



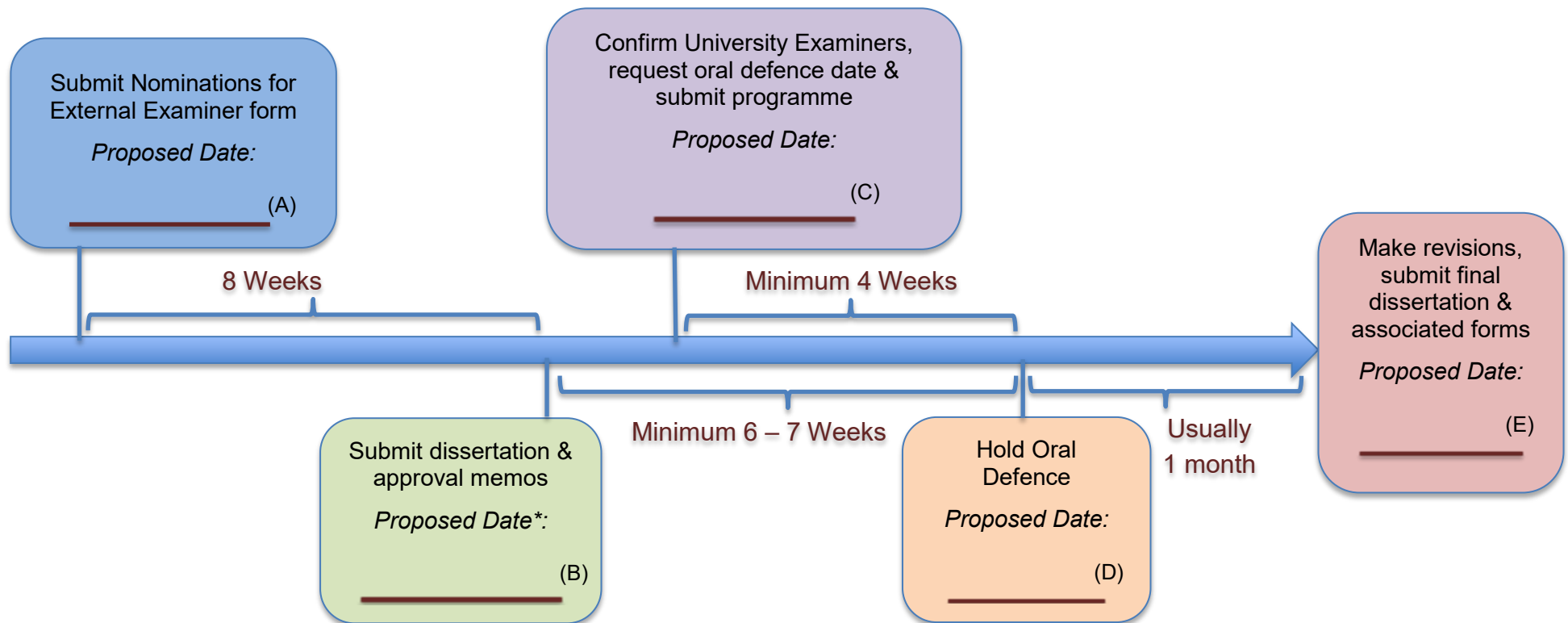
## Doctoral Examinations Planning Tool and Checklist For Candidates and Supervisors

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
<p style="text-align: center;">Date (A)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>8 weeks before (B)</i></p>	<p><b>Nominate External Examiners</b></p> <p><input type="checkbox"/> Research Supervisor and Graduate Advisor submit signed <a href="#">Nominations for External Examiner (Doctoral Dissertation) form</a> to G+PS.</p> <p><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.</p>	<p>See <a href="https://www.grad.ubc.ca/current-students/final-doctoral-exam/selecting-external-examiner">https://www.grad.ubc.ca/current-students/final-doctoral-exam/selecting-external-examiner</a></p> <ul style="list-style-type: none"> <li>• Research Supervisor nominates 2-3 individuals who meet the eligibility criteria for the role of External Examiner.</li> <li>• Nominees must be approved by the Graduate Advisor for the Candidate's Graduate Program (or Department Head).</li> <li>• Nominees should not be contacted in advance of submitting the form. Invitations to serve in this role must be initiated by G+PS.</li> </ul>
	<p><b>In the event of dissertation submission delays</b></p> <p><input type="checkbox"/> Candidate and Research Supervisor notify G+PS if there has been a change to the anticipated dissertation submission date provided on the Nominations for External Examiner form.</p> <p><input type="checkbox"/> G+PS communicates the new timeline to External Examiner as appropriate.</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<p style="text-align: center;">Date (B)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>8 weeks after (A) and a minimum of 6-7 weeks before (D)</i></p>	<p><b>Submission of dissertation for external examination</b></p> <p><input type="checkbox"/> Candidate has the format of the dissertation approved by G+PS and submits a copy of the approval email to <a href="mailto:graduate.doctoral@ubc.ca">graduate.doctoral@ubc.ca</a>.</p> <p><input type="checkbox"/> Candidate requests the <a href="#">Graduate Program Approval Memo</a> from his/her graduate program.</p> <p><input type="checkbox"/> Candidate submits an electronic copy (PDF) of dissertation to <a href="mailto:graduate.doctoral@ubc.ca">graduate.doctoral@ubc.ca</a>.</p> <p><input type="checkbox"/> Candidate submits a paper copy of dissertation to G+PS (if requested).</p> <p><input type="checkbox"/> G+PS transmits the dissertation to the External Examiner and sends a confirmation email to the Research Supervisor, Candidate and Graduate Program.</p> <p><input type="checkbox"/> Candidate and Graduate Program ensure Candidate's <a href="#">program end date</a> will allow time for completion of the Final Doctoral Examination and, if required, contact G+PS to discuss a program end date extension.</p> <p><input type="checkbox"/> Candidate submits <a href="#">Application to Graduate</a> online through the SSC.</p>	<p>See <a href="https://www.grad.ubc.ca/current-students/final-doctoral-exam/submitting-dissertation-external-examination">https://www.grad.ubc.ca/current-students/final-doctoral-exam/submitting-dissertation-external-examination</a></p> <ul style="list-style-type: none"> <li>• The dissertation will not be transmitted to the External Examiner until all required documents have been received by G+PS.</li> <li>• If a paper copy of the dissertation is requested by the External Examiner, this will be communicated to the Candidate and Research Supervisor by email when that External Examiner has been confirmed. If you're unsure whether this is required for your exam, check with G+PS.</li> <li>• Do not have the dissertation printed and bound until after the formatting has been approved by G+PS.</li> <li>• 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.</li> </ul>
