

Important Administration and Processing Timelines - PhD

<p>At least 8 weeks (2-months) before exam:</p>	<ul style="list-style-type: none"> • Supervisor submits the “Request for GSE to Schedule an Oral Exam” Part 1 and Part 2 webforms. The supervisor includes the external examiner’s current CV • Following receipt of the set-up form, GSE generates the external examiner approval form and sends to the supervisor to complete and sign before returning no later than one (1) week from receipt.
<p>At least 5 weeks before exam:</p>	<ul style="list-style-type: none"> • The GSE office generates an official Notice of Exam and sends to the student (cc’ing the supervisor) for review, completion and required signatures.
<p>4 weeks (1-month) before exam:</p>	<ul style="list-style-type: none"> • The signed Notice of Exam must be received by the GSE office. According to FGS’s Thesis Examination Administrative Process, FGS must receive the signed Notice of Exam at least 4-weeks prior to the oral exam for its final approval of the membership of the examination committee.
<p>3 weeks before exam:</p>	<ul style="list-style-type: none"> • The student distributes their final thesis by email to the exam committee with cc. to their GPA/graduate program • The GPA emails the exam committee confirming the exam room location and/or official Zoom link and provides the required examination forms and guidelines with cc. to the student and neutral chair. <p>The GPA sends the student the Thesis Approval Form</p>
<p>1 week before exam:</p>	<ul style="list-style-type: none"> • The GPA sends a reminder email to the exam committee and the neutral chair
<p>At least 2 business days (48-hours) before exam:</p>	<ul style="list-style-type: none"> • Examiners submit their individual Assessments of Written Thesis forms, fully completed, dated, and signed, to the neutral chair with cc. to the GSE office.
<p><u>EXAM DAY</u></p>	