



Biophysics PhD Thesis Defence Timeline

Date	Activity
at least 1 semester before Defence	A schedule for thesis preparation, review and submission is agreed upon by student and Advisory Committee. Student begins writing thesis.
	Student writes and Advisor reviews thesis draft(s). Advisor provides suggestions for revision. Student revises thesis draft(s).
9 weeks to Defence	Student and Advisor agree that the thesis is ready for examination. Advisory Committee members review the thesis as they would a manuscript submitted for publication (2 week review process).
7 weeks to Defence	Advisory Committee members return the thesis to the student with their written comments, discussing the comments with the student as necessary. Student revises the thesis as he/she deems appropriate.
6 weeks to Defence	Student submits corrected thesis to Advisory Committee members for final review if they request it (up to a week).
5 weeks to Defence	Advisory Committee members indicate on the Examination Request Form whether they find thesis to be ready for examination. Student submits thesis and Form to Graduate Director, with or without further revision. Advisor submits Advisory Committee recommendation regarding Examination Committee membership and tentative defence date to Graduate Director. Graduate Director appoints Examination Committee.
4 weeks to Defence	Thesis is distributed to Examination Committee members and the External Examiner. Examination time and place are set.
1 week to Defence	The report of the External Examiner is submitted no later than one week prior to the examination, and the comments are released to the student, Advisor, and Examination Committee.
DEFENCE	Ph.D. Final Oral Examination takes place. Examiners judge thesis and defence to be satisfactory or unsatisfactory, and designate an Examiner as reviewer of any changes to a satisfactory thesis required by the Examination Committee.
1 (or more) weeks after Defence	Student completes thesis revisions and approved thesis is submitted, with application to graduate, to the Dean of Graduate Studies.
Deadline Date Specified in Calendar	Approved thesis is submitted, with application to graduate, to the Office of the Dean of Graduate Studies. Thesis is reviewed and accepted by the Dean's Office.
	Board of Graduate Studies presents lists of graduands to Senate for approval.
	Convocation!!!