



CEMSE Division PhD Defense Process

You will find below the General Process you need to follow before Defending your PhD. Please note that if you want to graduate in a specific Semester, refer to the specific dates and deadlines for that semester.

9 weeks before Defense (at the latest):

- 1) Student submits Petition for PhD Dissertation Defense Examination to GPC
- 2) Student submits Recommendation for External Examiner form to GPC
- 3) Student submits Dissertation Abstract and First Dissertation Draft to GPC
- 4) Students submits CV and Future Plans Statement to GPC
- 5) If necessary, the student must apply for the possibility to extend their time at KAUST as a “Student in Training”—only if “suitable” documented offer is in place
- 6) GPC reviews and approves Degree Audit
- 7) GPC shares everything with the Associate Dean for an initial review, in order to request additional clarifications if needed, and/or communicate comments/remarks to the Dean
- 8) GPC submits 1-6 to Dean for
 - a. Approval to move forward with the process
 - b. Selection of an External Examiner in a priority order
 - c. Signature on the Petition to Defend

8 Weeks before Defense:

- 1) GPC invites the External Examiner (EE) to participate, with the student’s CV and Dissertation Abstract
- 2) Once EE confirms, GPC informs the Faculty Supervisor

7 Weeks before Defense:

- 1) GPC sends the Dissertation draft, Evaluation Report and Petition to Defend to the External Examiner
- 2) The Administrative Assistant of the Faculty works with EE for travel logistics to KAUST, in case EE chooses to travel to KAUST

2 Weeks before Defense:

- 1) Student shares Dissertation draft with local committee members
- 2) Evaluation returned from External Examiner
- 3) GPC shares evaluation results with the Dean and Faculty Supervisor. Based on EE feedback, the Defense is postponed or cancelled, if needed at this stage.
- 4) Students books the venue for the defense



1 Week before Defense:

- 1) Student advertises his PhD Defense Announcement with the help of the Administrative Assistant of the Faculty

Week of the Defense:

- 1) PhD Defense Announcement included in CEMSE Seminars
- 2) Defense
- 3) Result of PhD Dissertation Defense Examination is signed and returned to GPC
- 4) GPC shares Result of PhD Dissertation Defense Examination with the Registrar's Office

Post-Defense:

- 1) The Administrative Assistant of the Faculty works with Hamimah Supian our BM to pay the EE their honorarium and GPC shares the EE Evaluation report with Hamimah (for auditing purposes)
- 2) Student makes corrections to the Dissertation, if required by committee
- 3) Student finalizes formatting of the Dissertation according to [KAUST requirements](#)
- 4) Student submits the Dissertation to **Turnitin** to run a plagiarism report
- 5) Student submits a completed and signed Final Approval of PhD Dissertation Defense to GPC
- 6) Students submits the final Dissertation, Thesis/Dissertation Copyright and Availability Form, and Turnitin Report with screenshot to GPC
- 7) GPC shares the Final Approval with the Associate Dean for his signature
- 8) Once Final Approval is signed by the Associate Dean, GPC submits the Dissertation through the KAUST Repository
- 9) Once KAUST Repository sends a receipt, GPC submits Final Approval to the Registrar's Office

***Downtime after providing draft to the external examiner should be used wisely:

- 1) **To refine** the dissertation
- 2) **To format** the dissertation according to [KAUST Guidelines for Thesis and Dissertations](#)
- 3) Completion of **Thesis/Dissertation Copyright and Availability Form**
- 4) Creation of an **Orcid ID**