

Temporary Procedures for Remote Final Oral Exam

In line with the guidance from SGS, the Graduate Department of Forestry is temporarily implementing the following changes to the usual FOE procedures for PhD students, until further notice.

- ❖ As of March 18, all FOEs must be conducted remotely. If a candidate wishes to have an in-person FOE, it must be postponed.
- ❖ Unless otherwise specified, all rules and approval processes regarding FOEs remain. Please note, the following remain in effect:
 - Quorum requirements (except for the limit on the number of remote participants)
 - The candidate and external examiner **must not** communicate until the start of the FOE
 - The FOE is a closed meeting and only those approved by the SGS Vice-Dean, Students, may attend. Participants must take appropriate steps to ensure privacy. **Recording the FOE is strictly prohibited.**
- ❖ All documentation for FOEs must be submitted electronically, including the PhD Final Oral Examination Booking Sheet. **Please take special care to ensure all member email addresses are correct on the Form, as this will be essential for the voting procedure below.**
- ❖ All FOEs will be held entirely remotely, including all members of the examination committee, the Chair, and the candidate.
- ❖ The candidate is **required** to sign a [form](#) stating that they have access to and will be using a private and controlled space during the FOE.
- ❖ The department will provide FOE participants with all necessary information and guidelines for holding an examination remotely.
- ❖ Participants are encouraged to join the FOE five minutes early in order to ensure that communication technologies are working smoothly and everyone can be heard. If showing a slide presentation, the candidate is encouraged to join the FOE earlier (at least 15 minutes before the start time).
- ❖ When required to withdraw (at the start of the FOE when members are discussing the thesis, the appraisal and the order of questioning, and during the voting procedure), the candidate should leave the meeting (not merely mute video/audio) or be put into the 'waiting room'. A

member of the examination (typically the Chair or supervisor) will contact the candidate to inform them when it is time for them to return.

- ❖ The following procedure will be used to ensure the integrity of the vote:
 - SGS will provide the email address of the Chair to all voting members, as well as an electronic voting ballot for reference only (not to be filled out).
 - SGS will provide the Chair with a list of all voting members' email addresses (as specified on the PhD Final Oral Examination Booking Sheet) and an electronic copy of the Chair Summary Form.
 - Members must email their vote to the Chair and Cc SGS and the Graduate Administrator. The vote should simply be text in the body of the message; i.e., "Accepted" or "Not Accepted", and if accepted, "As Stands", "with Minor Corrections", or "with Minor Modifications". If the thesis was passed "with Minor Modifications", we need to know who the Minor Modifications Subcommittee members are, and who the Convenor is.
 - Once all votes are received, the Chair will read them aloud to the meeting.
 - The Chair will ascertain the result. Typically, the candidate will re-join the meeting and the Chair will provide them with the result. In the event that the thesis is not accepted, all other participants except the supervisor and Chair will leave the meeting before the candidate re-joins to receive the result.
 - The Chair will complete the Chair Summary Form and email it to SGS and Cc the Graduate Administrator.

- ❖ The department will email the student with respect to thesis submission and various deadlines.