



Student Checklist for the Doctoral Final Oral Examination

As you approach the culmination of your doctoral candidacy at the University of Toronto, you may have questions about timelines and your responsibilities for the Final Oral Examination (FOE). You might also wonder what to expect in the FOE itself.

This document provides a simplified version of the full School of Graduate Studies (SGS) [FOE Guidelines](#), which should be followed in their entirety. Following the timelines below as you lead up to your FOE will help ensure an optimal experience for you and timely completion of your degree program.

Once your thesis has been approved by your supervisory committee to proceed to the FOE, please follow your graduate unit's procedures and deadlines, as well as other established practices (e.g., departmental defense). Throughout both this document and the FOE Guidelines, "day" means one business day and "week" means five business days.

2-3 months before the exam:

- Discuss with your supervisory committee their process for selecting potential external appraisers.
- Discuss with your supervisory committee their process for selecting potential internal-external examiners.

6-8 weeks before:

- Coordinate your examination with your graduate administrator.
- Provide the required copies of your thesis to be shared with examiners.
- Work on your opening statement for the FOE (no more than 20 minutes) and prepare your responses to questions in the defense.
- Do not contact the external appraiser at any point in this process.

2 weeks before:

- You should receive the external appraisal.
- Provide a [Late Appraisal Waiver Form](#) if you do not receive the external appraisal; you may also request that the FOE be rescheduled.
- Complete a "Remote Participation Attestation Form" if you are attending remotely.

1 week before:

- Receive a copy of your FOE program, which includes your name, the exam coordinates, the title of thesis, and names of all exam participants.
- Plan to view the exam room and test equipment if you prefer.



Exam day:

- You will enter the room (in person or virtually) at the scheduled start time for introductions, and then the Chair of the FOE will ask you, and any non-voting examiners, to leave the room (or move you to the virtual waiting room).
- You will be invited to deliver your opening statement in no more than 20 minutes.
- The examiners will then take one or more turns asking you questions.
- You and any non-voting examiners will be asked to leave the room (or moved to the virtual waiting room) once the FOE Chair determines there are no further questions.
- You will be invited to rejoin the room after these deliberations, and you will learn the outcomes and procedures for completing the definitive version of your thesis.

After the exam:

- You should receive your post examination instructions and graduation information form from SGS via your graduate administrator within one business day of your exam.
- Exam instructions will include the deadlines for you to upload your thesis to ProQuest, after making any changes to your thesis, if required.
- The length of time to complete changes to your thesis and upload it to ProQuest depends on the results:
 - In its present form – 1 week
 - With editorial corrections – 1 month. Your supervisor must review and confirm that the requested changes have been made.
 - With minor revisions – 3 months. The convenor and members of the subcommittee must review and confirm that the requested changes have been made.
- Your individual result deadline may intersect with fees and convocation deadlines:
 - If you are eligible for monthly academic fees in your final year, then the deadline is the 15th of the month to avoid fees for that month. See [Final Year Fees](#).
 - The results form will outline the deadlines for upcoming Convocation ceremonies in November, March, and June.

Convocation:

- Your convocation date is determined by the date you submit the final approved thesis to ProQuest. Once you upload your thesis to ProQuest, SGS will add your name to the next Convocation ceremony.
- The Office of Convocation will communicate deadlines to RSVP and order tickets and gowns.
- You can [request a letter](#) from SGS confirming that you have completed your degree requirements after you upload your thesis and before your Convocation ceremony.

Contact:

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