FACULTY OF GRADUATE STUDIES
500 Glenridge Avenue
St. Catharines, ON L2S 3A1
Tel: 905-688-5550
Fax: 905-688-0748
Website: http://www.brocku.ca/gradstudies/

FACULTY OF GRADUATE STUDIES PHD DEFENCE CHECKLIST ☑

- ☐ **1.** The program requests approval for proposed and ranked list of external examiners (use PhD Defence External Examiner Approval form).
- ☐ **2.** The Dean of Graduate Studies (DGS) returns list to the Graduate Program Director, with approvals noted.
- ☐ **3.** The program contacts the proposed examiners in ranked order and establishes time and place for defence. The Dean of Graduate Studies' availability is taken into consideration through consultation with her assistant, Cathy Ugulini (cugulini@brocku.ca).
- ☐ **4.** The program selects an internal examiner and secures his/her agreement to serve.
- ☐ **5.** The program informs Dean of Graduate Studies of the external examiner who has agreed to serve, and provides details of time and place, along with names of examination committee (Supervisory Committee Approval of Thesis for Oral Defence form). Both a hard copy and electronic PDF of the thesis are provided to the DGS.
- ☐ **6.** The Dean of Graduate Studies signs off on form and designates chair of defense (in consultation with Graduate Program Director or designate).
- ☐ **7.** The Dean of Graduate Studies sends formal invitation to external examiner along with a hard copy and an electronic PDF file of thesis. A statement regarding financial arrangements for information of external examiner is included. The graduate program provides the internal examiner with a paper copy of the thesis. *(Please Note: If the defense is a closed defense, a Confidential Thesis Non-Disclosure Agreement will have to be signed by the External and Internal Examiner prior to the thesis being sent.)*
- ☐ **8.** Travel arrangements (by air or train, economy fare) are made by external examiner, and information is provided to graduate program's Administrative Assistant, who makes arrangements for ground transportation (if needed) and hotel accommodation. *(See Reimbursement of Expenses Form for further information.)*
- ☐ **9**. The Assistant to the Dean of Graduate Studies will advertise the defence on the Brock University website.
- ☐ **10.** Dean of Graduate Studies receives the External Examiner's report and forwards it to the Graduate Program Director or designate. The report is shared with the candidate and Examination Committee.
- ☐ **11.** Chair of defence downloads forms to be signed at defence. *(Please Note: If the defence is a closed defense, a Confidential Thesis Non-Disclosure Agreement must be signed by the Examining Committee members prior to the defence.)*
- ☐ **12.** Assistant to Dean of Graduate Studies prepares request for honorarium (having obtained examiner's SIN).
- ☐ **13.** External Examiner provides original travel receipts for air or train fare, or submits mileage, as well as original receipts for incidental expenses related to the defense.
- ☐ **14.** Assistant to the Dean of Graduate Studies processes reimbursements to external examiner.
- ☐ **15.** Graduate Program Director and Supervisor see student through revisions, and final submission, as appropriate.