

FACULTY OF GRADUATE STUDIES PhD Defence Checklist

1. The program requests approval for the proposed and ranked list of External Examiners from the Faculty of Graduate Studies (FGS) using the [PhD Defence External Examiner Approval online form](#).
2. The Dean or Associate Dean of FGS returns the list to the Graduate Program Director (GPD), with approvals and ranked order noted.
3. The program contacts the approved examiners, in ranked order, and establishes the date, time and location for the defence. The Dean of Graduate Studies or designates' availability is taken into consideration through consultation with the Dean's Executive Assistant, Edlira (Christina) Zahaj (ezahaj@brocku.ca).
4. The program selects an Internal Examiner and secures his/her agreement to serve.
5. The program provides the name of the External Examiner who has agreed to serve to the Dean's Executive Assistant, along with details of the date, time and location, and names of the examination committee using the Supervisory Committee Approval of Thesis for Oral Defence. A PDF file of the thesis or link to the thesis is provided to FGS.
6. The Dean or Associate Dean of FGS signs off on the form and designates the Chair of the Defence.
7. The Faculty of Graduate Studies emails a formal invitation to the External Examiner along with the thesis. (If the External Examiner requests a paper copy, printing and mailing costs are the responsibility of the program.) Information regarding travel arrangements and travel expense reimbursement for the External Examiner is also included in this email package. Travel arrangements (by air or train, economy fare) are made by the External Examiner, and information is provided to the program's Administrative Assistant. The program is responsible for making arrangements for ground transportation (if needed) and hotel accommodation. (see [Reimbursement of Expenses Form](#))
8. The graduate program provides the Internal Examiner with an electronic PDF file of the thesis. (If the Internal Examiner requests a paper copy, printing charges are the responsibility of the program.) **Please note:** If the defence is a closed defence due to an Intellectual Property issue, a [Confidential Thesis Non-Disclosure Agreement](#) must be signed by the External and Internal Examiner prior to the thesis being sent and members of the Supervisory Committee will also sign this form.
9. The Executive Assistant to the Dean of Graduate Studies will advertise the defence on the Graduate Studies website and the Brock University website.
10. The Dean of Graduate Studies or designate receives and reviews the External Examiner's report and decides if the defence will take place as planned. The report is to be received 10 business days prior to the defence. The External Examiner's report is then shared with the GPD, Supervisor and Graduate Program Administrator/Coordinator; they will share the report with the Candidate and the other members of the Examination Committee (Supervisory Committee Members and the Internal Examiner).
11. FGS downloads all required forms to be signed at the defence and provides these to the Chair of the Defence.
12. The Executive Assistant to the Dean of Graduate Studies processes the honorarium for the External Examiner after the defence. The Executive Assistant also requests all original travel receipts from the External Examiner (if they attended the defence in person) and ensures their travel reimbursement is processed through Finance.
13. The Supervisor (for minor revisions) or Subcommittee of Examination Committee (for major revisions) coordinates with the student regarding any required revisions, and the final submission, as appropriate.