



**DEPARTMENT OF NUTRITIONAL SCIENCES**

Faculty of Medicine University of Toronto

**GUIDELINES FOR  
DEFENSE OF DOCTORAL THESES**

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## **A. Ph.D. THESIS DEFENSE PREPARATION**

### **1. The Time Line**

The stage and events in the Ph.D. program are described in the “Student Progress Through the Degree Program and the Role of the Student Advisory Committees”. This section describes the later stages and events in more detail. These stages take time and, because the School of Graduate Studies has mandatory deadlines, this means that it is necessary to think ahead.

A timeline that gives the minimum time to reach the deadline leading to the Ph.D. Final (SGS) Oral Examination is given in Appendix A.

### **2. Final Advisory Committee Meeting and Notification of the Graduate Coordinator**

The final meeting of the Student Advisory Committee will usually focus on the thesis and preparation for its defense. The supervisor must submit the report of the Final Advisory Committee Meeting (Appendix B), which recommends that the student’s thesis is ready for defense, to the Graduate Coordinator.

## **B. PH.D. DEPARTMENTAL EXAMINATION**

### **1. Application for Ph.D. Departmental Examination and Submission of the Thesis**

The date of the examination must be at least 8 weeks, and preferably much longer, before the proposed Ph.D. Final (SGS) Oral Examination (see the School of Graduate Studies Calendar for deadline dates).

An application for Ph.D. Departmental Examination (Appendix C) should be submitted to the Graduate Coordinator at least three weeks before the proposed examination date with Appendix B (if it has not been submitted already). This will certify that the final thesis has been approved by the Advisory Committee, propose a date and time for the examination, composition of the Examination Committee (see below) including thesis appraiser, and certify their willingness to serve and availability.

A Time Waiver (Appendix D) must accompany the application if examiners will have less than two weeks to review the thesis.

An updated C.V. of the student should be submitted at the same time to the Graduate Coordinator (see Appendix E for format).

The Graduate Coordinator will 1) ensure that all course requirements have been completed, 2) approve the date and composition of the Examination Committee, 3) send confirmation letters to the Examination Committee and student with a copy of the announcement and Guideline for Conduct of Ph.D. Departmental Thesis Defense, and 4) have a Summary Report prepared for use at the examination. Notice of the examination will be posted on the Department bulletin board (the examination is open to all the faculty of the Department).

An unbound copy of the thesis in a labeled file folder, incorporating all changes which were required by the Student's Advisory Committee, must be provided and distributed by the candidate to each appointed examiner, plus one to the Graduate Coordinator if he/she is not on the Examination Committee, so it is received at least two weeks before the date of the examination (unless signed Time Waivers have been provided). If there are insufficient copies of the thesis, then additional time should be allowed to permit sharing of copies among examiners.

## **2. Composition of the Examination Committee**

The Committee should consist of 4-6 members. The quorum is 4 voting members, including at least 1 external (who is a full graduate or associate graduate member of our Department or University and is not a member of the Student's Advisory Committee), plus a non-voting Chair (who is the Department Chair or his/her designate but not a member of the Student's Advisory Committee).

**Note:** Supervisors are encouraged to consult with the Graduate Coordinator in advance to ascertain that the Committee is suitable, and seek suggestions for the non-voting Chair.

## **3. Conduct of the Examination**

**Note:** The conduct is similar to the Ph.D. Final (SGS) Oral Examination.

- a) Before the candidate enters, **the Chair:**
  - confirms that a quorum of 4 voting members is present
  - confirms that each member of the Committee has sufficient knowledge of the thesis to form a judgement as to its acceptability
  - reminds the Committee that the examination covers both the thesis and oral defense.
- b) The Chair admits the candidate and the non-Committee members, if any. The candidate is then invited to summarize the research and conclusions of the thesis orally, in no more than 20 minutes.
- c) The Chair then invites each member of the Committee, in turns of approximately equal duration, to ask questions of the candidate.
- d) When there are no further questions, the Chair asks the candidate and all non-Committee members to retire.
- e) The Committee is invited to address three questions (Appendix F):
  1. Should the student be allowed to proceed to the SGS Examination?
  2. Is the thesis, as submitted, acceptable?
  3. If the thesis is acceptable, does it need correction, modification, or no changes? (If changes are needed, a description of the changes must be attached to the report of the examination.)