<p style="text-align: center;">Any time before Date (C)</p>	<p><b>Confirm University Examiners</b></p> <p><input type="checkbox"/> Research Supervisor confirms two University Examiners (at least one from outside the Candidate's graduate program and Supervisor's department) who are at arm's length from both the Candidate and Research Supervisor.</p> <p><input type="checkbox"/> Research Supervisor and Graduate Advisor submit signed <a href="#">Approval of University Examiners form</a> to G+PS.</p>	<p>See <a href="https://www.grad.ubc.ca/current-students/final-doctoral-exam/selecting-university-examiners">https://www.grad.ubc.ca/current-students/final-doctoral-exam/selecting-university-examiners</a></p> <ul style="list-style-type: none"> <li>• 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 or Graduate Program <i>prior</i> to submitting the form.</li> <li>• If you are unsure of a prospective University Examiner's eligibility to serve in this role, please contact G+PS in advance.</li> </ul>



Proposed Dates	Action	Notes & Instructions
<p>By Date (C)</p> <p>_____</p> <p>After (B) and a minimum of 4 weeks before (D)</p>	<p><b>Set a date for the Oral Defence</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Research Supervisor confirms the availability of all Examining Committee members (2 University Examiners + 2-3 Supervisory Committee members including the Research Supervisor).</li> <li><input type="checkbox"/> Research Supervisor or Candidate emails <a href="mailto:graduate.doctoral@ubc.ca">graduate.doctoral@ubc.ca</a> to book the Oral Defence.</li> <li><input type="checkbox"/> G+PS confirms the booking by email, assists with booking a room, and begins the search for a Chair.</li> <li><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.</li> <li><input type="checkbox"/> Research Supervisor or Candidate distributes copies of the dissertation to Examining Committee members.</li> <li><input type="checkbox"/> Candidate completes <a href="#">Examination Programme</a>, has it approved by Research Supervisor, and submits it to <a href="mailto:graduate.doctoral@ubc.ca">graduate.doctoral@ubc.ca</a>.</li> </ul>	<p>See <a href="https://www.grad.ubc.ca/current-students/final-doctoral-exam/scheduling-final-oral-defence">https://www.grad.ubc.ca/current-students/final-doctoral-exam/scheduling-final-oral-defence</a></p> <ul style="list-style-type: none"> <li>• A minimum of 4 weeks of notice is required for all Oral Defence bookings.</li> <li>• If possible, please provide 2-3 dates and times that would work for the Candidate and all Examining Committee members.</li> <li>• Once the Oral Defence date has been confirmed by G+PS, consider it final.</li> <li>• Oral Defences are not normally held during the month of August or between mid-December and mid-January. Please contact G+PS in advance if you are considering an Oral Defence date during one of these periods.</li> </ul>
