# **PhD Final Oral Examination (FOE) Checklist**

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| TaskPre-Exam | Done By |  |
| 1. Student's advisory committee recommends PhD thesis defense (last committee meeting)
 | Committee | 🞎 |
| 1. Preparation of Thesis
	1. [Department requirements](http://www.lmp.utoronto.ca/graduate/current-students/program-completion#Final%20Oral%20Examination)
	2. [SGS requirements](http://www.sgs.utoronto.ca/currentstudents/Pages/Formatting.aspx)
	3. [Thesis Template](http://www.sgs.utoronto.ca/Documents/Thesis-Template.docx)
	4. [Copyright permissions](http://www.sgs.utoronto.ca/currentstudents/Pages/Copyright.aspx)
 | Student | 🞎 |
| 1. Submit Thesis to Supervisor
 | Student | 🞎 |
| 1. Send Supervisor approved Thesis to advisory committee members for their feedback.
 | Student | 🞎 |
| 1. Identify an External Appraiser
 | Supervisor and Student | 🞎 |
| 1. Send an email the Department (lmp.grad@utoronto.ca) that indicates the choice of External Appraiser and the title of the Thesis
 | Supervisor and Student | 🞎 |
| 1. Student and Supervisor are notified of Department decision
 | Department | 🞎 |
| 1. Supervisor retrieves the prospective External Appraiser’s CV, and sends it to the Department (lmp.grad@utoronto.ca)
 | Supervisor | 🞎 |
| 1. External Appraiser’s CV is sent to SGS for approval
 | Department | 🞎 |
| 1. Student and Supervisor are notified of SGS decision
 | Department | 🞎 |
| 1. Student and Supervisor decide on the composition of Final Oral Examination (FOE) committee
 | Supervisor and Student | 🞎 |

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| 1. Student and Supervisor consult with the FOE committee members to finalize the date and time for the FOE
 | Supervisor and Student | 🞎 |
| 1. Book public seminar and FOE rooms (if the student opts to hold the public seminar and FOE in the Medical Sciences Building, the student will inform the graduate office. The graduate office will book the rooms.)
 | Student or Department  | 🞎 |
| 1. Submit [PhD Final Oral Examination Booking Request](https://lmp.forms-db.com/view.php?id=15295) form (at least 8 weeks before FOE)
 | Student | 🞎 |
| 1. Send Thesis, which has been approved by the advisory committee, to the FOE Committee and External Appraiser (at least 6 weeks before FOE)
 | Student | 🞎 |
| Post-Exam |  |  |
| 1. Department will send Post Exam Instruction Form, Examination Results and Graduation Information
 | Department | 🞎 |
| 1. Thesis corrections
	1. No Corrections – 1 week for submission
	2. Minor Corrections – 1 month for submission
	3. Major Corrections – 3 months for submissions
 | Student | 🞎 |
| 1. Supervisor notifies Graduate office and SGS that corrections have been made
 | Supervisor | 🞎 |
| 1. If applicable, submit [Restrict Thesis Release Date Form](http://www.sgs.utoronto.ca/Documents/Restrict-Thesis-Release.pdf) to the Department
 | Student | 🞎 |
| 1. [Submit Thesis via SGS](http://www.sgs.utoronto.ca/currentstudents/Pages/Completing-Degree-Requirements.aspx)
 | Student | 🞎 |