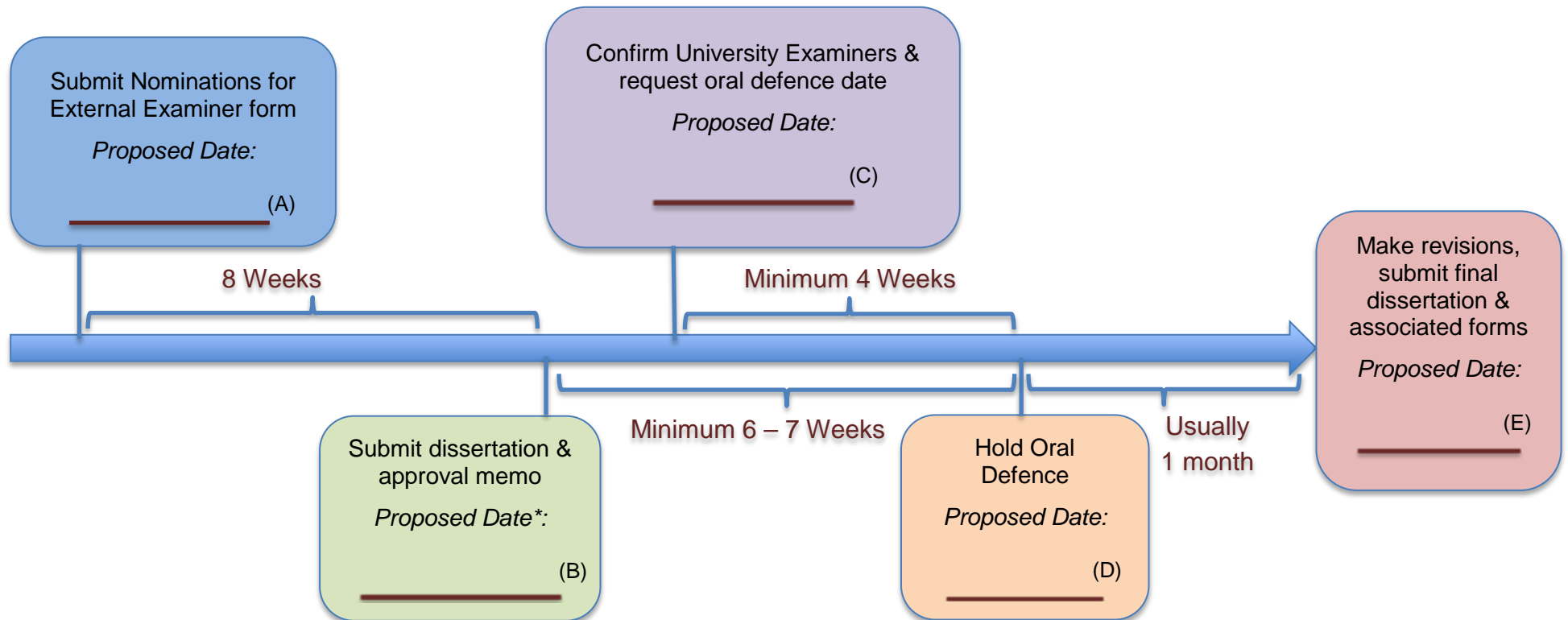
Doctoral Examinations Planning Tool and Checklist For Candidates and Supervisors

The best way to prepare for a smooth examination process is to plan ahead and communicate clearly with the Supervisory Committee members and Graduate and Postdoctoral Studies (G+PS). Planning in advance for your final doctoral examination can significantly reduce stress for everyone involved.

Under normal circumstances the final doctoral examination process takes four months. This planning tool and checklist can assist you with planning your examination. Please note that the information contained below is a summary; it is essential that this tool is used in conjunction with the Doctoral Examination Guide, available on our website at <https://www.grad.ubc.ca/current-students/final-doctoral-exam/final-doctoral-examination-guide>. If you have not done so already, please take the time to read that guide in its entirety. Information sessions are also held throughout the year and we encourage you to attend one. For those not able to attend, a webinar recording is available on our website at <https://www.grad.ubc.ca/current-students/final-doctoral-exam/tools-planning-doctoral-exam>.

Note: If you are trying to meet a specific program end date (end of student status and assessment of new tuition/fees to UBC), degree awarding date (notation appears on your official transcript) or graduation ceremony (parchment in hand), please refer to the deadlines posted on our website at <https://www.grad.ubc.ca/current-students/final-doctoral-exam/doctoral-deadlines>.

Planning Your Examination Timeline



* Please remember to notify G+PS as soon as possible if your anticipated dissertation submission date changes.