<p>Between Dates (C) and (D)</p>	<p><b>Preparation for Oral Defence</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> G+PS secures a Chair for the Oral Defence and notifies the Research Supervisor, Candidate and Graduate Program by email.</li> <li><input type="checkbox"/> Supervisor provides Chair with a paper copy of the dissertation (if requested).</li> <li><input type="checkbox"/> (Optional) Candidate books a practice session in the examination room.</li> <li><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, Examination Programme and Chair Report form template.</li> <li><input type="checkbox"/> Candidate prepares the <a href="#">Doctoral Dissertation Approval form</a> for Examining Committee signatures on the day of the Oral Defence.</li> <li><input type="checkbox"/> Candidate prints copies of Examination Programme for audience members at Oral Defence (if desired).</li> </ul>	<p>See <a href="https://www.grad.ubc.ca/current-students/final-doctoral-exam/preparing-oral-defence">https://www.grad.ubc.ca/current-students/final-doctoral-exam/preparing-oral-defence</a></p> <ul style="list-style-type: none"> <li>• Practice sessions can be booked a maximum of 4 weeks in advance by emailing <a href="mailto:graduate.doctoral@ubc.ca">graduate.doctoral@ubc.ca</a>.</li> <li>• A recommendation from the External Examiner to move ahead to the Oral Defence is required before the Oral Defence can take place. The Research Supervisor and Candidate will be notified as early as possible if revisions to the dissertation and resubmission for external examination are required before proceeding with the Oral Defence.</li> <li>• 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.</li> </ul>
<p>Date (D)</p> <p>_____</p> <p>A minimum of 6-7 weeks after (B) and a minimum of 4 weeks after (C)</p>	<p><b>Hold Oral Defence</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Candidate arrives 30 minutes early to get set up.</li> <li><input type="checkbox"/> Examination proceeds according to the <a href="#">Exam Instructions</a>.</li> <li><input type="checkbox"/> Examination Committee members (with the exception of members appointed to oversee revisions) sign the <a href="#">Doctoral Dissertation Approval form</a>.</li> </ul>	<p>See <a href="https://www.grad.ubc.ca/current-students/final-doctoral-exam/doctoral-exam-guide/doctoral-examination-final-oral-defence">https://www.grad.ubc.ca/current-students/final-doctoral-exam/doctoral-exam-guide/doctoral-examination-final-oral-defence</a></p> <ul style="list-style-type: none"> <li>• Candidate should bring his/her own laptop. Contact G+PS in advance if this will not be possible.</li> <li>• 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, please discuss this with G+PS in advance.</li> </ul>
<p>On or before Date (E)</p> <p>_____</p> <p>Normally a maximum of 1 month after (D)</p>	<p><b>Complete revisions &amp; submit final dissertation to G+PS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chair submits completed <a href="#">Chair's Report form</a> to G+PS and G+PS distributes the Chair's Report to Examining Committee members.</li> <li><input type="checkbox"/> Candidate completes any required revisions to dissertation.</li> <li><input type="checkbox"/> Candidate submits dissertation to Research Supervisor (and other Examination Committee members if required) for final approval.</li> <li><input type="checkbox"/> Research Supervisor signs Doctoral Dissertation Approval form.</li> <li><input type="checkbox"/> Candidate submits final defended and approved version of dissertation to G+PS along with signed Doctoral Dissertation Approval form and <a href="#">other required forms</a>.</li> </ul>	<p>See <a href="https://www.grad.ubc.ca/current-students/final-doctoral-exam/post-examination-details">https://www.grad.ubc.ca/current-students/final-doctoral-exam/post-examination-details</a></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Candidates are required to maintain active registration until G+PS has confirmed acceptance of the final dissertation and associated forms and approvals.</li> </ul>