



**YEATES SCHOOL OF GRADUATE STUDIES  
DEPARTMENT OF COMPUTER SCIENCE**

## Doctoral Defence Timeline

Planning for the defence should occur at the start of the term in which the student wishes to complete the program. For example, if the student wants to graduate in the Fall convocation ceremony, defence planning should occur at the beginning of the preceding Spring/Summer term and the defence should be completed by the end of the Spring/Summer term.

**Doctoral Examining Committee:**

POSITION	NUMBER OF MEMBERS	NUMBER OF VOTES
Chair (Dean of YSGS or designate)	1	Non-voting, except to break a tie
Supervisor and second supervisor/co-supervisor (where one exists)	1 or more	1
YSGS faculty from within the Program	2	2
YSGS faculty from outside the Program	1	1
External examiner	1	1
<i>Optional:</i> additional member approved by the Dean	1	1

**Timeline for defence:**

*Please note: The minimum requirement is that all approvals and distribution must be completed at least 6 weeks before the scheduled date of the defence.*

WHEN	WHAT	WHO
Once writing has begun	Plan timeline for defence and completion of the program.	Supervisor Student Program Administrator
9 to 12 weeks before defence	The Supervisor, in consultation with the student, determines that the dissertation is ready for defence and will set a tentative date.  In cases where consensus is not reached with regard to readiness, the student has the right to petition the Program Director in order to have the dissertation stand for defence. Where the Program Director is the student's Supervisor, the student may petition the Dean of YSGS.	Supervisor Student
8 to 9 weeks before defence	The External Examiner Nomination form and Dissertation Examining Committee Nomination form, along with supporting documentation, is submitted by the Supervisor to the Program Director.	Supervisor Program Director Program Administrator
No later than 6 weeks before defence	The External Examiner Nomination and Dissertation Examining Committee Nomination forms must be submitted by the Program Director to the Dean of YSGS for approval.	Program Director Dean Program Administrator
No later than 6 weeks before defence	The Supervisory Committee will conduct an oral examination in preparation for the dissertation. This internal oral exam will be open to the public, and will be in the same format as the dissertation defence. Based on satisfactory performance in this exam, the Graduate Program Director will recommend to the Dean of YSGS that the dissertation defence be scheduled.	Student Supervisory Committee Program Director



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WHEN	WHAT	WHO
No later than 6 weeks before defence	Once the Examining Committee is approved, <b>printed copies</b> of the dissertation are distributed to the internal (Ryerson) committee members and to the External Examiner with appropriate correspondence and information on the required report. If the Chair has not yet been appointed, the Program Administrator will retain the Chair's copy.  PDF copies of the dissertation may be distributed in addition to printed copies.	Supervisor Student Program Administrator
3 weeks before defence	The Program Administrator prepares the defence package for the Chair. This package includes: a printed copy of dissertation (if not already provided); a copy of correspondence sent to External Examiner; a copy of the YSGS examination report; a copy of the student's academic history from RAMSS; a copy of the YSGS policy on the defence and role of the Chair; and any other guidelines in place.	Program Administrator
2 weeks before defence	The Report of the External Examiner is sent to the Program Director who sends a copy to the Program Administrator and the Chair.  If the report does not recommend that the dissertation continue to defence, the Program Director should consult with the Chair and Dean to develop a way forward.	Program Director Program Administrator Chair
2 weeks before defence	The Program Administrator will post an announcement of the defence on the YSGS web site.	Program Administrator
1 week before defence	The Program Director will send a copy of the External Examiner's report to the Supervisor and student.	Program Director
1 week before defence	The Program Administrator will confirm the details of the defence with the Examining Committee and student	Program Administrator