

# Final Exam Planning Checklist - PhD

## Student:

- Submit draft thesis to Supervisor and Supervisory Committee for review. Include your completed [LMP Thesis Preparation Checklist](#). This can take 2 weeks or more. More than one round of review may be necessary.
- Collect Supervisor and Supervisory Committee members' signatures on the [LMP Departmental Acceptance of Thesis](#) form indicating that the thesis is of adequate substance to proceed to the Final Oral Examination.
- Submit the signed thesis acceptance form (including the checklist) to the LMP Grad Program Office as soon as possible and **not less than 4.5 weeks prior to exam**.
- ~4.5 weeks prior to exam**: send a PDF of thesis to the LMP Grad Program office ([LMPgrad@ualberta.ca](mailto:LMPgrad@ualberta.ca)). The LMP Grad Program office distributes this exam copy of the thesis to the examining committee and exam chair.
- You are encouraged to review [Examination: Tips and Strategies](#) on the LMP Grad Program website.
- You are encouraged to hold mock exams with lab peers as well as students not familiar with your research topic. The LMP Grad Students' Group can help set this up.
- One week prior** to the final examination, it is your responsibility to meet with the Examination Chair to review the logistics of the examination.

## Supervisor:

**It is the responsibility of the supervisor to ensure that the student does not make exam arrangements.**

- ~3 months prior to exam: begin process of identifying External Examiner, arm's length examiner, and tentative exam dates.
- ~8 weeks prior to exam: submit the following to the [LMP Grad Program office](#):
  - [Approve External Reader or Examiner for Final Doctoral Oral Examination](#) form
  - External examiner CV (which must include their supervisory and doctoral exam experience)
  - [FoMD PhD External Examiner Conflict of Interest Checklist](#)
  - [Request for Funds for External Examiner Travel](#) form (if needed)
- After notification of approval of external examiner, finalize exam details and send them to the [LMP Grad Program office](#) as soon as possible and **not less than 4.5 weeks prior to exam**. Include:
  - the arm's length examiner
  - exam chair (consult with the LMP Graduate Coordinator)
  - date, time (plan for 4 hours), and location. Notify the [LMP Grad Program office](#) if you need assistance booking a room.
- The LMP Grad Program office prepares and sends you the [Notice of Examining Committee & Examination Date](#).
- Review, sign the exam notice, and submit it to the [LMP Grad Program office](#) as soon as possible and **not less than 4.5 weeks prior to exam**. The LMP Grad Program office collects the Graduate Coordinator signature, and submits the form to FGSR.
- Any refreshments offered during the exam are the responsibility of the supervisor.

---

The LMP Grad Program office sends the exam notice and the thesis to the examining committee, exam chair, and student.