



Instructions for Scheduling an SGS Final Oral Exam (FOE)

DEADLINES 2020-21

September 15, 2020	Final date to submit final doctoral thesis to SGS to avoid registration/fee charges for the 2020-21 academic year
October 2, 2020	Final date to submit final doctoral thesis to SGS for November (Fall) convocation
December 11, 2020	Final FOE date prior to the holiday closure (estimated date)
January 11, 2021	First FOE date after the holiday closure (estimated date)
January 15, 2021	Final date to submit final doctoral thesis to SGS to avoid fee charges for Winter session
January 22, 2021	Final date to submit final doctoral thesis to SGS for March convocation (in absentia)
April 16, 2021	Final date to submit final doctoral thesis to SGS for June (Summer) convocation
September 14, 2021	Final date to submit final doctoral thesis to SGS to avoid registration/fee charges for 2021-22 (estimated date)
October 1, 2021	Final date to submit final doctoral thesis to SGS for November (Fall) convocation (estimated date)

FEES FOR FINAL YEAR OF DOCTORAL STUDY

Academic fees for doctoral students in the final year of their program are pro-rated based on the 12-month academic year. Incidental fees are charged on a sessional basis. Doctoral students are charged for the full year but may choose to pay:

- 1) The full fee. In the event that the student is not registered for the full year, a refund will be issued for any overpayment after the final thesis is submitted to SGS.
- 2) The minimum first payment indicated on the student's Fee Invoice on Acorn.
- 3) The fee based on the expected date of completion. For example, a PhD student in year 5 (before time-limit) who plans to complete prior to December 15, 2019 will pay approximately \$2,547.26 according to the 12-month schedule. (This figure is based on the 2018-19 Fee Schedule.)

Fees will be adjusted based on the date that the student submits their final, corrected thesis to SGS. It may take several weeks for the adjustment to appear on Acorn once the thesis has been received. Please see [Final-Year Fees](#) for more information.

EXAM GUIDELINES

Both the student and supervisor should read the [full SGS exam guidelines](#), and this document, in preparation for scheduling the exam.

TIMELINE

8 weeks prior to FOE (at least)	Supervisor: The supervisor should find a suitable External Appraiser and confirm their participation in the FOE, including the date/time, their responsibilities as an External Appraiser, and how they will be attending. The student should not have any contact with the External Appraiser until the exam begins. The supervisor should notify the graduate office if the External Appraiser needs hotel accommodations.
	Student: The student submits a request to the graduate Office to approve/schedule the FOE. The request must include: <ul style="list-style-type: none"> • PhD Final Oral Examination (FOE) Request Form (pages 3-5) • Thesis approval form, signed by all committee members (page 6) • External appraiser's CV • Abstract (as a separate document; formatted correctly)
	Graduate Office: The Graduate Chair approves the external appraiser. The graduate office will submit the external appraiser and examination committee to SGS for the approval by the Vice-Dean and will schedule the exam date/location with the SGS Doctoral Exams Office. (Most FOEs take place at the School of Graduate Studies, 63 St. George Street.)
6 weeks prior to FOE	Student: The student submits an electronic copy of the thesis to the graduate office. The student is required to inform the graduate office if a print copy is requested by the external appraiser or examiners. If so, the student will be responsible for providing one to the graduate office. The program will cover the cost to mail a thesis to the external appraiser or examiners by courier. If the thesis is not available a minimum of 6 weeks prior to the exam date the exam may be cancelled. (Producing Your Thesis: https://www.sgs.utoronto.ca/academic-progress/program-completion/producing-your-thesis/).
	Graduate Office: The graduate office will send the examiners a confirmation of the exam (date, time and location and other details) and distribute the thesis. (The student is responsible for providing supervisory committee members with copies of the thesis.)
2 weeks prior to FOE	Graduate Office: The appraisal is due to the graduate office. The graduate office will forward the 1) program, 2) abstract and 3) appraisal to the exam committee. The graduate office will also send an FOE announcement to the department including the abstract.
2 days prior to FOE	Graduate Office: The graduate office will forward a final reminder to the exam committee.
after the FOE	Student: The student will have one month (minor corrections) or up to three months (minor modifications) to make any revisions to the dissertation. The student must submit their final, approved thesis online. (Electronic Thesis Submission: https://www.sgs.utoronto.ca/academic-progress/program-completion/electronic-thesis-submission/). *The Graduate Office does not require a bound copy of the thesis.*
	Supervisor/Examiners: Once corrections have been reviewed, the supervisor (or convener of the exam subcommittee for minor modification) will confirm in writing to the SGS Doctoral Exams Office (sgs.doctoral@utoronto.ca) and the graduate office (psy.graduate@utoronto.ca) that corrections have been satisfactorily completed.

