

Final Exam Information - PhD

The following are guidelines for Doctoral Graduate Students and their Supervisors to finalize the completion of their graduate program:

- Committee composition: Minimum of 5 faculty members which normally consists of the 3 supervisory committee members plus two new faculty members (one arms-length from the University of Alberta and the other external to the University of Alberta).
- During thesis preparation and prior to the final examination, review information on [Thesis Requirement & Preparation](#) and AFNS Preface Page and Published Works guidelines.
- The supervisor and supervisory committee members must approve the thesis for final examination by signing off on the Preliminary Acceptance of PhD Thesis form before a final exam date can be set. Final draft and formatted thesis is to be sent to the supervisory committee for approval. Please ensure that enough time is considered for review by the supervisory committee. Approval is required before the finalized thesis is sent to the external examiner.
- At least **2-3 months** before the final examination the supervisor must submit information on the External Examiner to the Department Graduate Program Administrator (grad.ales@ualberta.ca). The external shall be a recognized authority in the special field of research of the candidate's thesis, and will be an experienced supervisor of doctoral students. The proposed external examiner must be in a position to review the thesis objectively and to provide a critical analysis of the work and the presentation. It is therefore essential that the external examiner not have a current or previous association with the student, the supervisor, or the department that would hinder this type of objective analysis. For example, a proposed examiner who has recently been associated with the student as a research collaborator or co-author would not be eligible. Also, a proposed external examiner must not have had recent association with the doctoral candidate's supervisor (as a former student, supervisor, or close collaborator, for instance). Supervisors who are in doubt about the eligibility of a potential external examiner should call the Associate Dean, FGSR to review the case before approaching the external. A detailed CV must be submitted and must include education, employment, publications over the past 5 years, number of graduate students supervised and committees served on. Date of Birth is required for all External Examiners.
- The supervisor must request Funds for External Examiner Travel (FGSR Forms Cabinet) to the Department Graduate Program Administrator at the time of nomination.
- The supervisor is responsible for contacting the Department Graduate Program Administrator with the names and roles of the final exam committee members, date and time of final examination.
- The Department Graduate Program Administrator will book the room, assign the Committee Chair, and submit the paperwork to FGSR.
- The Graduate Student can choose between two different title pages. One title page will indicate the student's specialization the other will not. Students using the title page with the specialization must check with the Graduate Program Assistant for the correct specialization.
- **6 weeks** prior to the final examination date and after approval of the supervisory committee, the Graduate Student must email a word and pdf version of his/her final examinable thesis to grad.ales@ualberta.ca who will send the thesis to the External Examiner. Please do not make any changes to the thesis once it has been submitted to the committee members until after the exam.

- The student is responsible for sending the finalized, examinable thesis to all committee members. This must occur no later than **6 weeks** prior to the final examination date.
- **3 weeks** prior to the final examination date the Graduate Student must reserve the lap top (if required). An LCD projector is permanently located in Rooms 3-18J and 4-10C. The student is responsible for booking an LCD projector if the exam is *not* booked in one of these two rooms. Contact Technical Resource Group at 492-3923 (**book the projector for your supervisor for an exam; do not indicate it is for you**; a cost is assessed if booked under student's name). AFNS lap top can be booked through Max Amerongen, 780-915-2256.
- **1 week** prior to the final examination date the Graduate Student must email the abstract and thesis title to grad.ales@ualberta.ca.
- **1 week** prior to the final examination date please return any borrowed thesis to the Department Graduate Program Administrator.
- **1 week** prior to the final examination, the Graduate Student must set up an appointment with the committee chair of his/her examination to discuss the examination process.
- The Graduate Student's seminar should be approximately 20 - 30 minutes long with questions to follow.
- Committee members will sign off on the Thesis Approval Program Completion form at the end of the exam (excluding the committee chair unless he/she was an examining committee chair). The Committee Chair is responsible for obtaining the signatures at the end of the exam. If corrections to the thesis are required, the supervisor will withhold his/her signature until after corrections have been completed. Other committee members also have the option of signing off after corrections have been completed.
- After corrections have been made and the supervisor has signed off on the signature page, the Graduate Student submits an electronic copy of the final version of his/her thesis to FGSR. If the supervisor requests a hardcover bound copy of the thesis the student must submit one copy for binding to McCallum Printing (Tory Building). Student will need to use a computer with a PDF converter program (downloadable ones from the internet do not work with larger documents) and a printer that can print 8 ½ x 14 for the License Agreement. You will also need to log on for Library Access which takes 24 hours for approval.
- Complete the Graduate Student Check Out List and submit to AFNS Reception with department keys to obtain the key deposit. Your desk must be cleaned out and the keys returned to 4-10 AgFor no later than two weeks after your final exam.
- [Deadline dates](#) to submit the thesis can be found on the FGSR web site. You must submit your thesis to FGSR within 6 months of your defense date.
- At the time of submission of the thesis to FGSR you must apply to [convocate](#) through Bear Tracks.