

PATHOLOGY CHECKLIST FOR COMPLETING PHD DEGREE

Important Information:

Graduation deadlines and blackout periods (periods when defenses will not be Scheduled): www.grad.ubc.ca/deadlines/?=doctoral.

Graduate Studies Doctoral exam Checklist for Candidates and Supervisors: http://www.grad.ubc.ca/sites/default/files/materials/docexams_checklist.pdf

Masters and Doctoral Thesis Preparation and Submission: <http://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission>

- Obtain permission from your Supervisory Committee to write your thesis.
The Committee must confirm that sufficient work has been done for inclusion in the thesis.
- Four months before the completion of your thesis, please submit the “Request for Appointment of External Examiner” form to the program secretary for the proposal of External Examiner. The Graduate Program Advisor must approve. Please print form from <http://www.grad.ubc.ca/forms/nomination-external-examiner-form>
- Apply for Graduation through Student Services.
Typically, deadlines are:
-For those who have completed their defense by April, apply in February to graduate in May
-For those who have completed their defense by October, apply in August to graduate in November
For more information visit: <http://www.students.ubc.ca/coursesreg/graduation>
For a list of current deadlines visit <http://www.grad.ubc.ca/deadlines/>
- Ensure the Supervisory Committee has reviewed your thesis to ensure any necessary revisions have been made, and to approve the thesis before the proceeding to the final exam. The **last committee meeting** before the university defense may be held in either of the following ways:
 - A committee meeting at which a quorum agree that the thesis has been adequately revised and is ready for the final university defense. A quorum will be the chair, the supervisor and two other members.
 - It may be run in a defense format if the student and supervisor would like to have it serve as a practice for the university defense. No new examiners are required and the thesis committee chairman will chair this more informal defense.

*** Please note that students will be required to set up their own meeting.**

The committee meeting or internal defense must be held at least one week prior to the Graduate Studies deadline for “Candidate to submit two copies of the doctoral thesis with Departmental memo to the Faculty of Graduate Studies”.

- After the thesis has been deemed suitable for the University Defense to the satisfaction of the thesis committee, please ask committee to sign and complete the Supervisory Committee – PhD Thesis Report ([click on link for form](#)).
- At least 4 weeks before your planned oral examination date complete the Approval of University Examiners for Doctoral Dissertation form here <https://www.grad.ubc.ca/forms/university-examiner-form>. Please note that the Graduate Advisor must also sign this form before it is submitted.
- Prepare an oral presentation of the research presented in the thesis. This must be no longer than 20-30 minutes in length and must not be read from a prepared script (cue cards are permissible). Blackboard or digital projector may be used.
- Confirm the type of audiovisual equipment required for your exam is available.
- Submit thesis to Graduate Studies for the Final University Defense by the Dissertation Deadline (typically 8 weeks before your ideal examination date). The Faculty of Graduate Studies requires two copies of the thesis (CERLOX bound with clear covers).
A memo from the Graduate Advisor must accompany the thesis stating that:
 - the supervisory committee has read and approved the thesis for transmittal to the external examiner.
 - the student has satisfied all departmental requirements.
 - the fees are paid and the student is currently registered.The PALM grad studies department will prepare this memo once all thesis reports have been received by your committee members. (The final committee meeting or internal defense must be held at least one week prior to the Graduate Studies deadline for this Departmental memo to be submitted to FoGS.)
- The Faculty of Graduate Studies will schedule your oral examination date and contact you with the information. The exam will be scheduled at least eight weeks after the thesis has been sent to the external examiner and should be held at least one week before the deadline date to allow time for revision of your thesis.
- The latest time to have your defense is one week prior to the deadline for the last day final doctoral exams (<https://www.grad.ubc.ca/deadlines/6968>). This will allow sufficient time for revision.

- At least 4 weeks before the final oral examination, submit Examination Program to Faculty of Graduate Studies. An Examination Program contains information such as the Candidate's previous degree(s), recommended Examination Committee, Graduate Awards, publications, etc. The Doctoral Exam Coordinator will contact you for this information.
- Prepare an oral synopsis of the thesis of 20-30 minutes in length. Do not read from a prepared script (cue cards are permissible). Blackboard or digital projector may be used.
- Print Thesis Forms for the defense according to the checklists and other documents at <https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation/resources-thesis-preparation-checking>.
- If revision of the thesis is required, final approval of the thesis must be obtained from your supervisor.
- Once you have satisfied all conditions, deliver the original unbound thesis to the Faculty of Graduate Studies.
- Ensure your fee is paid in full and you are currently registered for your thesis
- Provide Pathology with a bound copy of the approved final version of the thesis. Binding company information can be obtained from the Graduate Secretary.
- Contact the Graduate Advisor to arrange a time for an exit interview.