

PhD Completion Timeline for Linguistics

At least 6 months prior to the exam: PhD students must have completed their candidacy exam prior to defending their thesis.

Thesis Format Guidelines

University: <https://www.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation/index.html>

Department:

Final Oral Examination Committee information should be placed in the **Preface** of the thesis, in addition to other **Preface** content as specified by FGSR (see link above about thesis format). Information about the Oral Examination Committee should be as follows:

[NAME], Supervisor [repeat as necessary]
[NAME], Supervisory Committee [repeat as necessary]
[NAME], Examiner [repeat as necessary]
[NAME], External examiner

At least 4 months prior to the exam: Supervisor to forward the name of an external examiner to the Graduate Advisor (Christina Smith lingrad@ualberta.ca) for nomination to the Faculty of Arts. (The Faculty of Arts has final approval of the external examiner and sends out the formal invitation to the external examiner once approved.)

The Graduate Advisor *will require* the following information for the nomination:

- Name and academic title of the external
- Institution, mailing and email address of the external
- Role of the external (reader, attending the exam in person or remote attendance)
- Brief CV from the external (including # of doctoral students supervised – current and present and # of doctoral exams sat on)

At least 6 weeks prior to the exam:

- Supervisory committee to give approval - in writing - of the final version of the thesis for the oral examination to the Graduate Advisor
- Student to send a copy of the final version of the thesis to the Graduate Advisor (with supervisor cc'd) for distribution to each member of the examining committee, including the external examiner, the supervisor and student
- Supervisor and the Graduate Advisor to schedule the exam
- Information needed to complete examination form for FGSR:
 - Date, time and location of the exam
 - Title of thesis
 - Members of the examining committee:
<https://calendar.ualberta.ca/content.php?catoid=34&navoid=10137#the-role-and-structure-of-examining-committees>

At least 2 weeks prior to the exam: The Graduate Advisor, on behalf of the Exam Chair, will announce the time, date, location and abstract of the thesis (poster over email and Department Calendar). Poster template available.