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John H. Daniels Faculty of Architecture, Landscape, and Design
ALD PhD Program Manual

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3.0 FCE	3.0 FCE

About the Program

The PhD program in Architecture, Landscape, and Design (ALD) at the John H. Daniels Faculty is an interdisciplinary program that trains students to pursue research to the highest academic standard. Our program encourages students to work across disciplines and to familiarize themselves with the broad fields of knowledge necessary to address contemporary scholarly, political, economic, and policy problems in the built environment. Graduates will be grounded in a research-informed practice which will prepare them to address the challenges facing architecture, landscape architecture, and urban design in the 21st century by going beyond existing disciplinary lines to exploit synergies between fields through history and theory, computation and fabrication, health and society, and technology and the environment.

The PhD program at Daniels requires students in all disciplines to pursue study independently and to share that research with an interdisciplinary cohort at every stage in the curriculum. This is a research-based PhD program with the aim of advancing scholarship and research beyond the boundaries of the individual design disciplines that are currently the focus of the faculty's accredited professional master's programs. The program is intended for students with aspirations to enter careers that demand a syncretic approach to research in design and related disciplines, including in academic research and teaching, research in government and industry, and research within design firms. Students in the PhD program will have opportunities to work with a wide range of institutions within and beyond the University of Toronto: the Jackman Humanities Institute, the Global Cities Institute, the Munk School of Global Affairs, the Art Museum at the University of Toronto, the Canadian Centre for Architecture, the Royal Ontario Museum, the Art Gallery of Ontario, and the rich array of universities in and near Toronto.

Overview of the Program Requirements

The Doctor of Philosophy program at the John H. Daniels Faculty of Architecture, Landscape, and Design is a full-time program. ***The minimum period of registration is 12 academic sessions of full-time enrolment (Fall, Winter, Summer sessions).*** The program is structured to support the completion of all degree requirements within four years. However, if required, students can register up to a cumulative total of six years following their admission into the program to complete their degree requirements. ***Students have three major milestones to accomplish in the program: required coursework, the comprehensive examinations, and the thesis.***

Program Requirements:

- **Coursework** (6.0 FCE, or 12 half courses, including four required PhD courses [2.0 FCE] and 4.0 FCE in electives).

    o ALD4030H *Doctoral Research Colloquium* (0.5 FCE).

    o ALD4040H *Theories and Methods* (0.5 FCE).

    o ALD4050H *Research Practicum* (0.5 FCE; Credit/No Credit).

    o ALD4060H *Preparation for Thesis* (0.5 FCE; Credit/No Credit).

    o 4.0 elective FCEs chosen from advanced (3000 and 4000 series) graduate-level courses offered by the Daniels Faculty or in cognate disciplines across the University. These courses must be selected in consultation with supervisors, and approved by them. These electives may also be designed as independent research with supervisors, pending approval of the PhD director.

    o To complete the chosen thesis or dissertation topic, students may be required to take additional courses or acquire other skills. This will be determined by the supervisor and the PhD director and may include competence in another language.

- **Comprehensive examinations.** All PhD students must complete a two-part comprehensive examination normally before their second Summer session. Successful completion of the examinations is required to achieve PhD candidacy. The exam's specific nature and scope are to be determined in consultation with the student's supervisor. See below under "Comprehensive Exams" for more detail.

- **Thesis.** Following completion of the comprehensive exams, the student should submit to the PhD program director a Thesis proposal that has been approved by the student's supervisory committee. Once the Thesis Proposal has been approved, the student achieves candidacy. The doctoral candidate will then proceed to research and write the thesis, ideally by the end of year 4. The candidate will defend the Thesis at the ***SGS Doctoral Final Oral Examination***. See below under "Thesis" for more detail.

COURSEWORK

Required Courses

Doctoral students, registered on a full-time basis, complete **twelve** graduate level half-credit courses (6.0 FCE). These credit courses comprise **four** required PhD courses (2.0 FCE) and 4.0 FCE in electives or independent study with the supervisor or a designated GFM. The required courses (including two doctoral research colloquia) are as follows:

1. **ALD 4030H: Doctoral Research Colloquium (0.5 FCE)**
    Research in the fields of architecture, landscape architecture, urbanism, and design takes many forms and produces distinct areas of inquiry. This course brings together PhD students and students from the post-professional programs to encourage an intradisciplinary discussion of their unique research methods, and to support cohort building and a strong sense of community amongst students. The course should be team taught by thesis supervisors in the proposed PhD program, or include robust participation from current supervisors.

2. **ALD 4040H: Theories and Methods of Research in Built Environments (0.5 FCE)**
    In this course, PhD students will explore theories and methods that have guided different disciplines in order to focus more narrowly on the unique approaches of their chosen field of study. Due to the range of research in the ALD PhD program, this course may require participation of current supervisors.

3. **ALD 4050H: Research Practicum (0.5 FCE)**
    The practicum generally results in a long research paper. This requirement enables students to conduct independent research on a more limited scale than that required for a doctoral dissertation; the resulting paper is much shorter in length. The research may result in a publishable article. Based on a consultation with their supervisor, the practicum may take one of several forms, including but not limited to:

    i. A self-contained paper or empirical study of publishable quality that may or may not become a component of dissertation work.

    ii. The development of a theoretical model upon which the dissertation is to be based.

    iii. A proposal for pilot research in the student's dissertation area that includes a focused literature review, research design, and protocol.

4. **ALD 4060H: Preparation for the Thesis (or Doctoral Dissertation) (0.5 FCE)**
    Independent thesis research in preparation for the general exams or the dissertation proposal.

*The remaining 4.0 FCE are electives to be selected from advanced (3000 and 4000 series) graduate-level courses offered at the Daniels or other Faculties, or in independent study with the supervisor or a designated GFM.

Elective Courses or Independent Study

Elective courses or independent study topics must be selected by the student in consultation with their supervisor. An elective course provides the opportunity to work with faculty on their areas of expertise. Elective courses may be located within the John H. Daniels Faculty of Architecture, Landscape, and Design or may be offered in other graduate departments of the University. They can also be taken at another university with approval by the host department/program, as well as by the ALD PhD Program Director. These approvals are sought on the SGS Add/Drop Course(s) form (see **_here_**) and require the course instructor's signature/approval as well.

Electives must be selected in consultation with the supervisor. Depending upon a student's area of specialization, supervisors may require study in foreign languages, technical skills, historical periods, or research methods.

Transfer Credit

Transfer credits may be approved for up to 1.5 FCE of the program course requirements. For graduate work completed in another program, provided that the course(s) has not been credited towards another degree, diploma, certificate, or any other qualification. Approval of both the graduate unit and the School of Graduate Studies is required.

