



## Final Oral Examination Timeline

The following is a step-by-step timeline, explaining the PhD Final Oral Examination process. Please review this document in full. In this document, “candidate” refers to the PhD students, defending their thesis.

Candidates may proceed to the FOE upon either: 1) the successful completion of the departmental oral exam, **OR** 2) following the recommendation of the supervisory committee.

### 7+ Weeks Before FOE

- 1) At this point, the PhD candidate should have their abstract and thesis ready for external defense. Candidates should request approval from their supervisor.
- 2) Candidates must let the Grad Admin (Brandon Wells) know of their intention to defend their thesis via the FOE. The Grad Admin will send an email to the candidate, outlining the information they need to provide. In short, candidates (with the help of their supervisor) will provide:

FOE Committee Voting Members:

A) Reading (Supervisory) Committee (maximum 3) - include names + emails

B) Internal Examiner (minimum 1) include names + email

C) External Appraiser Nominee (needs to be approved by SGS). Including their: name, email, institutional affiliation, area of specialty, website, CV, and publications list (if not listed in CV).

*Note: if SGS requests additional information on the External Examiner, the Grad Admin will notify the supervisor.*

- 3) If/when the External Appraiser is approved, the Grad Admin notifies the supervisor and candidate.  
*Note: Candidate cannot contact External Examiner*
- 4) The candidate, working with their supervisor identifies the date and time of the FOE and provides this to the Grad Admin. This must be provided **6 weeks before** the proposed FOE date. The Grad Admin works with SGS to book the room.
- 5) Candidate sends the Grad Admin the thesis and abstract. At this time, the Grad Admin enters the FOE details on ROSI, and requests an Exam Chair from SGS.



This must be provided **6 weeks before** the proposed FOE date.

- 6) Grad Admin contacts the External Appraiser within a week of Step 5 and provides the thesis, abstract, expected process, and a document outlining the steps and the appraisal details. If the external examiner is a remote attendee, Grad Admin to request Skype ID (if available) or set-up GoToMeeting.
- 7) Grad Admin informs FOE Committee of the date, time and location of the FOE.

### 2 Weeks Before FOE

- 8) The External Appraiser should send the appraisal to the Grad Admin at least 2 weeks before the FOE. Grad Admin relays the appraisal to the candidate and the committee.  
*Note: the Grad Admin will follow up with the External, if the appraisal isn't submitted on time. The candidate **should not** contact the External Appraiser.*
- 9) The Grad Admin distributes exam program information to the FOE Committee.
- 10) Candidate coordinates with Lisa Fannin [sgs.doctoral@utoronto.ca](mailto:sgs.doctoral@utoronto.ca) (if FOE is scheduled at SGS), or Grad Admin [grad.chemeng@utoronto.ca](mailto:grad.chemeng@utoronto.ca) (if FOE is scheduled at CHE), to work out details (Skype, A/V requirements, etc.). Candidate should confirm everything is set up and working properly a day or so before the examination.

### Day of FOE

- 11) If scheduled at SGS: SGS coordinates everything.  
If scheduled at CHE: the Grad Admin provides forms to the Chair of the exam, and makes arrangements to collect the final documents.

### After FOE

- 12) Candidate makes changes to thesis, based on the recommendations given from the Final Oral Exam Committee. The supervisor confirms with Grad Admin once the revisions are made. The Grad Admin relays this information to SGS.



- 13) Candidate submits final thesis online to [T Space](#), and submits two hard copies. One to their supervisor, and another to the CHE Department (WB217).  
*Note: students may request to delay the release of their thesis for up to two years, for confidentiality purposes: <http://www.sgs.utoronto.ca/Documents/Restrict-Thesis-Release.pdf>*
- 14) Once this is all completed, SGS nominates candidate for convocation (graduation), and supplies all necessary details.