Scheduling a PHD Thesis Oral Examination
Regulations as of September 1, 2014

Please note the Supervisor is responsible for all steps in setting up the thesis oral examination. Below is a guideline to help Supervisors get all the necessary paperwork competed in order for their students to defend their thesis.

Ph.D.

In addition to the supervisory committee, all Ph.D. oral examinations require two additional examiners. One of whom is internal or external to the department (Internal Examiner) and the other examiner is external to the university (External Examiner). The External Examiner must be approved by the Faculty of Graduate Studies SIX (6) weeks before the planned defense date. Please note that External Examiners normally can only serve in the same program once every two years.

SEVEN weeks before the planned defense date, please provide the department with the following in order receive approval of the External Examiner:

- name of examiner and email address
- examiner’s date of birth
- institution of examiner
- thesis title
- current CV (must include information on supervision and examination of Graduate Students and in particular examining a Ph.D. student)

The department will complete the “request for approval of external examiner”, retrieve appropriate signatures and forward the form to the Faculty of Graduate Studies for approval.

FIVE weeks before the planned defense date, please provide the department with the following:

- The Supervisor is responsible for scheduling the examination once he/she has determined that the entire thesis meets the minimum standard. This includes:
  - Ensuring that all members of the supervisory committee have reviewed the student’s research and the draft thesis document, providing written consents to that effect (may be in the form of emails). The written consents must be forwarded to the Graduate Program Coordinator for record-keeping purposes BEFORE the examination can be scheduled.
  - In addition, an email from the Supervisor stating he/she has determined the thesis meets the minimum standard. This email should be sent to the Graduate Program Coordinator for record keeping purposes BEFORE the examination can be scheduled.
- date of oral examination
- time of oral examination
- room number
- name of internal examiner (may be internal OR external to department)*

*Internal Examiner must meet the following criteria:
  a. Well-established research reputation
  b. Expertise in area of student’s research
  c. Experience in evaluating theses at graduate level
  d. Experience in supervising to completion at graduate level
  e. Not close personal friend of Supervisor
  f. Has not collaborated with Supervisor in past five years
  g. Has not worked with candidate

Under no circumstances are students permitted to make arrangements for an examination.

Thesis to Examiners: Three weeks before the defense date, students must have a copy of their thesis to all examiners.