Course Exemption

With the approval of the graduate unit and the School of Graduate Studies, a student may be exempt from a specific course requirement permitting the substitution of another course to meet degree requirements. ***Note:*** overall course credit requirements for the degree are not reduced.

- To initiate this request the student contacts the registrar's office with a completed School of Graduate Studies (SGS) Transfer Credit and/or Course Exemption form (see ***here***) with supporting documents such as official transcripts and the course syllabus. Please check the form for requirements. The registrar's office will forward the request to the ALD PhD program director who will consult with the appropriate instructors before approval.

- Note that a copy of the paperwork is kept in the student file at the faculty. Please note that the School of Graduate Studies makes the final decision on whether to allow a course transfer/exemption or not.

Transfer Credit from Approved Exchange Program

Students participating in an approved exchange program may receive transfer credit for up to 50% of the course requirements for their degree. They may also complete language requirements while on the exchange. Transfer credit arrangements for exchange program participants must be recommended by the graduate unit and approved in advance by the School of Graduate Studies. To initiate this process, students must complete the Course Pre-authorization form. (see ***here***).

Online Course Enrolment through ACORN

Students can use ACORN, the University's Accessible Campus Online Resource Network, to enroll in courses, check fees and finances, and do other records and registration tasks such as making updates to address and contact information.

Graduate Courses Offered in Other Departments

Most graduate departments do not allow students from other departments to enroll in courses via the web. Therefore, students cannot add courses not offered at the Daniels Faculty of Architecture, Landscape, and Design through ACORN. Please check with the host department on availability and registration procedures. The Add/Drop Course(s) form should include a short course description and the required signatures of the host department and the PhD Program Director. Please see the Daniels Faculty Registrar for assistance.

Request for Reading/Research Courses

Reading/research courses are intended to meet the particular needs or interests of a student and can be taken as a substitute to an elective course requirement in the ALD PhD program. The course can be offered on a specific topic not covered in other approved courses at the faculty and must not be offered in other graduate departments at the University. It could involve a student meeting periodically with an instructor to seek direction and for feedback on the submitted assignments.

To arrange for these courses, a student will need to contact the instructor directly. The instructor must hold an appointment at the faculty or hold Graduate Faculty Membership (GFM); course instructors (PhD students) and sessional instructors cannot supervise a   directed reading course.

Students enroll by completing a Request for Reading and/or Research Course form (see ***here***) as well as the Add/Drop Course(s) form. Please enter course number ALD 4090 for course number and description. The forms are located on the SGS website under the Current Students/Registration & Enrolment section, or at the end of the Manual. Submit the completed form, with instructor and coordinator signatures, to the Asst. Registrar.

Approved Graduate-Level Courses in Other Universities

Students may take approved graduate-level courses from other universities. They will need to complete the Ontario Visiting Graduate Student (OVGS) Agreement. This agreement form can be found on the SGS website within the Exchanges & Agreements section. If you are considering taking a course at the graduate level outside Ontario, you will require permission to do so from the PhD Director and from the host University. Please see the Faculty Registrar for further information.

Checking/Modifying Course Status

Students are responsible for the accuracy of their timetable through ACORN. Students may cancel or withdraw from individual courses using the web service up to certain dates. These deadlines are set annually by the School of Graduate Studies and published under Sessional Dates under Current Students. Students are advised to consult with their Interim Academic Advisor before withdrawing from courses.

Extension to Complete Coursework

Under exceptional circumstances, students may request an extension to complete coursework, which is not to exceed one session beyond the original SGS deadline (refer to the SGS Calendar) by submitting the Extension to Complete Coursework Form (see *here*). The instructor of the course must complete their section of the form, and the extension request must be submitted to the Asst. Registrar for approval by the graduate unit. For more information, please refer to the Coursework Extension section of the SGS Calendar.

Final Grades

Final grades can be accessed through ACORN. The dates for viewing grades for a session are posted under Sessional Dates on the School of Graduate Studies website under Current Students. Students will be able to view their grades online approximately 6-7 weeks after the session ends. If a grade is not available, contact your instructor or the graduate unit offering the course.

Recommended Course Load and Program Timeline

Students are required to register for each successive term, including summers, on a full-time basis unless granted a leave of absence.

In order to complete the program within the recommended timeframe, we have developed the following timeline template:

Year 1	
Fall	ALD 4030HF: Doctoral Research Colloquium
	Elective Seminar, Reading/ Research course, or Independent Study
	Elective Seminar, Reading/ Research course, or Independent Study
Winter	ALD 4040HS: Theories and Methods
	Elective Seminar, Reading/ Research course, or Independent Study
	Elective Seminar, Reading/ Research course, or Independent Study
Summer	Comprehensive Exam must be booked.
	Annotated Bibliography prepared in consultation with Supervisor in preparation for Comprehensive Exam 1
	Comprehensive Exam 1- *Written exam* (by August 30th). Measuring Breath

Year 2	
Fall	ALD 4050H: Research Practicum
	Elective Seminar, Reading/ Research course, or Independent Study
	Elective Seminar, Reading/ Research course, or Independent Study
Winter	Comprehensive Exam 2 – *Oral exam* (by April 30th) Measuring Depth
	Elective Seminar, Reading/ Research course, or Independent Study
	Elective Seminar, Reading/ Research course, or Independent Study
Summer	ALD 4060H: Preparation for Thesis (Independent Study with Supervisor)
	Supervisory committee will be finalized (if not already) at the beginning of Summer.
	First Supervisory Committee meeting.
Year 3	
Fall	Thesis proposal must be submitted and presented to Supervisory Committee.
Winter	The student must meet with their supervisory committee within three months of submitting the thesis proposal to discuss progress and submit an annual progress report (see *here*)
Summer	Students are expected to achieve candidacy at the beginning of the third year of study, and no later than the end of the third year.
	Students will continue with writing and finalizing their dissertation in consultation with the supervisory committee.
Year 4	
Fall - Summer	▪ Complete the final Thesis based on original research. ▪ Prepare to defend the Thesis at a final SGS final oral examination.

Time Limit for Completion of Program Requirements
A candidate for the PhD degree enrolled in a full-time program can be denied further registration and have their candidacy terminated at the end of the third year of registration if by that time, either:

> the candidate has not completed all requirements for the degree exclusive of thesis research—including course requirements, language requirements, qualifying departmental examinations—i.e., Comprehensive Exams.
>
> **-OR-**
>
> the candidate does not have an approved thesis topic, supervisor, or supervisory committee.