- f) The Chair of the Examination Committee informs the candidate of the result.

To pass, no more than one negative vote (or abstention) is allowed. If there is more than one negative vote or abstention, adjournment is mandatory.

#### **4. Procedures in the Event of an Adjournment**

- a) A reconvened examination should be held within one year.
- b) A written report prepared by the Examination Committee Chair and the Supervisor will be provided to the student, setting out the reasons for the adjournment and what needs to be done.
- c) At the reconvened examination, no new Committee members shall be added, except for necessary and unavoidable replacements.
- d) Normal procedure for conduct of examination will be followed.

### **C. PH.D. FINAL (SCHOOL OF GRADUATE STUDIES) ORAL EXAMINATION**

#### **1. Application for Ph.D. Final (SGS) Oral Examination and Submission of Document and the Thesis**

**Note:** When a patentable idea is being presented in a thesis, the Chair of the Department must consult with the Vice Dean, Students of SGS with respect to examination procedures. **The onus is on the Supervisor to inform the Chair of the need for this.**

Examinations may be held at any time during the year, and are normally held at 10:00 a.m. or 2:00 p.m. (2 hour duration). The Supervisor Suggestions for External Appraiser (Appendix G) should be submitted to the Graduate Coordinator at least 8 weeks before the proposed examination date. (A much longer period is needed when Christmas holidays intervene.) A name will be selected and the Supervisor informed as quickly as possible afterward.

The Ph.D. Final (SGS) Oral Examination is then scheduled via the Department Office at least 9 weeks before the proposed examination date. The department office will then submit Examination Committee Nomination and the Certificate of Completion electronically via ROSI at least 8 weeks before the examination date, with the student's thesis Abstract ([https://www.sgs.utoronto.ca/academic-progress/program-completion/#section\\_4](https://www.sgs.utoronto.ca/academic-progress/program-completion/#section_4))

An unbound copy of the thesis in a labeled file folder, incorporating all changes which were required by the Ph.D. Departmental Examination Committee, must be provided by the student and distributed to the Department Office and to each appointed examiner. The student is responsible for providing copies to the examiners at least 6 weeks before the examination date.

## **2. Composition of the Examination Committee**

**Note: Supervisors are encouraged to consult with the Graduate Coordinator in advance to ascertain that the Committee is suitable.**

### **The Committee will consist of:**

The Examination Committee shall consist of four to six voting members. The quorum is four voting members, therefore SGS recommends including at least 5 voting members to ensure the exam proceeds as scheduled. The Committee must include:

- a) at least one member, but not more than three members, of the Candidate's supervising committee.
- b) at least two examiners who have **not** been closely involved in the supervision of the thesis. Those eligible include: the External Appraiser<sup>1</sup>, members of the faculty appointed to the Candidate's graduate unit, and members of the faculty appointed to other graduate units of the University.
- c) a non-voting Chair appointed by SGS. The Ph.D. Examinations Office will inform the graduate unit when a Chair for the examination has been appointed. Note that the graduate unit is not required to include the name of the Chair of the Examination Committee on the Examination Committee Nomination Form, which the graduate unit should submit to SGS as soon as possible.
- d) The Examination Committee may also include up to two non-voting members, who may participate in the questioning of the candidate and may remain during the voting but they have no vote.

**Voting members should have graduate faculty appointments in the University.**

**Proposed exceptions to the above must be approved by the Associate Dean.**

### **The examination may also be attended by:**

- a) any member of the graduate faculty of this University who, on the invitation of the Examination Chair, may participate in the questioning of the candidate, but has no vote.
- b) a qualified observer. Occasionally the Department, with permission of the candidate and the Supervisor, may request in writing to the Associate Dean that someone associated with the Research, but not a member of the graduate faculty, attend the examination as an observer.

