

# OISE Final Oral Exam (FOE) Guidelines

Updated by: D. Rainbow, July 2019

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**IMPORTANT** - When settling on a defense date and time, read the **scheduling limitations** (found in the Scheduling the Final Oral Examination section of this document). As well, consult the graduation and fees deadlines to plan accordingly and avoid disappointment.

## Terms & Acronyms

The following terms are used interchangeably:

Supervisory Committee, Thesis Committee

Doctoral student, student, candidate

Thesis, Dissertation

External examiner, External appraiser

Alternate internal external, backup internal examiner

FOE, Final Oral Exam, thesis defense, thesis defence, exam, examination

ORSS, Office of the Registrar and Student Services

SGS, School of Graduate Studies

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## Electronic Theses & Dissertations (ETDs)

Electronic theses and dissertations (ETDs) are dissertations prepared as text-based PDF files. ETDs can contain non-text elements such as sound, video, and hypertext links. ETDs are released to the world-wide web with priority in many search engines, enabling scholars worldwide to locate, search, and download U of T's ETDs.

Electronic theses have many advantages. As well as the capacity to include various non-text modalities, they offer vastly improved accessibility and ease of use, which increases your readership and benefits those interested in your work. Electronic publication has proven to considerably increase citation rates. According to Library & Archives Canada, authors receive 50 to 250% more citations when they make their articles publicly available!

For more information on the ETD submission process, refer to the School of Graduate Studies website.

## Plagiarism

Plagiarism is the academic offense of representing another person's work as one's own. Evidence of plagiarism is the inclusion of another's original ideas in one's own work without properly identifying the material as derived from another's work and providing appropriate citation.

It is critical that the ideas and arguments of others be correctly attributed and simply paraphrasing these as your own does not suffice.

It may seem surprising, but reproducing your own published work without proper acknowledgement can be considered self-plagiarism. If you include such materials in your thesis, cite the published work and submit a letter of permission from the copyright holder, or a statement from the publisher (often available on journal websites) authorizing use of the material, when you submit your thesis after the defense.

Penalties for plagiarism are severe. If the person is a current student, the penalties may include dismissal from the University. If the person convicted of plagiarism is a graduate of the University and the plagiarism was contained in the academic work required for a degree, the University may take legal action against the graduate which may include revoking the degree.

To avoid any possible misunderstanding, follow the rules concerning the use of quoted materials/copyright as outlined on the SGS website.

## Copyright

When is Copyright Permission Required?

- x Does your thesis contain someone else's work (third party materials)? For example, text, figures, maps, images, questionnaires, photos, etc.
- x Does your thesis contain your own previously published materials (e.g. journal article)?
- x Does your thesis include material (e.g. a chapter, an article) that was co-written with another author(s)?



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If you answered yes to any of these questions, then you must obtain written permission to reproduce the material from the copyright owner (e.g. journal publisher and/or co-authors).

For comprehensive information on copyright, including how to secure permission from copyright holders and where to locate copyright resources, visit the SGS website for the most up-to-date information.

## **Thesis Sign-Off & Defense Recommendation**

When a student has completed the final draft of the thesis to the satisfaction of the members of his/her Supervisory Committee, the Chair of the student's department can sign off on the thesis by nominating the student for Final Oral Exam. It is understood that at this stage all three supervisory committee members have read and approved the thesis to go forward to defense and that they have ascertained the candidate's readiness to defend.

The submission of the FOE information F

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While there are no rules as to how many rounds of questions there are, nor how long each question can be, it is the role of Chair to ensure that the examination is conducted in accordance with the rules, and that examiners take turns of appr.6(p)2. c35 0y7v(16)Tj/TThn/TTa9rs0q12.9(Ws)-3.7(W)-v6-3.6(t)2.7(W)16u

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- x currently seeking publication of part of your thesis in a journal, or publication of the thesis as a book
- x

