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| SES PhD Qualifying Examination Information Form | DATE: |
| Please return to the Graduate Program Assistant (ses.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 | |

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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 |  |  |
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| Completed Prescribed Courses | | Yes No |
| Suggested Examination Committee (5)  - Exam Chairs must 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 |
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| All Exam committee members attending in person? Yes/ No  If videoconferencing/skype is required, advisor needs to arrange (see below) | | |
| Suggested exam date and time for Oral Qualifying Exam. Written Qualifying Exam will take place one week prior to Oral QE (arrangements to be made with QExam chair). | | |
| 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. Possible Examination Rooms include Alex 265, Graham 3301, and Bovey 1118 (Can ask ses.gradsec@uoguelph.ca to help book).