All non-Committee members attending the examination must enter the room when the candidate

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<sup>1</sup> The Supervisor is required to propose a list of 3 names of possible External Appraisers (outside University of Toronto). The Graduate Coordinator and/or Chair will choose 1 and send the recommendation to SGS for approval (the Supervisor and the Department must certify that the External Appraiser has an arm's length relationship to the candidate and Supervisor).

Enters, and leave the room once the candidate has completed his/her defense and before discussion about the examination begins.

### **3. CONDUCTING THE EXAMINATION**

- 1). ***Before the candidate enters, the Chair:***
  - (a) confirms that a quorum of four voting members is present. Should a quorum not be present, the Chair must decide either to delay the examination or to postpone it to another date.
  - (b) confirms that each member of the Committee has sufficient knowledge of the thesis to form a judgment as to its acceptability and hence that there will be no abstentions in voting on grounds of ignorance of the thesis content.
  - (c) reminds the Committee that the examination covers both the thesis and the oral defence.
  - (d) confirms that each member of the Committee has received and read the external appraisal (and if not, has the appraisal read aloud by one of the examiners). With the exception of a written report from any supervisor, no other written statements or letters of reference are permitted. Any of the examiners present may make an oral statement.
  - (e) consults with the Committee to determine the order of questioning and whether the Chair or the supervisor will invite the candidate to make the opening statement.
  - (f) discusses with the Committee the most appropriate means for ensuring that questions raised in the external appraisal are addressed by the candidate.
- 2). ***The Chair admits the candidate and the non-committee members, if any. The candidate is then invited to summarize the research and conclusions of the thesis orally, in no more than twenty minutes.***
- 3). ***The Chair then invites each member of the Committee, in turns of approximately equal duration, to ask questions of the candidate.***

### **4. VOTING PROCEDURE**

- 1). ***When there are no further questions, the Chair asks the candidate and all non-committee members to retire. The Chair reminds the Committee that:***
  - (a) they should discuss the thesis and the voting options before the vote is taken.
  - (b) the examination covers both the thesis and its oral defense.
- 2). ***A discussion of the examination follows; and then the Chair distributes the ballots and explains the options in detail:***

- (a) Members must vote yes or no on the question whether or not the thesis and its defense are acceptable. ***More than one negative vote (or abstention) causes the thesis examination to be adjourned.***

Member of the Committee will have agreed to become sufficiently acquainted with the content of the thesis to form a judgment as to its acceptability; hence there should be no abstentions from voting on grounds of ignorance of the thesis content. A member of the Committee can indicate an abstention for other reasons by writing “abstention” on the ballot.

A member of the Examination Committee who is participating by an audio or video connection, will vote in the following manner.

(a) After the ballots of those present at the oral exam have been collected, but before they are read aloud, he/she will announce his/her vote.

(b) the Chair will then record that vote on a ballot, signing on behalf of that examiner.

- (b) Those committee members who find the thesis acceptable must ***also*** indicate whether the thesis is acceptable as is, or requires minor corrections or minor modifications.
- (i) ***Minor corrections*** involve typographical errors, errors in punctuation or problems in style; they must be correctable within one month.
- (ii) ***Minor modifications*** are more than changes in style and less than major changes in the thesis. A typical example of a minor modification is clarification of textual material or the qualification of research findings or conclusions. Minor modifications must be capable of completion within three months.

3). ***The Chair collects the signed ballots, reads aloud the names of the Committee members and their respective votes, and records the vote on the voting summary form. The decision of the vote is determined in the following manner:***

(a) On a first examination, if there is more than one negative vote and/or abstention, the examination is adjourned. On a reconvened examination, more than one negative vote and/or abstention constitutes a failure.

(b) Following a judgment that the thesis with its defense is acceptable, then:

- (i) If every examiner, or every examiner bar one, considers the thesis acceptable in its present form, then the thesis is approved in its present form.
- (ii) Otherwise, if every examiner, or every examiner bar one, considers the thesis acceptable in its present form or with minor corrections, then the thesis is approved with minor corrections.
- (iii) Otherwise, the thesis is approved with minor modifications.



