

DEPARTMENT OF PHARMACOLOGY & TOXICOLOGY

University of Toronto

MEMORANDUM

The PhD Ext Seminar must be completed and approval granted by the Graduate Office before the Senate Oral Examination can be arranged and the thesis distributed.

TO: Completing PhD Students
FROM: Pharmacology Graduate Office
RE: **Requirements for SGS Senate Oral Examination**

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Before scheduling the PhD Senate Oral Examination:

Student, you are required to bring in to the Pharmacology Graduate Office:

- a copy of the final thesis
- PhD Thesis Approval form signed by your Supervisor(s) and Thesis Reader.

The Graduate Coordinator needs at least 4-6 days to sign off on the final thesis. Once he has approved it, the Graduate Office will inform you whether you can begin scheduling your Senate Oral Examination.

To arrange the Senate Examination, the Graduate Office must receive the following SEVEN - EIGHT WEEKS before the proposed Examination date:

- 1) Committee for Senate Oral Examination form containing:
 - Confirmed date and time of proposed Examination;
 - FULL contact information of all Non-Pharmacology committee members
 - Names of three (3) potential External Examiners (It is recommended that your supervisor only contact the #1 choice on the list. As long as the Examiner meets the SGS criteria, we should have no problem obtaining approval from the Dean.)

All committee members must have graduate faculty status; and must have confirmed that they are willing to serve. [See: Pharmacology Graduate Faculty list:
http://www.pharmtox.utoronto.ca/programs/grad/current/completion/Graduate_Faculty.htm

- 2) Electronic Copy of CV of First Choice External Examiner:
(The student is prohibited from any contact with the Examiner prior to the Examination.)

It is recommended that the Supervisor contact only the Appraiser of First Choice prior to submitting the Senate Oral Examination Committee form. The other 2 are considered alternates.

- 3) Electronic Version of Thesis Abstract - 350 words only. Must contain *thesis title, year of Convocation, Degree, Department and University at the top of the page*. (Copyright date is your convocation year on both your title page and abstract).

Care must be taken in the preparation of the abstract since this will be published in Dissertation Abstracts International without further editing or revision.

Instructions for writing up are available on the SGS website:

<http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx>

The Graduate Office will submit a Final Examination request to the Dean of SGS. Once the Dean's approval has been obtained, the student and/or supervisor are required to ensure that all Committee Members (except for the Chair) receive a copy of the thesis at least **SIX WEEKS** prior to the Examination.

The Graduate Office:

- notifies in writing all Committee Members concerning the time and place of the Examination;
- obtains a Chair for the Examination; and
- obtains the written Appraisal 2 weeks prior to examination, and ensures that the appraisal and the Examination Program is received by all Committee Members including the student and the examination chair.

AFTER THE EXAMINATION:

At the end of your Senate Oral Examination, you will be taken by the Examination Chair to the PhD Orals Office to sign all required library forms.

Depending on whether you were required to make minor or major modifications, proof that all of the corrections recommended by the Examination Committee were made, must be received by the Ph.D. Orals Office with a copy to the Department.

You are responsible for arranging the electronic submission of your final corrected thesis to the ETD via the SGS website on or before the posted graduation deadline:

<http://www.sgs.utoronto.ca/currentstudents/Pages/Electronic-Thesis-Submission.aspx>

All PhD students are charged a processing fee.

If you wish to obtain a **bound copy** of your thesis, the Graduate Assistant has the name of several binding companies, and would be happy to help you arrange the binding.

Please contact the Graduate Office if any questions.