In exceptional circumstances, such a candidate may be permitted to register in the program for up to three terms (Fall, Winter, Summer) at the discretion of the faculty. Students requiring a program or candidacy extension must submit the relevant request forms for approval as noted below

Program Extension and Candidacy Extensions
The time limit for completion of all requirements for the PhD degree (courses, Comprehensive Exams and Thesis) is *six years*. See the SGS website regarding fees for the final year of PhD Program. There is no guaranteed funding commitment beyond *Year Four* of the program, but students may be eligible to apply for departmental Doctoral Completion Awards (*See: Funding and Awards section for more information on Funding*). **All students should seek funding external to the Daniels Faculty to support their PhD work.**

In exceptional circumstances, a student who has not met degree requirements within the six-year time limit may be considered for a maximum of four one-year program extensions, pending approval from the faculty and the School of Graduate Studies. Program Extensions can be requested for up to 3 terms at a time with the submission of a Program Extension form (see ***here***) and a written statement justifying a need for an extension with the causes of the delay and what the student plans to accomplish towards the completion of their degree if the extension is approved.

Candidacy Extension
A student who has failed to achieve candidacy (complete all the requirements for the doctoral degree exclusive of Thesis) before the end of the third year may be considered for an extension for a maximum period of 12 months. A request for a candidacy extension must be approved by the faculty and may also require the approval of the School of Graduate Studies.

To apply for an extension, the student must present to the faculty the causes for the delay and evidence that the remaining candidacy requirements will be completed within the period of the extension requested by submitting a completed Candidacy Extension form (see ***here***). Failure to achieve Candidacy or submit an extension request within the required time may result in the faculty putting forward to the School of Graduate Studies (SGS) a 'recommendation of termination' to the student's registration.

Satisfactory Progress

Satisfactory performance in a degree program requires the completion of every course taken for graduate credit with a grade of at least a B–.

If a student fails to complete a graduate course in a satisfactory manner (i.e., receives a grade report of FZ or NCR in a course or receives a grade report below the minimum acceptable by the graduate unit), then the graduate unit in which the student is registered may recommend to the School of Graduate Studies the termination of registration and eligibility of that student.

If the student is permitted to continue, the student must repeat the relevant course, or take an alternative course recommended by the graduate unit and approved by the School of Graduate Studies, and obtain a satisfactory grade. The report for the course that was not completed in a satisfactory manner as well as the report for the repeated or alternative course will appear on the student's academic record.

SUPERVISION

Supervisors
Upon admission, students are assigned a supervisor and the supervisor's name will be included in the offer of admission. The Supervisor will be a member of the Daniels Faculty and must hold a Graduate Faculty Membership (GFM) specific to Daniels. The program director can mentor all students in the first two years of the program, as the supervisor and the supervisory committee are being determined.

The matching of students to supervisors seeks to maximize opportunities for the student and aims for a good and viable relationship for the faculty. This preliminary match is not binding, however. As students design their individual programs, shifts of interest may indicate that a new supervisor is a good idea. Similarly, considerations such as personality, work style, and shifts in methodology may dictate the selection of an alternate supervisor. The student and supervisor may wish to involve the PhD Program Director to facilitate this transition. In any case, the student must inform the registrar's office of the change in supervisor by submitting the Change in Supervisory Committee Form (see *here*). A record of the transition will be placed in the student's file and recorded on ACORN.

PhD students and graduate faculty supervisors are expected to refer to these guidelines for information about program requirements and procedures for addressing each component of the PhD program, e.g., course requirements, Comprehensive Exams, Thesis Proposal, the Thesis, the Final Oral Examination, and the expected timelines for the completion of each of these components.

Responsibilities of the Supervisor
When a faculty member assumes the responsibilities of supervising a doctoral student, it is expected that the supervisor will be available for the duration of the student's program, including during the final Thesis Oral Examination process. This means that the supervisor is accessible and responsive to the student's needs and continues supervisory tasks during sabbatical or research leaves.

Supervision includes:

- In consultation with the student, developing a suitable timetable for the completion of all the requirements of the PhD program.

- Assisting the student with elective course selections.

- Assisting the student with the development, preparation, and completion of the Comprehensive Exams within the appropriate timelines and carrying out the responsibilities of the Supervisor as per the *Comprehensive Exams* section of this manual.

- Assisting the student with the selection of a thesis research topic appropriate to the length of the PhD program.

- Assisting the student with the preparation and completion of the Thesis Proposal within the appropriate timelines and carrying out the responsibilities of the Supervisor as per the *Thesis Proposal* section of this manual.

- In collaboration with the student, identifying faculty who will serve as members of the supervisory committee as per SGS requirements and informing the registrar's office by submitting the Supervisory Committee Membership form (see *here*).

- Ensuring that the supervisory committee meets with the student regularly or at least once per academic term to discuss the student's academic progress, that the official annual committee meeting is held with all members of the Supervisory Committee, and that an Annual Progress Report (see *here*) is submitted to the registrar's office for the student's file/input on ACORN.

- Ensuring a Supervisory Committee Meeting Report (see *here*) is submitted to the student, each Supervisory Committee member, and the Asst. Registrar for the student's file/input on ACORN after each Supervisory Committee meeting.

- Acting as Chair of all committee meetings and keeping detailed records as needed.

- Responding to student's submissions within specified timeframes.

- Assisting students with applications for research scholarships.

- Encouraging students to present papers at conferences and to publish articles in the appropriate refereed academic journals.

- Introducing the student to members of the academic community involved in similar research areas within and outside the University.

- Assisting the student with the preparation and completion of the Final Oral Exam within the appropriate timelines and carrying out the responsibilities of the Supervisor as per the *Final Oral Exam section* of this manual and *SGS Final Oral Examination Guidelines.*

- Following the Supervision Guidelines for Faculty as required by the School of Graduate Studies (SGS).

Responsibilities of the Student

The student is matched with a supervisor on the basis of research interests that are compatible with the supervisor. It is the student's responsibility to consult with the supervisor to design a study plan and fulfill the program requirements.

The student is responsible for:

- Establishing a timetable for the completion of the program in accordance with the guidelines of this manual, and using these guidelines to understand and meet all the requirements of the PhD program within the required timelines.

- Consulting with the supervisor when choosing elective courses and deciding on a topic of research.

- Becoming familiar with the Thesis Proposal, thesis completion, and Final Oral Examination guidelines as per the information provided in this manual and on the Daniels Faculty and SGS websites.

- In consultation with the supervisor, preparing for and completing the Comprehensive Exams within the appropriate timelines as per the Comprehensive Exams section of this manual.

- In collaboration with the supervisor, structuring the membership of a Supervisory Committee as per SGS requirements and informing the Asst. Registrar by submitting the Supervisory Committee Membership form (see here).

