

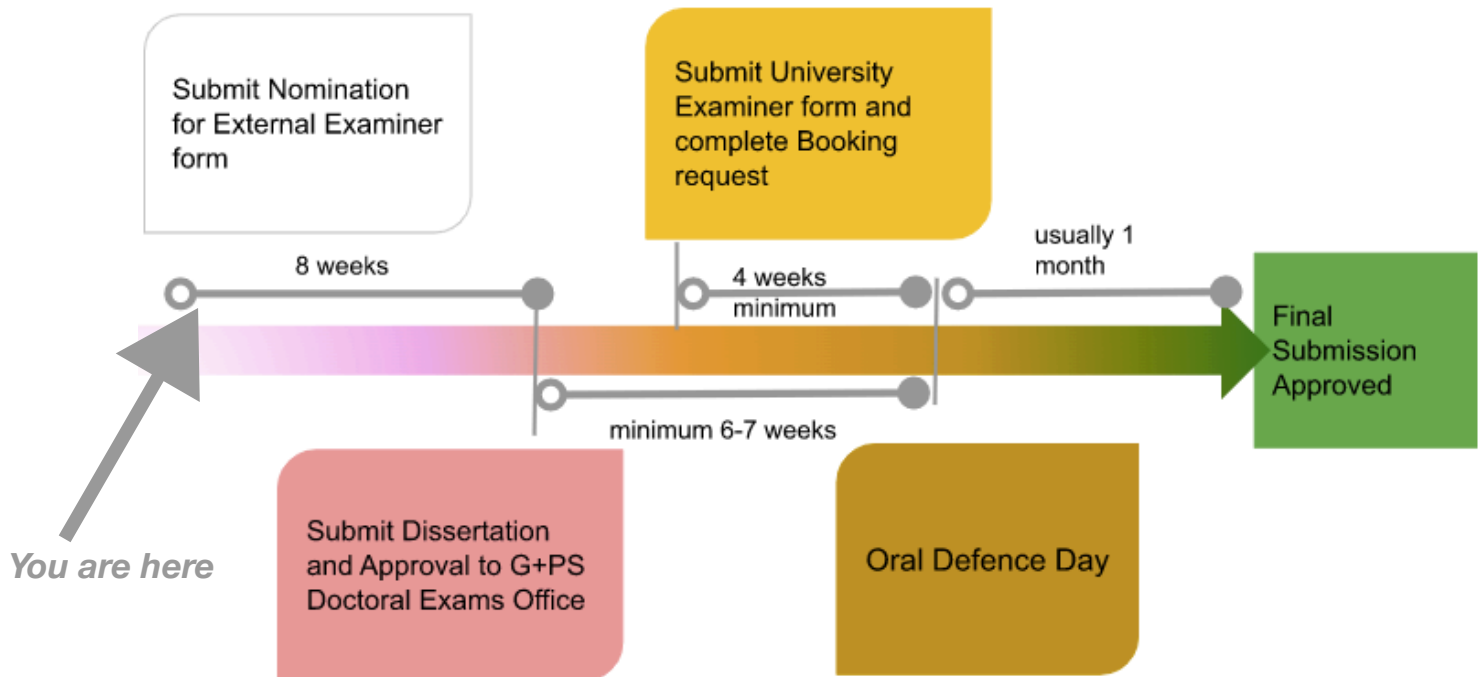


Welcome to your Doctoral Exam!

You have started the doctoral examination process by sending us your External Examiner Nomination form.

Congratulations!

We're the doc exams team: Robyn, Sally, Yankee, Charlie, and Pidan (pictured). To help your exam go smoothly, we'd like to give you a little bit of information on the next steps, and to point you to some resources for more detail.



What happens next?

Sally will get to work on inviting your External Examiner. Once she has an acceptance, she will email to let you know.

Keep this document handy! On the next page, there are resources to help with planning your exam. (Even more cute pictures!)

If you see emails from us: graduate.doctoral@ubc.ca, please read them carefully. They will contain instructions and information about what you need to do.



Submission Date.

On the External Examiner Nomination form you sent us, you gave us a anticipated date of submission to the external examiner.

This date is a key to your exam timeline.

Ideally, we'd like you to submit your dissertation pretty close to the submission date. A few days late is fine. If you are more than 2 weeks late, we might need to reach out to your examiner to check that they are still available.

If your submission date changes, it will change the date of other steps in the exam process.

Booking the defence.

Your defence can be booked as soon as we send the dissertation. The email "Dissertation Transmit" sent to you and your supervisor tells you the **earliest date** the defence can be held. The defence can be booked once the examiners are in place and have an agreed time and date. The defence should be booked at least **4 weeks in advance**.

We **don't** have to wait until we have the external examiner's report to book your defence.



Planning

If you haven't already done so, you might like to read our planning guide. There's a checklist in that guide, and if you like checklists, you can also download an editable version to personalize.



Need help? Here are some links to resources

Email the Doctoral Exams team:
graduate.doctoral@ubc.ca

[Doctoral Exams Guide](#)

[Planning Tool and Checklist](#)

[Doctoral Deadlines for the current Academic Year](#)

[Doctoral Exams Forms](#)

