

## PhD Final Oral Examination Booking Information Sheet

**NOTE:** This form is to be submitted to the Graduate Administrator a MINIMUM OF 8 weeks prior to the examination date. If the External Appraiser has been pre-approved, candidates can allow 7, rather than 8 weeks, between the time when this sheet is submitted, and the date of the final examination.

### Student Information:

Candidate: \_\_\_\_\_

Student Number: \_\_\_\_\_

### Thesis Title:

**Note:** Provide the full, correct, final title. This will be the title that will show on the student transcript; if the title changes, it must also be changed on ACORN.

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### Exam Details:

Exam date: \_\_\_\_\_ Exam time: \_\_\_\_\_ (preferably 10 AM OR 2 PM)

### Exam Location (to be filled out by Administrative Assistant):

Building: \_\_\_\_\_

Room number \_\_\_\_\_

### Committee Membership:

Supervisor:

1. \_\_\_\_\_

Co-Supervisor (where a co-supervisor exists)

2. \_\_\_\_\_

External Appraiser

3. \_\_\_\_\_

Area of Specialty: \_\_\_\_\_

Institutional Affiliation: \_\_\_\_\_

Will the External Appraiser attend the exam?

- ☐ No  
☐ Yes, in person  
☐ Yes, by teleconference

Voting Members:

Supervisory Committee

**Note:** If the committee member also participated in the supervision of the thesis, check 'yes'. If the committee member is joining the committee only for the purposes of the Final Oral Exam, check 'no'.

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|----------|------------------------------|-----------------------------|
| 1. _____ | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 2. _____ | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 3. _____ | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 4. _____ | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 5. _____ | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 6. _____ | <input type="checkbox"/> yes | <input type="checkbox"/> no |

**Note:** include a min. of 4 members, and max of 6. At least one member, but no more than 3 members, who sat on the Supervisory Committee

**Equipment Required (please check each item required):**

Conference Phone ☐ Computer Projector ☐ Other \_\_\_\_\_

(please note that SGS does not provide computer facilities; if a laptop is required, it must be secured from the department)