

## Steps to Organizing a DBMS Ph.D. Thesis Exam

**Start the process early. Last minute requests are not guaranteed to be processed. Please pay close attention to the timelines/deadlines indicated below.**

### Step 1

1. Confirm the student has completed all research requirements and all fees are paid.
2. Obtain permission from the Advisory Committee to proceed. This must be documented on the Annual Progress Report form and submitted to the Program Assistant.

### Step 2

#### **Supervisor's Responsibility:**

1. Contact potential faculty members to confirm their availability to serve on the examining committee, which consists of the Chair, Supervisor(s), Head (or delegate), Internal Examiner, Internal-External Examiner, External Examiner (outside Queen's) = minimum six (6) Examining Committee members
2. Internal-External Examiner is a member external to DBMS and internal to Queen's.
3. Head (or delegate) can participate as the Chair, but loses voting right and reduces Examining Committee by one member, if approved by Supervisor(s) and Head.
4. All participants must be current faculty members of the School of Graduate Studies and Postdoctoral Affairs (SGSPA). If you are unsure, please send the names to Wendy Cumpson for verification. If the member does not have an SGSPA appointment, a CV must be sent to Wendy who will forward it to the SGSPA Associate Dean to request approval.
5. All participants cannot be in conflict of interest with the student and supervisor(s). Example, no prior supervisory relationship, and no published or co-presented works associated with the student and supervisor.
6. Once all members have agreed to serve, forward the names to the appropriate Field Coordinator (and cc Wendy Cumpson).
7. Forward Wendy the thesis title, oral exam date, time and location.

### Step 3

#### **Student's Responsibility:**

1. Distribute a copy of your thesis to all committee members at least 25 working days prior to the thesis exam.
2. Send a PDF copy of your thesis to [thesis@queensu.ca](mailto:thesis@queensu.ca) at least 25 working days prior to the exam date. The Thesis Coordinator will review the thesis and identify any problems (eg, format errors). Any corrections will be applied to the completed final thesis submission to QSpace (not the version that is sent to the committee members for the oral thesis).

**The completed Ph.D. Thesis Exam Form (with all the above information) must be submitted to Wendy at least 27 working days prior to the thesis exam date.**

**Official PhD degree completion date processed when final PhD thesis document, with all completed revisions, gets submitted to QSpace along with Supervisor's email to [thesis@queensu.ca](mailto:thesis@queensu.ca) clarifying all thesis revisions approved and DBMS PhD degree requirements satisfied.**

NOTE: No Thesis Examinations can be scheduled on September 30 (National Day of Truth and Reconciliation) and December 06 (Commemoration Day).