

## Instructions for Scheduling an SGS Final Oral Exam (FOE)

Department of Geography & Planning, University of Toronto

### DEADLINES 2017-18

September 15, 2017	Deadline to submit final doctoral thesis to SGS to avoid registration/fees for 2017-18 academic year
September 29, 2017	Deadline to submit final doctoral thesis to SGS for November convocation
December 8, 2017 (estimate)	Final FOE exam date prior to the holiday closure
January 4, 2018 (estimate)	First FOE exam date after the holiday closure
January 15, 2018	Deadline to submit final doctoral thesis to SGS to avoid fee payment for winter session
January 19, 2018	Deadline to submit final doctoral thesis to SGS for March convocation (in absentia)
April 20, 2018	Deadline to submit final doctoral thesis to SGS for June convocation
TBD mid-September 2018	Deadline to submit final doctoral thesis to SGS to avoid registration/fees for 2018-19 academic year

### 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 in Acorn.
- 3) The fee based on the expected date of completion. For example, a PhD student in year 5 who plans to complete prior to December 15, 2016 pays \$2,513.35 according to the 12-month schedule.

The 2016-17 Fees Schedules for PhD students in their final year are available at [http://www.fees.utoronto.ca/sessions/2017\\_2018/tuition\\_fees/fees/sgs.htm](http://www.fees.utoronto.ca/sessions/2017_2018/tuition_fees/fees/sgs.htm)

**Fees will be adjusted based on the date that the student submitted their final, corrected thesis to SGS.** It may take several weeks for the adjustment to appear on Acorn once the thesis has been received.

### EXAM GUIDELINES

The full SGS exam guidelines are available at <http://www.sgs.utoronto.ca/currentstudents/Pages/Doctoral-Exams-and-Schedule.aspx>

Both student and supervisor should read the full guidelines in preparation for scheduling the exam.

## TIMELINES FOR PHD DEFENSE

<b>12-16 weeks (or earlier if required) prior to FOE</b>	<b>Student:</b> Departmental thesis exam should be scheduled and thesis provided to all supervisory committee members at least 4 weeks prior to the departmental exam. Student must inform graduate office that the exam is taking place 2 weeks prior to the departmental exam.
<b>Minimum of 8 – 12 weeks (or earlier if required) prior to FOE</b>	<b>Student:</b> The departmental thesis defense exam takes place. The departmental defense exam committee includes just the supervisory committee.
	<b>Student:</b> Student makes any required corrections/revisions to their thesis.
<b>7-8 weeks minimum (or earlier if this information is available) prior to FOE</b>	<b>Supervisor:</b> The student's supervisor submits a request to approve/schedule the FOE to the graduate office. The request must include: <ul style="list-style-type: none"> <li>• The exam date and time (3 hours must be scheduled)</li> <li>• The thesis title</li> <li>• The composition of the exam committee: <ul style="list-style-type: none"> <li>○ 1 to 3 members from the supervisory committee, including the supervisor(s)</li> <li>○ A minimum of 1 but the recommendation is 2 external examiners from the University (graduate faculty members who have not previously been involved with the thesis)</li> <li>○ A list of 3 possible external appraisers, including their CVs, in order of preference. The supervisor should contact their first choice to confirm they are willing to write an appraisal and participate in the exam</li> </ul> </li> </ul> <p>The external appraiser must be a recognized expert on the subject of the thesis and external to the University. They must be at arm's length from both the candidate and the supervisor. They must be an Associate or Full Professor and should be experienced as a successful supervisor of doctoral candidates through their defense. An appraiser from outside the academic sector may be approved in exceptional circumstances if they possess the qualifications to be appointed to an academic position at this level.</p> <p>Quorum for the SGS exam is at least 4 voting members – of which at least 2 must be external examiners (this can include the appraiser). SGS recommends including at least 5 members.</p>
	<b>Graduate Office:</b> The Associate Chair will review/approve 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.
	<b>Graduate Office:</b> The graduate office will send the examination committee a confirmation of the exam (date, time and location and other details) and distribute the thesis.
<b>6-7 weeks prior to FOE</b>	<b>Student:</b> The student must submit an electronic copy of the thesis to the graduate office and one print copy to be mailed by the graduate office by the graduate office. Additional print copies may be required at the request of other examiners. <u>If the thesis is not available a minimum of 6 weeks prior to the exam date the exam may be cancelled.</u> Thesis formatting requirements are available at <a href="http://www.sgs.utoronto.ca/currentstudents/Pages/Formatting.aspx">http://www.sgs.utoronto.ca/currentstudents/Pages/Formatting.aspx</a>
	<b>Graduate Office:</b> The graduate office will send the examination committee a confirmation of the exam (date, time and location and other details) and distribute the thesis.

<b>2 weeks prior to FOE</b>	<b>Graduate Office:</b> The graduate office will forward the 1) program, 2) abstract and 3) external appraisal to the exam committee.
<b>1 day prior to FOE</b>	<b>Graduate Office:</b> The graduate office will forward a final reminder to the exam committee.
<b>After the FOE</b>	<b>Student:</b> Students will have one month (minor corrections) up to three months (minor modifications) to make any revisions to the dissertation.
	<b>Supervisor/Examiners:</b> 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 and cc to the Graduate Office that corrections have been satisfactorily completed.
	<b>Student Responsibility:</b> The student may submit their final, approved thesis online. General instructions for submission of the final thesis are available at <a href="http://www.sgs.utoronto.ca/currentstudents/Pages/Electronic-Thesis-Submission.aspx">http://www.sgs.utoronto.ca/currentstudents/Pages/Electronic-Thesis-Submission.aspx</a>