## 5. PROCEDURES FOR DEALING WITH MINOR CORRECTIONS

Must be completed within one month of the date of the examination. The supervisor will inform the candidate of the necessary corrections. The supervisor must certify in writing to the Ph.D. Examinations Office and a copy to the home department that the corrections have been made.

### ***PROCEDURES FOR DEALING WITH MINOR MODIFICATIONS***

The Chair must appoint a supervising Subcommittee to be approved by the Examination Committee. The candidate has three months from the date of the examination to complete the minor modifications.

1). ***Appointment of the Subcommittee***

***The Chair of the Examination Committee, before the Committee disperses, shall:***

- (a) appoint a Subcommittee of the Examination Committee (to be approved by the Examination Committee) to supervise the proposed minor modifications;
- (b) indicate by means of asterisks the names of those appointed to the supervising Subcommittee and underline the Convenor on the voting report form.

2). ***The Subcommittee includes:***

- (a) at least two members of the Examination Committee; under exceptional circumstances the Subcommittee may be limited to one member;
- (b) one member of the Subcommittee designated as Convenor with the approval of the Examination Committee.

3). ***The Convenor of the Examination Subcommittee shall:***

- (a) report with a brief written statement the necessary minor modifications, preferably before the Examination Committee disperses but as soon after the examination as possible;
- (b) see that the candidate, supervisor and Ph.D. Examinations Office receive a copy of the required minor modifications;
- (c) ensure that a copy of the original thesis is deposited with the Ph.D. Examinations Office;
- (d) within three months of the date of the examination report in writing to the Ph.D. Examinations Office and to the Examination Chair the state of completion of the required minor modifications.

4). ***The members of the Subcommittee will:***

Individually report to the Convenor on the acceptability of the required minor modifications. The report should be made in time for the Convenor to submit

his/her written report on the state of the completion of the modifications to the Ph.D. Examinations office.

5). ***Dissatisfaction of Subcommittee members with minor modifications:***

Should one or more members of the Subcommittee not be satisfied that the minor modifications have been properly completed, the department must arrange a reconvened oral examination within a year from the date of the original examination.

## **6. PROCEDURES IN THE EVENT OF AN ADJOURNMENT**

- 1). The Chair of the Examination Committee shall remind the Committee that a reconvened examination is to be held within one year; the Committee must then decide on the approximate date, which should be as soon as circumstances permit within that year;
- 2). The Chair of the Examination Committee shall explain that a written report must be prepared for the candidate, setting out the reasons for adjournment and the Committee's requirements for a reconvened examination; the drafting of this report shall be the responsibility of a member of the supervising committee who is also a member of the Examination Committee; and the Committee must agree, before dispersing, on the procedures whereby the report will be drafted for approval by the Committee;
- 3). The Committee must provide the candidate, as soon as possible, with the written statement that indicates the reasons for the adjournment and the Committee's requirements for the reconvened oral examination;
- 4). The candidate shall be advised in writing by the School of the approximate date of the reconvened examination, with a copy to the department;
- 5). A copy of the original thesis shall be retained for the Committee's reference in the Ph.D. Examinations Office until the candidate is recommended for the degree.

## **7. RECONVENED EXAMINATION**

At the reconvened examination, no new Committee members shall be added, except for necessary replacements. It is the obligation of the original examiners to attend this examination. Any member of the original committee who did not attend the examination and who did not have good cause for absence should be stricken from the Committee. The above procedures for conduct of the examination and voting are to be followed. The thesis, however, may only be accepted (i) in its present form, or (ii) subject to minor corrections. ***No further adjournment will be allowed and, if unsuccessful, the candidate is ineligible for further Ph.D. candidacy at this University. The Examination Committee must provide the candidate, as soon as possible, with a written statement that explains clearly and directly why the examiners found the candidate's performance unsatisfactory on the written or oral components of the examination, as may be relevant.***

