

Linguistics PhD Final Oral Exam information

Updated December 2022

DEADLINES 2022-23

September 15, 2022	Final date to submit final doctoral thesis to SGS to avoid registration/fee charges for the 2022-23 academic year
September 30, 2022	Final date to submit final doctoral thesis to SGS for November (Fall) convocation
December 16, 2022	Final FOE date prior to the holiday closure (estimated date)
January 9th, 2023	First FOE date after the holiday closure (estimated date)
January 16, 2023	Final date to submit final doctoral thesis to SGS to avoid fee charges for Winter session
January 20, 2023	Final date to submit final doctoral thesis to SGS for March convocation (in absentia)
April 21, 2023	Final date to submit final doctoral thesis to SGS for June (Summer) convocation
September 14, 2023	Final date to submit final doctoral thesis to SGS to avoid registration/fee charges for 2022-23 (estimated date)
September 30, 2023	Final date to submit final doctoral thesis to SGS for November (Fall) convocation (estimated date)

FEES FOR FINAL YEAR OF DOCTORAL STUDY

Academic fees for doctoral students in the final year of their program are pro-rated based on the 12-month academic year. Incidental fees are charged on a sessional basis. Doctoral students are charged for the full year but may choose to pay:

- 1) The full fee. In the event that the student is not registered for the full year, a refund will be issued for any overpayment after the final thesis is submitted to SGS.
- 2) The minimum first payment indicated on the student's Fee Invoice on Acorn.
- 3) The fee based on the expected date of completion. For example, a domestic PhD student in year 5 (before time-limit) who plans to complete prior to December 15, 2022 will pay approximately \$2,503.16 according to the 12month schedule. (This figure is based on the 2022-23 Fee Schedule.)

Fees will be adjusted based on the date that the student submits their final, corrected thesis to SGS. It may take several weeks for the adjustment to appear on Acorn once the thesis has been received. Please see [Final-Year Fees](#) for more information.



Department of Linguistics
100 St. George Street
Room 4073
Toronto, ON M5S 3G3
Canada

Tel: 416-978-4029
Fax: 416-971-2688
linguistics@utoronto.ca
linguistics.utoronto.ca

EXAM GUIDELINES

Both the student and supervisor should read the [full SGS exam guidelines](#), and this document, in preparation for scheduling the exam.

TIMELINE

<p>9-10 weeks prior to FOE</p>	<p>Supervisor: The supervisor contacts the graduate office (gradlin@chass.utoronto.ca & linguistics@utoronto.ca) with the following information.</p> <ul style="list-style-type: none"> ▪ Confirmation that the supervisory committee approves scheduling a FOE ▪ Names of the supervisory committee members – if the committee consists of more than three members, indicate which three members will participate in the final exam as voting members. The other members can participate in the final exam as non-voting members. ▪ Names of two additional examination committee members (“internal externals”) who have not been closely involved in the supervision of the thesis and have agreed to serve on the FOE committee ▪ Potential dates (at least 9 weeks from the time of contact) and times (10am-1pm or 2pm-5pm) of FOE that work for all confirmed participants. ▪ An ordered list of three names of potential external appraiser that meet the SGS criteria for external appraisers <ul style="list-style-type: none"> • The External Appraiser must be an Associate or Full Professor at another university who is a recognized expert on the subject of the thesis. • Appraisers must be arm’s length from both the student and the supervisor(s). Normally, this will exclude anyone who: has served as supervisor of the student or supervisor; or has, in the past six years, been a departmental colleague of the candidate or supervisor or has collaborated on a research project, scholarly work or publication with either of them. <p>Student: The student sends a title and short abstract to be sent to potential external appraisers. The student should not have any contact with the External Appraiser until the exam begins.</p> <p>Graduate Office: The Graduate coordinator approaches potential external examiners. Note that people are busy and they sometimes have to turn down our invitation or they don’t respond promptly. The process for finding an examiner can go on for quite a while. Once an external appraiser has been identified, the graduate office will submit the external appraiser and examination committee to SGS for the approval by the Vice-Dean and will schedule the exam date/location with the SGS Doctoral Exams Office. (Most in-person FOEs take place at the School of Graduate Studies, 63 St. George Street.)</p>
<p>6 weeks prior to FOE</p>	<p>Student: The student submits an electronic copy of the thesis to the graduate office for distribution to the external examiner and the committee. If the thesis is not available a minimum of 6 weeks prior to the exam date, the exam may be cancelled. (Producing Your Thesis: https://www.sgs.utoronto.ca/academic-progress/program-completion/producing-your-thesis/).</p> <p>Graduate Office: The graduate office will send the examiners and the FOE committee a confirmation of the exam (date, time and location and other details) and distribute the thesis.</p>

<p>2 weeks prior to FOE</p>	<p>Graduate Office: The appraisal is due to the graduate office. The graduate office will forward the 1) program, 2) abstract and 3) appraisal to the exam committee. The graduate office will also send an FOE announcement to the department including the abstract.</p>
<p>after the FOE</p>	<p>Student: The student will have one week (Accept as is), one month (Editorial Corrections), or up to three months (Minor Revisions) to make any revisions to the dissertation. The student must submit their final, approved thesis online. (Electronic Thesis Submission: https://www.sgs.utoronto.ca/academic-progress/program-completion/electronic-thesissubmission/).</p> <p>Supervisor: Once corrections have been reviewed, the supervisor (or convener of the exam subcommittee for minor revisions) will confirm in writing to the SGS Doctoral Exams Office (sgs.doctoral@utoronto.ca) and the graduate office (linguistics@utoronto.ca) that corrections have been satisfactorily completed.</p>

During the Final Oral Exam

- Final Oral Exams are closed to the public and usually last around 2-3 hours.
- FOEs involve the candidate, supervisory committee members, two non-supervisory committee members, the external examiner, and an exam chair who is designated by the School of Graduate Studies (the chair presides over the exam but does not vote).
- The Examination Committee shall consist of four to six voting members. A quorum of four voting members is required for the examination to proceed, at least two of whom must not be from the supervisory committee. Therefore, SGS recommends including three non-supervisory members to ensure that the exam proceeds as scheduled in the event that an examiner is unexpectedly unable to attend the exam.
- After initial procedural discussions, the candidate does a presentation (around 20 minutes), and the examination committee members take turns to ask questions starting with the external examiner, who gets the most time, usually approximately 20 minutes but could be longer. The external examiner is expected to bring up the points and questions that are made in the external report but may add other points to the discussion. After everybody had a chance to ask questions, if there are remaining discussion points, discussion and questions may continue.
- After the question period is over, the candidate steps out and the examination committee deliberates and votes. The options (pass or fail; if pass -- accept as is, editorial corrections, or minor revisions) are explained by the chair, and the ballots are passed around. Those who participate by telephone verbally indicate their choice and the chair fills out the ballot on their behalf.