



PhD Final Oral Examination Nomination Form

PLEASE NOTE: The full examination package must be submitted to the IMS office a minimum of nine (9) working weeks prior to the defense date.

Student Full Name: _____ UofT Student #: _____
 Student Phone #: _____ UofT Email: _____
 Examination Date: _____ Start Time (2.5-3 hours): _____
 Thesis Title _____

NB: All examiners must have agreed to their willingness and availability to serve in the proscribed roles listed below. It is understood by the student, supervisor(s), PAC members and examiners that the day and time on this form is final (subject to IMS & SGS approvals) and has been agreed upon by all parties in advance.

Examination Committee Composition (All members listed on this form must be verified for eligibility before submission to the IMS Office). Refer to the IMS website for full details.

Examiner	Full Name	UofT Academic Dept & Division <i>(Department of Surgery, Division of Neurosurgery)</i>	SGS Graduate Unit <i>(IMS, Medical Biophysics)</i>	Primary Contacts (both are required)
VOTING MEMBERS (4-6)				
Supervisory Committee (PAC): Minimum 1, Maximum 3				
Supervisor				Phone: _____
				Email: _____
<i>Supervisor Administrative Contact (Name & Email Address):</i>				
Co-supervisor*				Phone: _____
				Email: _____
<i>Co-supervisor Administrative Contact (Name & Email Address):</i>				
PAC Member				Phone: _____
				Email: _____
<i>PAC Member Administrative Contact (Name & Email Address):</i>				
PAC Member				Phone: _____
				Email: _____
<i>PAC Member Administrative Contact (Name & Email Address):</i>				

***Co-supervisor may count as a separate voting member**

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Examiner	Full Name	UofT Academic Dept & Division <i>(Department of Surgery, Division of Neurosurgery)</i>	SGS Graduate Unit <i>(IMS, Medical Biophysics)</i>	Primary Contacts (both are required)
Non-Supervisory Committee (non-PAC): Minimum 2, may include the External Appraiser				
Examiner				Phone:
				Email:
<i>Examiner Administrative Contact (Name & Email Address):</i>				
Examiner				Phone:
				Email:
<i>Examiner Administrative Contact (Name & Email Address):</i>				
Examiner				Phone:
				Email:
<i>Examiner Administrative Contact (Name & Email Address):</i>				
NON-VOTING MEMBERS (0-2)				
PAC Member				Phone:
				Email:
<i>PAC Member Administrative Contact (Name & Email Address):</i>				
PAC Member				Phone:
				Email:
<i>PAC Member Administrative Contact (Name & Email Address):</i>				

Examination Chairs are provided by the SGS and do not need to be listed on this form.

The information provided on this form is used to create the official examination record. Please ensure the form is completed in its entirety, and the information provided is accurate (i.e. no typos, appropriate use of upper and lower case letters, etc.)

It is the student and supervisor's responsibility to confirm that all contact information on this form is correct. The IMS will not be held responsible for any incorrect contact information that delays or jeopardizes the exam.

Due to COVID-19 protocols exams are being held remotely using a variety of modalities (Zoom, Microsoft Teams, WebEx, etc). The IMS Zoom account is available on a first-come, first-served basis.

Requesting Zoom booking through IMS

Will make own arrangements with Supervisor(s)

Student Signature

Date

Supervisor Signature

Date

Co-supervisor Signature

Date

<p align="center">FOE Committee</p> <p align="center">We strongly recommend there be a minimum of 3 <u>non-supervisory</u> members – you may include the External Appraiser as one of the 3 – when you book an FOE</p>	<p align="center">Supervisory Committee Member? Maximum</p> <p align="center">3 allowed</p>	<p align="center">Quorum</p> <p align="center">A minimum of two non-supervisory members must be present (in person or by phone) to achieve quorum of four members in total</p> <p align="center">Quorum not achieved = FOE cancelled</p>
<p>External Appraiser</p>	<p align="center">N</p>	<p align="center">At least TWO of FOUR must be non-supervisory</p>
<p>Non-committee member</p>	<p align="center">N</p>	
<p>Non-committee member</p>	<p align="center">N</p>	
<p>Supervisor</p>	<p align="center">Y</p>	<p align="center">At least ONE of FOUR must be supervisory</p>
<p>Supervisory committee member</p>	<p align="center">Y</p>	
<p>Supervisory committee member</p>	<p align="center">Y</p>	
<p>It is perfectly fine to have an FOE committee with only one supervisory member and four or five non-supervisory members.</p> <p>If a student has more than three supervisory committee members, the extra member or members may participate as non-voting members.</p>		