- In consultation with the supervisor, preparing for and completing the Thesis Proposal within the appropriate timelines as per the Thesis Proposal section of this manual.

- Discussing any concerns regarding participation and progress in the program.

- Initiating contact with the supervisor, at minimum, once each term for the duration of the program.

- Preparing for meetings with the supervisor by organizing materials and a general outline of what the student wishes to discuss.

- Preparing a record/report of the discussions and decisions made at each meeting with the Supervisor and providing the Supervisor with a copy of the report.

- Setting an agenda for the Supervisory Committee meetings in collaboration with the Supervisor.

- Preparing materials for distribution to the Supervisory Committee at least 2 weeks prior to each Supervisory Committee meeting as instructed by the Supervisor and ensuring a Supervisory Committee Meeting Report (see here) is submitted to the Asst. Registrar for the student's file/input on ACORN.

- Working with the Supervisor to ensure an annual committee meeting is held with all members of the Supervisory Committee and an Annual Progress Report (see here) is submitted to the Asst. Registrar for the student's file/input on ACORN.

- Being responsive to the mutually agreed-upon recommendations of the supervisor and Supervisory Committee.

- Making a concerted effort to present her/his research at conferences and publish articles in the appropriate refereed academic journals.

- Ensuring all requests for extensions, booking forms, supporting documents, etc. are submitted as needed and within the appropriate deadlines.

- Informing the Asst. Registrar if there is a change in Supervisor by submitting the Change in Supervisory Committee form (see here).

- Following the Supervision Guidelines for Students as required by the School of Graduate Studies (SGS).

Supervisory Committee

The School of Graduate Studies requires that from the commencement of thesis supervision, all PhD students should have a Supervisory Committee in place and that committees meet with the students at least once a year thereafter. The supervisor selects members of the Supervisory Committee and can consult with the student regarding how to best resource the student's committee. Committee members are chosen on the basis of their known expertise in the student's area of research. The Supervisory Committee must be formed after the completion of Comprehensive Exam 2 and no later than the beginning of Summer (May) in year 2 of the program. Students are encouraged to work with their Supervisors and Co-supervisors in the first year of study to identify potential members of this committee, including the second assessor for comprehensive exams.

Appointment

The Supervisory Committee must consist of at least 3 or up to four faculty members plus the Supervisors and Co-supervisors. All members of the Supervisory Committee *must* hold an active Graduate Faculty Membership (*See: SGS GFM Guidelines for more information*).

Students are encouraged to work with their Supervisors and Co-supervisors in the first year of study to identify potential committee members. Committee members can also be chosen from outside the Daniels Faculty and can include the faculty member who served as the second assessor for the student's comprehensive exams.

It is also possible to appoint a committee member from another university who has similar graduate faculty status at the committee member's university. In this instance, the supervisor obtains a copy of the outside member's CV and forwards it to the Daniels Faculty Academic HR Officer and PhD Director with a letter of support explaining why this member should be assigned an internal status. The CV and letter are reviewed by the PhD Director and then the Dean. If approved, the individual is recommended to SGS for a Graduate Faculty appointment.

When all committee members have been selected and have agreed to serve, the supervisor completes the Supervisory Committee Membership Form (see *here*), a copy of which is forwarded to the PhD Program Director and Asst. Registrar and subsequently placed in the student's file.

Responsibilities of the Supervisory Committee

The functions of a student's Supervisory Committee are as follows:

- to advise the student in choosing a suitable thesis topic and the necessary program of courses to meet the standards of the Faculty and the SGS for the appropriate degree.

- to approve the student's program and any changes in the program.

- to advise the student and provide constructive criticism throughout the period of graduate study(each member should be available for consultation by appointment).

- to meet as a committee to monitor and assess the student's progress.

- to serve on the Examination Committee for the student's departmental examinations.

- to provide consultation, suggestions, and specific recommendations to the student for dealing with problems while completing program requirements.

- to support the student with the preparation and various revisions of the Thesis Proposal.

- to assess drafts of chapters of the Thesis as they are prepared by the student and provide feedback with regard to the quality of the document within a 2-week time frame.

- to participate in the Thesis Proposal defence meeting.

- to assess and approve the student's Thesis Proposal.

- to make recommendations as necessary for specific revisions to the proposal.

- to meet with the student at least once per term for a regular Supervisory Committee meeting regarding progress in the program.

- to meet once per year for the Annual Progress meeting.

- to evaluate the final draft of the Thesis and provide specific feedback to the student as to the revisions needed prior to the oral defence.

- Three of four Supervisory Committee members function as examiners at the Final Oral Examination of the Thesis.

Supervisory Committee Meeting

The Supervisory Committee is convened by the student or Chair (supervisor) to meet with the student to discuss their academic progress. ***These meetings must occur, at minimum, once each academic year, starting after the Supervisory Committee is finalized in the summer of the second year of study.*** The student provides progress reports to the committee members prior to the meeting and comes prepared to discuss progress and problems with the thesis research and any other concerns. The committee members provide guidance, consultation, suggestions, and specific recommendations.

A Supervisory Committee Meeting Report (pre-thesis proposal defence) must be submitted for the very first Supervisory committee meeting. Only after this report is submitted to the department can the student move forward with booking their thesis proposal defence.

An Annual Progress Report (post-thesis proposal defence), must be submitted within 3 months after the thesis proposal defence and once per academic year thereafter.

Both reports must be submitted to the Asst. Registrar, research-based programs, for the student's file/input on ACORN. These reports are also used as a supporting document when necessary, to determine students' eligibility for funding and their academic standing.

COMPREHENSIVE EXAMS

Overview
The Comprehensive Exam is an essential element of the PhD degree requirements at the John H. Daniels Faculty of Architecture, Landscape and Design, University of Toronto. All PhD students are required to complete a two-part comprehensive examination normally by the beginning of their third year of study. The specific nature and scope of the two parts of the exam are to be determined in consultation with the student's supervisor, but each one is based on deep reading in the student's selected fields.

The Comprehensive Exam is a major milestone for PhD students. Students who do not complete the Comprehensive Exam in a timely fashion will not be able to begin work on their Thesis Proposal, and as a result, may not reach candidacy by the end of the third year. The faculty will send a request for termination of registration to the SGS for students who cannot achieve candidacy by the end of the third year.

Purpose
The Goals and Principles of the Comprehensive examination are as follows:

- a PhD comprehensive exam is understood to be an examination of broad expertise in an area, not specific background for a research agenda.

- a PhD comprehensive exam implies a responsibility for exposure to a broad spectrum of materials in an area, to facilitate both the generality of research conducted in that area and preparation for future teaching.

- A PhD comprehensive exam is one way for students to demonstrate their expertise in a particular area, as they seek academic and non-academic careers.

