Doctoral Dissertation & Defence Timelines
– A Quick Guide for Faculty & Staff

GROUNDWORK

Dissertation Preparation

› By the end of **term 5** the student must have a Supervisor on file with FGS.

› By the end of **term 8** the student must have a full Supervisory committee (min 3 members) on file with FGS. *(A GPA training module exists for completion of both supervisor and supervisory forms.)*

› Effective for the 2023 Entrance Cohort the student must submit the dissertation proposal (TD1) along with applicable ethics forms to FGS by the end of **term 9**.

› The consequence for missing any of the milestones is a block on the student's registration until such milestones are achieved or information received.

Dissertation Research and Writing

› The student, supervisor, and committee should stay in close touch throughout research and writing.

› The student must be continuously registered every term, meet regularly with their supervisor/committee, and fill out an annual progress report each Winter term.

› Significant changes to research may require a revised proposal and ethics form to be submitted.

Oral Exam - Preparation

ASSESSMENT

Time before the exam (minimum)	Activity
6-8 Weeks Prior	• Supervisory committee confirms that draft is examinable • Supervisor establishes Examining committee (External Examiner; Internal External; Chair) • GPD approves External Examiner and Internal Examiner • GPA checks that Proposal is on file; Petition to Reinstate to Complete (or other relevant petitions submitted) if necessary; Any outstanding debt cleared
5 Weeks	• Program (usually GPA) emails examination draft (PDF) to all members of the examining committee, including (templated) preliminary instructions to the EE
20 Business Days	• GPA submits signed Recommendation of Examination (ROE) to FGS. *Important Note:* *For an ROE to be approved by FGS there must be a) an approved proposal on file, b) the student must be registered active (or demonstrate intent to be registered through a petition), and c) the Committee must be complete and comprised of the same membership as was declared in Term 8 or amended thereafter. Any discrepancies will cause the ROE to be sent back to the student/program for clarification/amendments.* *A GPA training module exists for completion of ROEs.*
2 Weeks	• FGS sends official examination memo to the Examining Committee and official instructions to the External Examiner
1 Week	• External Examiner report is due to FGS, sent to AD, circulated to Examining committee *A GPA training module exists for completion of ROEs.*
5 Days	• GPD polls Examining committee to verify examinability
EXAM occurs online or in-person.	

ASSESSMENT

Post Exam - Oral Exam Report

› The Oral Exam Report is to be filled out and signed by every member of the Committee. The Report is recorded for information at the Program level, and then submitted by the Program to FGS.

› The Oral Exam Report details whether the thesis or dissertation has been a) approved without revisions, b) approved with revisions (major or minor), or c) failed. When major revisions are necessary, either the Committee will reconvene, or the dissertation will be re-circulated within 12 months following the Exam in order to be approved and sent to FGS.

Post Exam - Dissertation Upload

› Once the thesis/dissertation has been approved and the form submitted to FGS, the student will receive in return a link to the York Library electronic theses and dissertations repository where the student will upload their document.

› There may be some further communication between FGS and the student in order to ensure proper formatting regulations have been followed. The upload is considered complete once the formatting meets the regulations and is finalized by the student.

Important note: A student may embargo their dissertation for a number of specific reasons (publication contract, patent, safety). They should request a Delay of Publication/Restricted Access through FGS.

COMPLETION

Dissertation Completion and Convocation

› **Completion:** The date of the final upload (*NOT* the date of the Oral Exam) is considered the date of completion for the student. This date is entered by FGS into the Graduate Event Module which details student milestones in their graduate journey. The date of completion must be the term *BEFORE* the next convocation.

› **Graduation and Convocation:** Following completion the student applies to graduate online, which leads to the GPA completing a degree audit to ensure all requirements of the degree are met. The GPA then submits the name for convocation before the Registrar's deadline.

June Convocation Deadlines

› All student work must be completed (including upload to ETD) by **April 30**.

› Students must apply to graduate before **April 30**.

› All grades must be submitted by the Program to the Registrar's office by **May 15**.

› Final confirmation of successful graduates must be submitted by the Program to the Registrar's office by **May 20**.

October Convocation Deadlines

› All student work must be completed (including upload to ETD) **August 31**.

› Students must apply to graduate before **August 31**.

› All grades must be submitted by the Program to the Registrar's office by **September 15**.

› Final confirmation of successful graduates must be submitted by the Program to the Registrar's office by **September 20**.

February Convocation Deadlines

› All student work must be completed (including upload to ETD) by **December 31**.

› Students must apply to graduate before **November 30**.

› All grades must be submitted by the Program to the Registrar's office by **January 15**.

› Final confirmation of successful graduates must be submitted by the Program to the Registrar's office by **January 20**.

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