DOCTORAL EXAM CHECKLIST FOR CANDIDATES AND SUPERVISORS

2 MONTHS PRIOR TO SUBMISSION OF DISSERTATION TO GRADUATE AND POSTDOCTORAL STUDIES FOR EXTERNAL EXAMINATION

- Research Supervisor and Department Head/Grad Advisor submit Nominations for External Examiner form (See: http://www.grad.ubc.ca/forms/external-examiner-form) to Graduate and Postdoctoral Studies. Upon receipt of the form Graduate Studies will proceed to confirm an external examiner for two months from the date of receipt (NOTE: Form submission deadlines for program end dates/graduation ceremonies apply).

SUBMISSION OF DISSERTATION TO GRADUATE STUDIES FOR EXTERNAL EXAMINATION

- Student has the format of the dissertation reviewed and approved by Graduate Studies (See: http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation/doctoral-dissertations-pre-review)
- Student submits copies of approved dissertation, departmental/grad program memo and thesis review sheet to Graduate Studies
- Student submits online Application to Graduate to Enrolment Services (www.graduation.ubc.ca)

During the 2-3 weeks after submission of DISSERTATION (Or earlier)

- Research Supervisor confirms two University Examiners (at least one from outside student/supervisor’s grad program) and submits Approval of University Examiners for Doctoral Dissertation form
- Research Supervisor confirms availability with Examining Committee members (attending Supervisory Committee members and University Examiners)
- Research Supervisor or student distributes copies of dissertation to Examining Committee members
- Student completes examination Programme template and forwards to supervisor for approval

MINIMUM OF 4 WEEKS PRIOR TO EXAM DATE

- Research Supervisor/student books exam date/time with Graduate Studies
- Research Supervisor/student forwards completed Programme to graduate.doctoral@ubc.ca
- Research Supervisor and Department Head/Grad Advisor submit Approval of University Examiners for Doctoral Dissertation form to Graduate Studies

ONE WEEK PRIOR TO EXAM DATE

- Research Supervisor and Examining Committee receive External Examiner’s report and exam Programme from Graduate Studies
- Student prepares the Doctoral Dissertation Approval form for Examining Committee signatures

EXAM DATE AND FOLLOWING

- Final Doctoral Oral Examination proceeds
- Chair of exam submits Chair’s Report form to Graduate Studies
- Student completes any required revisions to dissertation
- Student submits dissertation to Supervisor (and Exam Committee members if applicable) for final approval
- Student submits final defended and approved version of dissertation to Graduate Studies along with the Doctoral Dissertation Approval form and other required forms (http://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission/document-requirements)

For full information on each of these steps, please refer to the DOCTORAL EXAMINATIONS GUIDE on our web site at: http://www.grad.ubc.ca/current-students/final-doctoral-exam/final-doctoral-examination-guide

FORMS for Doctoral Exams are found at: http://www.grad.ubc.ca/current-students/final-doctoral-exam/doctoral-exams-forms

DEADLINES for Doctoral Exams are found at: http://www.grad.ubc.ca/current-students/final-doctoral-exam/doctoral-deadlines

Details on FINAL DISSERTATION SUBMISSION are available at: http://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission