This is a checklist of tasks that will need to be completed in the course of your doctoral examination. This editable version allows you to customize the order and add dates. It also includes actions by people other than the student — these are denoted in blue. You can delete them to make a more streamlined list, or keep them if they are helpful.

You can find more information in the [Doctoral Exam Planning Guide](https://www.grad.ubc.ca/forms/doctoral-examinations-planning-tool-checklist-candidates-supervisors).

**At least 8 weeks before submission of the dissertation document to G+PS Doctoral Exams office:**

* Discuss your program’s pre-submission requirements with your supervisor. You may need to plan a departmental defence before you can set your submission date.
* Discuss potential External Examiners with your supervisor/s.
* Check with your committee about timelines for reading a final draft of your work and providing feedback.
* Set a target date for submission to the External Examiner.
* Fill in the Nomination of External Examiner form with your supervisor.
* Submit the External Examiner form for signature by your Graduate Advisor.
* External Examiner form sent to G+PS Doctoral Exams Office (this is usually done by the program).
* Receive acknowledgment of form and “Welcome to your Doctoral Defence” from the G+PS Doctoral Exams Team.

**From 8 weeks prior to submission of the dissertation document to G+PS Doctoral Exams office:**

* Work on and complete your final draft.
* Meet any outstanding program requirements (eg departmental defence) for submission for external examination.
* Receive confirmation that an External Examiner has been appointed.
* Receive a reminder of your submission date.
* *If you are not going to make the submission date, you may want to let us know now.*
* Connect with your Supervisor regarding committee approval.
* Submit Graduate Program Approval memo to your program for signature by your Graduate Advisor.
* Begin discussing potential dates for an oral defence.
* Talk to your supervisor about inviting the External Examiner to the defence (they may have already done so).
* With your committee, decide which supervisory committee members will serve on your Examining committee (minimum of 2, maximum of 3, **including your supervisor**).
* With your supervisor, discuss the appointment of the University examiners. This is the time to check the University Examiners’ eligibility and connect with Doctoral Exams office to request any exceptions if they are needed.

**Submit your dissertation to G+PS Doctoral Exams office:**

* GP Memo sent to G+PS Doctoral Exams Office (this is often done by the program).
* Submit your work to G+PS Doctoral Exams Office.

**After submission of the dissertation document to G+PS Doctoral Exams office:**

* Receive an email saying the dissertation has been transmitted to the External Examiner.
* Note the earliest date of defence (from the email).
* Provide supervisory committee members with the version of the dissertation that was submitted to G+PS.
* University Examiners have been invited (usually by supervisor) and have agreed to serve.
* In consultation with the entire Examining Committee, decide if the defence will be in-person, online via Zoom, or hybrid. (Zoom meetings will be booked later by Doctoral Exams Team.)
* Find at least one (but preferably 2 or 3) possible defence dates that work for the entire Examining Committee.

**At least 4 weeks before your defence date:**

* Fill in the University Examiner Approval Form with your supervisor.
* Submit your University Examiner Approval Form to your program for signature by the Graduate Advisor.
* University Examiner form sent to G+PS Doctoral Exams Office (this is usually done by the program).
* University Examiners confirmed by Doctoral Exams who will send the examiners a copy of the dissertation.
* Fill in the Online Defence Booking form (you or your supervisor can do this).
* Receive confirmation of the defence date and time.

**From 4 weeks prior to defence and Defence Day:**

* Make a practice plan.
* Book a practice session in the exam space, if desired.
* Pick an outfit.
* Invite the audience members you want to have at your defence.
* Receive Chair Notification email 2 weeks before defence.
* Committee, but not candidate, receive an Exam Reminder email.
* For online or hybrid defences, receive Zoom information 1 week before defence.

**After the defence:**

* Meet with your supervisor to discuss any required revisions requested by the examining committee.
* Receive confirmation that the Chair report has been received.
* Complete your revisions.
* Receive signed Doctoral Dissertation Approval Form from your supervisor or the committee member/s tasked with checking revisions.
* Submit your Doctoral Dissertation Approval Form and Thesis Cover Sheet to your program.
* DDA form and Thesis Cover Sheet submitted to G+PS Thesis Team (this is normally done by the program).
* Create your cIRcle account.
* Follow the instructions for submission to cIRcle.
* Respond to any emails about final submission.
* Receive a Thesis Receipt