Graduate Administrator’s Checklist
Doctoral Final Oral Examination

The checklist provided below is a simplified version of the full School of Graduate Studies (SGS) Final Oral Examination (FOE) Guidelines, which should be followed in their entirety. Following these timelines is a key part of ensuring an optimal experience for everyone involved in FOEs and timely completion for doctoral candidates. Please note these are minimum timeframes. You can start the process earlier, as it can take time to secure an external examiner, as well as find a date for the exam given many members of the examination committee. Throughout both this document and the FOE Guidelines, “day” means business day and “week” means five business days.

3-4 months before the exam:
- Submit the name & CV of a potential external appraiser to the SGS pre-approval portal. The name of this potential external appraiser should be approved by the Graduate Unit Chair or designate. This approval process at SGS could take up to five business days.

6-8 weeks before the exam:
- Schedule the FOE with the examination committee and doctoral candidate.
- Determine a location and mode (i.e., in-person, hybrid, remote) for the FOE.
- Even if the FOE is planned to be fully in-person, have a member of the supervisory committee create a videoconference (e.g., Zoom or Teams) call as a backup.
- If necessary, have the candidate complete the remote participation attestation form and submit it to SGS.
- Send a copy of the thesis to the approved committee. When sending to the external appraiser, use the template (sample letter to external appraiser) provided by SGS.
- Complete the Nomination Form (list of examiners, thesis title, and time and date of FOE) on ROSI.
- If necessary, request support from SGS to book a room.
- Request support from SGS to find a Chair for the FOE.
- Notify SGS of the time, date, and location of the FOE.

2 weeks before the exam:
- Ensure that the external appraisal is on file and that it contains an explicit recommendation that the thesis be accepted, or not be accepted, in partial fulfilment of the requirements for the doctoral degree.
- If necessary, have the candidate sign the waiver to receive the appraisal less than two weeks before the exam.
- Circulate the examination program (use templates provided by SGS), abstract and external appraisal to the examiners, candidate, and SGS.
1 week before the exam:

- Provide the Chair of the FOE with the FOE package, which includes:
  - the FOE program,
  - abstract,
  - external appraisal,
  - Chair’s instructions,
  - Chair’s summary form,
  - voting ballots, and
  - login information to the videoconference (even if it is only the backup).
- Provide electronic voting ballots and instructions to examiners.

1 business day before the exam:

- Resend FOE package to the Chair.
- Resend voting ballots and instructions to examiners.

During Exam – In Case of Emergencies

- If the Chair does not arrive 5 minutes before the FOE, contact them using the information provided by the supplying department.
  - If you are unable to reach them, contact the supplying graduate unit (cc’ing sgs.doctoral@utoronto.ca) so they can try to contact the Chair and/or look for a replacement Chair.
  - The supplying graduate unit will be responsible for notifying SGS that they cannot find either the Chair or a replacement. If you are not able to reach both the Chair and the supplying graduate unit, please notify SGS.
- If an examiner is late, please advise the FOE Chair to wait until there is quorum.
- If a candidate is late, liaise with the supervisor on connecting with them.
- For an in-person, hybrid, or remote exam, please connect with your local IT or AV support.
  - For an in-person or hybrid exam using the FOE rooms at SGS, please have the Chair or Supervisor visit the front desk at SGS, who will connect with the Graduate Program Completion Office and local IT/AU support.

After the exam:

- Forward all electronic ballots and Chair’s summary form to SGS (if SGS was not cc’d on emails).
- Forward post exam instructions and graduation information form from SGS to the candidate.

Prior to convocation:

- Ensure the doctoral candidate appears on the graduate unit’s ROSI express list when reviewing students for the proper convocation ceremony.

Contact:
Graduate Program Completion Office
Coordinator, Graduate Program Completion
School of Graduate Studies, Room 104, 63 St. George Street
416-978-5258, sgs.doctoral@utoronto.ca