

E. VOTING PROCEDURE

1. When there are no further questions, the Chair asks the Candidate and all noncommittee 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.**

Members 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.

(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. For procedure in case of a split vote, see the explanation on the voting ballot

- (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 feasibly completed 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.

4. A member of the Examination Committee who is participating remotely 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.

F. NOTIFICATION TO CANDIDATE OF DECISION ON THE VOTE

1. If the thesis and its defense are accepted, the Chair of the Examination Committee informs the candidate.
2. If the thesis and/or defense are not accepted, the Chair of the Examination Committee and the Supervisor (if present) should jointly advise the Candidate.

Please note the sections below outlining procedures for dealing with minor corrections, minor modifications, and adjournment.

G. PROCEDURES FOR DEALING WITH MINOR CORRECTIONS

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 that the corrections have been made.

H. PROCEDURES FOR DEALING WITH MINOR MODIFICATIONS

The Chair must appoint a 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's name 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 Convener with the approval of the Examination Committee.

3. The Convener 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) within three months of the date of the examination report in writing to the Ph.D. Examinations Office and to the Chair of the Graduate Unit the state of completion of the required minor modifications.

4. The members of the Subcommittee will:

Individually report to the Convener on the acceptability of the required minor modifications. The report should be made in time for the Convener 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 graduate unit must arrange a reconvened oral examination within a year from the date of the original examination.

If the oral exam has already been adjourned and reconvened, and if the Subcommittee is not satisfied that the minor modifications have been properly completed, then the thesis is deemed not to be accepted, and the candidate will be ineligible for further Ph.D. candidacy at this University. The Subcommittee must provide the Candidate, as soon as possible, with a written statement that explains clearly and directly why the examiners found the revisions unsatisfactory.

I. 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.

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, within two weeks, with the written statement that indicates the reasons for the adjournment and the Committee's requirements for the reconvened oral examination.

J. RECONVENED EXAMINATION

1. No new members shall be added to the Examination Committee at the reconvened examination except for necessary replacements to ensure a quorum. 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 removed from the Committee.
2. A new Examination Committee Nomination Form is required only if the composition of the Examination Committee has been altered, and a new abstract is required only if there have been changes to it. A new Certificate of Completion is not required.
3. A new appraisal should be obtained from the External Appraiser if the thesis has been changed substantially. This requirement may be waived by the Vice-Dean Programs at the request of both the Candidate and the graduate unit.
4. Normally, the Vice-Dean, Programs will chair the reconvened oral examination. If the Vice-Dean, Programs is a member of the graduate faculty of the Candidate's graduate unit, the Vice-Dean, Students or the Dean will chair the exam.
5. A new exam program is required with new dates and participating members' names.
6. A new Examination File should be prepared, with contents as listed in item I.D.2., above.

The normal procedures for conduct of the examination and voting are to be followed.

No further adjournment will be allowed if the Candidate is not successful at the reconvened exam, and the Candidate will be ineligible for further Ph.D. candidacy at the 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.

K. RETURN OF MATERIAL TO PH.D. EXAMINATIONS OFFICE

1. The Chair of the Examination Committee is responsible for seeing that the Candidate's file is returned to the Ph.D. Examinations Office, 63 St. George Street, with all original materials, immediately after the examination, or (in the case of an exam at the end of the day) on the next working day. The final paperwork for the Candidate cannot be completed until the file is returned.
2. The Chair should also remind the Candidate to report to the Ph.D. Examinations Office immediately after the examination or (in the case of an exam at the end of the day) on the next working day.

Contact: Ph.D. Examinations Office
63 St. George Street, Room 304
Telephone: 416-978-5258
Fax: 416-971-2864
E-mail: sgs.PhDOrals@utoronto.ca