## LINKS

Completing Degree Requirements Checklist	<a href="http://www.sgs.utoronto.ca/currentstudents/Pages/Completing-Degree-Requirements.aspx">http://www.sgs.utoronto.ca/currentstudents/Pages/Completing-Degree-Requirements.aspx</a>
Thesis Formatting Guidelines and Electronic Submission Instructions	<a href="http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx">http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx</a>
Fees – PhD Final Year	<p>General Information: <a href="http://www.fees.utoronto.ca/sessions/2017_2018/tuition_fees/fees/sgs.htm">http://www.fees.utoronto.ca/sessions/2017_2018/tuition_fees/fees/sgs.htm</a></p> <p>Domestic Before Time Limit (PhD to end of year 6):  <a href="http://www.fees.utoronto.ca/Assets/Student+Accounts+Digital+Assets/2017+2018+Fall+Winter/17+18+SGS+--+Final+Year++Before+Time+Limit+dom.pdf">http://www.fees.utoronto.ca/Assets/Student+Accounts+Digital+Assets/2017+2018+Fall+Winter/17+18+SGS+--+Final+Year++Before+Time+Limit+dom.pdf</a></p> <p>Domestic After Time Limit (PhD years 7+):  <a href="http://www.fees.utoronto.ca/Assets/Student+Accounts+Digital+Assets/2017+2018+Fall+Winter/17+18+SGS+--+Final+Year++After+Time+Limit+dom.pdf">http://www.fees.utoronto.ca/Assets/Student+Accounts+Digital+Assets/2017+2018+Fall+Winter/17+18+SGS+--+Final+Year++After+Time+Limit+dom.pdf</a></p> <p>International Before Time Limit (PhD to end of year 6):  <a href="http://www.fees.utoronto.ca/Assets/Student+Accounts+Digital+Assets/2017+2018+Fall+Winter/17+18+SGS+--+Final+Year++Before+Time+Limit+intl.pdf">http://www.fees.utoronto.ca/Assets/Student+Accounts+Digital+Assets/2017+2018+Fall+Winter/17+18+SGS+--+Final+Year++Before+Time+Limit+intl.pdf</a></p>

	International After Time Limit (PhD years 7+): <a href="http://www.fees.utoronto.ca/Assets/Student+Accounts+Digital+Assets/2017+2018+Fall+Winter/17+18+SGS+--+Final+Year+-+After+Time+Limit+intl.pdf">http://www.fees.utoronto.ca/Assets/Student+Accounts+Digital+Assets/2017+2018+Fall+Winter/17+18+SGS+--+Final+Year+-+After+Time+Limit+intl.pdf</a>
Graduation Information	<a href="http://www.sgs.utoronto.ca/currentstudents/Pages/Graduation-and-Convocation.aspx">http://www.sgs.utoronto.ca/currentstudents/Pages/Graduation-and-Convocation.aspx</a>

**Department of Geography & Planning  
University of Toronto**

**PhD Final Oral Examination (FOE) Request Form**

This form must be completed by the student’s supervisor and submitted to the graduate office a minimum of **7-8 weeks prior to the examination date**. Date/time 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 all committee members and the candidate once the examination is approved by SGS (a minimum of 6 weeks prior to the examination date).

<b>PhD Candidate Name</b>	
<b>Examination Date</b>	
<b>Examination Time (3 hrs)</b>	
<b>Thesis Title:</b>   	

**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 will name three possible External Appraisers. **The supervisor should contact his or her first choice** to confirm whether they are available to serve as External Appraiser prior to forwarding their preferences. The graduate coordinator/planning director will approve a nomination to go forward to the SGS Vice-Dean for final approval. **Attach a full CV (or website link to an online CV) for each potential External Appraiser.**

	Name	University Affiliation	Rank and Year Obtained
<b>1</b>			
<b>2</b>			
<b>3</b>			

Will the External Appraiser participate in person  OR by video conference/teleconference

SGS provides the department with funding to pay the External Appraiser an honorarium of \$100 and reimbursement up to \$500 for travel. **The supervisor(s) will be responsible for any additional costs.**

## Examination Committee Membership

The Examination Committee shall consist of four to six voting members. A **quorum of four** voting members are required for the exam 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:

- a) At least 1 member, but not more than 3 members, of the Candidate's supervising committee.
- b) 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.
- c) A non-voting Chair appointed by SGS.

	Name	Graduate Unit
Supervisor		
Supervisory Committee Member 1		
Supervisory Committee Member 2		
External Appraiser		
External Examiner (U of T) 1		
External Examiner (U of T) 2		
Non-Voting Members (up to two)		

## Thesis Distribution

The student must submit the thesis to the graduate office **a minimum of six weeks** prior to the defense date. If the thesis is not received by this deadline, the exam may be cancelled. The graduate office will provide an electronic copy of the thesis to each examiner. If a print copy is requested the student will be responsible for providing one to the graduate office. The department will cover the cost to mail a thesis to an examiner by regular letter mail.

## Appraisal, Program, Abstract

The appraisal, program and abstract for the exam will be forwarded to the student and committee a minimum of two weeks prior to the examination date. A final reminder will be sent one day prior to the exam date.

# 2017 - 2018

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University Closures	Dates that the University is closed ARE NOT INCLUDED when calculating timelines
Monthly Fee Deadlines	Final thesis must be submitted by this date to avoid fee charges for the following month.
Convocation Deadlines	Final thesis must be submitted by this date to be eligible for the next convocation ceremony
Final FOE dates around the holiday closure	Last/first date for exams prior to/after the holiday closure