

Timelines for Forms for Doctoral Program

Enrollment in program

Interim supervisor or supervisor selected

- **Form – Supervisor Approval – Doctoral Program**
(Initiated by student or supervisor, then signed by graduate program designate and forwarded to Dean, FGS.)

After Supervisor and/or Committee approved

Supervisor shall meet with student at least once/year regarding progress; should occur on the anniversary date of the supervisor being approved

- **Form – Annual Progress Report**
(Initiated by student then given to supervisor for comments. If supervisory committee formed, then comments and approval are to be obtained from each of the committee members annually. Student then signs form after supervisor and committee and then returns it to the supervisor. The supervisor sends form to graduate program designate who then submits it to Dean, FGS.)

Coursework completed

Supervisory committee formed

- **Form – Supervisory Committee – Doctoral Program**
(Initiated by supervisor, circulated among committee members for their confirmation of acceptance of responsibility, then supervisor directs form to graduate program designate and then forwards to Dean, FGS for approval.)

Student works on proposal with committee

When committee and student feel proposal and student are ready to proceed to oral examination

- **Form – Preliminary Acceptance of Proposal by Supervisory Committee**
(Initiated by supervisor then signed by each committee member and forwarded to Dean, FGS for approval or email from each committee member sent to FGS indicating their recommendation regarding oral examination.)

At the same time recommendations for the candidacy examination committee can be made

- **Form – Nominees for Candidacy External Examiner**
(Initiated by supervisor, then forwarded to Dean, FGS for approval.)

**6 Weeks
before oral
examination
date**

FGS approves candidacy examination committee

FGS signs Candidacy Examination Committee Approval form and returns to supervisor

**4-5 weeks
before oral
examination**

Supervisor sends proposal to candidacy examination committee

<p>Supervisor and FGS arranges date and technology</p> <ul style="list-style-type: none"> • Form – <u>Notice of Candidacy Oral Examination</u> <i>(Initiated by supervisor, (in discussion with student, committee & FGS) then forwarded to Dean, FGS for approval and arrangements.)</i> 	<p>4 weeks before oral examination FGS must receive form</p>
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FGS approves oral examination details, confirms proctor and selects neutral chair. FGS provides student with information on process and instructions.

<p>FGS provides the following to the proctor, neutral chair, and supervisor</p> <ul style="list-style-type: none"> • Form – <u>Report of the Proctor</u> <i>(FGS sends the form and instructions to the proctor.)</i> • Form – <u>Report of the Neutral Chair</u> (if applicable) <i>(FGS sends the form, roles of the neutral chair and instructions to the neutral chair.)</i> • Form – <u>Final Report of Candidacy Oral Examination and Proposal</u> <i>(FGS sends the supervisor the form and other details before the oral examination.)</i> 	<p>2 weeks before oral examination</p>
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The candidacy oral examination is held

<p>The supervisor, committee, neutral chair and proctor complete the following forms</p> <ul style="list-style-type: none"> • Form – <u>Final Report of Candidacy Oral Examination and Proposal</u> <i>(The supervisor and committee complete the form at the time of the examination, or shortly thereafter.)</i> • Form – <u>Report of the Neutral Chair</u> <i>(The neutral chair submits the form directly to the FGS after the oral examination.)</i> • Form – <u>Report of the Proctor</u> (if applicable) <i>(The proctor submits the form directly to the FGS after the oral examination.)</i> 	<p>Candidacy Oral Examination</p>
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- ⇒ Student submits proposal with any revisions to supervisor or designate for final approval within 3 month period as stated on Candidacy Oral Examination and Proposal Final Report
- ⇒ Supervisor informs graduate program designate and graduate program administrative assistant of final approval of proposal revisions and candidacy examination.
- ⇒ Academic unit notifies Registrar's Office of candidacy examination outcome.
- ⇒ Student now submits applications for ethics/access approvals and conducts their research.

During the development of the dissertation, the supervisor would have ensured that the student's dissertation meets the format requirements of the student's faculty and of FGS. By this time, the supervisor would have ensured that the student had obtained any necessary copyright permissions (see [Copyright](#) section of the FGS Graduate Handbook).

<ul style="list-style-type: none"> • Form – <u>Permission to use Copyrighted Material</u> <i>(all permissions obtained from publishers must be included as an appendix in the dissertation)</i> • Form – <u>Thesis/Dissertation Copyright Declaration</u> <i>(this form is sent to FGS by the student)</i>
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When the supervisory committee feels the dissertation is ready to proceed to the final reading by the examination committee and before the dissertation is forwarded to the external examiner for final reading, the committee must inform FGS of preliminary acceptance of the dissertation.

