PhD Defense Timeline

6-8 weeks before defense (or even earlier):

- Supervisor provides the CV for the external examiner along with the completed Approve External Reader or Examiner for Final Doctoral Oral Exam form to the graduate advisor.

- The graduate advisor sends the CV and the external approval form to the graduate chair for approval and signature. Both forms are submitted to the Faculty of Science for approval.

- When external is approved by the Faculty Science, the graduate advisor send the official invitation, copy of the dissertation and instructions to the external examiner.

4 weeks before defense:

- Supervisory committee signs the Preliminary Acceptance of Thesis form (provided by the graduate advisor) indicating it’s ready for the final defense. This form is sent to the graduate advisor: psychgrad@ualberta.ca

- Supervisor schedules the defense (in-person or online). Provide exam date, time and location to the examining committee and the graduate advisor.

- Supervisor provides a copy of the dissertation (approved by the supervisory committee) to members of the examination committee and the graduate advisor, except the external examiner/reader.

- The graduate advisor provides a copy of the dissertation to the external examiner/reader. The external examiner/reader must receive a copy of the dissertation a minimum of 4 weeks in advance of the defense. The external examiner/reader needs to provide their report to the graduate chair 1 week before the defense.

- Supervisor provides the names of the examining committee to the graduate advisor for the Notice of Examining Committee & Examination form including: chair, supervisory committee members, internal-external examiner, and external-external examiner. The chair is not a member of the examining committee.

- Once the notice of examining form is complete, signed by both the supervisor and the graduate chair, the graduate advisor submits the form to FGSR.
2-3 week before defense:

- Student provides photo, title and abstract to the graduate advisor for the defense poster.

1 week before defense:

- External examiner/reader submits their report to the graduate chair.
- Graduate advisor sends notice of the defense to the faculty/graduate mail list.
- Graduate advisor sends a scan of the student’s file to the exam chair, including Thesis Approval/Program Completion (TAPC) form, department oral examination procedures and external examiner/reader’s report.

End of Exam:

- The examining committee signs the TAPC form and indicate the result. The chair can sign on behalf of the external examiner/reader. If defense took place in-person, the chair signs on behalf of anyone not physically in attendance.
- Chair sends the TAPC form to the graduate advisor for the graduate chair’s signature. Completed TAPC form is submitted to FGSR.

Successful Defense

- Student has up to 6 months to submit their thesis to FGSR.
- Information on thesis requirements can found on the FGSR website, Thesis Preparation, Requirements & Deadlines
- Student apply for convocation in Bear Tracks.