Before scheduling the PhD Senate Oral Examination:

Student, you are required to bring in:

- **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:

- **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.)

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

- **Electronic Copy 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).

**NOTE:** SGS requires that a clean copy of the final thesis be brought to the examination. Students may request back the copy that was given to the Graduate Coordinator for approval.