Enrollment
Students must submit the appropriate booking form for each Comprehensive Exam (see ***here***) to the attention of the Asst. Registrar at researchstream@daniels.utoronto.ca.

Students must indicate on both Comprehensive exam booking forms that they understand the general instructions provided about the upcoming exam, including being responsible for knowing and understanding SGS academic integrity guidelines.

Students must successfully pass Comprehensive Exam 1 before requesting to take Comprehensive Exam 2.

Comprehensive Exam 1 Requirements
Comprehensive Exam 1 is to achieve ***breadth*** in the chosen field of study so that the student can teach and conduct research in a larger chosen field within the design disciplines. It will involve preparing an annotated bibliography in consultation with the supervisor before the summer of the student's first year of study, preparing for the exam over the course of the summer and writing the exam at the end of the summer. The first part of the exam is composed of a written response to three questions, each of which should be at least 1000 words and no longer than 1250 words.

- Students must submit their request to take the first comprehensive exam by submitting the booking form to the Graduate Administrator at researchstream@daniels.utoronto.ca in ***at least 3 months*** before the date of the exam.

- The annotated bibliography can be submitted together with the 'Comprehensive Examination 1: Booking Form' ***or*** at a minimum of ***3 weeks*** before the exam. It is strongly recommended to submit the bibliography when booking the exam.

- The written portion of this Comprehensive exam should be written no later than the end of summer (August) of the first year of study.

Annotated Bibliography for Comprehensive Exam 1

- The annotated bibliography is developed by the student in consultation with the Supervisor.

- The annotated bibliography for Comprehensive Exam 1 should include approximately 50-60 sources drawn from articles and books. It should not exceed a maximum of 70 sources in total. The bibliography should be defined in discussion with your supervisor. Its title is meant to indicate an area in which you might expect to teach an undergraduate course. Its subsections define areas of finer-grained study that sit under the broad rubric of the main title. You may create 3-6 subheadings or subsections; these may in turn contain additional subheadings. The total number of sources for all items should not exceed 70. Annotations for each source should not exceed 50-70 words, wherein the primary arguments of the source and its relevance for your research should be described. You should meet regularly with your supervisor(s) to develop the bibliography in the months preceding the exam.

- In the course of developing the subheadings of the annotated bibliography for the first Comprehensive Exam, you should frame and discuss **six relevant questions** in consultation with your supervisor around which you might frame an essay. These questions will help guide the shaping of the bibliography and the makeup of the exam. They will not be used verbatim on the exam.

- A copy of the annotated bibliography must be submitted to the Asst. Registrar at researchstream@daniels.utoronto.ca, a minimum of *3 weeks* before the exam. However, it is *strongly* recommended to submit the bibliography when booking the exam.

Responsibility of Supervisor for Comprehensive Exam 1

- The Supervisor will support the student to determine the specific nature and scope of both Comprehensive Exams.

- The Supervisor will work with the student to ensure that the exam is booked and completed in the required time frame.

- Working with the student, the Supervisor will assign a second assessor for the Comprehensive Exams as per the requirements listed below.

- The Supervisor will support the student in the development of their annotated bibliography as described above.

- The Supervisor will provide the Asst. Registrar with the list of exam questions at least 1 week before the exam date using the 'PhD Comprehensive Examination Questions' form. These questions should be generated in dialogue with the student, and may be based on previous examples. Students may frame their own practice questions in advance of the exam; the supervisor will adjust and emend as appropriate before the questions for the exam are issued.

- The Supervisor will work with the second assessor to assess the written exam and provide the assessment/ result to the Asst. Registrar no later than *2 weeks* after the exam using the 'Assessment of Comprehensive Exam' Form.

Second Assessor Assignment and Responsibility for Comprehensive Exam 1

- The Supervisor will assign a second assessor in consultation with the student.

- Information on the Second Assessor must be listed in the booking form for Comprehensive Exam 1.

- The second assessor must be part of the SGS Graduate Faculty and hold an appropriate and active Graduate Faculty Membership.

- It is preferred that the same second assessor also be available to serve as part of the exam committee for Comprehensive Exam 2.

- The second assessor may be assigned as part of the student's Supervisory Committee.

- The second assessor must work with the Supervisor to assess the written exam.

Exam Procedures and Instructions for Students for Comprehensive Exam 1

- The student must submit required forms and supporting documents according to the enrolment requirements stated in the Enrolment section above.

- Any medical, mental health, and/or accessibility issues must be discussed with the Asst. Registrar and/or the PhD Program Director and the appropriate University Office (e.g., the Accessibility Office) at least six weeks prior to the exam. Any accommodations suggested/approved must be in place before the exam begins.

- Students are asked to answer THREE (3) QUESTIONS from a total of six possible questions, each drawn from some part of the bibliography and generally framed in relation to the subsections of the bibliography. Each answer should be at least 1000 words and no longer than 1250 words (12-point Times New Roman font, standard margins, and double-spaced) in length.

- Given the nature of the exam, there is not an expectation that students will quote directly from sources but will rather be able to offer general assessments of the arguments, approaches, etc. from each text. As such, a standard citation style is not necessary. However, when referring to a source, it is expected that students will integrate authors and titles into the body of their text.

- The exam is closed book (i.e., notes are not permitted).

- No one other than you may read, edit, or comment on your exam prior to submission.

Generic sample questions that might be modified for Comprehensive Exam 1:

- How would you structure an introductory survey course within your chosen area of study?
- How has your area of study changed in the last 10 / 30 / 60 years?
- Which questions are not being asked in your area of study that you think should be?
- What ideas / research / texts have most impacted your understanding of your area and why?
- What are three contemporary controversies in your field? What are the competing perspectives and why are the debates significant?
- How has technology / media affected your area of study in the last 10 / 50 / 100 years?
- What are three key objects (e.g., buildings, landscapes, art works, etc.) in your area of study? Describe their features and explain their significance.
- How have methodologies / approaches to research changed within your area?
- Identify a core concept of your area of study and describe how approaches to / understanding of it have changed over the past 50 / 100 years.
- How would you define the field within which your research would fall? And how does your field fit within architectural / landscape / design history and theory more generally?

Procedure for remote exams:

- Typically, questions will be sent to you at 9 am on the date of your exam unless you requested a specific time when booking your exam. If you do not receive your exam within 15 minutes past your scheduled time, please contact the Asst. Registrar at researchstream@daniels.utoronto.ca immediately.

- Be sure to send a quick reply to confirm receipt of the questions, and indicate in your email that you read and understand these instructions, as well as the University's policy on Academic Integrity and the Code of Behavior on Academic Matters.

