

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.