

SOP for CSAHS PhD Defences

- 8 weeks before the defence:
 - The Advisor and/or Student will notify the GPA that the student is ready to go to defence and submit 3 names of possible External Examiners, unless otherwise determined by department (e.g. PSYC 1-3 names), to the GPA for vetting, at least 8 weeks (about 2 months) prior to the defence date (OGPS requires the vetted information and paperwork 4 weeks prior or the defence date may need to be moved).
 - See OGPS timeline here: [Thesis Completion | Graduate & Postdoctoral Studies \(uoguelph.ca\)](https://uoguelph.ca/ogps/thesis-completion-graduate-postdoctoral-studies)
- 7 weeks before the defence:
 - The GPA will check in Colleague as well as the EXTERNAL EXAMINER INFORMATION on the Records Secure Site to ensure the External Examiner is eligible (please see **Note**¹ for more information)
 - GPA will send the External Examiner information to the Chair of Department or GPC (department specific) to determine which external examiner should be contacted. At this time, the Department should also select a Chair for the examination committee.
 - GPA completes form letter and either sends to External Examiner with a copy of the student's abstract or sends to Chair of Department/GPC to be sent to External Examiner.
- 6 weeks before the defence:

¹ **NOTE:** The External Examiner must not have served as Advisor to the student's Advisor or have been a trainee of the Advisor in the last six years, must not have directly collaborated in joint projects or co-authored publications with the Advisor or the student in the last six years, and must not have an existing plan to collaborate with the Advisor or the student. In addition, the External Examiner must not have been a student or member of the graduate faculty at the University in the last five years.

- When an External Examiner has been determined, GPA will notify committee and request clean copy of the student's dissertation
- GPA will forward the Guidelines for the Report of the External Examiner and a clean copy of the student's dissertation to the External Examiner. The report of the external examiner is due to the Department (GPA, GPC, or Chair of Department) at least one week prior to the defence date and is then sent to the student's advisor to send to the student and committee.
- The Advisor and/or Student will submit the following completed forms: [examination request form](#) and [Doctoral Final Examination Arrangements](#) at least 6 weeks before defence date.
 - If the student is in a Collaborative Specialization, please cc' the unit when submitting the form to OGPS (e.g. ids@uoguelph.ca for IDS).
- 4 weeks before the defence:
 - The Advisor or Student will ensure they share a copy of their dissertation with all evaluating committee members and defence Chair.
 - The GPA will submit the above forms to OGPS (gradrec1@uoguelph.ca). OGPS will then provide the GPA with the following forms:
 - PhD Committee Chair Documents
 - Recommendation for Graduation
 - Certificate of Approval (Doctoral Thesis)
 - Report of Doctoral Examination Committee
 - GPA will assist, upon request, to book a room or virtual link for the defence
- 2 weeks before the defence:
 - GPA reminds the external examiner that their external examiner's report should be submitted to the Chair of the department/school at least seven days before the examination.
- 1 week prior to the defence:
 - GPA will send out a public invitation to all department faculty and students notifying them of the student's defence. Everyone is welcome to attend an open defence's presentation and Q&A.
 - The Office of Graduate & Postdoctoral Studies will send the set of examination forms to the GPA/Chair of the examination committee.
- At least one day prior to the defence:

- The GPA will ensure the following forms were given to the Chair of the examination committee:
 - PhD Committee Chair Documents
 - Recommendation for Graduation
 - Certificate of Approval (Doctoral Thesis)
 - Report of Doctoral Examination Committee
- Following the defence:
 - It is the responsibility of the Chair of the examination committee to secure the necessary signatures of all evaluating committee members on all forms and send back to the GPA. The GPA will assist in getting the External Examiner's signature and the Department Chair's signature, save the forms in the student's file and send to OGPS.

NOTE: The External Examiner must not have served as Advisor to the student's Advisor or have been a trainee of the Advisor in the last six years, must not have directly collaborated in joint projects or co-authored publications with the Advisor or the student in the last six years, and must not have an existing plan to collaborate with the Advisor or the student. In addition, the External Examiner must not have been a student or member of the graduate faculty at the University in the last five years.