



PETER A. ALLARD SCHOOL OF LAW
GRADUATE PROGRAM

PhD Dissertation
Submission Guidelines

1. Application for graduation: please submit your application for graduation through Workday.
2. Deadlines: Please check the deadlines for application for graduation and thesis submission on the G+PS website here: <https://www.grad.ubc.ca/deadlines>
3. Preparing your thesis for submission: <https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation>
4. Final Thesis submission guidelines: <https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission>
5. Please pay particular instructions to the Final Submission Instructions here: <https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission/final-submission-instructions>
6. Required Forms: Before you will be permitted to upload your PhD dissertation to UBC Circle please forward the completed forms indicated below to me at **preferably a week before your planned submission date**. Once I receive the forms I will submit both to the Thesis Office at G+PS. Both forms must be received by the Thesis Office before you will be able to upload your thesis to UBC Circle, please click on the active link for each form below:
 - a. Doctoral Dissertation Approval: (this will be submitted to me by your research supervisor)
 - b. Thesis Submission Cover Sheet
7. Recommendation: The Thesis Office at G+PS will become inundated with processing thesis submissions leading up to the thesis submission deadline(s). It is best to submit your thesis forms and upload your thesis to UBC CIRCLE at least two weeks ahead of the deadline. This is to allow you sufficient time to address any last-minute formatting changes that the Thesis Office may require.
8. Program End Date and Tuition fees: You will receive notification from the Thesis Office has been accepted into UBC CIRCLE and the date that your thesis was accepted. Once your thesis has been accepted (not submitted) into UBC CIRCLE your program will close. Any tuition that you have paid will be prorated and the balance (if any) will be refunded to you through direct deposit into your bank account.
9. Program Completion Letter: If you require a program completion letter please contact Joanne.

If you have any questions or require any clarification please contact Joanne Chung, the Graduate Program Advisor for the research-based Programs at: jchung@allard.ubc.ca