PhD Final Oral Examination Booking Request

NOTE: This form is to be submitted to the Sociology Graduate Office a MINIMUM OF 8 weeks prior to the requested exam date. Please email this form, along with the external examiner’s CV (or provide link to CV). Please do not submit in hard copy.

Date: ____________________________________________

Student Information

Candidate: ________________________________  Student Number: ____________________

Candidate Email Address: ________________________________

**Please attach CURRENT CV to FOE Booking Request Form

Thesis Title:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Note: Provide the full, correct, final title. This will be the title that will show on the student transcript; if the title changes, it must also be changed on ROSI.

Exam Details

Exam date: ________________ Exam time: __________ (preferably 10 AM OR 2 PM)

Supervisory Committee Members

<table>
<thead>
<tr>
<th>Member’s Name</th>
<th>Supervisor</th>
<th>Date Joined Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ____________</td>
<td>□ yes □ no</td>
<td>(YYYY-MM-DD)</td>
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<td>2. ____________</td>
<td>□ yes □ no</td>
<td>(YYYY-MM-DD)</td>
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<td>3. ____________</td>
<td>□ yes □ no</td>
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<td>4. ____________</td>
<td>□ yes □ no</td>
<td>(YYYY-MM-DD)</td>
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External Appraiser

External Appraiser: ________________________________

Institutional Affiliation: _______________________________________________________

Area of Specialty: _____________________________________________________________

Current Professorial Rank: _____________________________________________________

Year Current Rank Attained: ___________________________________________________

Recent CV (please provide URL or attach document): ____________________________
Will the External Appraiser attend the exam?    ☐ No
☐ Yes, in person
☐ Yes, by teleconference

*The Graduate Office can support up to $500 CAD in funding for your external to attend in person. This is subject to traveling and accommodation costs only.

External Examiner’s Mailing Address (to send hard copy of dissertation):
N.B. Courier will not deliver to P.O. Box.

__________________________________________

__________________________________________

__________________________________________

External’s Tel:
(Please provide receptionist’s telephone number if delivering to university department. Courier will not deliver without receiver’s telephone number.)

External’s Email:
(Please provide most frequently used email address to send electronic copy of dissertation.)

FOE Committee Members

Note: Include a min. of 5 members, and max of 6. At least 1 member, but no more than 3 members, must have sat on the Supervisory Committee. All FOE Committee members are voting members.

<table>
<thead>
<tr>
<th>Member’s Name &amp; Email</th>
<th>Department/Institution</th>
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Equipment Required (please check each item required):

Conference Phone ☐ __________________________ (Please provide phone number for outgoing call.)

Computer Projector ☐ Other ☐ __________________________

Note: SGS does not provide computer facilities. If a laptop is required, it must be secured from the department via Jeremy Nichols. If using a Mac, the student must provide the appropriate adapter for the projector.