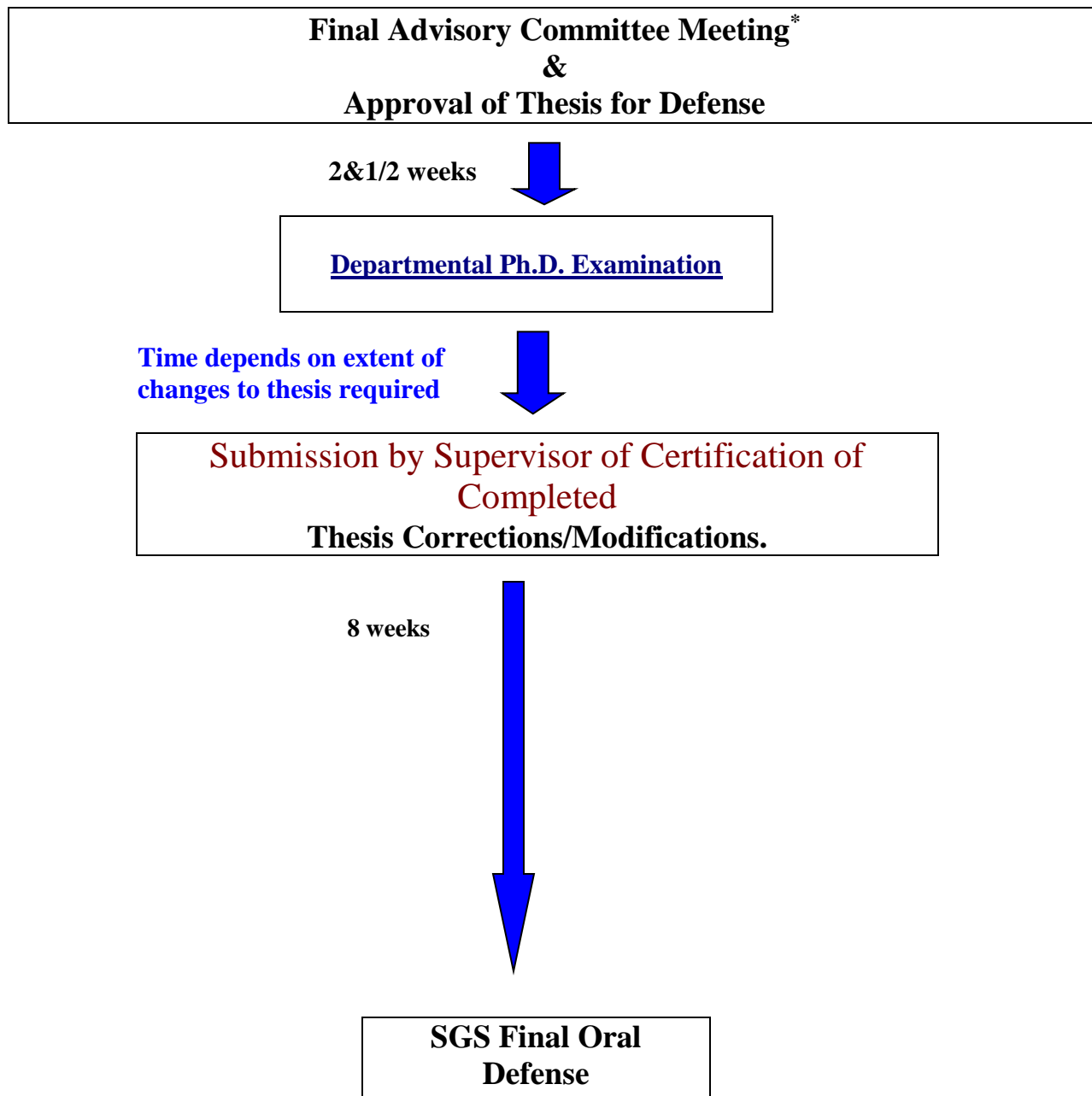
## **D. FINAL STEPS**

### **1. Convocation**

Notice with regard to convocation dates and other details will be sent to you via the School of Graduate Studies. Please notify them if you move in the interim.

