

## Doctoral Thesis Oral Examination Timelines

	11 weeks prior	10 weeks prior	9 weeks prior	8 weeks prior	...	1 week prior	EXAM DATE	1 week after	4 weeks - 6 months after
<a href="#">Form 2.1D EE</a> and <a href="#">Form 2.1D UE</a> submitted to program office by student/supervisor	*								
<a href="#">Form 2.1D EE</a> and <a href="#">Form 2.1D UE</a> submitted to SGPS by program office		*							
<a href="#">Form 2.2D</a> is submitted to program office by student/supervisor		*							
<a href="#">Form 2.2D</a> is submitted to SGPS with confirmed defence date by program office			*						
Thesis is submitted to SGPS by student			*						
Thesis is distributed to examining committee by SGPS				*					
Examiner's Report is approved and distributed to examining committee by SGPS						*			
<b>ORAL EXAM</b>							*		
Chair's Report due								*	
Final thesis package submitted to SGPS by student (up to 4 weeks for minor revisions; 6 months for major revisions)									*

## Doctoral Examination Example Timeline and Planning Tool/Checklist for Students and Supervisors

Items to consider before planning for your thesis defence: Has my Supervisory Committee been established/documented and sent to SGPS (no later than 8 months after initiation or program)? Have I completed all of my required courses? Do I have any outstanding fees or a hold on my account?

Proposed Date	Action
DATE #1 :	<input type="checkbox"/> Student submits thesis to supervisory committee (SC) for review <input type="checkbox"/> SC votes on readiness of thesis for examination (form available on SGPS website).
DATE #2 :	<input type="checkbox"/> Graduate Program Director (GPD) and research supervisor(s) (RS) set tentative oral examination date <input type="checkbox"/> GPD and RS nominate External (EE) and University (UE) Examiner's and submit Form 2.1P UE and EE to SGPS for approval
DATE #3: (if applicable)	<input type="checkbox"/> SGPS begins invitation process and contacts UE and EE nominees/asks for CV if not already obtained. SGPS notifies RS, GPD (or designate), and Graduate Program Staff (GPS) once nominees have been approved <input type="checkbox"/> GPS begins contacting all examining committee members to determine availability for examination
DATE #4 & 5:	<input type="checkbox"/> GPD and RS submits a request to schedule the oral examination with confirmed examination date. <input type="checkbox"/> Student signs the request to schedule oral exam form that thesis is final version and an electronic copy of thesis (PDF) and a paper copy (if requested) is submitted to program office <input type="checkbox"/> SGPS notifies RS, GPD (or designate), and GPS once request is approved
DATE #6:	<input type="checkbox"/> SGPS distributes the thesis to the examining committee and sends the EE and UE a letter from the Dean explaining their responsibilities
DATE #7:	<input type="checkbox"/> EE and UE submit Form 3 and written report on thesis (10 Calendar Days before exam) <input type="checkbox"/> SGPS notifies entire examining committee, GPD (or designate), and GPS once reports are approved
DATE #8:	<input type="checkbox"/> GPS provides Chair of examining committee with required documentation <input type="checkbox"/> Examination proceeds according to examination instructions (available on website) <input type="checkbox"/> Examining Committee sign the Certificate of Approval (COA) (except for RS if revisions are required or as described on the Chair's report)
DATE #9:	<input type="checkbox"/> Chair of examining committee or GPS sends SGPS Chair's Report <input type="checkbox"/> SGPS sends student email with access to google drive folder (to ontariotechu.net email), thesis submission deadlines and thesis submission checklist
THESIS SUBMISSION DATE:	<input type="checkbox"/> Student completes any required revisions to the thesis in appropriate time frame <input type="checkbox"/> Student submits thesis to RS (and/or other committee members if required) for final approval <input type="checkbox"/> RS signs COA (and other committee members, if required) <input type="checkbox"/> Student submits final defended and approved version of thesis to SGPS along with original COA and other required forms
	<input type="checkbox"/> Student is registered into thesis course by SGPS and GPS enters grade <input type="checkbox"/> Student receives email from SGPS with confirmation that thesis package has been processed and link to graduate/verification request