

**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 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 \_\_.

For all examinations, even those that will be entirely in person, the supervisor or student is now required to schedule a Zoom meeting for the exam+exit seminar (or just for the exam if the exit seminar will be given on another day) and provide the meeting ID and password. This requirement is for SGS (for paperwork, etc.). When you schedule the zoom meeting, it should start 30 minutes before the scheduled exit seminar+exam time (or 30 min. before the exam if the exit seminar will be given on another day) and make sure you allow 5 hours for the exam: Zoom Meeting ID: Password:

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\*: \_\_\_\_\_\_\_\_\_\_\_

\*Please make sure all examiners are available for 3 hours for the exam to allow time to do the paperwork before and

 after the exam, questions/discussion during the defense, and discussions after the exam has finished

\*Note that defenses can start on the hour, or 15, 30 or 45 minutes after the hour.

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

**Exit seminar and/or brief SGS seminar at the start of your defense**: If you prefer, you may be able to replace the short, SGS oral presentation at the start of your defense with an EEB exit seminar (see the EEB Grad Handbook for the pros and cons of doing this).

If you do your EEB exit seminar on the same day as your defense, you don’t have to give an SGS oral presentation at the start of your defense. If you want to give your EEB exit seminar more than a day before the day of your defense and you don’t want to give the SGS presentation at the start of your defense, ask Kitty Lam what the maximum duration (in days) can be between your EEB exit seminar and your defense. If you will give both an EEB exit seminar and an SGS oral presentation, the maximum duration of the latter is 20 minutes.

Will you only give only an EEB exit seminar and you will not give an SGS oral presentation at the start of your defense? Yes [ ]  No [ ]

If you will give an EEB exit seminar on the day of your defense, but you will not give an SGS oral presentation, when you are planning the timing of your exam, allow at least 65 minutes for the exit seminar (for the introduction by your supervisor, your seminar, and questions) and then allow additional time before the exam for a (short) break as well as any travel time needed to move between locations.

Here, provide the date and time of the exit seminar. Ask Kitty Lam for assistance booking a room for StG exit seminars and the room booking assistants at UTSC and UTM for help booking a room for exit seminars on those campuses.

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

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

Building: Room number: