

Arranging the Senate Oral Examination

The PhD candidate can begin arranging the Senate Oral Examination only after the Graduate Coordinator signs off on the “*Thesis Approval for Distribution*” form.

Supervisor contacts the External Examiner – not the student.
Student contacts remainder of potential examination committee members and confirms a day and time for the defense.

7-8 weeks before the examination date:
Student submits to PCL Graduate Office:

- Copy of signed Thesis Approval for Distribution Form
- Final Abstract (electronic)
- Senate Exam Committee Form with confirmed date and time of FOE and contact info. for all Committee members (except the Departmental Representative)

Supervisor submits to PCL Graduate Office CV of External Examiner (electronic)

Graduate Office

- Obtains a Departmental Representative
- Contacts SGS and requests approval of the Committee from the Dean
- Requests a room, A-V and an Examination Chair

AFTER THE DEFENSE

Student/Supervisor

- Student makes required corrections to Thesis.
- Supervisor submits proof of corrections to SGS and to PCL Graduate Office.
- Student submits thesis to T-Space.

Graduate Office
 Informs the student/supervisor as soon as the SGS Dean’s decision is received.

- **Supervisor** sends thesis to External Examiner
- **Student** distributes thesis to remaining committee members.

Graduate Office
 Contacts the Chair on the day before to remind him/her about the Examination.

Graduate Office
2 weeks before the Examination:
 Distributes the Appraisal and Examination Program to the student and the Examination Committee.

Graduate Office

- Obtains Chair for another Department while SGS obtains chair for the PCL candidate.
- Obtains External Appraisal from External Examiner.

Graduate Office
 Emails FOE confirmation to ALL committee members; and sends a package of instructions, to the External Examiner