- You will have **four** hours in which to complete the examination. If, for any reason, you feel you cannot complete the exam on time, do not quit writing and please inform the registrar's office. You must turn in as much writing as you possibly can. If you do not turn in any writing and you do not notify the registrar's office of problems at the time they occur, the exam will be marked as a fail.

- **Answers must be submitted in Word format no later than the date/time they are due**. Answers will not be accepted after this time.

- When your exam is complete, please send your answers via email to researchstream@daniels.utoronto.ca and cc: the PhD Program Director.

Procedure for in-person exams:

- Students should book a room at the Daniels Faculty and include this information on the exam booking form.

- Questions will be released at the time of the exam.

- You have three hours in which to complete the examination.

- When your exam is complete, you must hand over your written answers to the registrar's office representative.

Assessment of Comprehensive Exam 1

- The Supervisor will work with the second assessor to assess the written exam.

- The Supervisor will complete the 'Assessment of Comprehensive Exam 1' form and ensure that the assessment/result of the exam is sent to the Graduate Office within 2 weeks from the date of the exam.

- The exam will be recorded as a DEX (departmental exam) committee meeting on ACORN with a result of Satisfactory (Pass), Unsatisfactory (Fail).

- Once the result is noted on ACORN, the student will be notified.

- Students **must pass** comprehensive examination 1 before requesting to take comprehensive exam 2.

- In the event of a failing grade, a second attempt of the comprehensive examinations must be attempted again within six months and will only be allowed on the recommendation of the student's supervisor.

- If the student fails the exam the second time, current rules and regulations apply, including the student's right to appeal to the Faculty's Standing Committee overseeing appeals and the department's right to recommend to SGS that the student no longer be eligible to continue in the PhD program.

Comprehensive Exam 2 Requirements

Comprehensive Exam 2 is to be completed at the end of the second semester of the second year of study and is to achieve ***depth*** in a sub-field, within the faculty or beyond, so that the student can master the context for the advanced research that they plan to undertake for their thesis. This exam may be administered by a faculty member other than the supervisor, to be determined by the student in consultation with their supervisor. This second comprehensive exam can take one of two formats:

1. a second annotated bibliography to achieve depth in a sub-section of the chosen field of study.

   -OR-

2. a course syllabus with readings and outlines of lectures, and themes for tutorial discussion.

An oral examination will follow the completion of the second part of the exam.

Students must submit their request to take Comprehensive exam 2 to the registrar's office at researchstream@daniels.utoronto.ca ***in January or at least 3 months*** before the date of the exam.

- The annotated bibliography or course syllabus can be submitted together with the 'Comprehensive exam 2 – Booking Form' ***or*** at a minimum of ***2 weeks*** before the exam.

- The 90-minute Oral Exam should be completed by the end of the Winter semester (April) of the second year of study. Students should book 2 hours for the exam in total.

Option 1: Annotated Bibliography for Comprehensive Exam 2

For the second annotated bibliography, students can expect to annotate 40-60 sources in addition to those included on the first exam. These should also be grouped into subheadings that help clarify the existing literature on a developing dissertation area. Students should annotate each source in 50-70 words, summarizing the main arguments of the source, and its significance for the dissertation.

If a student has chosen to submit an annotated bibliography, a copy must be submitted to researchstream@daniels.utoronto.ca, *a minimum of 2 weeks* before the exam. However, it is recommended that students submit the bibliography when booking the exam.

Option 2: Course Syllabus for Comprehensive Exam 2

If a student choses to develop a course syllabus, it should include subheadings, a week by week class plan, assigned readings, outlines of lectures, and themes for tutorial discussion. A copy must be submitted to researchstream@daniels.utoronto.ca, *a minimum of 2 weeks* before the exam.

Responsibility of Supervisor for Comprehensive Exam 2

- The Supervisor will support the student to determine the specific nature and scope of the Comprehensive Exam 2.

- Working with the student, the Supervisor will ensure the availability of the examination committee before a request for the exam is submitted.

- The Supervisor will guide the student on picking their format for the comprehensive exam 2 and support the student with the development of the course syllabus *or* annotated bibliography.

- Upon the completion of the exam, the Supervisor must submit a written report on the proceedings, questions, topics, and outcome of the examination to the Asst. Registrar using the 'Comprehensive Examination 2 – Summary and Exam Outcome' form with a clear indication of the result of the exam. Any comments should be linked to individual exam committee members' names. The Supervisor is also responsible for informing the student of the result at the end of the exam.

Second Assessor Responsibilities for Comprehensive Exam 2

- It is preferred that the same second assessor who participated in the Comprehensive Exam 1, serves as part of the exam committee for Comprehensive Exam 2. However, if there is a new or additional assessor assigned to the Comprehensive Exam 2 committee, the assessor must meet the same eligibility and be assigned by the same process as reflected in the second assessor section of comprehensive exam 1 above.

- The second assessor(s) must follow the expectations of the exam committee as listed below.

Exam Committee for Comprehensive Exam 2

The exam committee will:

- consist of the Supervisor, Second Assessor(s) and PhD Program Director.

- review the content submitted by the student for Comprehensive Exam 2 (i.e. annotated bibliography or course syllabus) in advance of the 90-minute oral presentation/departmental exam and prepare questions to be asked at the exam.

- judge whether the answers offered by the student during the round of discussion appear to adequately meet individual expectations.

- assess the student's annotated bibliography or course syllabus *and* oral exam, assigning a pass or fail grade depending on the overall performance of the student.

Exam Procedures and Instructions for Students for Comprehensive Exam 2

- Students must submit required forms and supporting documents according to the enrolment requirements stated in the Enrolment section above. ***Students must confirm the availability of their exam committee for the date of their exam before submitting the [booking form](#).***

- Students must submit the annotated bibliography or course syllabus no later than 2 weeks before the exam via email to researchstream@daniels.utoronto.ca. A copy will then be forwarded to the Exam Committee for review.

- Official notice of the exam will be sent to the student and Committee.

- The students will continue to consult with their Supervisor to prepare for the exam.

- Any medical, mental health, and/or accessibility issues must be discussed with the Asst. Registrar and/or the appropriate University Office (e.g. [Accessibility Office](#)) at least six weeks prior to the exam. Any accommodations suggested by those offices must be in place before the exam begins.

