

# FINAL ORAL EXAMINATION NOMINATION FORM FOR PhD or EdD - Ontario Institute for Studies in Education

- Return this form to the Registrar's Office, Graduate Studies Unit, signed and dated by your Department Chair, **no less than 8 weeks prior to the intended examination date**. Ensure that all fields are completed in full, and that all contact information is accurate. **Incomplete information will delay processing of this form.**
  - The quorum for voting members is four. Please ensure a fifth eligible member is included in section B below. The maximum number allowed is six.
  - The Supervisor is responsible for informally inviting the External Examiner/Appraiser, who must not hold an appointment with the University of Toronto. **A copy of the proposed External Examiner/Appraiser's CV should be obtained and a copy forwarded to the Registrar's Office.**
- All External Examiners/Appraisers are subject to review by the Vice-Dean, Programs at SGS, who will grant an appointment to serve for the specific examination indicated below. Previous approval does not imply approval to serve as External Examiner for any subsequent examinations. Information on External Examiner/Appraiser eligibility can be found at the bottom of this form.
- Any required media equipment (ie. laptop, data projector) should be requested by the Candidate or Supervisor through OISE Education Commons (Media Services). Any conferencing requirements will be arranged by the Registrar's Office.

Select Ph.D.  or Ed.D.

**STUDENT:** Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Student email & phone #: \_\_\_\_\_

FOE to be held on (date): \_\_\_\_\_ at:  10:00 a.m. or  2:00 p.m. Department: \_\_\_\_\_

FULL THESIS TITLE: \_\_\_\_\_

**EXTERNAL EXAMINER/APPRaiser:** Name: \_\_\_\_\_

has agreed to serve as Examiner/Appraiser and  will attend in person, or  will participate via Conference call

Full Business Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone number: \_\_\_\_\_

Social Insurance Number (for honorarium): \_\_\_\_\_ Please indicate Examiner status:  Associate Professor or  Full Professor

## FINAL ORAL EXAMINATION COMMITTEE NOMINEES

**A) Up to THREE members of the supervising committee (only 3 supervisory members allowed to vote at the FOE).**

<u>Name</u>	<u>Department</u>	<u>Email Address</u>
1) Supervisor: _____		
2) _____		
3) _____		

**B) One to two examiners who have not been closely involved in the supervision of the thesis (excluding the External Examiner named above.)**

1) \_\_\_\_\_  
2) \_\_\_\_\_

**C) Non-voting member(s), if any.**

1) \_\_\_\_\_ 2) \_\_\_\_\_

(Please indicate if any of the above nominees will not be participating in person at the Final Oral Examination)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Chair of Student's OISE Department)

- OISE will pay an honorarium of \$100 CDN to all External Appraisers. A 15% Federal tax will be applied to any non-Canadian residents.
  - External Examiner travel expenses will be reimbursed to a maximum of \$500. Any expenses in excess of \$500 must be met by the Department.
- FOE rules regarding External Examiners:**  
The External Appraiser of a thesis should be external to the University as well as to the teaching hospitals affiliated with the University and their research institutes. He or she should be a recognized expert on the subject of the thesis and should be an Associate or Full Professor at his or her home institution. The graduate unit will certify that the proposed External Appraiser has an arm's-length relation both with the candidate and with the Supervisor. (Usually this will exclude anyone who, in the past six years, (i) has been a departmental colleague of the candidate or Supervisor, (ii) has been a student or teacher of the candidate or the Supervisor, or (iii) has collaborated on a research project with the candidate or Supervisor.)  
If the proposed External Appraiser is neither an Associate nor a Full Professor or if that person does not hold an academic appointment, please provide a letter of explanation together with a copy of his or her curriculum vitae.