

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

- 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 defend by the end of April, for a Spring convocation, the thesis must be approved by the supervisor by about mid-February. 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. 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 for a defense 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.
- 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 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

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.

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