

QUEEN'S UNIVERSITY, DEPARTMENT OF POLITICAL STUDIES

DOCTORAL PhD DEFENSE TIMELINE

It is the responsibility of the student to prepare the thesis early enough to allow for the following:

- 1) your supervisor to review the document (allow two weeks)
- 2) immediate committee members to review the document (allow another two weeks)
- 3) any major revisions that the student may need to make according to committee member(s)' comments (perhaps two weeks)
[Minor revisions can be edited after the defense.]
- 4) submission to the Political Studies Graduate Office for departmental processing prior to the defense date (required 25 working days)

A student should count on having the thesis approved by the supervisor not less than eight (8) or nine (9) weeks prior to the '*desired*' defense date. Even then, the detection of serious problems by committee members could cause delays.

As a result, a PhD student wishing to defend by the end of September, for a Fall convocation, must have the thesis approved by the supervisor by about mid-July; OR, if the student would like to defend by the end of April, for a Spring convocation, the thesis must be approved by the supervisor by about mid-February.

It is strongly recommended that another month be included in students' plans to allow for more than one draft to be reviewed by the entire committee. If the first draft is considered problematic, the committee may want to reread the revised thesis before signing off that it is ready for defense. Also, keep in mind that extra time may be needed if committee members are out of town or on vacation during this time period. If a committee member is away, that time cannot be counted as part of the two (2) weeks for review. To avoid delays, students should ask committee members well in advance when they will be absent from the department.

It is the responsibility of the supervisor to arrange for an internal/external examiner, external examiner, and set a date for the thesis defense. The defense date can only be set once the internal/external, external and all committee members have agreed to it. The Chair will be arranged by the department.

- 1) The thesis is first given to the student's supervisor for review. The thesis should NOT be distributed to committee members prior to being approved by the supervisor. It is part of the supervisor's role to make the major editorial recommendations on the first draft(s) of the thesis, such that the burden for other committee members is reduced to fine tuning and looking for issues that were missed by the student and supervisor. Allow two (2) or more weeks for your supervisor's review and comments.
- 2) Once the student's supervisor has indicated that the thesis is ready for consideration by the committee, the thesis is then given to the rest of the committee. Note: this applies only to your supervisory committee and does NOT include the internal/external, external, or thesis defense chair. The thesis is submitted to the committee members for their evaluation, including an evaluation of whether or not the thesis is ready for defense. Committee members normally should return theses with comments within two (2) weeks of receiving them.
- 3) Committee member(s) may require changes and another look at the edited thesis before signing off as ready for defense. For this reason, defense dates should not be scheduled prior to receiving the go ahead from all members of the committee. If revisions are

requested prior to the defense, all committee members will need to examine the revised document prior to approving it. Allow another two (2) week period to review and comment on the second draft.

- 4) It is the responsibility of the student to prepare the thesis early enough to allow departmental processing and graduate school processing (25 working days prior to defense). A total of FIVE (5) copies of the thesis are required. Ensure all members are receiving the most updated version of the thesis. The departmental Graduate Assistant will ensure one is sent to the Chair, one to the internal/external committee member (from another department in Queen's), and one to the external committee member (from another University).

Once the form and thesis have been submitted to the Political Studies Graduate Office and signed off by the Department Head, the Graduate Assistant will send an email to the entire committee and student defending confirming details of the defense. At this time the student must submit a PDF copy of the thesis to the School of Graduate Studies and Postdoctoral Affairs (thesis@queensu.ca) to be reviewed for formatting. The student will be notified of any required corrections. These revisions may be edited for final submission after the defense.

The School of Graduate Studies and Postdoctoral Affairs will send the following e-mails:

- Student will receive the following forms to be completed and brought to the defense: Permission of Co- Authors (if applicable); UMI Form; and Microfilming Permission,
- Committee members (minus chair) will receive a request for confidential reports to be submitted,
- Chair will receive an outline of procedure, notes and checklist for defense.

After the defense, any revisions to the thesis must be completed before final submission to QSpace. The supervisor must send an email to the Thesis Coordinator in the School of Graduate Studies and Postdoctoral Affairs thesis@queensu.ca indicating all revisions/changes have been satisfactorily completed.

The School of Graduate Studies and Postdoctoral Affairs website provides information on Degree Completion and Oral Examinations.

Degree Completion & Resources

<https://www.queensu.ca/grad-postdoc/grad-studies/completion/overview>

Thesis Formatting and Other Resources

<https://www.queensu.ca/grad-postdoc/grad-studies/completion/thesis-formatting>

Preparing for Your Oral Examination

<https://www.queensu.ca/grad-postdoc/grad-studies/completion/oral-examination>

Final Submission

<https://www.queensu.ca/grad-postdoc/grad-studies/completion/final-submission>