**TIMELINES FOR COMPLETION OF Ph.D. DEGREE**

**Procedure for Departmental Ph.D. Oral Defense**



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\* It is expected that the Student's Advisory Committee will review the last draft of the thesis and specify the exact changes to be made. It is assumed that when members of the Examination Committee receive the thesis, all changes will have been made. **If the changes suggested by the Advisory Committee are extensive, then it would be wise to arrange for another review by the Advisory Committee before proceeding to the defense.** No examination will be scheduled until the "Report of Final Advisory Committee Meeting" form is signed by all members of the Advisory Committee.



**DEPARTMENT OF NUTRITIONAL SCIENCES**

**Faculty of Medicine University of Toronto**

**REPORT OF FINAL ADVISORY COMMITTEE MEETING**

Student: \_\_\_\_\_ M.Sc. \_\_\_\_\_ Ph.D. \_\_\_\_\_

Committee Members:

Supervisor \_\_\_\_\_

Co- Supervisor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Final Thesis Review**

1. Thesis initially circulated to Committee on: \_\_\_\_\_

2. Advisory Committee Meeting held on: \_\_\_\_\_

3. **Thesis is acceptable:** \_\_\_\_\_ as is  
 \_\_\_\_\_ with minor corrections  
 \_\_\_\_\_ with minor modifications  
 \_\_\_\_\_ With major modifications

4. Another meeting required to see final thesis: \_\_\_\_\_ yes  
 \_\_\_\_\_ no

5. If no, staff member to see that corrections are made: \_\_\_\_\_

6. **Thesis recommended for examination on:** \_\_\_\_\_

7. Comments: \_\_\_\_\_  
 \_\_\_\_\_

Signatures of Committee Members

Date

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Student:

\_\_\_\_\_

\_\_\_\_\_

APPLICATION FOR Ph.D. THESIS EXAMINATION

Candidate: \_\_\_\_\_ Student #: \_\_\_\_\_

Thesis Title: \_\_\_\_\_  
 (Pls Print or Type) \_\_\_\_\_

Proposed Examiners: \_\_\_\_\_ Supervisor  
 (Graduate Staff) \_\_\_\_\_ Co-Supervisor  
 \_\_\_\_\_ Appraiser  
 \_\_\_\_\_ Examiner(s)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Dept. Rep.  
 (Chair)

Proposed Date and Time: \_\_\_\_\_  
 MS 5337/5254, 2 hours

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**Certification by Supervisor:**

1. The final thesis has been approved by **all** members of the Advisory Committee (attach Report of Final Advisory Committee Meeting form).
2. All proposed examiners **have agreed** to serve and are available on the proposed date/time.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

*Note:* **The candidate is responsible for thesis distribution to all examiners at least two weeks before exam date.**

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**Office Use Only:**

1. Arrangements Approved: \_\_\_\_\_
2. Announcement Posted & Distributed: \_\_\_\_\_
3. Letter Sent: \_\_\_\_\_

**TIME WAIVER**

(to be signed by all Departmental Examination Committee Members)

I understand that the Department of Nutritional Sciences requires the provision of copies of the thesis to the Examination Committee at least two weeks prior to the scheduled Departmental Examination.

Despite the short time provided me to read the thesis of \_\_\_\_\_

however, I am still willing to serve as an Examiner.

