

Final Oral Exam Student Checklist

This is an important milestone. Please reach out to schedule a call to speak directly to the Graduate Administrator sociology.graduate@utoronto.ca when you are nearing booking your defence.

8 weeks ahead

- The FOE form (<https://sociology.utoronto.ca/get-help/phd-forms-and-guidelines/>) is sent to the Graduate Administrator from the Supervisor and Student
- The Graduate Administrator will double check that the Student has completed all of their course requirements
- The Student sends the CVs of the Internal and External Reviewers to the Graduate Administrator
 - **** Note:** the Internal and External Reviewers are required to have an arm's length relationship to the Student and Supervisor – no publications or projects together within the past 6 years. Reviewers should also have at least an Associate Professor status – however in rare cases with niche topics exceptions have been made. Internal Reviewers are typically from the UofT Sociology department but should still maintain distance, whereas the External Reviewer **must** be from outside the department.
 - The External Reviewer is required to produce an external appraisal, the Internal Reviewer does not
- The Graduate Administrator screens the Reviewers and sends the CVs to SGS for formal approval
- The Graduate Administrator or Supervisor sets up the Zoom meeting and puts a hold in the FOE Committees' calendar
 - **** FOE's** are still remote due to the pandemic. The Student cannot act as the host as they will have to be placed in the waiting room at points during the exam

6 weeks ahead

- Approval of the Internal and External Reviewers will be sent to the Graduate Administrator from the Vice-Dean at SGS
- At latest, Student sends the thesis to the Graduate Administrator in order for the Graduate Administrator to circulate it to the Internal and External Reviewers allowing enough time for review ahead of the defence day 6 weeks ahead
 - The Graduate Administrator will send confirmation letters to the Internal and External Reviewers along with the thesis for review
- The Graduate Administrator will send a request to SGS to appoint a FOE Chair

2 weeks ahead

- The external appraisal must be sent back to the Graduate Administrator 2 weeks ahead of time
 - Due date (plot backwards two weeks from the defence day to generate this deadline): _____

- Graduate Administrator will review and ensure completeness and send it out to the Student, Committee and SGS
- SGS notifies the Graduate Administrator who the chair will be:
 - ** Note: the role of the Chair is **not** to ask you questions – it is to protect the Student from inappropriate questioning and ensure the defence runs on time and coordinate the voting

1 weeks ahead

- Practice – hold a mock defence for family/friends/peers to run through your presentation
- Graduate Administrator will send a defence reminder to the Committee and Chair

1 day ahead

- Graduate Administrator will send a defence reminder to the Committee and Chair

Day of the FOE

- Test your internet connection early (** FOEs are still remote due to the pandemic)
- Take a breath and relax before the FOE starts

Post FOE

- The Chair will scan/send the summary form and ballots to SGS and the Graduate Administrator which indicates your level of required corrections
 - ** Note: typically I suggest allowing for at least two weeks to make corrections. Be advised that SGS has specific deadlines for graduation that change each year available here: <https://sgs.calendar.utoronto.ca/>
 - If the defense was successful, you can still make edits. Small changes can be made if the decision was to accept “as stands”, or in the case of “minor corrections” (one month allowed – usually typographical errors, punctuation, or problems in style). More involved changes are considered “minor modifications” and you are given a longer timeline to make the requested edits after passing the FOE.
- SGS will forward post-exam instructions to the Graduate Administrator and the Graduate Administrator will forward the documents to Student and Supervisor