<ul style="list-style-type: none"> • Form – <u>Preliminary Acceptance of Dissertation by Supervisory Committee</u> <i>(Initiated by the supervisor and then approved by each supervisory committee member, then forwarded to Dean, FGS, or emails from each member to FGS indicating their recommendation on whether to proceed to the oral examination)</i> <p>At the same time recommendations for the dissertation examination committee can be made to FGS</p> <ul style="list-style-type: none"> • Form – <u>Nominees for Dissertation External Examiner</u> <i>(Initiated by supervisor, then forwarded directly to Dean, FGS for approval.)</i> 	<p>At least 8 weeks prior to the anticipated date of the oral examination</p>
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- ⇒ FGS contacts and confirms the external examiner.
- ⇒ Student submits dissertation to FGS for distribution 8 weeks prior to anticipated oral examination.
- ⇒ A tentative date and time for the dissertation oral examination can be arranged.
- ⇒ Dean, FGS sends dissertation with instructions to each examination committee member, including the external examiner.
- ⇒ After reviewing the dissertation, each member of the examination committee, including the external examiner must indicate in the form of an email to the Dean, FGS whether the dissertation and student are ready to proceed to the final oral examination.

Upon consensus from the committee recommending the student proceed to the final oral examination

<p>Memo from the Dean, FGS to the supervisor indicating rating and recommendations of external Examiner(s). The supervisor then notifies the student and supervisory committee.</p>	<p>2 weeks prior to anticipated oral examination</p>
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Notice of oral examination

<p>Supervisor arranges date and technology in conjunction with FGS</p> <ul style="list-style-type: none"> • Form – <u>Notice of Dissertation Oral Examination</u> <i>(Initiated by supervisor, (in discussion with student committee and FGS) then forwarded to Dean, FGS for approval.)</i> 	<p>2 weeks before oral examination FGS must receive form</p>
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FGS approves oral examination details, confirms proctor and selects neutral chair

<p>FGS provides the following to the proctor, neutral chair, supervisor, external examiner, and student</p> <ul style="list-style-type: none"> • Form - <u>Report of the Proctor</u> <i>(FGS sends the form and instructions to the proctor.)</i> • Form – <u>Report of the Neutral Chair</u> <i>(FGS sends the form, roles of the neutral chair and instructions to the neutral chair.)</i> • Form – <u>Dissertation & Oral Examination Final Report</u> <i>(FGS sends the form and other details to the supervisor before the oral examination.)</i> 	<p>At least 2 weeks prior to the anticipated date of the oral examination</p>
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Student provides the following information on form: i) the dissertation abstract; and ii) information on awards, scholarships, and research funding received, and any publications and presentations they have conducted as a short bio to be displayed on the FGS website with the announcement of their oral examination. Student submits the form to FGS.

<ul style="list-style-type: none"> • Form – <u>Announcement of Dissertation Oral Examination</u> <i>(Student completes form and submits to FGS.)</i> 	<p>2 weeks in advance of oral examination</p>
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The final oral examination is held

<ul style="list-style-type: none"> • Form – <u>Dissertation & Oral Examination Final Report</u> <i>(The supervisor and committee complete at the time of the examination, or shortly thereafter and submit to FGS.)</i> • Form – <u>Report of the Neutral Chair</u> <i>(The neutral chair submits the form directly to the FGS after the oral examination.)</i> • Form - <u>Report of the Proctor</u> (if applicable) <i>(The proctor submits the form directly to the FGS after the oral examination.)</i> 	<p>Final Oral Examination</p>
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Student submits any revisions to supervisor or designate for final approval within 3 month period.

Supervisor informs graduate program designate and graduate program administrative assistant of final approval of thesis revisions and adjudication outcome.

<ul style="list-style-type: none"> • Form – <u>Dissertation & Oral Examination Final Report</u> <i>(Supervisor submits to FGS with the signatures and adjudication outcomes of each examination committee member and the committee decision ‘as a whole’.)</i> 	<p>4-6 weeks prior to the deadline for application for graduation</p>
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Upon receipt of a Pass adjudication outcome, FGS will provide the student with the **Final Approval of Dissertation** and **Library & Archives Canada (LAC) Thesis Non-Exclusive License** forms.

- **Form – Final Approval of Dissertation**
(FGS provides completed form to student; student inserts form directly after cover page of thesis.)
- **Form – Library & Archives Canada Thesis Non-Exclusive License**
(Student completes and returns to FGS.)

The student converts the dissertation to a pdf document (see the AU Library DTheses repository for instructions on how to do this <http://dt.athabascau.ca>).

The dissertation is then submitted by the student to the DTheses repository (see the AU Library DTheses repository for instructions on how to do this <http://dt.athabascau.ca>).

FGS will review the dissertation for adequate copyright adherence and compliance with FGS and LAC format requirements. If the dissertation does not comply with the requirements, the dissertation will be returned to the student with an email to the supervisor, informing them of the required changes. The student will not be able to graduate until the format requirements and copyright compliance have been met and correctly submitted by the student.

After FGS approves the dissertation, FGS will conduct the final submission into the DTheses repository. The Registrar's office will be automatically electronically notified of the submission, confirming that the student has now fulfilled all of the requirements of the degree.

FGS will notify the student that the dissertation has been approved and electronic submission has been completed

The student is now eligible to graduate. For information on the process the student needs to complete in order to graduate refer to <http://www2.athabascau.ca/registrar/convocation.php>