|  |  |
| --- | --- |
| SES PhD Qualifying Examination Information Form | DATE: |
| Please return to the Graduate Secretary (gradsec@uoguelph.ca) at least 6 weeks prior to suggested examination dates. | |
| Exam is before the end of the 5th Semester, Suggested to be prior to the start of 5th semester in case a second attempt is needed | |

|  |  |  |
| --- | --- | --- |
| Student Name |  | Email: |
| Thesis Title |  | |
| Advisor (must be regular SES graduate faculty, not Associated or Special or Retired) |  | Email: |
| Co-Advisor |  | Email: |
| Advisory Committee Members  (No more than 50% of Exam Committee from Advisory committee) |  |  |
|  |  |
|  |  |
|  |  |
| Completed Prescribed Courses | | Yes No |
| Suggested Examination Committee (5)  - Possible Exam Chairs need to be Regular SES Graduate Faculty not on Advisory Committee;  - Examiners must be Regular or Associated graduate faculty (Special grad faculty only if on Advisory Committee)  - Advisor to confirm availability of Exam Committee Members | Requested Chair  Requested Chair | Email:  Email: |
| Has requested Chair(s) been contacted for availability? YES/NO (Yes will speed up process) | |
| EXAMINER & EMAIL | AREA OF QUESTIONING |
|  |  |
|  |  |
|  |  |
|  |  |
| All Exam committee members attending in person? Yes/ No  If videoconferencing/skype is required, advisor needs to arrange (see below) | | |
| Suggested exam dates and times (Advisor to confirm time) | 1. | |
| 2. | |
| 3. | |

Helpful links:

https://www.uoguelph.ca/graduatestudies/thesis/index

http://www.uoguelph.ca/ses/content/graduate-exam-forms-and-documents

Videoconferencing Protocol: It is the advisor's responsibility to arrange for videoconferencing, including identifying the off-site IP addresses, contacting the SES tech (Steve Sadura, sadura@uoguelph.ca) and the tech at the offsite location to confirm details for the actual defense and making a prior test call. In addition to the videoconferencing facilities in Alex 337, the advisor may choose to contact Classroom Technical Support (cts@uoguelph.ca) for exams in Day Hall with a modest fee. Other possible Examination Rooms (use SKYPE for conferencing if needed) include Alex 265, Graham 3301, Bovey 1118 (Can ask GradSec to help book).