

GRADUATE DEPARTMENT OF ENGLISH, UNIVERSITY OF TORONTO

PROCEDURE FOR STUDENTS AND SUPERVISORS IN ADVANCE OF THE FINAL ORAL EXAMINATION (FOE)

Note: at the end of all emails regarding the FOE sent or cc'd to Marguerite, please include the student's surname in capital letters.

From beginning to end, the process can take **ten weeks or more**, and please see below for an explanation of the timing.

Please follow this procedure, in this order:

1. **Student** sends **draft abstract and CV in MS Word** to DGS, who will workshop these documents with the student before approving them. For the abstract, please extract the abstract page from the SGS [dissertation template](#) and use it, *preserving fonts and spacing*; for the CV, use the template at the end of the departmental [Guidelines](#). Once the DGS has approved the two files, convert each to PDF and send the two PDF files attached to a single email to both Marguerite and the DGS.
2. **Supervisor** (with agreement of committee, ideally) determines that the dissertation is ready to be examined.
3. **Supervisor** sends a single email to the DGS, cc'd to Marguerite, confirming that the **dissertation is ready to be examined** and providing a **ranked list of 4-5 prospective external examiners and 2-3 prospective internal examiners**.

For external examiners, please provide **email addresses**.

Please note that SGS rules require a so-called **arm's-length relationship** with external examiners, who cannot be a collaborator, co-author, co-grant holder, or co-grant applicant, with either the supervisor or student; a faculty member in a department where the candidate has previously studied; a previous supervisee or research assistant of the supervisor; or the supervisor of the supervisor.

4. **Student** submits the **properly formatted dissertation in PDF** to Marguerite.

Once Marguerite has confirmed that the dissertation is properly formatted, she "clears the student's record on ROSI," making sure that all requirements have been satisfied.

At that point, the DGS uses the abstract and CV to start trying to secure the external and internal examiners. The appointment of the internal examiner is usually straightforward, but

the appointment of the external examiner can be a challenge and take some time. Occasionally the DGS will get a “yes” right away, but often the examiner takes a week or more to reply, and if the answer is “no” (as it often is), the DGS needs to move on to the next on the list, and then we’re back where we started but it’s a week or two down the road.

Once the DGS has secured the external, SGS mandates that we give them a minimum of 6 weeks between receipt of the dissertation and the exam, but “Best practice is to allow eight weeks.” So we let the examiner know that we are “aiming” for an examination roughly 8 weeks following receipt of the dissertation, but the scheduling depends entirely on their availability, which might be more than 8 weeks after they receive the dissertation.

Once the external has agreed, Marguerite sends the dissertation to the external and tries to schedule the exam for approximately 8 weeks thereafter, depending on the external’s availability.