

# TIMELINE PROCEDURES FOR PhD DISSERTATIONS

## Biomedical Physics Program

It is recommended that the student begin the process at the beginning of the term in which the student wants to complete. (e.g. Fall convocation – defence completed and corrections done by end of s/s term; Spring convocation – completion of defence and corrections by the end of the fall or winter term)

### COMPOSITION OF DOCTORAL EXAMINING COMMITTEE:

Position	Number	Votes
Chair (Dean of YSGS or designate)	1	non-voting except to break a tie vote
Supervisor (s)	1 or more	1
YSGS faculty from w/in Program	2	2
YSGS faculty from outside Program	1	1
External Examiner	1	1
OPTIONAL additional member approved by Dean	1	1

**MINIMUM REQUIREMENT: All approvals and distribution must be completed a minimum of 6 weeks before the actual scheduled date of the examination:**

### **TIMELINE:**

8 months to exam date	Hold S4 Committee meeting & get Supervisory Committee's approval to proceed to defence	Supervisor/ student/ Committee/ PA
Once writing has begun	Plan the timeline for completion phase	Supervisor/student/ PA
12 to 9 weeks	Supervisor, in consultation w/student, determines preparedness for dissertation defence & sets tentative defence date (prepare Scheduling Requisition form)	Supervisor/student
9 to 8 weeks (no later than 7 weeks)	External Examiner Nomination form and Examining Committee Nomination & Approval form completed & all supporting docs attached must be submitted by Supervisor to GPD	Supervisor/ PA (copy)
8 weeks (no later than 6 weeks)	External Nomination form & recommended examining committee submitted by GPD to Dean of YSGS for consideration & approval. Use new form & attach all supporting docs. (this may be done earlier if info & defence date known & External examiner nominated & approved in advance & submitted as part of full committee	PD/Dean PA (copy)

No later than 6 weeks	Once Exam committee has been approved, dissertation distributed in <b>hard copy</b> to internal (RU) members of the committee & to External Examiner w/ appropriate correspondence & info o req'd report. (If Chair hasn't been appointed, PA retains Chair's copy until appointed. (may send PDF copy as well)	Supervisor/ student/ PA
3 weeks	PA prepares exam package for Chair. (see checklist for complete list of doc's needed)	PA
2 weeks	report of External Examiner sent to GPD. GPD sends copy to PA & Chair. (If report does not recommend that dissertation continue to defence, GPD consults w/ Chair & Dean to develop a way forward	PD/ PA (copy)/ Chair(copy)
2 weeks	PA to post announcement of defence on YSGS web page for scheduled exams as a minimum. Other announcements- student and /or faculty listserves	PA
1 week	PD to forward copy of external examiner's report to the Supervisor & student	PD
1 week	PA to confirm details of defence with Examining Committee & student	PA