PhD Final Oral Examination Booking Information Sheet

NOTE: This form is to be submitted to the Graduate Administrator a MINIMUM OF 8 weeks prior to the examination date. If the External Appraiser has been pre-approved, candidates can allow 7, rather than 8 weeks, between the time when this sheet is submitted, and the date of the final examination.

Student Information:

Candidate: __________________________________________

Student Number: __________________________

Thesis Title:

Note: Provide the full, correct, final title. This will be the title that will show on the student transcript; if the title changes, it must also be changed on ACORN.

Exam Details:

Exam date: __________________________ Exam time: __________ (preferably 10 AM OR 2 PM)

Exam Location (to be filled out by Administrative Assistant):

Building: ________________________________

Room number ____________

Committee Membership:

Supervisor:
1. __________________________________________

Co-Supervisor (where a co-supervisor exists)
2. __________________________________________

External Appraiser
3. __________________________________________

Area of Specialty: ________________________________

Institutional Affiliation: ________________________________

Will the External Appraiser attend the exam?  
☐ No  ☐ Yes, in person  ☐ Yes, by teleconference
Voting Members: ___________________________ Supervisory Committee

**Note:** If the committee member also participated in the supervision of the thesis, check ‘yes’. If the committee member is joining the committee only for the purposes of the Final Oral Exam, check ‘no’.

1. ________________________________________ □ yes □ no
2. ________________________________________ □ yes □ no
3. ________________________________________ □ yes □ no
4. ________________________________________ □ yes □ no
5. ________________________________________ □ yes □ no
6. ________________________________________ □ yes □ no

**Note:** Include a min. of 4 members, and max of 6. At least one member, but no more than 3 members, who sat on the Supervisory Committee

**Equipment Required (please check each item required):**

Conference Phone □  Computer Projector □  Other  __________

(please note that SGS does not provide computer facilities; if a laptop is required, it must be secured from the department)

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