

**PhD Final Oral Examination Booking Information Sheet**

**NOTE:** This form is used to facilitate exam bookings. It should be completed by the graduate student and submitted to the EEB Graduate Office (if sending it by email: gradadmin.eeb@utoronto.ca) a **minimum of 7 weeks** prior to the requested date. The form **must not** to be forwarded to SGS.

# Student Information:

Name: Number:

Thesis Title:(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 ROSI.)

# Composition of the Examining Committee:

1. The committee must include:
	1. five or six voting members. Voting members must be members of the graduate faculty at U. of T.
	2. at least two examiners who have **not** been closely involved in the supervision of the thesis (that is, they were not on the supervisory committee). EEB recommends **three\*** such members – the external appraiser plus two members from the candidate’s graduate unit or another graduate unit of the University (\*see the EEB Grad Handbook about finding a backup person if there will only be the two <https://eeb.utoronto.ca/education/graduate/graduate-handbook/> )
	3. Up to three members of the supervisory committee **including** the supervisor(s). For students with co-supervisors, only one committee member may vote at the defense. For students with 3-4 members of their supervisory committee (not including the supervisor), 1-2 of them may vote at the defense (but see (b) above). Non-voting committee members may attend the defense if they wish but they rarely do. If they wish to attend, include their name(s) in the table below as a non-voting member(s).
2. A non-voting Chair will be appointed by SGS
3. The Examination Committee may also include up to two additional non-voting members.

For the external examiner provide the following additional information:

Institutional Affiliation:

Area of Specialization:

Mailing Address including Department name:

Phone Number:

The external examiner (please put Y by the relevant option): will attend the exam in person: \_\_ OR will attend the exam online or by phone: \_\_ OR will not participate in the exam \_\_.

\*If attending online, if Skype will be used, please provide Skype ID:

List below the exam committee members with email addresses. If the exam committee member was involved in the supervision of the thesis, including serving as a member of the supervisory committee, check ‘Yes’. If the exam committee member is joining the committee only for the purposes of the Final Oral Exam, check ‘No’.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Email | Thesis supervision including supervisory committee? Yes No |
| Supervisor |  |  | [ ]  | [ ]  |
| Co-supervisor or Member1(please highlight one) |  |  | [ ]  | [ ]  |
| External |  |  | [ ]  | [ ]  |
| Member |  |  | [ ]  | [ ]  |
| Member |  |  | [ ]  | [ ]  |
| Member |  |  | [ ]  | [ ]  |
| Non-votingMember (optional) |  |  |  |
| Non-votingMember (optional) |  |  |  |

**Examination Committee Members**

**On the table above, did you tick ‘Yes’ for the faculty members who were on your supervisory committee? If not, please go back and do that now.**

**Exam Details:**

Exam date: Exam time: \_\_\_\_\_\_\_\_\_\_\_

**Equipment Required:** (check each item required): [ ] Conference Phone [ ] Computer Projector

Do you want to replace the traditional oral presentation with the exit seminar (see the EEB Grad Handbook for the pros and cons of doing this)? Yes [ ]  No [ ]

If yes, please provide the date and time of the exit seminar. Note: allow at least 65 minutes for your introduction by your supervisor, your seminar, and questions and then allow sufficient time before the exam for a (short) break as well as any travel time needed to move between locations:

Seminar date and location: \_ Seminar time: \_

**Exam Location** (to be filled out by Graduate Administrator):

Building: Room number: