

**PhD Dissertation Submission and Defense Timeline Tracker**

Dates	Office Responsible	
	Graduate Studies (FGS)	Department
<b>Within first term of study (at doctoral level)</b>  Date: _____		Submit Master's Thesis/Doctoral Dissertation Committee Form to FGS
<b>At least six weeks before proposed/confirmed defense</b>  Date: _____		Submit External Examiner Request Form to FGS. Note: Attach a brief résumé of the proposed examiner's qualifications to serve in this capacity (including a list of recent relevant publications), as well as an e-mail and mailing address
	Send invitation to external examiner after approval by the Dean	After external has accepted the invitation, contact external examiner to set tentative defense date. Reserve room for defense and make other necessary arrangements (e.g., Skype or teleconference)
<b>Approximately five weeks before proposed/confirmed defense</b>  Date: _____		Student submits a copy of dissertation to the doctoral committee
<b>At least four weeks before confirmed defense date</b>  Date: _____		Submit to FGS (gradst@uwindsor.ca): a) Approval to Submit a Doctoral Dissertation for External Examination Form. b) Electronic (PDF) copy of dissertation c) Confirmed date and time of defense.
	Send dissertation to external examiner along with instructions and deadline for submission of report.	
	Once report is received from external examiner, send external examiner's report to the departments' graduate secretary and advisor.	
		Finalize defense date If report is satisfactory.
		FGS selects chair of defense and notifies dept./advisor Chair must hold graduate faculty status and be from outside the student's home department
<b>At least eight days before defense</b>  Date: _____	Send to chair (by e-mail): a) Signature pages b) Copy of defense notice c) Copy of external examiner's report d) Instructions sheet	Send defense notice to FGS
<b>Defense Takes Place</b>		
Date: _____		Complete Grade Report Form and sign at defense.
		Within 2 days of the defense send Grade Report Form to FGS