Doctoral Examinations Planning Tool and Checklist For Candidates and Supervisors

Proposed Dates	Action	Notes & Instructions
Date (A) _____ <i>8 weeks before (B)</i>	Nominate External Examiners <input type="checkbox"/> Research Supervisor and Graduate Advisor submit signed Nominations for External Examiner (Doctoral Dissertation) form to G+PS. <input type="checkbox"/> G+PS begins the invitation process and notifies the Research Supervisor, Candidate and Graduate Program once an External Examiner has been confirmed.	See https://www.grad.ubc.ca/current-students/final-doctoral-exam/selecting-external-examiner <ul style="list-style-type: none"> Research Supervisor nominates 2-3 individuals who meet the eligibility criteria for the role of External Examiner. Nominees must be approved by the Graduate Advisor for the Candidate's Graduate Program (or Department Head). Nominees should not be contacted in advance of submitting the form. Invitations to serve in this role must be initiated by G+PS.
	In the event of dissertation submission timeline changes <input type="checkbox"/> Candidate and Research Supervisor notify G+PS if there is a change to the anticipated dissertation submission date provided on the Nominations for External Examiner form. <input type="checkbox"/> G+PS communicates the new timeline to External Examiner as appropriate.	See https://www.grad.ubc.ca/current-students/final-doctoral-exam/examination-timeline <ul style="list-style-type: none"> The anticipated submission date provided to G+PS is communicated to potential External Examiners and plays a significant role in whether they are able to accept the invitation to serve. The external examination and oral defence may be delayed if G+PS is not notified of a change to the anticipated submission date in advance.
Date (B) _____ <i>8 weeks after (A) and a minimum of 6-7 weeks before (D)</i>	Submit dissertation for external examination <input type="checkbox"/> Supervisory committee approves content of dissertation and ensures it is well-presented and contains all required elements . <input type="checkbox"/> Candidate contacts his/her graduate program office to request the Graduate Program Approval form . <input type="checkbox"/> Candidate submits an electronic copy (PDF) of dissertation to graduate.doctoral@ubc.ca . <input type="checkbox"/> Candidate submits a paper copy of dissertation to G+PS (if requested). <input type="checkbox"/> G+PS transmits dissertation to External Examiner and sends a confirmation email to Research Supervisor, Candidate and Graduate Program. <input type="checkbox"/> Candidate and Graduate Program ensure Candidate's program end date will allow time for completion of the Final Doctoral Examination and, if required, contact G+PS to discuss a program end date extension. <input type="checkbox"/> Candidate submits Application to Graduate online through the SSC (<i>Note: timing of this application varies – see Applying to Graduate for deadlines</i>).	See https://www.grad.ubc.ca/current-students/final-doctoral-exam/submitting-dissertation-external-examination <ul style="list-style-type: none"> The dissertation will not be transmitted to the External Examiner until all required documents have been received by G+PS. If a paper copy of the dissertation is requested by the External Examiner then this will be communicated to the Candidate and Research Supervisor as part of the External Examiner Confirmed email. If you're unsure whether this is required for your exam please check with G+PS. Once the dissertation has been transmitted to the External Examiner by G+PS, you will receive information by email about the earliest possible date for the Oral Defence.
Before Date (C)	Confirm University Examiners <input type="checkbox"/> Research Supervisor confirms two University Examiners (at least one from outside the Candidate's graduate program and Supervisor(s)'s departments) who are at arm's length from both the Candidate and Research Supervisor. <input type="checkbox"/> Research Supervisor and Graduate Advisor submit signed Approval of University Examiners form to G+PS.	See https://www.grad.ubc.ca/current-students/final-doctoral-exam/selecting-university-examiners <ul style="list-style-type: none"> The consent of the proposed University Examiners to serve in the role of University Examiner and their availability to attend the Oral Defence must be confirmed by the Research Supervisor <i>prior</i> to submitting the form. If you are unsure of a prospective University Examiner's eligibility to serve in this role, please contact G+PS well in advance. Keep in mind that two approved University Examiners must be confirmed before an oral defence booking can be finalized and that needs to happen at least 4 weeks before the proposed oral defence date. Allow sufficient time for G+PS review of the nominees and, if required, for you to secure a replacement examiner.

