



## PhD in Education Program Checklist

It is the responsibility of the supervisor, in consultation with the student, to ensure that the following steps are completed. Failure to complete any of the following steps listed below may result in cancellation or postponement of the Thesis oral defence. Forms should be submitted to Graduate Studies and Research in Education (Graduate Program Office) at [edu.phd@uleth.ca](mailto:edu.phd@uleth.ca).

### 1. Critical Information

- Carefully review the [PhD in Education section](#) on the Faculty of Education webpage
- [School of Graduate Studies Policies and Procedures](#): students and committee members must familiarize themselves with all components of the document.
- [Thesis Formatting](#): Includes an Example Thesis document with instructions and a title page template.
- Submission of [final documents](#) in OPUS

### 2. Formation of Thesis Supervisory Committee

- The Supervisor, in consultation with the student, recommends the Supervisory Committee members when developing the proposed program of studies during the admission process or within the first three (3) months of the program.
- [Establishment of Supervisory Committee](#) form, signed by all prospective supervisory committee members and the student is submitted to Graduate Program Office.
- Student and committee members are notified upon approval.

### 3. Coursework and Registration

- The student completes courses as per the program plan approved upon admission. Registration in a Thesis course should also occur, as per instructions from the Graduate Program Office.

### 4. Progress and Standing Report

- A minimum of every 6 months, the student meets with their committee to review their progress. The associated documents should be submitted to the Graduate Program Office ([edu.phd@uleth.ca](mailto:edu.phd@uleth.ca)) for review and approval by the Associate Dean:
  - [Statement of Progress and Standing](#) form
  - letter outlining current and expected progress.

### 5. Comprehensive Examination

- [Comprehensive Examination Guidelines](#) specific to the student's concentration should be followed, in addition to School of Graduate Studies Policies.
- Completed [Request for Comprehensive Examination](#) form is submitted by the Supervisor (recommended **six weeks prior** to comprehensive examination) to the Graduate Program Office.
- The written component is completed and assessed first. If the student passes the written portion, they continue to the oral component. The Chair of the Comprehensive Examination submits the completed [Comprehensive Examination Assessment](#) form, which contains the decision of the committee, to the Graduate Program Office.

- [Comprehensive Examination Guidelines](#) specific to the student's concentration should be followed, in addition to School of Graduate Studies Policies.

## 6. Thesis Proposal Defence (previously 'colloquium')

- Note: The Comprehensive Examination should be successfully completed prior to the Thesis Proposal Defence.*
- Supervisor emails the Graduate Program Office providing thesis title and notice of the time, date and location (if known) at least **two weeks** prior to the Thesis Proposal defence.
- The Graduate Program Office arranges room and announces Thesis Proposal defence.
- Thesis Proposal defence held.

## 7. Approval of Thesis Proposal

- Appropriate suggestions, changes, and/or additions to proposal addressed by student.
- Completed [PhD in Education Thesis Proposal form](#) submitted by supervisor, along with Thesis proposal, to [edu.phd@uleth.ca](mailto:edu.phd@uleth.ca).
- Note: The Thesis Proposal must be submitted within two years of commencing program.*

## 8. Human Participant Research Approval

- Required documentation submitted by student to Office of Research and Innovation Services (ORIS) for approval.
- Student, supervisor and Graduate Program Office notified of approval by ORIS.

## 9. Conducting the Study

- Study conducted.
- Drafts submitted by student to supervisor as necessary/required.
- Drafts forwarded by supervisor as appropriate to committee members for input.

**Approximately TWO MONTHS prior to the Thesis oral defence**

## 10. Preparing for Thesis Oral Defence

### 10.1. Supervisor identifies proposed External Examiner

- Supervisor arranges for an External Examiner.
- Supervisor obtains:
  - CV of the proposed External Examiner
  - [Conflict of Interest](#) form, completed and signed by the proposed External Examiner

### 10.2. Supervisor identifies proposed Internal External Examiner

- Supervisor arranges for an Internal External Examiner.
- The Supervisor obtains:
  - CV of the proposed Internal External Examiner
  - [Conflict of Interest](#) form, completed and signed by the proposed Internal External Examiner

**Minimum EIGHT WEEKS prior to the Thesis oral defence**

### 10.3. Requesting the Thesis oral defence

- Supervisor submits:
  - completed [Request for Final Thesis Examination](#) form.

- External Examiner's CV and [Conflict of Interest](#) form.
- Internal External Examiner's CV and [Conflict of Interest](#) form
- Note: The following Thesis Examination Committee members must sign the [Request for Final Thesis Examination](#) form prior to submission
  - Thesis Supervisor(s)
  - All Committee Members (except External Examiner and Internal External Examiner)
  - Chair of Thesis oral defence
- PDF copy of the Thesis is emailed to [edu.phd@uleth.ca](mailto:edu.phd@uleth.ca). The student is not permitted to make changes to the submitted document until after the Thesis oral defence.
- Following approval by the Associate Dean, the External Examiner and Internal External Examiner receive official invitations.
- The Graduate Program Office will book the room and post the event to the [SGS Defences Calendar](#).

#### 10.4. Review and Assessment of Thesis

##### Minimum SIX WEEKS prior to the Thesis oral defence

- [Assessment of Readiness to Defend-Education](#) form and a PDF copy of the Thesis is provided to the Thesis Examination Committee by the Graduate Program Office.

##### Minimum TWO WEEKS prior to the Thesis oral defence

- The Graduate Program Office ([edu.phd@uleth.ca](mailto:edu.phd@uleth.ca)) must receive the completed [Assessment of Readiness to Defend-Education](#) forms from the following individuals:
  - Thesis Supervisor(s)
  - All Committee Members
  - External Examiner
  - Internal External Examiner
- The Graduate Program Office provides instructions, a PDF copy of the Thesis, and the [Thesis Project Examination Report](#) to the Chair of the Thesis oral defence.

##### Approximately ONE WEEK prior to the Thesis oral defence

- Supervisor notified by Associate Dean of External Examiner's recommendations, as per the [Assessment of Readiness to Defend](#) form.

#### 11. Thesis Oral Defence Held

- Thesis oral defence held.
- Chair of the Thesis oral defence submits the completed *Thesis Project Examination Report*, which contains the decision of committee, to the Graduate Program Office.

#### 12. Submission of Thesis

- Supervisor submits [Recommendation of the Award of the Degree-Education](#) form to the Graduate Program Office ([edu.phd@uleth.ca](mailto:edu.phd@uleth.ca)).
- Student may submit a [Request for Publication Embargo of Thesis](#) (before uploaded in OPUS).
- Student is contacted by Graduate Program Office with [instructions to submit Thesis via OPUS](#). The Thesis will be reviewed/approved by the Associate Dean of Graduate Studies and Research in Education and the Dean of the School of Graduate Studies.

**NOTE:** When planning for deadlines, students should budget sufficient time for submission of Thesis in e-thesis system and final approvals. See [School of Graduate Studies Policies and Procedures](#), in particular *Table 15: Application for graduation deadlines*. **Registration in the next academic term is required for any graduate student who has not received decanal approval of the Thesis by the end of the academic term.**

### 13. Submission of Final Forms

- Final grade (pass/fail) entered by Graduate Program Office upon decanal approval.

### 14. Application for Graduation

- Online Application for Graduation form submitted in [the Bridge](#) prior to appropriate deadline.