

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 hard copy 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