



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
- Thesis Defensibility Form
- Zoom link
- External Examiner's CV
- Final Thesis Abstract
- Final Thesis