

Ph.D. FINAL ORAL EXAMINATION COMMITTEE

This form, along with a copy of the thesis abstract, and the External Appraiser's full CV should be submitted to the Graduate Office **eight weeks** prior to the exam date.

Student's Name:		Student #:	
Thesis Title (<i>capitalize the content words</i>):			
Exam Date:		Exam Time:	
Location: <input type="checkbox"/> Remote <input type="checkbox"/> In-Person <input type="checkbox"/> Hybrid			
A video conferencing link and/or a room at 63 St. George Street will be reserved as appropriate during normal hours of operation; if you have made alternate arrangements, please indicate this below:			
EXAMINATION COMMITTEE (Voting Member Quorum: 4 Maximum Members: 6 All members must hold a graduate faculty membership)			
PhD Supervisory Committee Members (At least 1 member, but no more than 3 members)			
Supervisor:		Email:	
Co-Supervisor:		Email:	
Voting Member:	Email:	Graduate Department:	
Voting Member:	Email:	Graduate Department:	
Non-Supervisory Committee Members (At least 2 members)			
External Appraiser	Name:		Email:
	Institutional Affiliation:		Area of Specialization:
	How will the Appraiser attend the exam? <input type="checkbox"/> Remote <input type="checkbox"/> In-Person <input type="checkbox"/> Not Attending		
	<i>A full electronic CV for the External Appraiser must be obtained by the supervisor and submitted to the Graduate Office.</i>		
External Representative:		Email:	Graduate Department:
External Representative:		Email:	Graduate Department:

Non-Voting Members

(Optional; an exam committee may include up to 2 non-voting members)

Non-Voting Member:	Email:	Graduate Department:
Non-Voting Member:	Email:	Graduate Department:

Non-Voting Chair – to be appointed by the School of Graduate Studies

Quorum:

Because quorum is four voting members, SGS recommends including at least 5 voting members to ensure the exam proceeds as scheduled.

Criteria for Appointment of the External Appraiser:

1. The external appraiser must be external to the University as well as to its affiliated teaching hospitals and their research institutes.
2. The external appraiser must be a recognized expert on the subject of the thesis, and an Associate or Full Professor at their home institution and experienced as a successful supervisor of doctoral candidates through to defense. An appraiser from outside the academic sector must possess the qualifications to be appointed to an academic position at this level.
3. The external appraiser must be at arm's length from both the Candidate and the supervisor(s). Normally, this will exclude anyone who: has served as Master's or PhD Supervisor / Supervisee of the Candidate or the Supervisor; or has, in the past six years, been a departmental colleague of the Candidate or the Supervisor, or has collaborated on a research project, scholarly work or publication, with either of them. The Vice Dean (Students), in considering nominations of external appraisers, will assess whether the nominee is at arm's length.

Appointing the External Appraiser:

The School of Graduate Studies requires that the names of THREE (3) potential External Appraiser be submitted. We recommend that the Supervisor contact only the Appraiser of First Choice prior to submitting this Senate Oral Examination Committee form. The other 2 are considered alternates.

FORM SUBMISSION

Please attach the following documents:

- Thesis abstract
- External Appraiser's full CV

Submit the required documents to:

pharmtox.dept@utoronto.ca

Submission Deadline:

Eight (8) weeks prior to exam date