

PhD Defence Checklist and Deadlines

ASAP: Check the deadline for the last day to submit your thesis to the library: <http://www.lib.sfu.ca/help/publish/thesis/submission/deadlines>. Generally you want to defend at least one week before the submission deadline date so that you have time to complete any required revisions.

ATLEAST SIX WEEKS BEFORE DEFENCE DATE:

- ... Submit the following to the Graduate Program Assistant:
 - o Approval of the Doctoral Examining Committee form. The form is available here: <http://www.sfu.ca/politics/graduate/current/forms.html>
 - o A copy of the Internal Examiner (request from Senior supervisor)

- ... Apply for graduation via go.sfu.ca

AFTER YOUR DEFENCE:

- ... Request a copy of your signed Approval Page from the Graduate Program Assistant (for your submission to the library).
- ... Obtain the Supervisor Revision Memo from the Graduate Program Assistant (for submission to the library)
- ... Have your senior supervisor sign the revisions memo. Please provide a copy to the graduate program assistant.
- ... Upload your thesis and supporting documents to the library. Step by step instructions can be found here:
<http://www.lib.sfu.ca/help/publish/thesis/submission>
- ... Submit one electronic copy of your final Dissertation to the Graduate Program Assistant in pdf format