

## APPENDIX I: SCHEDULING PROCEDURES FOR ORAL CANDIDACY EXAMINATIONS AND DISSERTATION DEFENSES

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Procedures for the formation of the PhD committee, the taking of the oral candidacy examination, the distribution and defense of the dissertation can be found within the Graduate Handbook. Necessary forms are available for downloading at <http://ame.nd.edu/resources/forms>. This outline pertains only to the **scheduling** of the oral candidacy exam or PhD defense. *Unless otherwise noted*, all forms are to be returned to Nancy Davis, 153 Multidisciplinary Research Building.

1. For oral candidacy examinations, the Committee Formation Form, Course Approval Form and Written Exam Approval Form must all be returned no later than **5 business days prior to the scheduled exam**. *No exceptions!* (<http://ame.nd.edu/resources/forms>)
2. For PhD dissertation defenses, all signed readers reports must be returned to the graduate administrative assistant no later than **5 business days prior to the scheduled defense**. *No exceptions!* (Readers reports are obtained through the graduate administrative assistant.)
3. Students will supply the graduate administrative assistant via email ([ndavis@nd.edu](mailto:ndavis@nd.edu)) the following information **no later than 5 business days prior to the scheduling of the exam/defense date**:
  - a. Name and ID number (#900)
  - b. Date, time, and place of the exam (please contact **Nancy Davis** for room scheduling assistance).
  - c. Advisor(s) name.
  - d. All committee members and their department/company affiliation.
  - e. A copy of the dissertation abstract in pdf form for posting (PhD dissertation defense only)
4. Committee members are allowed 4 weeks to read and approve the dissertation. The Reporting Form for both the oral candidacy exams and dissertation defenses will be completed and distributed to the student before the exam/defense by the graduate administrative assistant. A notification email will be sent to the advisor(s), committee members, and cc'd to the student as soon as scheduling of the exam/defense is complete, along with an overview of the exam/defense procedures. **All committee members, including the advisor(s), must sign the Reporting Form and indicate their vote.**
5. The Reporting Form should be returned *immediately* after the defense to the graduate administrative assistant, 153 Multidisciplinary Research Building.
6. If a member of the committee is off-campus and unable to physically sign the form, an email should be sent *immediately* after the defense to Susan Miller ([Susan.Miller.584@nd.edu](mailto:Susan.Miller.584@nd.edu)) and cc'd to Nancy Davis ([ndavis@nd.edu](mailto:ndavis@nd.edu)) indicating their vote.