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

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| Task  Pre-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](mailto: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](mailto: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 | 🞎 |
| 1. Student and Supervisor consult with the FOE committee members to finalize the date and time for the FOE | Supervisor and Student | 🞎 |
| 1. Schedule defence on Zoom. If the student doesn’t have an account, the Department can create a booking. Email [lmp.grad@utoronto.ca](mailto:lmp.grad@utoronto.ca) with the finalized date and time. | 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 Graduate Office ([lmp.grad@utoronto.ca](mailto:lmp.grad@utoronto.ca)) at least 6 weeks prior to the FOE. The department will circulate the thesis to the External Appraiser and the FOE Committee. | Student  then  Department | 🞎 |
| 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 | 🞎 |