Proposed Dates	Action	Notes & Instructions
<p>By Date (C)</p> <p>_____</p> <p><i>After (B) and a minimum of 4 weeks before (D)</i></p>	<p>Set a date for the Oral Defence</p> <ul style="list-style-type: none"> <input type="checkbox"/> Research Supervisor confirms the availability of all Examining Committee members required for quorum (2 University Examiners + 2-3 Supervisory Committee members including the Research Supervisor). <input type="checkbox"/> Research Supervisor or Graduate Program books a suitable room for the defence <input type="checkbox"/> Research Supervisor or Candidate completes and submits the online booking request form on the G+PS website to schedule the Oral Defence. <input type="checkbox"/> G+PS confirms the booking by email and begins the search for a Chair. <input type="checkbox"/> Research Supervisor ensures all Examining Committee members (except Chair) are aware of the date, start time, and location of the Oral Defence. <input type="checkbox"/> Research Supervisor or Candidate distributes copies of the dissertation to Examining Committee members. 	<p>See https://www.grad.ubc.ca/current-students/final-doctoral-exam/scheduling-final-oral-defence</p> <ul style="list-style-type: none"> • Oral Defence booking requests must be finalized by G+PS a minimum of 4 weeks in advance. All Examining Committee members required for quorum must be confirmed before a defence can be scheduled. • If possible, please provide 2-3 dates and times that would work for the Candidate and all Examining Committee members. • Once the Oral Defence date has been confirmed by G+PS, consider it final. • Oral Defences are not normally held between mid-December and mid-January. Please contact G+PS well in advance if you are considering an Oral Defence date during this period. • Research Supervisors wishing to invite the External Examiner to participate in the defence either in person or remotely must ensure all communication is copied the Doctoral Exams Office.
<p>Between Dates (C) and (D)</p>	<p>Prepare for Oral Defence</p> <ul style="list-style-type: none"> <input type="checkbox"/> G+PS secures a Chair for the Oral Defence and notifies the Research Supervisor, Candidate and Graduate Program by email. <input type="checkbox"/> Supervisor provides Chair with a paper copy of the dissertation (if requested). <input type="checkbox"/> (Optional) Candidate books a practice session in the examination room. <input type="checkbox"/> G+PS sends email reminder to all Examination Committee members one week before the Oral Defence date that includes the External Examiner's report and Chair Report form template. <input type="checkbox"/> If desired, Candidate prepares Examination Programme and prints copies for the defence. 	<p>See https://www.grad.ubc.ca/current-students/final-doctoral-exam/preparing-oral-defence</p> <ul style="list-style-type: none"> • Practice sessions in room 200 or 203 in the Graduate Student Centre can be booked a maximum of 4 weeks in advance by emailing graduate.doctoral@ubc.ca. • A recommendation from the External Examiner to move ahead to Oral Defence is required before the Oral Defence can take place. The Research Supervisor and Candidate will be notified as early as possible if postponement of a scheduled oral defence becomes necessary (see External Examiner's Report for more information). • The Candidate will not receive a copy of the exam reminder email. The External Examiner's report is considered confidential and its contents must not be shared with the Candidate until the Oral Defence.
<p>Date (D)</p> <p>_____</p> <p><i>A minimum of 6-7 weeks after (B) and a minimum of 4 weeks after (C)</i></p>	<p>Hold Oral Defence</p> <ul style="list-style-type: none"> <input type="checkbox"/> Candidate arrives 30 minutes early to get set up. <input type="checkbox"/> If arrangements have been made with G+PS for an Examination Committee member to participate remotely, Research Supervisor or Graduate Program provides and manages the required technology. <input type="checkbox"/> Examination proceeds according to the Exam Instructions. <input type="checkbox"/> Examination Committee members (with exception of members appointed to oversee revisions) sign Doctoral Dissertation Approval form. 	<p>See https://www.grad.ubc.ca/current-students/final-doctoral-exam/final-oral-defence</p> <ul style="list-style-type: none"> • If defending in the Graduate Student Centre, candidate should bring his/her own laptop. Contact G+PS in advance if this will not be possible. • Normally, quorum must be met with those Examining Committee members physically present in the exam room. If an Examination Committee member or External Examiner is planning to attend remotely, this must be discussed with G+PS in advance. • For off-site exams, the Research Supervisor or Graduate Program is responsible for providing printed copies of all examination documents in the exam room.
<p>On or before Date (E)</p> <p>_____</p> <p><i>Normally a maximum of 1 month after (D)</i></p>	<p>Complete revisions & submit final dissertation to G+PS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chair submits completed Chair's Report to G+PS and G+PS distributes it to the Examining Committee members. <input type="checkbox"/> Candidate completes any required revisions to dissertation. <input type="checkbox"/> Candidate submits dissertation to Research Supervisor (and other Examination Committee members if required) for final approval. <input type="checkbox"/> Research Supervisor signs Doctoral Dissertation Approval form. <input type="checkbox"/> Candidate submits final defended and approved dissertation to G+PS along with signed Doctoral Dissertation Approval form and other required forms. 	<p>See https://www.grad.ubc.ca/current-students/final-doctoral-exam/final-submission-post-defence</p> <ul style="list-style-type: none"> • Candidates are normally granted one month to complete the required revisions post-defence. If the Examining Committee feels that longer will be required, they will make that recommendation to G+PS and the Chair will inform the Candidate at the end of the Oral Defence. • Candidates are required to maintain active registration until G+PS has confirmed acceptance of the final dissertation and associated forms and approvals.