

PhD Final Oral Exam (FOE) Booking Sheet

This form must 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. For exams booked between Jan – Feb, please allow 10 weeks notice, to account for the holiday closure.

The FOE is governed by the School of Graduate Studies. Please consult the SGS Calendar for more information (<https://sgs.calendar.utoronto.ca/general-regulations>)

Student's Final Thesis:	Enclosed:	Sent:	Will Send:
External Examiner's CV:	Enclosed:	Sent:	Will Send:

Section 1: Student Information

Student Name:	Student Number:	Program:
Student Phone Number:	U of T Email:	

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.

Section 2: Exam Information

Examination Date:	Time: 10 a.m.	2 p.m.	Other:
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Section 3: Committee Information

Examiner	Name	Dept. or University	Phone	Email	Method of Attendance
Supervisor					
Supervisory Member #1					
Supervisory Member #2					
Supervisory Member #3					
External Examiner / Appraiser			PLEASE SEE NEXT PAGE		
Internal-External Examiner					
Alternate Internal-External					
Non-Voting Member (if applicable)					

QUORUM: Minimum 4 voting members, Maximum 6 voting members.

1-3 Supervisory Committee Members; Minimum 2 arm's length examiners (1 Internal-External Examiner plus 1 External Examiner).

*Maximum of 2 telephone/video participants. *except for FOE's conducted during the COVID pandemic.

EXTERNAL APPRAISER/EXAMINER INFORMATION:

The external appraiser must be at arm's length from both the Candidate and the supervisor(s). Normally, this will exclude anyone who: has served as PhD Supervisor / Supervisee of the Candidate or the Supervisor; or has, in the past six years, been a Departmental colleague of the Candidate or the Supervisor, or has collaborated on a research project, scholarly work or publication, with either of them.

Pre-Approved by Graduate Coordinator/Program Director?	<input type="checkbox"/> YES	NO
Name:	Phone Number:	
Email Address:	University:	
Mailing Address:		
Area of Specialization:		
External Examiner's Participation:		
<p>Will attend the examination IN PERSON and will vote</p> <p>Will participate via videoconference and will vote</p> <p>Will NOT attend in person or remotely and will NOT vote</p>		

SUPERVISORY COMMITTEE CONFIRMATION:

Submission of the FOE Booking Sheet serves as confirmation that all members of the Supervisory Committee have read the thesis and determined that it is ready to go forward for final oral examination.

In rare cases, the Candidate may insist on an examination without the approval of the graduate unit; under such circumstances, the Candidate should contact the Vice- Dean, Programs and the Vice-Dean will make arrangements for the examination in consultation with the Graduate Coordinator of the relevant graduate unit.

Supervisor signature: _____

Co-supervisor signature (if applicable): _____

Graduate Coordinator/ Program Director approval: _____ Date: _____