



Fall 2018 PHD Deadlines

To graduate by December and be a Fall graduate, you **must defend *no later than* November 6th , 2018.**

· Make sure you have an approved PhD Defense committee, and this can be done ASAP.

The forms can be found at the below link, under the Study tab:

<https://cs.kaust.edu.sa/Pages/Home.aspx> , <https://amcs.kaust.edu.sa/Pages/Home.aspx> or <https://stat.kaust.edu.sa/Pages/Home.aspx>

9 weeks before your scheduled defense date, but **no later than September 4th** if you are defending and graduating in the Fall:

- o Petition to Defend signed by all committee members
 - o Recommendation for External Examiner form completed and signed by your supervisor See attached
 - o Dissertation abstract
 - o First Dissertation draft
 - o CV with publications
 - o Future Plans Statement (what you will do after you graduate) in a word document.
- You will need advertise your defense and book a room. Follow this link to book an event:<https://cemse.kaust.edu.sa/Pages/EventsBookingCalendar.aspx>

Once you have defended, you need to make sure to:

· Submit the **Examination Results** of PhD Defense form to me by **November 6th **also last day to defend** (signed by the committee). You can find it at the same links stated above.

· Get a format check of your dissertation (By the Thesis Clerk, Amaria Rebiai, amaria.rebiai@kaust.edu.sa). She will contact you, again, make sure you are in contact with her as you will not be able to graduate if you do not have her signature on the FINAL results form. Formatting guidelines found

here: http://libguides.kaust.edu.sa/ld.php?content_id=9914831

- **Deadline to submit all final documents to me is November 29th, and these are:**
 - **Final Approval** form signed (by your supervisor and the thesis clerk) once all corrections are made: Same link as above



- **Final dissertation** sent to me – after running Turnitin plagiarism check (**please provide 1: Digital Receipt and 2: Screenshot of the results**)
- **Copyright form** to me. Same link as above

I will submit the Final Approval form and final dissertation draft to Dean Mootaz for his approval and signature

Then, I will submit the Final Approval form, final dissertation draft and the Copyright Form to the KAUST Digital Archive. **Deadline for archiving is **December 6th.**

I will notify the Registrar's Office and they will officially "graduate" you in the system. At this point, if you need one, you can get your letter of completion stating you have met all the requirements of the PhD. Diplomas will be issued and distributed at Commencement on **December 15th**. The Exit process will then start (if applicable). It usually takes about 2 weeks.