

## PhD Dissertation Examination Procedural Guide

Every BME PhD student must: 1) successfully complete a Candidacy Examination; 2) successfully complete four (4) required course credits; 3) successfully complete a preliminary dissertation evaluation in the form of a public seminar, and; 4) take a final pass/fail Dissertation Examination no later than 5 years after initial registration in the PhD program.

At least two months prior to the desired date of the Dissertation Examination, a public seminar must take place and an evaluation to be conducted by the supervisory committee. A completed [Seminar Scheduling Request Form](#) must be submitted to the Seminar Coordinator. This form, signed by the Seminar Coordinator and the Program Director, is then submitted to the Program Administrator.

If the Seminar is successfully completed and the supervisory committee deems the dissertation ready to be examined, two months prior to the exam, the supervisor must submit to the Yeates School of Graduate Studies a formal request for a PhD exam. The Dean of the Yeates School of Graduate Studies will evaluate the CV of the potential external examiner. This is done through the submission of a [Dissertation Examining Committee Nomination form](#), an [External Examiner Nomination form](#) and a [PhD Dissertation Oral Examination Scheduling Request Form](#) to the Graduate Program Administrator. Once approved, the student must submit an electronic .pdf copy of the dissertation to the internal examining committee members and the Graduate Program Administrator at least 6 weeks prior to the examination. If required by the external examiner and the exam Chair, two cerloxed copies of the thesis should also be submitted to the Graduate Program Administrator. The Graduate Program Administrator will then courier a copy of the Thesis to the external examiner to evaluate; the 2nd copy is forwarded to the exam Chair once one is appointed. The Dean of the Yeates School of Graduate Studies will appoint a person to serve as the Chair of the Examining Committee. This person will be chosen from outside the Department. The external examiner will be asked to return a written report, and their approval to proceed, no later than 2 weeks prior to the date of the examination. The written report will be given to the Chair of the Examining Committee, the Supervisor, and the PhD candidate.

An \*examining committee must be formed that consists of the following:

- Dean, SGS or designate Chair: 1**
- Supervisor and any co-supervisors: 1>**
- External Examiner: 1**
- SGS Faculty – Outside Program: 1**
- SGS Faculty – Within Program: 2**

At least 2 weeks prior to the exam, the Dean of the Yeates School of Graduate Studies and the Chair of the Examining Committee will review the external examiner's written report and will decide whether to proceed or postpone the final exam.

The Ph.D. Exam will consist of:

- A 20 minute public presentation of the research.
- A brief 10 minutes of public questions and answers.
- A closed questioning period by the Examining Committee.
- A final closed deliberation of the Candidate's Thesis defense.

Following a successful oral examination, the student must revise the thesis in accordance with the requirements of the examining committee and YSGS regulations. The student should e-mail an electronic .pdf of their thesis to their Program Administrator well in advance of the final deadline so as to ensure the format meets YSGS and Toronto Metropolitan University academic publication standards.

Upon completion of all required corrections and/or revisions to the thesis, the student's supervisor (or one of the student's co-supervisors) must inform the Program Administrator via e-mail that the thesis has been corrected/revised and is ready for submission to the program/YSGS. Please contact the Program Administrator for further instructions.

The copies of the thesis will be allocated as follows: 1) A .pdf electronic copy and; 2) a [National Library Form \(NLC\)](#) must be submitted

Please see the [YSGS website thesis/dissertation submission info](#).

\*Any additional committee members over the minimum requires the written consent of the student.