



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>