

12. Appendix E: PhD defense examination checklist

Week	Date Completed	Task	Responsibility
-10+		Check to make sure there is enough time to complete the process before the deadline for submission of the thesis without financial penalty. If so, candidate or Advisor submits the <u>School of Environmental Sciences Graduate Exam Information Form</u> to the Graduate Program Assistant.	Candidate and Advisor
-8		Discuss Examination Information Form with Candidate. Ensure that the thesis is close enough to finishing that proposed examination dates are reasonable. If so, then discuss with the Candidate appropriate people to serve on the Examination Committee, including potential External Examiners. Contact suggested Examination Committee members to determine their availability and select three potential dates for examination. Contact External Examiner(s) to determine willingness and availability; note that this is not an invitation, which must come from the Chair pending determination of suitability (see next box). Explain steps in the process to Candidate, identifying sources of information, and where to obtain necessary forms (e.g., (Graduate Studies and SES website). Submit completed Examination Information Form to the Associate Director (Graduate Studies).	Advisor
-7		Confirm availability of Chair of Examination and confirm	Associate Director

Week	Date Completed	Task	Responsibility
		lack of Conflict of Interest and availability of the External.	(Graduate Studies)
-6		Officially invite the External Examiner to participate in the Examination. Send cover letter explaining details concerning the report the External Examiner is expected to prepare, expenses, hotel and travel arrangements, and time lines. Also include guidelines for the report of External Examiner, Statement of Taxable Status, and the External Examiner Expense Form. These can be found under <u>Faculty Forms and Documents</u> on the SES website.	Chair of Examination
-6		Check for signatures and Candidate or Advisor submits completed <u>Examination Request Form</u> and copy of defense thesis to the Examination Committee Chair.	Advisor
-5		Examine the thesis and check for signatures of all committee members on the Examination Request Form. If thesis is acceptable for defense, sign the Examination Request Form. Give the signed Examination Request Form to the Graduate Program Assistant for submission to Office of Graduate Studies. Explain to Candidate details of the defense process (length of thesis presentation, question format in the defense, etc.).	Chair of Examination
-4		Send PDF and/or hard copy of thesis and information to the External Examiner.	Graduate Program Assistant
-3		Arrange room for defense, print, and distribute notice of examination	Graduate Program

Week	Date Completed	Task	Responsibility
			Assistant
-1		Receive the Report on the Thesis from the External and distribute to the Advisor and Candidate	Chair of Examination
-1 d		Pick up EXAMINATION PACKAGE (Report of PhD Examination, Certification of Approval and Recommendation for Graduation forms) from the Graduate Program Assistant.	Chair of Examination
0		Prepare room for defense, obtain projector and computer, and appropriate libations.	Candidate
0+		Submit the EXAMINATION PACKAGE forms to the Graduate Program Assistant after the examination (even if all signatures have not been obtained). Obtain Statement of Taxable Status form, External Examiner Expense Form and expense receipts from External and give to the Graduate Program Assistant.	Chair of Examination