

FREE TEMPLATE RESOURCE
Defense Agenda Templates

THE
FINISH
SYSTEM

A Dissertation Chair's Guide to Supporting
Doctoral Students **From Start to Defense**



DR. RAMON GOINGS



DISSERTATION DEFENSE SCHEDULE EMAIL TEMPLATE



It is my honor and pleasure to provide you access to this resource to help you implement your FINISH System. If I can be of support to you and/or your faculty and student colleagues let's please stay in touch. You can email me at ramon@thedonedissertation.com.

Sincerely,

Dr. Ramon Goings

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DISSERTATION PROPOSAL DEFENSE AGENDA

Good morning Everyone!

I hope this email finds you all well! I wanted to just send an updated email for **[insert student name]**'s proposal defense that is scheduled for **[insert date and time]**.

Below is a tentative agenda for **[insert day of defense]**:

Agenda Item	Time
Committee Proposal Defense Intros and Check In <ul style="list-style-type: none"> • Student in breakout room 	
Student Proposal Defense Presentation to Committee	
Committee Q&A w/ Student <ul style="list-style-type: none"> • Each committee member can ask their questions(s) and mov on to another committee member. • Tentative order: you list 	
Committee Deliberation <ul style="list-style-type: none"> • Student in breakout room 	
Sharing Decision w/Student and Next Steps	

I've added you all to the calendar invite that has the Zoom information, but have also added it below just in case.

If there is anything else you all need from us please do not hesitate to reach out! And if you have any tech issues on **[date of defense]** please give me a call at **[insert phone number]**.

Thank you all again for your support of **[insert student name]**!

Insert your name

FINAL DISSERTATION DEFENSE AGENDA

Good morning Everyone!

I hope this email finds you all well! I wanted to just send an updated email for **[insert student name]**'s final defense that is scheduled for **[insert date and time]**. Attached you will find the most recent iteration of the dissertation.

Below is a tentative agenda for **[insert day of defense]**:

Agenda Item	Time
Committee Defense Check In <ul style="list-style-type: none"> • Student in breakout room 	
Chair welcome, committee introductions, and provide instructions to audience for defense	
Student Defense Presentation to Audience and Committee	
1-2 Audience Member Questions	
Committee Only Q&A w/ Student in Breakout Room <ul style="list-style-type: none"> • Audience will remain in main room. • Each committee member can ask their questions(s) and move on to another committee member. • Tentative order: you list 	
Committee Deliberation <ul style="list-style-type: none"> • Student in main room with audience • Complete all paperwork 	
Sharing Decision w/ Student and Welcoming Them as Doctor to the Committee in breakout room!	
Introducing the new doctor to audience in main room!	

If there is anything else you all need from us please do not hesitate to reach out! And if you have any tech issues on **[date of defense]** please give me a call at **[insert phone number]**.

Thank you all again for your support of **[insert student name]**!

Insert your name