

## Appendix F

# Final Committee Meeting Report for PhD Oral

As of January 2003, there are two steps to the Final Committee Report: the Supervisory Committee must (a) approve of the choices for the Internal & External Examiners; and (B) indicate any comments, concerns and corrections that they might have about the thesis.

**(A) Supervisor/Student: Please indicate 3 choices each for both the Internal<sup>1</sup> and External<sup>2</sup>**

**Examiners.** The potential examiners are to be discussed and approved at this Final Committee Meeting. Once approved by all members of the committee, the Supervisor then makes the initial contact with one of the internal examiners and one of the external examiners (see Graduate Student Handbook: PhD Thesis Defence for more information on the procedures for setting up the defence). In selecting the proposed External Examiners, the student, supervisor, and the Supervisory Committee are encouraged to include members of the four federally designated groups (women, Aboriginal peoples, persons with disabilities, and members of visible minorities as specified in the Employment Equity Act. (<https://www.canada.ca/en/public-service-commission/services/appointment-framework/employment-equity-diversity/employment-equity-groups.html>).

Internal UofT/External MBP Examiner	External Examiner
(1) _____	(1) _____
Name & Department	Name & Affiliation
(2) _____	(2) _____
Name & Department	Name & Affiliation
(3) _____	(3) _____
Name & Department	Name & Affiliation

Students Name: \_\_\_\_\_ Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

	Signature	Approval of Examiners
<b>Secretary</b>	_____	YES NO Yes No
<b>Supervisor</b>	_____	Yes No Yes No Yes No
_____	_____	Yes No

**(B) Supervisory Committee's comments, concerns, corrections** (these must be addressed by student before the Supervisory Committee will sign off on the PhD Thesis Defence Form (Appendix G). If these concerns are not satisfactorily addressed, this may cause a further delay in scheduling the PhD Oral.):

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<sup>1</sup> Must not have been closely involved in the supervision of the thesis. This person must also have an arm's-length relation both with the Candidate and with the Supervisor.

<sup>2</sup> Should be a recognized expert on the subject of the thesis and should be external to the University as well as to its affiliated teaching hospitals and their research institute. Such an individual must be an Associate or Full Professor at his/her home institution or, if he/she comes from outside the academic sector, must possess the qualifications to be appointed to an academic position at this level. This person must also have an arm's-length relation both with the Candidate and with the Supervisor. Normally, this will exclude anyone who, in the past six years, has been a departmental colleague of the Candidate or Supervisor, has stood in a student-teacher relation with either of them, or has collaborated on a research project with either of them.