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| SES PhD Examination (Defense) Information Form | DATE: |
| Please return to the Graduate Program Assistant (ses.gradsec@uoguelph.ca) at least 6 weeks prior to suggested examination dates. Thesis must be in final stages of revisions before beginning defense process. Please submit electronically. | |

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| Student Name & ID Number |  | Email: |
| Thesis Title |  | |
| Advisor (must be regular SES graduate faculty, not Associated or Special or Retired) |  | Email: |
| Co-Advisor |  | Email: |
| Advisory Committee Members |  | Email: |
|  | Email: |
|  | Email: |
|  | Email: |
| Completed Prescribed Courses | | Yes No |
| **PhD Thesis Defence Committee Members** | | |
| Suggested Examination Committee  - Defence Chairs must hold Regular SES Graduate Faculty not on Advisory Committee;  - The Internal-External (non-Advisory committee) is regular grad faculty normally not in SES.  - Advisor to confirm availability of Exam Committee Members | Requested Chair  Requested Chair  (Has requested Chair(s) been contacted for availability?) | Email:  Email:  YES No (Yes will speed up process) |
| External(1)  Email  See guidelines on selection of external, next page | External(2)  Email |
| Internal-External: | Email: |
| Other (advisory committee member): | Email: |
| Other (advisory committee member): | Email: |
| All Exam committee members attending in person? Yes No  If videoconferencing/skype is required, advisor needs to arrange (see below) | | |
| Suggested dates and times (Advisor to confirm time) | 1. | |
| 2. | |
| 3. | |

Helpful links:

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

<https://graduatestudies.uoguelph.ca/current/forms>

Videoconferencing Protocol: It is the advisor's responsibility to arrange for videoconferencing .

Possible Examination Rooms include Alex 265, Graham 3301, Bovey 1118 (Can ask ses.gradsec@uoguelph to help book).

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| SES Nomination of External Examiner for PhD Defense | DATE: |

**Nominee #1**

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| --- | --- | --- | --- | --- |
| Name |  | | Position |  |
| Address |  | | Phone  Email |  |
| Brief Explanation for Nomination | | | | |
| Nominee will attend Examination | | on campus? | | by videoconferencing? |
| Nominee CV attached? YES NO | | or Nominee Website | |  |

**Nominee #2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | Position | |  |
| Address |  | | Phone  Email | |  |
| Brief Explanation for Nomination | | | | | |
| Nominee will attend Examination | | on campus? | | by videoconferencing? | |
| Nominee CV attached? YES NO | | or Nominee Website | |  | |

Graduate Program Assistant is able to check for preliminary eligibility of External Examiner.

NOTES from Graduate Studies Policies on selection of External Examiner

(1) The Department/School must choose and make arrangements with an external examiner who is a recognized expert in the subject of the thesis, with sufficient experience in evaluating PhD students (e.g., advising, defence committees, etc). The external examiner must not have a direct connection with the Department/School. The external examiner must not have served as advisor to the student’s advisor, and must not have participated in joint projects with the advisor nor have been a student or member of the graduate faculty in the University in the last 5 years. The external examiner must have had no direct connection with the student or the student’s research project. Assurance of independence of the external examiner is taken as a very serious matter by the Board of Graduate Studies. If in doubt about the status of a prospective external examiner, the grad coordinator will contact Grad studies. The selection of the external examiner must be approved by the Departmental Graduate Program Committee and subjected to an internal review procedure in place in the Department. Any individual who serves as an External Examiner may not serve again until a period of 3 years has passed.

(2) The Department/School must have sent the thesis to the external examiner (sample form letters are

available in the Graduate Studies Office) at least 28 days before the date of the examination.

(3) Examination forms will be prepared and sent to the Examination Committee Chair by the Office of

Graduate Studies after this form is received. A report form for the Chair of the Examination will be included with the examination forms.

(4) The Department/School pays the external examiner honorarium (fixed at $200.00 - provided by Grad Studies) and traveling/accommodation costs are to be covered by the Advisor.