Thesis publication: Your thesis will migrate to [T-Space](#) a few weeks after convocation, and will be available online. It will have priority in major search engines. It will also appear in the U of T Library catalogue, and in the thesis collection of Library and Archives Canada, and in ProQuest.

Thesis release can be restricted for 6 months, one year, or two years after convocation, with the approval of the chair of your grad unit. Please complete the [Restrict Thesis Release Date](#) form and email it to psy.graduate@utoronto.ca. The Graduate Office will have the Chair sign the form and will forward it to SGS on your behalf.

Confirmation of degree completion: Your transcript will not show that your degree has been awarded until the first business day following convocation. Your thesis mark will change from IPR (in progress) to CR (credit granted).

If you require a letter indicating you have finished all degree requirements, please email the Doctoral Completion Office at sgs.doctoral@utoronto.ca. Include your name, student number, and any special information that you wish to be included.

PhD Final Oral Examination (FOE) Request Form

This form must be completed by the student and submitted to the Graduate Office a minimum of **8 weeks prior to the examination date**. Date/time of FOE and availability of committee members must be confirmed by supervisor/student prior to submission of this form. The Graduate Office will send a confirmation email to the student after the examination is approved by SGS (a minimum of 6 weeks prior to the examination date).

Student name (as it will appear on the thesis)	
Student number	
Examination date	
Examination time (10am or 2pm)	
Thesis title:	

Examination Committee

The Examination Committee shall consist of four to six voting members. A quorum of four voting members are required for the examination to proceed, at least two of whom must not be from the supervisory committee. Therefore, SGS recommends including three non-supervisory members to ensure that the exam proceeds as scheduled in the event that an examiner is unexpectedly unable to attend the exam.

The Committee must include:

- at least 1 member, but not more than 3 members, of the candidate's supervisory committee.
- at least 2 examiners who have not been closely involved in the supervision of the thesis. (Those eligible include the External Appraiser, members of the faculty appointed to the candidate's graduate unit, and members of the faculty appointed to other graduate units of the University of Toronto. *SGS recommends including three external examiners.*)
- a non-voting Chair appointed by SGS. (The Graduate Office will be notified by SGS when a Chair is appointed and will ensure the Chair is provided the appraisal, program and abstract prior to the exam.)

	Name	Email address	Grad. Unit
Supervisor (or Co-Supervisor)			
Supervisory Committee Member 1 (or Co-Supervisor)			
Supervisory Committee Member 2			
External Examiner (UofT) 1			
External Examiner (UofT) 2			
External Appraiser (or External Examiner 3)			

External Appraiser

The External Appraiser must be an Associate or Full Professor at another university who is a recognized expert on the subject of the thesis. If an Appraiser is from outside the academic sector, that person must possess the qualifications to be appointed to an academic position at this level. Appraisers must be arm's length from both the student and the supervisor(s). Normally, this will exclude anyone who: has served as supervisor of the student or supervisor; or has, in the past six years, been a departmental colleague of the candidate or supervisor or has collaborated on a research project, scholarly work or publication with either of them.

The supervisor should confirm the participation of the External Appraiser prior to submission of this form. The student should not have any contact with the External Appraiser until the exam begins. The Graduate Chair will approve a nomination to go forward to the SGS Vice-Dean for final approval. **Attach a full CV (or link to an online CV) for the potential External Appraiser.**

External appraiser name	
Email address	
University affiliation	
Rank and year obtained	
Area of specialization (3 words)	
Link to CV (or attach a PDF)	

The External Appraiser will be emailed an electronic copy of the thesis at the email address listed above.

The External Appraiser will:

- participate in person
- participate remotely via teleconference/video conference
 - o if teleconference, phone number: _____
 - o if video conference, the email address listed above will be used
- not participate in the FOE

SGS provides the Graduate Office with funding to pay the External Appraiser an honorarium of \$100 and reimbursement up to \$500 for travel/accommodations. The Graduate Office will provide the honorarium and expense reimbursement material to the External Appraiser after the appraisal is received. If expenses exceed \$500, the supervisor is responsible for covering the balance.



PhD Thesis Approval

Date: _____

The members of the Ph.D. Supervisory Committee of _____
approve the thesis and recommend that a Ph.D. Final Oral Examination be scheduled.

Supervisor

Name

Signature

Committee Member

Name

Signature

Committee Member

Name

Signature