

### **SOE Final Examination time lines and procedures:**

***Ph.D. Final Examination:*** Two months in advance, please submit a completed Examination Request Form along with 5 copies of your thesis to the Graduate Secretary. The Exam Request Form can be downloaded from the Graduate Program Services website, <http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?forms>, and must be completed in full by the student and Advisory Committee prior to submission. The SOE Associate Director, Graduate Studies will ensure the SOE course requirements have been met for the Ph.D. degree, arrange for an External Examiner and Examination Committee and schedule a date for the final examination.

***M.Sc./M.A.Sc. Final Examination:*** Minimum four weeks; please submit a completed Examination Request Form along with 3 copies of your thesis to the Graduate Secretary. The Exam request form can be downloaded from the Graduate Program Services website, <http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?forms>, and must be completed in full by the student and Advisory Committee prior to submission. The SOE Associate Director, Graduate Studies will ensure the SOE course requirements have been met for the M.Sc./M.A.Sc. degree, arrange for an Examination Committee and schedule an examination date.

***M.Eng Final Presentation:*** Please submit a completed M.Eng Examination Request Form, one week in advance to the Graduate Secretary. This is a SOE departmental form and can be requested by email, [soegrad@uoguelph.ca](mailto:soegrad@uoguelph.ca). Once this is received, the SOE Associate Director, Graduate Studies will ensure the SOE course requirements have been met for the M.Eng. degree, arrange for an Examination Committee and schedule an examination date.

***Scheduling of examinations during the summer months:*** In order to plan for examinations during the summer semester/early September; advisors need to provide a list of their potential graduating students by June 1<sup>st</sup> to the Graduate Secretary. Otherwise students cannot be guaranteed an examination date by the end of the summer.

Please note that in order to arrange final examinations it is critical that sufficient time is allowed and therefore necessary to adhere to these time frames. In addition all SOE graduate students will be required to complete an SOE Clearance Checklist prior to the final paperwork being sent to Graduate Program Services. This doesn't need to be completed prior to your defense, but before applying to graduate.

Thank you for your cooperation.