<b>Name</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**CURRICULUM VITAE**  
(Sample)

**Name:**

**Citizenship:**

**Status in Canada (if not Canadian Citizen):**

**Business Address, Telephone, Fax, E-mail:**

**Home Address, Telephone, Fax, E-mail:**

**Education**

High School and University

**Memberships (Professional Organizations)**

All memberships (e.g. CIFST)

**Committees**

All Committees (e.g. Graduate Affairs Committee member)

**Work Experience**

All relevant employment, including volunteer activities

**Publications and Presentations**

**Extracurricular Activities**

Activities, interests



**REPORT OF Ph.D. DEPARTMENT EXAMINATION**

**Student:** \_\_\_\_\_

**Thesis Title:** \_\_\_\_\_  
 \_\_\_\_\_

**Date, Time & Location:** \_\_\_\_\_

**Examination Committee:**

	<b>Name</b>	<b>Signature</b>	<b>Should Student Be Allowed to Proceed to SGS Exam? (yes, no, abstain)</b>	<b>Is Thesis Acceptable? (yes, no, abstain)</b>	<b>If Thesis Acceptable Needs: Correction (C) Modification (M) No Changes (NC)</b>
<b>Chair:</b> (Non-Voting)	_____	_____	_____	_____	_____
<b>Supervisor:</b>	_____	_____	_____	_____	_____
<b>Co-Supervisor:</b>	_____	_____	_____	_____	_____
<b>External *</b>	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

**Committee Decision:**

Committee approves candidate can now proceed with the final SGS Ph.D. Oral Examination: \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes, supervisor to complete the attached forms.**

If the answer is not to proceed, recommend re-examination: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when \_\_\_\_\_

If thesis modification is required, describe changes (or attach copy):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Staff Member(s) to see that  
 Thesis corrections or modifications are made:** \_\_\_\_\_

\* External to Student's Advisory Committee

**SUPERVISOR SUGGESTIONS FOR EXTERNAL EXAMINER/APPRAISER\***

**(Must propose at least 3 people)**

Student: \_\_\_\_\_

Thesis Title: \_\_\_\_\_  
\_\_\_\_\_

1. Name: \_\_\_\_\_

Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Area of Specialization: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Will the External Appraiser attend the exam? No, Yes, in person, Yes, by teleconference**

2. Name: \_\_\_\_\_

Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Area of Specialization: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Will the External Appraiser attend the exam? No, Yes, in person, Yes, by teleconference**

3. Name: \_\_\_\_\_

Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Area of Specialization: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Will the External Appraiser attend the exam? No, Yes, in person, Yes, by teleconference**

I hereby certify that all the above have had an **arm's-length** relationship with myself and the student.

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

SUPERVISOR SUGGESTIONS FOR FINAL EXAM COMMITTEE

Student: \_\_\_\_\_

Thesis Title: \_\_\_\_\_  
\_\_\_\_\_

Date & Time: \_\_\_\_\_

Location: \_\_\_\_\_

**Name:**

**Associated Dept/Univ**

**Faculty Status:**

**Voting Members from the Supervisory Committee (maximum 3):**

- 1. \_\_\_\_\_ Full / Assoc. Member (Please circle one)  
email: \_\_\_\_\_
- 2. \_\_\_\_\_ Full / Assoc. Member (Please circle one)  
email: \_\_\_\_\_
- 3. \_\_\_\_\_ Full / Assoc. Member (Please circle one)  
email: \_\_\_\_\_

**Voting Members not from the Supervisory Committee (maximum 3):**

- 4. \_\_\_\_\_ Full / Assoc. Member (Please circle one)  
email: \_\_\_\_\_
- 5. \_\_\_\_\_ Full / Assoc. Member (Please circle one)  
email: \_\_\_\_\_
- 6. \_\_\_\_\_ Full / Assoc. Member (Please circle one)  
email: \_\_\_\_\_

**Non-Voting Member (if any):**

\_\_\_\_\_ Full / Assoc. Member (Please circle one)  
email: \_\_\_\_\_

**Signed:** \_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dept Chair/Coordinator

\_\_\_\_\_  
Date

SCHOOL OF GRADUATE STUDIES

VOTING BALLOT

University of Toronto

Doctoral Examinations Office

## ORAL EXAMINATION FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

<b>I judge the thesis and its defence to be acceptable:</b>	<b>Yes</b>	<b>No</b>
	[ ]	[ ]

If your above vote is positive, please check one:

