

PhD Thesis Defense and Program Completion Checklist

In order to use this checklist, you will need to select a target defense date (the Final Oral Examination) and work backwards from there. Your timeline to completion may require modification to accommodate delays and/or holidays.

PhD Candidacy Achieved:

By the end of Year 3 of the PhD program (or end of the 4th year for PhD Direct Entry and Transfer students), you are expected to have completed all course requirements and submitted at least 4 completed PAC reports to the IMS Office in order to achieve official PhD candidacy status.

Approximately one year prior to final defense date:

- Review the PhD Thesis and Examination Guidelines thoroughly
- Start writing your thesis
- Follow the IMS thesis submission checklist and submit with your full examination package
- Ensure that all degree requirements are met by checking the [PhD Program Requirements](#) on the website
- If necessary, arrange to meet with a Graduate Coordinator or IMS Staff Member if any complications arise
- Apply for a [Degree Completion Award](#) (if applicable)

Approximately 3-4 months prior to final defense date:

- Complete thesis writing and revisions
- Hold a Final PAC meeting for approval to proceed to defense
- Apply for the PhD Departmental Oral Examination Waiver (if applicable)
- Select the Examination Committee membership and determine the potential examination date/time
 - Carefully review the examiner roles and eligibility criteria with your Supervisor
 - Your Supervisor is responsible for contacting potential Examiners and confirming their willingness and availability to participate in the prescribed roles

At least 9 working weeks prior to the FOE date:

- Submit your PhD Final Oral Examination package to IMS for approval
 - All forms must be complete, legible and accurate. Please ensure examiner e-mail addresses and contact phone numbers are correct. Incomplete forms will not be processed.

Note: The Examination Package, including all supporting documentation, is submitted electronically to phd.medscience@utoronto.ca. Incomplete packages will not be accepted.

After final defense date:

- Complete post-examination thesis corrections or modifications (if applicable)
- Supervisor or modifications sub-committee Chair (whichever applies) must send a confirmation of completed email to the [SGS Doctoral Program Completion Officer](#) and phd.medscience@utoronto.ca
- You must ensure that conditions for graduation (i.e. payment of fees) are met
- [Upload thesis electronically to SGS](#)

Optional: Provide a faux-leather hard-bound thesis to the IMS office for display in the IMS thesis library

Convocation takes place in November, June or March (in absentia, if requested).