

**York University
Communication & Culture
PhD Dissertation Defense Timeline**

NOTE: Dates from 6 weeks – 1 week are ABSOLUTELY FIRM

RESPONSIBILITIES				
Time Frame	Student	Chair of Sup. Com.	Supervisory Com. Mbrs.	Grad. Prog. or Grad. Studies
4 months before projected defense date	Hand penultimate draft to your committee. It is preferable for the committee to have read previous drafts so that at this point revisions should be minimal.	Ensure that the dissertation is on target (solicit opinions of other committee members) Discuss potential exam participants	Read and provide comments in a timely fashion.	
3 months before projected defense date	Set out the time line for submission and defense and discuss with committee		If anyone sees any impediments (faculty away, workload problems, etc.) they should discuss with committee immediately	
8 weeks prior to projected defense date	Arrange a meeting with the committee when the final draft is in and read by the committee	Assist student in setting up committee meeting.		
	Student, supervisor and supervisory committee must discuss composition of examining committee; potential arm's length external examiners (from another University) and outside examiners(from another York program) and defense dates. Notify Grad Program of likely dates and committee candidates. If necessary please consult with the program to make sure potential examiners are appropriate or eligible for the role.			Program will advise committee on suitability of potential examiners.
7 weeks prior to projected defense date		Contact potential external and outside examiners. Note: If the External Examiner's expenses are estimated to be more than \$350 permission must be sought from Graduate Studies for additional expenditures. A form for estimation of expenses is available from the program		Normally the GPD is appointed Chair/Dean's Rep if their schedule permits unless they are already a member of the supervisory committee. In these cases the Program will assist in finding a substitute. Program will seek approval

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		office, and must be approved by GS prior to making final commitment to External Examiner. Please contact the program office immediately if you require assistance completing the form.		from GS if external examiner's expenses are estimated to exceed \$350.
6 weeks before projected defense date	Submit examination copy of dissertation to supervisory committee Submit copy of Title Page and Abstract to program, so paperwork can be initiated.	Examining committee and defense date must be finalized at this point.	Members of the supervisory committee must confirm with the program that the dissertation can go to defense. Normally the program will solicit responses via email; if geographically available faculty may be asked to sign the Recommendation for Oral Exam form.	If the supervisor has not already confirmed a defense date with the Examining Committee, the program will canvass committee members for available times (usually via Doodle Poll).
5 weeks before targeted defense date	Arrange distribution of examination copies with program office.	Confirm arrangements.		Program Director signs off on all paperwork which is then sent to GS for approval. Program staff will send out letter to external examiner along with a copy of the dissertation.
4 weeks prior to targeted defense date	If required, arrange for A/V-Computer Projection equipment with program office.			GS reviews paperwork and prepares documents to be sent to Examining Committee
1 week prior to defense date	"Apply to Graduate" – if you do not do this we cannot process your convocation information http://www.yorku.ca/mygrad/preparing/apply/			Program sends out email reminder of defense date to examining committee members.

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				Graduate Studies distributes External Examiners report to committee members and confirms whether defence can proceed.
<p>IMPORTANT NOTE:</p> <p>All members of the examining committee must be present at the exam. If, for any reason, someone is not able to attend, the exam will be postponed and rescheduled for a later date. Please note the following GS regulation regarding off-site attendance at a defense.</p> <p>FGS Calendar, Regulation 34. Dissertation Examining Committees In exceptional circumstances, alternative technologies such as video- or teleconferencing can be made available for oral examinations of graduate work. The rationale for this examination mode must be made by the program to the Dean. No more than one member of an examining committee should be linked to the examination process through alternative means. Only in rare circumstances would the supervisor, an internal York member, or the student be the off-site participant. [For Communication & Culture purposes “an internal York member” includes Ryerson faculty]</p>				
After the defense	<p>Make revisions as necessary.</p> <p>Student must email the Thesis Co-Ordinator gradtd1@yorku.ca to arrange to have an account created to facilitate electronic submission of dissertation.</p>	Sign form that revisions have been made satisfactorily.		
	<p>Submit final electronic copy of dissertation to Graduate Studies.</p> <p>Only upon submission of this electronic copy to GS are the requirements of the degree considered to be completed.</p> <p>Be aware of submission deadlines for fee refunds, convocation, etc.</p> <p>“Apply to Graduate” if you have not already done so.</p>			