The thesis is acceptable in its present form.	[ ]	<b>as it stands</b>
The thesis requires minor corrections.	[ ]	<b>minor corrections</b>
The thesis requires minor modifications.	[ ]	<b>minor modifications</b>
<b>Examiner's Name:</b> _____		
<b>Signature:</b> _____		

**Explanation:**

- I On a reconvened examination, more than one negative vote (and/or abstention) constitutes a failure and the candidate is ineligible for further Doctoral candidacy at this university.
- II Following a judgement that the thesis with its defence is acceptable, then there are three categories:

**(AS) As it Stands:** requires that every examiner, or every examiner bar one, considers the thesis acceptable in its present form..

**(MC) Minor Corrections:** requires that every examiner, or every examiner bar one, considers the thesis either acceptable in its present form, or with minor corrections.

**(MM) Minor Modifications:** if neither of the other categories applies, then the thesis is approved with modifications, to be defined by committee members.

**Minor Corrections**

- involve typographical errors, errors in punctuation or problems in style; they must be correctable within one month.

The Supervisor will inform the Candidate of the necessary corrections and must certify in writing to the Doctoral Examinations Office that the corrections have been made.

**Minor Modifications**

- are more than changes in style and less than major changes in the thesis. A typical example of a minor modification is clarification of textual material or the qualification of research findings or conclusions. Modifications must be feasibly completed within three months.

The Chair of the Examination Committee must appoint a supervising Subcommittee to be approved by the Examination Committee and a Convenor is thus designated.

The Convenor of the Subcommittee shall report with a brief written statement the necessary minor modifications preferably before the Examination Committee disperses, but as soon after the examination as possible and ensure that the Candidate, Supervisor, and Doctoral Examinations Office receives a copy of the statement.

The Convenor of the Subcommittee shall also within three months of the date of the examination report in writing to the Doctoral Examinations Office and the Departmental Chair the state of completion of the required revisions.

**SCHOOL OF GRADUATE STUDIES****CHAIR'S SUMMARY FORM**University of Toronto  
Office

Doctoral Examinations

Candidate: \_\_\_\_\_

Department/Centre/Institute: \_\_\_\_\_

Chair : \_\_\_\_\_ Examination Date: \_\_\_\_\_

**List Committee Members: Vote on acceptability of Thesis and Defense**

NAME (list voting members only)	✓ If attended via teleconference	Thesis accepted		Result		
		Yes	No	AS	MC	MM

**IF THERE IS MORE THAN ONE NEGATIVE VOTE AND/OR ABSTENTION,  
ADJOURNMENT IS MANDATORY ON THE FIRST EXAMINATION.**

**Recommendation:**

- The Doctoral Degree be conferred upon the candidate and that the thesis be accepted:
- (AS)  as it stands
- (MC)  subject to minor corrections such as typographical errors, punctuation, etc; deadline for completion is one month from the date of this examination.
- (MM)  subject to minor modifications in the thesis; deadline for completion is three months from the date of this examination. (*Exam Chair must indicate by means of asterisks the names of those appointed to the supervising subcommittee and underline the name of the Convenor.*)
- That the examination be adjourned; to be reconvened by: \_\_\_\_\_ (date)

**Chair's Report**

- The examination was conducted in accordance with standard SGS procedures.
- or*
- My report will be submitted within one week.

**Signed:**\_\_\_\_\_  
**Examination Committee Chair**

**APPENDIX K**



**DEPARTMENT OF NUTRITIONAL SCIENCES**  
Faculty of Medicine University of Toronto

Date

(Sample letter)

Ph.D. Examination Office  
School of Graduate Studies  
University of Toronto  
63 St. George Street  
Room 304

To Whom It May Concern:

**Re: Student Name – Student #**

In reference to the Ph.D. Final (School of Graduate Studies) Oral Examination for Student name held on Date, I am pleased to certify that the minor corrections/modifications required by the Examination Committee /Convenor of the supervising subcommittee have been made to the thesis.

Sincerely,

Supervisor of the Student  
(your title)

cc: Dept. of Nutritional Sciences