

TIMELINE

(Co-)Supervisor(s): The supervisor(s) should provide

**9 weeks
prior to FOE
(at least)**

	<p>Graduate Office: The Graduate Office will send the examiners, student and SGS Doctoral Exams Office a confirmation of the exam (date, time and location and other details) and distribute the thesis to the external examiner only. The Graduate Office will specify in the letter to the External Appraiser when the appraisal is due and will include expense reimbursement information. The Graduate Office will confirm the student is registered in the term the FOE is taking place in and will enter the FOE in ROSI.</p>
<p>2 weeks prior to FOE</p>	<p>Graduate Office: The appraisal is due to the Graduate Office. The Graduate Office will forward the 1) program, 2) abstract and 3) appraisal to the exam committee, student and SGS Doctoral Exams Office. The Graduate Office will notify the student and supervisor(s) once SGS has secured a Chair for the FOE (include the Chair's name, department and campus affiliation). The Graduate Office will send a letter to the Chair of the examination committee along with instructions. The Graduate Office will</p>

also send an FOE announcement to the department including the abstract.