**Qualifying Examination / Thesis Defense Planning Tool and Checklist For Candidates and Supervisors**

(adapted from <https://graduatestudies.uoguelph.ca/current/completion/thesis_completion/masters_sched> and <https://graduatestudies.uoguelph.ca/current/completion/thesis_completion/doctoral_sched>)

Departmental guidelines for MSc and PhD defenses can be found here <https://animalbiosciences.uoguelph.ca/defences>

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| **Qualifying Examination / Defense Planning Tool and Checklist** |
| **Step** | **Guidance** | **Responsibility of** | **Associated forms** | **Timeline** |
| Advisory committee unanimously declare the student ready for examination | <https://www.uoguelph.ca/registrar/calendars/graduate/2020-2021/degreg/degreg-phd-qualexam.shtml>  | Advisory Committee and Student |  | Before the end of the student’s 5th semester |
| Select members of the examination committee | <https://calendar.uoguelph.ca/graduate-calendar/degree-regulations/doctor-philosophy/>  | Advisory Committee and Student |  |  |
| Submit Examination Request form to GPA | <https://graduatestudies.uoguelph.ca/current/completion/thesis_completion/doctoral_sched>  | Student | <https://animalbiosciences.uoguelph.ca/abscforms> | At least 4 weeks prior to anticipated exam date |
| Select Examining Chair | GPA will invite ABSc faculty to volunteer to Chair the exam | GPA |  |  |
| Conduct Examination | <https://animalbiosciences.uoguelph.ca/abscgradqe>  | Examining Committee |  |  |
| Book venue for Examination | Room requests should be sent to the GPA; if the Exam is to be virtual, GPA will set up the Teams link and will send it to the Examining Committee and Student | Advisor asks GPA to book venue |  |  |
| Assess student performance | Suggested rubric for examiners is found here <https://animalbiosciences.uoguelph.ca/sites/default/files/assessment_rubric_for_each_qe_major_examiner.pdf>   | Examination Committee |  |  |
| Sign all Examination paperwork and submit to GPA |  | Examining Chair |  | Within 7 days of exam |