

PhD Dissertation Submission and Defence Timeline Tracker

- provided to assist students and departments with planning and tracking the submission and defense progress of a PhD dissertation (a separate MA timeline tracker is available for Master's students);
- requirements and deadlines are summarized from the [Graduate calendar \(p. 10-14 - Winter 2025 version\)](#) and the Faculty of Graduate Studies website www.uwindsor.ca/graduate-studies.

	Task	Due date	Who is responsible	How	Link to Instructions / more information
	Propose PhD Committee	By the end of the first term of study	student/ department	Student obtains signatures and uploads PhD committee form to UWinsite as a service request for FGS approval	Committee Forms Committee Guidelines
	Begin writing dissertation following grad. studies format requirements		student	Use MS Word template, format guidelines, and format checklist	Format requirements
	Propose an External Examiner	At least 6 weeks before proposed defence	Student/depart ment	Committee selects proposed external examiner. Advisor contacts proposed external examiner to attain CV and contact information. Student submits External Examiner Request Form to FGS (as a UWinsite student service request). Attach a full CV of proposed examiner's qualifications to serve in this capacity (including a list of recent relevant publications), as well as an email, mailing address and phone number.	External Examiner Request Form Student must have no contact with the external examiner.
	Invitation to External Examiner		Graduate Studies (FGS)	Send invitation to external examiner after approval by the Dean of FGS.	
	Prepare for defence		department	After external examiner has accepted the invitation, contact external examiner to set tentative defence date. Reserve room for defence, send out meeting invite to the committee and external examiner and make other necessary arrangement (e.g., Teams or teleconference)	The department may only contact the external examiner for the sole purpose of scheduling the defense. Student must have no contact with the external examiner.
	Dissertation approved for submission	At least 5 weeks before defence	student/ department	Student submits a copy of dissertation to the doctoral committee. Committee to read dissertation and sign Approval to Submit Form.	Approval to Submit Form
	Submit Approval to Submit and Dissertation to FGS	At least 4 weeks and 1 day before confirmed defence	student/ department	Submit to FGS (adminfgs@uwindsor.ca): a) Approval to Submit a Doctoral Dissertation for External Examination Form b) Electronic (PDF) copy of the dissertation c) Confirmed date and time of the defence	Approval to Submit Form
	Send dissertation to External Examiner	Please note: The last day to send a dissertation to an external examiner for a January defence is the last Monday in November.	Graduate Studies (FGS)	Send dissertation to external examiner along with instructions and deadline for submission of report. Once report is received from external examiner, send report to the departments' graduate secretary and advisor.	
	Finalize defence date		department	Finalize defence date if report is satisfactory	
	Find defence Chair		Graduate Studies (FGS)	FGS selects Chair of the defence and notifies department/advisor. Chair must hold full graduate faculty status and be from outside the student's home program.	

	Chair Invite		department	Send meeting invitation to the Chair selected by FGS.	
	Submit to graduate studies the defence-ready dissertation for format checking	At least 4 weeks prior to the intended defence date	student	Student will send via email to thesis@uwindsor.ca and cc the department: 1. defence-ready dissertation (PDF) 2. completed 'format checklist'. 3. intended defence date	Pre-defence submission and format checking
	Chair Package	At least 8 days before the defence	Graduate Studies (FGS)	Send to chair (by email): a) Signature page b) Copy of defence notice c) Copy of external examiner's report d) Instruction sheets	
	Defence notice and grade report form	At least 8 days before the defence	department	Post defence notice in department (e.g., website, bulletin board). Send defence notice to FGS (adminfgs@uwindsor.ca) Send chair the grade report form to complete at the defence.	Grade Report Form
	Apply to graduate	by Registrar's posted deadlines	student	Department will remind student of responsibility to apply to graduate for Spring/Fall Convocation by Registrar's deadlines.	Registrar's graduation instructions ; For guidance contact the Registrar's office
	Defence presentation			Student will present the dissertation paper at a public oral defence.	PhD Defence Procedures Defence attendance guidelines

AFTER THE DEFENCE

	Task	Due date	Who is responsible	How	Web Instructions / more information
	Obtain Committee approval and signatures on the Committee Approval form.	After the defence	student	1. After making any post-defence changes requested by their PhD Committee, student will obtain a signature from each committee member 2. Student will submit the fully signed Approval form to the Department	
	Submit to grad. studies an official defense 'Report form', with defence outcome and final grade for the dissertation	After the Committee Approval form has been fully signed and submitted by student	department	The Department will hold the defence 'Report Form' until all committee-requested changes have been made and the student has obtained all signatures on the Committee Approval form. The Department will submit to grad. studies via email to thesis@uwindsor.ca the Report Form along with the signed Approval form.	Instructions for Departments for completing and submitting the defence Report Form.
	Deposit dissertation with grad. studies	After the defence & at least 2 weeks prior to Spring/Fall convocation at which the candidate expects to receive the degree	student	1. The student will upload their final committee-approved document to thesis/major paper portal 2. the student will submit required deposit forms to graduate studies The student must be registered in the term in which they are completing the Deposit - the only exception is if the student has completed within the Phase I grace period of the term.	Post-defence Deposit Instructions p.18-19 of grad.calendar Phase I policy
	Dissertation requirement is completed AFTER the Deposit is completed.			The student will receive confirmation of the deposit from thesis@uwindsor.ca with cc to the Department. Graduate studies will forward the Report Form to Registrar's for posting the final grade on UWinsite.	