



PhD Final Oral Examination Booking Form

NOTE: This form is used to facilitate exam bookings. It should be completed by the graduate student and submitted to the Anthropology Graduate Office (antgrad.assistant@utoronto.ca) a **minimum of 8 weeks** prior to the requested date.

Student Information:

Name: _____ Number: _____

Thesis Title: (Provide the full and final title. This will be the title that will show on the student transcript)

Composition of the Examining Committee:

1. The committee must include:
 - a) Total of five or six voting members. Voting members must be members of the graduate faculty at U. of T.
 - b) At least two examiners who have **not** been closely involved in the supervision of the thesis (that is, they were not on the supervisory committee). Anthropology recommends **three*** such members – the external appraiser plus two members from the candidate’s graduate unit or another graduate unit of the University.
 - c) Up to three members of the supervisory committee **including** the supervisor(s). For students with co-supervisors, only one committee member may vote at the defense. For students with 3-4 members of their supervisory committee (not including the supervisor), 1-2 of them may vote at the defense (but see (b) above). Non-voting committee members may attend the defense if they wish. If they wish to attend, include their name(s) in the table below as a non-voting member(s).

2. A non-voting Chair will be appointed by SGS

3. The Examination Committee may also include up to two additional non-voting members.

For the external examiner provide the following additional information:

- Institutional Affiliation including Department name: _____
- Area of Specialization: _____
- Email Address: _____
- Phone Number: _____

*** Please ensure you attach the External Examiner’s most recent CV. This is required to forward to SGS for approval ***

The external examiner (please put Y by the relevant option): will attend the exam in person: ___ OR will attend the exam online or by phone: ___ OR will not participate in the exam ___.

Zoom/Hybrid Option:

For all examinations, even those that will be entirely in person, **the supervisor is now required to schedule a Zoom meeting for the exam and provide the meeting ID and password.** This requirement is for SGS (for paperwork, etc.). When you schedule the zoom meeting, it should start 30 minutes before the scheduled exam time and make sure you allow a minimum of 3 hours for the exam:

Zoom Link: _____ Meeting ID: _____ Password: _____

List below the exam committee members with email addresses. If the exam committee member was involved in the supervision of the thesis, including serving as a member of the supervisory committee, check ‘Yes’. If the exam committee member is joining the committee only for the purposes of the Final Oral Exam, check ‘No’.

	Name	Email	Thesis supervision including supervisory committee?	
			Yes	No
Supervisor			<input type="checkbox"/>	<input type="checkbox"/>
Co-supervisor or Member ¹ <small>(please highlight one)</small>			<input type="checkbox"/>	<input type="checkbox"/>
External			<input type="checkbox"/>	<input type="checkbox"/>
Member			<input type="checkbox"/>	<input type="checkbox"/>
Member			<input type="checkbox"/>	<input type="checkbox"/>
Member			<input type="checkbox"/>	<input type="checkbox"/>
Non-voting Member/External Examiner (optional)				
Non-voting Member (optional)				

Exam Details:

Exam date: _____ Exam time*: _____

*Please make sure all examiners are available for 3 hours for the exam to allow time to do the paperwork before and after the exam, questions/discussion during the defense, and discussions after the exam has finished.

Booking Required: SGS Room None/Completely Remote Other _____

Exam Location (to be filled out by Graduate Administrator):

Building: _____ Room number: _____

Checklist of Attachments:

- PhD Final Oral Examination Booking Form Completed
- Zoom link
- External Examiner's CV
- Final Thesis Abstract
- Final Thesis