



Chemical Engineering & Applied Chemistry  
UNIVERSITY OF TORONTO

**Ph.D. DEPARTMENTAL ORAL**

Date of Meeting: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_ Student #: \_\_\_\_\_

Collaborative Program: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Committee: Chair: \_\_\_\_\_

Supervisor(s): \_\_\_\_\_

Other Member(s): \_\_\_\_\_

1. Review of Departmental Policies on Graduate Studies by Chair (see Graduate Student Handbook, 2012-2013 , p. 34-39)

2. Brief Student Record

Date of First Registration: \_\_\_\_\_ Course Record: Please see attached

3. Recommendation:

That the candidate proceed to the Final Ph.D. Oral examination

That the examination be adjourned to be reconvened by \_\_\_\_\_

5. Students Discovery Award (SDA): Please see attached criteria

The committee recommends that the candidate receive the award

6. Signature of Examination Committee Chair: \_\_\_\_\_

contribution of the candidate to the work. The examination committee must be satisfied that the candidate's personal contribution to the thesis is sufficient to fulfill the requirements of the PhD degree. A candidate who intends to submit jointly authored work must be prepared to satisfy the committee on this issue. A statement from the co-author as to the candidate's contribution may be helpful.

The thesis should contain sufficient information so that others can replicate the experiments conducted.

### ***Length of Thesis***

It is recommended that the thesis be no longer than 200 pages, double-spaced, plus relevant appendices. If the student believes that the thesis should be significantly longer than 200 pages, then he or she should consult his or her Reading Committee and the Graduate Coordinator.

Copies of previously completed University of Toronto theses for inspection are available electronically through T-space (<https://tspace.library.utoronto.ca/>). The Main Office has hard copies of PhD Theses submitted prior to 2008 that can be borrowed.

## **6.3.5. PhD Departmental Final Oral Examination**

### **(a) Examination Committee Members**

The Examination Committee is comprised of:

- members of the Reading Committee, and
- 1 to 2 additional Faculty Members, preferably from this Department

The supervisor and student select the members of the examining committee and arrange a date and time convenient for all members.

The Graduate Office will appoint a Chair from the list of Committee members, exclusive of the candidate's primary supervisor.

### **(b) Distributing the Thesis**

Copies of the thesis should be distributed to the members of the examining committee at least two weeks in advance of the date of the oral. Committee members may refuse to participate in the examination if less time is given for the appraisal of the thesis.

### **(c) Formal Request for the PhD Departmental Final Oral Examination**

Once the committee membership has been determined, a PhD Departmental Final Oral Examination Request Form is to be completed and submitted to the Graduate Assistant. The form can be found on the "Forms and Handbooks" page under the "Graduate Studies" section of the Chemical Engineering website: <http://www.chem-eng.utoronto.ca>.

The form is to be submitted to the Graduate Assistant (WB 212) a minimum of one week (5 business days) prior to the examination. Please ensure that a ROSI printout of your transcript that includes your name is attached to the form.

The meeting room and laptop/projector can be booked through the Departmental Assistant in the main office (GB 217).

#### **(d) Conduct of the PhD Departmental Final Oral Examination**

##### ***(i) Pre Oral Review***

At the start of the oral the candidate will be asked to leave the room while the following procedures are carried out:

- The Examination Chair will briefly review the relevant Departmental Policies related to the PhD program
- The Committee will review the length of time the candidate has been registered in the PhD program
- The Committee will review the student's course performance.

##### ***(ii) Oral Examination***

The candidate and any graduate student observers will then be asked to enter the room, and the candidate will make a 20 minute presentation on his/her research.

The committee members will then question the student on his/her research. Student observers may also ask questions.

At the end of the question period, the candidate and any observers will be requested to leave the room.

##### ***(iii) Post Oral Review***

On the basis of the thesis and the oral defense, the committee may recommend that:

- the candidate proceed to the SGS PhD Final Oral Examination with the thesis as it stands
- the candidate proceed to the SGS PhD Final Oral Examination with minor corrections to the thesis
- the candidate proceed to the SGS PhD Final Oral Examination with minor modifications to the thesis
- the examination be adjourned, to be reconvened at a date decided upon at the examination

#### **6.3.6. SGS PhD Final Oral Examination**

The regulations governing this examination are determined by the School of Graduate Studies and are outlined in detail in the SGS calendar.

**The process of scheduling the examination, allowing time for professional appraisal, can be expected to take at least eight weeks at the best of times. (a)**

### **Examination Committee Members**

The examination committee must include at least four, but no more than six, voting members: one to three of the voting members will have served on the candidate's supervisory (reading) committee, and at least two voting members will not have been closely involved in the supervision of the thesis. Eligible for inclusion in the latter group are the external appraiser, members of the graduate faculty of the candidate's department, and members of the graduate faculty of other departments, centres, or institutes of the University

- The External Appraiser is to be a recognized expert on the subject of the thesis and should be external to the University as well as to its affiliated teaching hospitals and research institutes. Such an individual must be an associate or full professor at the home institution or, if the individual comes from outside the academic sector, must possess the qualifications to be appointed to an academic position at this level.

