Final Exam Planning Checklist - PhD

Student:

☐ Submit draft thesis to Supervisor and Supervisory Committee for review. Include your completed LMP Thesis Preparation Checklist. This can take 2 weeks or more. More than one round of review may be necessary.

☐ Collect Supervisor and Supervisory Committee members’ signatures on the LMP Departmental Acceptance of Thesis form indicating that the thesis is of adequate substance to proceed to the Final Oral Examination.

☐ Submit the signed thesis acceptance form (including the checklist) to the LMP Grad Program Office as soon as possible and not less than 4.5 weeks prior to exam.

☐ ~4.5 weeks prior to exam: send a PDF of thesis to the LMP Grad Program office (lmpgrad@ualberta.ca). The LMP Grad Program office distributes this exam copy of the thesis to the examining committee and exam chair.

☐ You are encouraged to review Examination: Tips and Strategies on the LMP Grad Program website.

☐ You are encouraged to hold mock exams with lab peers as well as students not familiar with your research topic. The LMP Grad Students’ Group can help set this up.

☐ One week prior to the candidacy examination, it is your responsibility to meet with the Examination Chair to review the logistics of the examination.

Supervisor:

It is the responsibility of the supervisor to ensure that the student does not make exam arrangements.

☐ ~3 months prior to exam: begin process of identifying External Examiner, arm’s length examiner, and tentative exam dates.

☐ ~8 weeks prior to exam: submit the following to the LMP Grad Program office:
  - Approve External Reader or Examiner for Final Doctoral Oral Examination form
  - External examiner CV (which must include their supervisory and doctoral exam experience)
  - FoMD PhD External Examiner Conflict of Interest Checklist
  - Request for Funds for External Examiner Travel form (if needed)

☐ After notification of approval of external examiner, finalize exam details and send them to the LMP Grad Program office as soon as possible and not less than 4.5 weeks prior to exam. Include:
  - the arm’s length examiner
  - exam chair (consult with the LMP Graduate Coordinator)
  - date, time (plan for 4 hours), and location. Notify the LMP Grad Program office if you need assistance booking a room.

☐ The LMP Grad Program office prepares and sends you the Notice of Examining Committee & Examination Date.

☐ Review, sign the exam notice, and submit it to the LMP Grad Program office as soon as possible and not less than 4.5 weeks prior to exam. The LMP Grad Program office collects the Graduate Coordinator signature, and submits the form to FGSR.

☐ Any refreshments offered during the exam are the responsibility of the supervisor.

The LMP Grad Program office sends the exam notice and the thesis to the examining committee, exam chair, and student.