- At the time of the examination:
  - The Supervisor will review the candidate's background and receive/make note of feedback regarding the submitted documents (i.e. course syllabus/annotated bibliography) with the exam committee members prior to introducing the candidate to the committee.
  - The student will then be invited to give a 30-minute oral presentation in front of the Exam Committee followed by 60 minutes of questions and discussion.
  - The Supervisor will then oversee a round of questioning by committee members and will keep a brief record of the main topics covered and asked. Judging whether the answers offered by the candidate appear to adequately meet a questioner's expectations is the role of the questioner and the examination committee. The supervisor goes last in the order of questioning.
  - Following the question period, the candidate will withdraw from the examination room and committee members will discuss the candidate's performance.
  - Once a decision is made, the student is invited back into the room where the Supervisor will verbally inform the student of the committee's decision and recommendation.
  - The Supervisor must submit a written report on the proceedings, question topics, and outcome of the examination to the Asst. Registrar at the end of the exam using the appropriate form.

- The exam has 2 possible outcomes: pass or fail. In the event of a failing grade, a second attempt of the comprehensive examinations must be attempted again within six months and will only be allowed on the recommendation of the student's supervisor.

- Once the grade is submitted and added to ACORN, you will be notified by the Asst. Registrar.

Assessment of Comprehensive Exam 2

- The Exam Committee will assess the student's annotated bibliography or course syllabus and oral exam. A pass or fail grade will be assigned depending on the overall performance of the student.

- The Supervisor will inform the student of the result at the end of the exam.

- The Supervisor must complete the Comprehensive Exam 2: Summary and Exam Outcome form and submit it to the Asst. Registrar within 1 week from the exam date.

- The exam will be recorded as a DEX (departmental exam) committee meeting on ACORN with a result of Satisfactory (Pass), Unsatisfactory (Fail).

- Students must pass comprehensive examination 2 before permission to submit a Thesis Proposal will be granted.

- In the event of a failing grade, a second attempt of the comprehensive examinations must be attempted again within six months and will only be allowed on the recommendation of the student's supervisor.

- If the student fails the exam the second time, current rules and regulations apply, including the student's right to appeal to the Faculty's Standing Committee overseeing appeals and the department's right to recommend to SGS that the student no longer be eligible to continue in the PhD program.

<u>THE THESIS</u>

Introduction

The organization of the entire program (required courses, elective courses, and Comprehensive Exams) is intended to guide the student and provide the background for the formulation of the Thesis Proposal and production of the Thesis. The student works closely with the supervisor in selecting a thesis topic that can be researched and written within the available time frame. The Thesis Proposal is initially approved by the supervisor and is subsequently submitted to the Supervisory Committee for final evaluation and approval. Once approved, the student carries out the proposed thesis research with the support and guidance of the supervisor and the Supervisory Committee. When completed, the Supervisory Committee approves the Thesis, and then an application for its final defence at a School of Graduate Studies (SGS) Oral Examination is made through the Asst. Registrar with the approval of the PhD Program Director. Completion and successful defence of the Thesis are required before the doctoral degree can be conferred.

The Thesis Proposal

The student's Thesis Proposal should outline the main research questions that the thesis addresses, a summary of existing research on the topic that indicates the originality of the proposed research, a description of method, a description of the primary material and/or data to be analysed, and a schedule for research activities.

The thesis topic generally develops from the work of the Comprehensive Exams. Many students develop research questions in conjunction with the literature reviewed for Comprehensive Exam 2. Consultation with the supervisor is key for the student's preparation of their thesis proposal and defence.

Following the completion of comprehensive exam 2, the student's supervisory committee should meet in the summer of the second year of study, so that the committee can advise on the student's thesis proposal development. **The thesis proposal defence should be completed in the fall semester of the third year of study.**

A draft of the thesis proposal must be submitted to the supervisor for feedback prior to convening a meeting of the Supervisory Committee for the thesis proposal defence. The supervisor is expected to provide feedback on the draft of the thesis proposal within a 2-week time frame. After this, the revised proposal must be submitted to the committee at least two weeks prior to the defence. The student then formally presents their proposal to the supervisory committee and potential additional faculty members for discussion, comment and approval. An approved proposal signed by all members of the supervisory committee and by the Program Director must be submitted to the Dean's Office.

A student's thesis research formally begins with the acceptance of the thesis proposal. The student is required to meet with their supervisory committee within three months of submitting the thesis proposal to discuss progress and must complete an annual progress report (post-thesis proposal defence).

Thesis Proposal Format
The proposal should not exceed 20 pages, double-spaced, excluding references and work plan.

In addition, the title page of the Thesis Proposal must include the following statement:
> *"This Thesis Proposal is an independent piece of work submitted in partial fulfillment of the requirements to be met for a doctoral Thesis in Architecture, Landscape, and Design."*

Suggested Thesis Proposal Outline (points 1 to 7)

The student should discuss this proposed outline with their supervisor. It may be modified as necessary.

1. **Title**: The thesis title should give a clear indication of the topic being studied.

2. **The Question(s)**: A description of the thesis topic includes specification of the study question(s), justification for their selection vis-à-vis previous research, and the potential relevance of addressing these questions for the advancement of knowledge in the field of study.

3. **Theoretical Framework and Background Information**: The major theoretical premises that underlie the question are articulated, and the salient concepts are defined. Following a concise, critical review of the theoretical and research literature, a theoretical model or framework is proposed in support of the selected research question.

4. **Design and Methods**: Research questions and/or hypotheses are formulated clearly. The selected research design is detailed (survey, archival, descriptive, interpretive, experimental, etc.). The reasons for selecting the design are given, including its merits and limitations. A description of the primary research material is included.

5. **Chapter Outline:** The proposed structure of the dissertation is presented along with a brief outline (2-4 sentences) of each chapter.

6. **References**: Only items cited in the text are included.

7. **Work Plan**: At the end of the proposal the student attaches an addendum, which provides a detailed work plan, including estimates of the time needed to complete each phase of the proposed research.

Assessment of Thesis Proposal

The supervisor, as the Chair of the Committee, and the Exam Committee members have the responsibility of adjudicating the merits of the Thesis Proposal. The student proceeds to the preparation of the Thesis only after approval of the Thesis Proposal has been obtained from the Supervisory Committee.

Thesis Proposal Defence Meeting

Following revisions of the Thesis Proposal based on feedback from the supervisor, the student in consultation with the Supervisor convenes a Thesis Proposal defence meeting with the Supervisory Committee. The student must inform the Asst. Registrar of this meeting by submitting the Thesis Proposal Review Booking Form (see ***here***) together with a copy of the Thesis Proposal at least 3 weeks before the scheduled date. The student must submit copies of the Thesis Proposal to each member of the Committee at least 2 weeks prior to the proposal defence. The student attaches to each copy of the proposal the Thesis Proposal Review Assessment Criteria (see ***here***) when circulating their Thesis to the committee members. The Thesis Proposal defence meeting is required in adjudicating the merits of the student's Thesis Proposal. To obtain candidacy, students are required to complete their Thesis Proposal defence by the end of the third year. However, it is strongly encouraged that students complete the Thesis Proposal at the beginning of their third year of study. The following criteria will be considered for assessing the Thesis Proposal during the proposal defence:

- To what extent are the research questions focused and researchable?

