

### How to Schedule a PhD Oral

(1) At least 3 months before the examination, the supervisor and student decide whom they would like to have as (1) the external scholar, and (2) the “external internal” examiner from the Department faculty, to evaluate the thesis. The supervisor sends the two names to the DGS. The DGS takes care of contacting the requested external internal and securing his or her agreement to serve, and notifies the supervisor as soon as this is done.

(2) As soon as the external internal examiner is secured, the student determines at least two, but preferably three, dates and times (morning vs afternoon is specific enough) when the student and all voting members of the examining committee, except the external scholar, can be present. The date of the oral should be at least 6 weeks after the thesis will be formally submitted to the graduate office (see #5 below).

**N.B. At most *three* members of the thesis committee may vote at the oral. Four votes are required for a quorum; the 4<sup>th</sup> vote can be that of the external scholar or, if the external scholar does not attend the defense, the external internal examiner.**

(3) The supervisor contacts the chosen external appraiser, who should be suitably “at arm’s length” from the thesis (see the text in the box below). The external scholar decides whether she will be only an appraiser, in which case she submits only a written evaluation of the thesis, or an appraiser and an examiner, in which case she submits a written evaluation and also attends the oral and votes. In either case the external scholar receives an honorarium of \$100.

(4) If the external scholar will serve as an examiner, the supervisor and external scholar choose from among the available options a date and time (morning vs afternoon) for the oral defense. The external can attend the defense either in person or by phone (VoIP not allowed). The University provides a maximum of \$500 in travel expenses. Any additional expenses are covered by the supervisor. To minimize confusion, we ask that the supervisor be responsible for collecting receipts from the external scholar. Please give all receipts to Suzanne with a note stating clearly which funding sources should be used for which expenses.

From the SGS website:

**Criteria for appointment of the external appraiser:**

- (a) The external appraiser must be external to the University as well as to its affiliated teaching hospitals and their research institutes.
- (b) The external appraiser must be a recognized expert on the subject of the thesis, and an Associate or Full Professor at his/her home institution. An appraiser from outside the academic sector must possess the qualifications to be appointed to an academic position at this level.
- (c) 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 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 (Programs), in considering nominations of external appraisers, will assess whether the nominee is at arm’s length.

(5) **AT LEAST 7 WEEKS BEFORE THE DEFENSE**, the student gives a filled-in **Thesis Submission Form** and **5 coil-bound copies** of the dissertation to Margaret, who then schedules the exam with SGS. (Note: Margaret's role in the scheduling process begins only when she receives the form and the bound copies. Please do not involve her before this stage.) Margaret will send the bound thesis to the external scholar and then forward the scholar's report to the student and all committee members as soon as it arrives. SGS rules require that the student receive the external report no less than 2 weeks before the oral.

The Thesis Submission Form is here:

<http://www.philosophy.utoronto.ca/graduate/forms/thesis-forms/Thesis%20Submission%20Form.pdf/view>

**N.B. If the external scholar receives the thesis later than 6 weeks in advance of the oral, the Department must secure in writing either (1) the scholar's agreement to produce a report in less than 4 weeks, or (2) the student's agreement to receive the report less than 2 weeks before the oral.** Doing this is a pain in the neck for the grad office, so please get your coil-bound copies and thesis submission form to Margaret *no later than 6 weeks in advance*.

(5) After receiving the scheduling request from Margaret, SGS will secure a faculty member from another department to chair the defense. The chair's name will be sent to the student and all committee members in advance of the exam.