

TIMELINE

<p>9 weeks prior to FOE (at least)</p>	<p>(Co-)Supervisor(s): The supervisor(s) should provide recommendations for suitable external appraisers in order of preference on the FOE External Appraiser Request Form. The Graduate Office will require the CV of the top ranked external appraiser. Once a ranked list is approved by the Graduate Chair, the supervisor(s) should contact the examiners in the rank order provided until one is secured. Once an examiner is secured, the supervisor(s) must notify the Graduate Chair and the Graduate Office so that the recommendation can be made to SGS. Supervisor(s) must confirm the examiner's participation in the FOE, including the date/time, their responsibilities as an External Appraiser, and how they will be attending. The supervisor(s) should notify the Graduate Office if the External Appraiser needs travel and hotel accommodations.</p> <p>The supervisor should also be coordinating with the entire examination committee to find a time.</p> <hr/> <p>Student: The student with their supervisor(s) should review the Guidelines for the FOE and submit Form D3 to the Graduate Office to approve/schedule the FOE. The form will specify the following:</p> <ul style="list-style-type: none"> • Title of the thesis • Date, time, location of FOE • Signatures of the supervisory committee, agreeing that the thesis has been approved (the student should allot sufficient time for the committee to review before signing off and build that into their timeline for the date they choose) • Composition of the examination committee, which must include five voting members • E-copy of the abstract (as a separate document; formatted correctly) • <u>The student should not have any contact with the External Appraiser until the defense begins.</u> <p>Graduate Office: The Graduate Chair approves a ranked list of external appraisers (as per the FOE External Appraiser Request Form) and the Program Manager notifies the supervisor(s). The Graduate Office will submit the external appraiser and examination committee to SGS for the approval by the Vice-Dean. The Graduate Office will notify the supervisor(s) once SGS approves the external appraiser. The Graduate Office will schedule the exam date/location with the SGS Doctoral Exams Office upon receipt of Form D3 (the Graduate Office will book the room and AV for the FOE). FOEs will take place at UTSC. Only two members can attend remotely under normal circumstances. The Graduate Office will confirm the student has completed all program requirements and will ensure the SGS Doctoral Exams Office is notified if students are scheduled to defend before or during internship.</p>
<p>6 weeks prior to FOE</p>	<p>Student: The student submits an electronic copy of the thesis to the Graduate Office (in PDF format). The student is required to inform the Graduate Office if a print copy is requested by the external appraiser or examiners. If so, the student will be responsible for providing the number required the Graduate Office. The program will cover the cost to mail a thesis to the external appraiser or examiners by courier. If the thesis is not available a minimum of 6 weeks prior to the exam date the exam may be cancelled. The student is responsible for providing supervisory committee members with copies of the thesis. (Producing Your Thesis: http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx). Students should also prepare a presentation no more than 20 minutes in length and should do so in consultation with their supervisor(s).</p> <p>Graduate Office: The Graduate Office will send the examiners, student and SGS Doctoral Exams Office a confirmation of the exam (date, time and location and other details) and distribute the thesis to the external examiner only. The Graduate Office will specify in the letter to the External Appraiser when the appraisal is due and will include expense reimbursement information. The Graduate Office will confirm the student is registered in the term the FOE is taking place in and will enter the FOE in ROSI.</p>
<p>2 weeks prior to FOE</p>	<p>Graduate Office: The appraisal is due to the Graduate Office. The Graduate Office will forward the 1) program, 2) abstract and 3) appraisal to the exam committee, student and SGS Doctoral Exams Office. The Graduate Office will notify the student and supervisor(s) once SGS has secured a Chair for the FOE (include the Chair's name, department and campus affiliation). The Graduate Office will send a letter to the Chair of the examination committee along with instructions. The Graduate Office will</p>

	also send an FOE announcement to the department including the abstract.
2 days prior to FOE	Graduate Office: The Graduate Office will forward a final reminder to the exam committee.
after the FOE	Graduate Office: The Graduate Office will email the SGS Doctoral office with results of exam, scan and send voting ballots.
	Student: The student will have one month (minor corrections) or up to three months (minor modifications) to make any revisions to the dissertation. The student must submit their final, approved thesis online, once approval is granted. (Electronic Thesis Submission: http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx)
	Supervisor/Examiners: The Committee Chair will inform the Graduate Office of the results of the exam. Once corrections have been reviewed, the supervisor(s) (or convener of the exam subcommittee for minor modification) will confirm in writing to the SGS Doctoral Exams Office (sgs.doctoral@utoronto.ca) and the Graduate Office (clinical-psych@utsc.utoronto.ca) that corrections have been satisfactorily completed.