- To what extent has a coherent and relevant theoretical model been developed in support of the research question?

- To what extent are the design methodologies and methods appropriate and clearly articulated?

   o Are the sampling strategies and other sources of information well thought out and appropriate?

   o Are the information-collecting strategies clearly stated, including psychometric properties where appropriate?

   o Are the planned analyses of the collected information clearly outlined and appropriate?

- Is the proposal work plan feasible?

During the meeting, the student is expected to present a brief summary of the Thesis Proposal to the committee and respond to questions raised. Based on the assessment of the written proposal and the student's responses to these questions, the committee makes specific recommendations as to corrections, modifications, or substantial revisions. The committee member records their recommendation on the Thesis Proposal Committee Recommendation form and submits the form to the supervisor. The supervisor must inform the student of the outcome at the end of the proposal defence.

The supervisor must then complete the Thesis Proposal Supervisor Summary Report with a summary of the Supervisory Committee's review, addressing each of the assessment criteria and must submit the committee members' recommendation forms together with the summary report via email to the Program Director and researchstream@daniels.utoronto.ca.

Final Submission of Thesis Proposal

The supervisor must submit the Thesis Proposal Review Supervisor Summary Report together with the completed Thesis Proposal Review Committee Recommendation forms to the PhD Program Director and Asst. Registrar. The Asst. Registrar will make a record of this milestone on ACORN and a copy of the Supervisor Summary Report and Committee Recommendation form will be saved in the student's file. Possible results of the

Supervisory Committee's review of the Thesis Proposal are as follows:

- **Approved**…
  - ‣ Without changes
  - ‣ With minor corrections
  - ‣ With minor modifications

Or

- **Not Approved**
  - ‣ Revision and resubmission required

If the Thesis Proposal is approved, the student makes corrections or modifications to the proposal as recommended by the Supervisory Committee and submits a copy to the supervisor, each committee member and the PhD Program Director. Following the initial notification of the approval status, students who receive "Approved with Minor Corrections" are required to submit the final copy within 1 month, and those who receive "Approved with Minor Modifications" are required to submit the final copy within 2 months. If the revisions are considered to be of minor corrections or modifications, the supervisory committee may approve the proposal without reconvening a meeting. The Supervisor must inform the Asst. Registrar and PhD Director in writing once the corrections have been approved and the student must submit a final copy of their thesis proposal to researchstream@daniels.utoronto.ca.

If the Thesis Proposal is not approved and major revisions have been recommended, the student revises the proposal accordingly. The Supervisory Committee is reconvened, and a second adjudication of the proposal proceeds as described above. When final approval has been obtained, steps are taken to inform the appropriate parties as mentioned above and the student proceeds with data collection. Irrelevant of the outcome, the student is required to meet with their supervisory committee within three months of submitting the Thesis Proposal to discuss progress.

Achieving Candidacy

Doctoral candidacy is achieved when all requirements except for the Thesis are met. This includes all coursework, the successful completion of the comprehensive examination, and the acceptance of the student's proposal. The candidate will then proceed to researching and writing the Thesis. Students are expected to achieve candidacy at the beginning of the third year of study, and no later than the end of the third year.

Thesis Format

Consistency in the style and formatting of a thesis is essential.

We strongly recommended that authors use an SGS thesis template. The template can be applied at any stage of the writing process, but using one at an early stage will simplify formatting and PDF conversion.

Students must familiarize themselves with and follow the School of Graduate Studies (SGS) thesis formatting requirements.

The Final Oral Examination

Candidates complete a thesis that must be based on research conducted while registered in the PhD Program. Because two appraisers external to Daniels must review the completed dissertation, it is important to identify those appraisers well before the completed document is submitted for review. Candidates should discuss this matter carefully with their supervisor in the semester before completion.

Copies of the completed Thesis must be submitted to all final oral examination committee members and to SGS at least 8 weeks before the candidate's final oral examination to allow enough time for the appraisers to review the Thesis and provide feedback. The candidate shall successfully defend the Thesis at a final oral examination which is administered by SGS. The student and Supervisor must refer to the SGS Guidelines for The Doctoral Final Oral Examination to ensure that all requirements and regulations (e.g. Quorum) are met before booking the exam. The student must not have any contact with the External Appraiser until the Exam.

When the Supervisory Committee has approved a final draft of the Thesis, the Supervisor in consultation with the student arranges with the registrar's office a date and time for the Oral Examination by submitting a completed PhD Final Oral Exam (FOE) Booking Sheet (see *here*) and providing any necessary supporting materials (e.g., External Appraiser - CV and information). This request *must be made at least 8 weeks* prior to the desired examination date.

It is the responsibility of the supervisor to decide, in consultation with the student, which scholar is appropriate as an external examiner for the oral examination. See SGS website for regulations.

The Final Oral Examination Committee Must Include:

- 6 voting members as follows:

    o 3 Supervisory Committee Members

    o Minimum 2 arm's length examiners – one external to U of T and the Supervisory Committee (e.g. the External Appraiser), and one internal to U.of T and external to the Supervisory Committee.

    o A non-voting Chair appointed by SGS (SGS will provide the Department with the name of a suitable Chair and will notify the Chair by letter).

Submission of Thesis

The student must ensure that a copy of the final Thesis is provided to the Asst. Registrar *at least 8 weeks* in advance of the examination date so that it may be distributed to the External Appraiser for review.

The student is also required to distribute their final Thesis to some of the members of their Final Oral Examination Committee upon notice from the Asst. Registrar. The Asst. Registrar will distribute the final Thesis to the Chair and External Appraiser.

Appointment of a Final Oral Examination Committee

With the exception of the External Appraiser, each member of the Final Oral Examination Committee must hold a Graduate Faculty Membership at the University of Toronto.

1. The Examination Committee shall consist of six voting members. The Committee must include:

    a. 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, 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 requested by the Asst. Registrar and appointed by SGS. The Doctoral Examinations Office will inform the graduate unit when a Chair for the examination has been appointed.

Producing Your Thesis

Following final revisions of the Thesis as recommended by the examiners, the student follows the SGS guidelines for preparing and submitting the Thesis in Electronic Theses and Dissertations (ETDs are text-based PDF files) format. The student is responsible for the binding of copies of the Thesis for personal use. In addition, the student submits one bound copy of the Thesis to the Daniels Faculty. Binding service is available through the University of Toronto Bookstore, 214 College St., 416-640-5849. This is only a suggested option; you may use any binding service that you prefer.