Up to two non-voting members may also be included.

Below are the tasks involved in setting up an SGS PhD Final Oral Examination, who is responsible for each task, and the latest that the task is to be completed.

<b>Task</b>	<b>Who</b>	<b>When</b>
List of three potential Appraisers, as well as the proposed FOE Committee membership submitted to Grad Office using the SGS FOE Request Form	Student/Supervisor	8 weeks prior to exam
Bound copy of thesis submitted to Grad Office	Student	8 weeks prior to exam
Potential Appraisers reviewed/approved by Department; Notify student/supervisor of approval decision	Grad Office	8 weeks prior to exam
One Appraiser reviewed/approved by SGS	SGS	8 weeks prior to exam
Date and time set for meeting	Student/Supervisor	7 weeks prior to exam
SGS informed of Exam and exam location set	Grad Office	7 weeks prior to exam
Thesis sent to Appraiser along with date/time of exam, and deadline for submission of Appraisal; Notify supervisor of sent documents and provide supervisor with electronic copies of Appraisal Agreement	Grad Office	6 weeks prior to exam
Copy of thesis submitted to all other Voting Members (besides the Appraiser)	Student	4 weeks prior to exam
Appraisal reminder sent to Appraiser	Grad Office	3 weeks prior to exam

Appraisal submitted to Grad Office	Appraiser	2 weeks prior to exam
Appraisal forwarded to Student, FOE Committee Members, and SGS	Grad Office	2 weeks prior to exam
Exam reminder sent to FOE Committee Members and Student	Grad Office	2-3 days prior to exam

Notes:

- (1) To avoid any prejudicing of the examination, the candidate must not contact the potential Appraisers, so any communications with the Appraiser regarding the C.V. or examination arrangements must be made by the supervisor or other committee member.
- (2) In order to maintain an “arm’s length” relationship, the supervisor must limit contact with the external appraiser to getting his/her agreement and determining possible dates and times for the examination.
- (3) Should the appraisal not be received by the student at least 2 weeks prior to the examination, the student may:
  - a. agree to continue with the examination on the scheduled date, despite having less than 2 weeks prior to the examination to review the appraisal, or
  - b. postpone the examination to a later date

If the examination is postponed, no changes to the Examination Committee membership may be made.

**(vi) The Examination**

The examination procedures are located on the School of Graduate Studies website at: <http://www.sgs.utoronto.ca/informationfor/students/finup/oralex.htm>. The procedures are very similar to those of the Departmental PhD Final Oral Examination.

**(vii) Post Examination**

Immediately after the oral examination, the candidate must return to the SGS PhD Orals Office (SGS building, 63 St. George Street, 3<sup>rd</sup> floor) where several documents have to be signed.

**(viii) Graduation**

Following the oral examination, the student makes all corrections to the thesis as required by the examining committee. Once the supervisor has approved the corrected thesis and informed the Graduate Administrator via email that the corrections have been made, the student submits copies as follows:

- 1 electronic copy to School of Graduate Studies submitted online through TSpace. For step-by-step instructions visit: <http://www.sgs.utoronto.ca/informationfor/students/finup/producingthesis/t-space.htm>
- 1 bound copy to the Main Office (see the General Office Supervisor, WB 217)
- 1 bound copy to each supervisor

Bound copies of the thesis and the completion form should be returned to the Department before graduation.

The candidate must also complete and hand in the Degree Completion Sign-Off form to the Graduate Administrator; the form can be found on the departmental website: <http://www.chem-eng.utoronto.ca>.

Please check Appendix A for information on thesis preparation costs.

In the final year of PhD study, tuition fees are calculated on a monthly basis, and charged on the 15th day of each month.

The Dates and Deadlines section at the beginning of this handbook includes deadlines that affect the convocation (graduation) date of your degree.

## Appendix A: MASc-PhD Thesis Binding Reimbursement

The Department will provide moderate financial assistance with the photocopying and binding costs associated with one final copy of the MASc/PhD Thesis. The Supervisor will pay for any costs in excess incurred and for any additional copies.

The Department will provide up to \$40 for MASc and \$75 for PhD to cover photocopying and Thesis binding costs incurred by the student, provided the degree has been earned on a “full-time” basis and receipts are provided.

No monies will be paid until an authorization slip and the required bound copy is received by the General Office Supervisor, or the Business Officer in the Main Office (WB 217).

All original receipts for costs must be presented before you can be reimbursed. These receipts are to be attached to a completed Expense Reimbursement Form and then should be given to the General Office Supervisor, or the Business Officer in WB 217. Please keep in mind that a “transaction record” of a credit card or debit card purchase is not a receipt.

**Student Discovery Award (SDA)**

\$1,500 MAsC, \$3,000 PhD

To be awarded to students who have successfully defended their MAsC or PhD thesis at a Departmental Oral Examination within 2 or 5 years respectively, and have authored/co-authored at least one first-authored paper per year in the program at the time of the examination. To be considered, submit a list of publications and a one-page impact statement to the Committee at the start of the examination.