

**AEROSPACE ENGINEERING GRADUATE PROGRAM
YEATES SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES**

PhD Dissertation Examination Procedural Guide

Every AEGP PhD student must: 1) successfully complete a Candidacy Examination; 2) successfully complete four (4) required course credits; 3) successfully complete a Preliminary Dissertation Examination in the form of a public seminar, and; 4) take a pass/fail Dissertation Examination *no later than* 5 years after initial registration in the PhD program.

Students are required to obtain research approval from TMU's Research Ethics Board (REB). Please see the following link for further information: <https://www.torontomu.ca/research/resources/ethics>.

At least six weeks prior to the desired date of the Dissertation Examination, a public seminar must take place and an internal evaluation of the thesis must be conducted by the Department. A [Preliminary Dissertation Examination Scheduling and Video Release Form](#) must be submitted to the Examination Chair for this evaluation to be initiated.

Once the Preliminary Examination seminar is successfully completed and the internal evaluation is approved, *at least 5 weeks prior* to the exam, the supervisor must submit to the Yeates School of Graduate and Postdoctoral Studies a formal request for a PhD exam. The Dean of the Yeates School of Graduate and Postdoctoral Studies will evaluate the CV of the potential external examiner. This is done through the submission of a [Dissertation Examining Committee Nomination form](#) and an [External Examiner Nomination Form](#). Once approved, the student must email a .pdf of their thesis along with a [PhD Dissertation Oral Examination Scheduling Request and Video Release Form](#) to the Graduate Program Administrator. The Graduate Program Administrator will then email a copy of the Thesis to the external examiner to evaluate; a copy of the Thesis is also forwarded to the exam Chair. It is the responsibility of the supervisor and student to appoint an exam Chair. The external examiner will be asked to return a written report, and their approval to proceed, no later than 1 week prior to the date of the examination. The written report will be given to the Chair of the Examining Committee, the Supervisor, and the PhD candidate.

An *examining committee must be formed that consists of the following:

Examination Chair: 1

Supervisor and any co-supervisors: 1

External Examiner: 1

SGS Faculty – Outside Program: 1

SGS Faculty – Within Program: 2

At least 1 week prior to the exam, the Dean of the Yeates School of Graduate and Postdoctoral Studies and the Chair of the Examining Committee will review the external examiner's written report and will decide whether to proceed or postpone the final exam.

The Ph.D. Exam will consist of:

- A 20 minute public presentation of the research.
- A brief 10 minutes of public questions and answers.
- A closed questioning period by the Examining Committee.
- A final closed deliberation of the Candidate's Thesis defense.

Following a successful oral exam, the student must revise the thesis in accordance with the requirements of the examining committee and YSGPS regulations. The student should e-mail an electronic .pdf of their thesis to their Program Administrator well in advance of the final deadline so as to ensure the format meets YSGPS and Toronto Metropolitan University academic publication standards.

Upon completion of all required corrections and/or revisions to the thesis, the student's supervisor (or one of the student's co-supervisors) must inform the Program Administrator via e-mail that the thesis has been corrected/revised as required by the Exam Committee and is ready for submission to the program/YSGPS. Please contact the Program Administrator (Irogan@torontomu.ca) for further instructions.

The copies of the thesis will be allocated as follows: 1) A .pdf electronic and ONE double-sided unbounded hard copy: this copy is for the Aerospace Engineering graduate program, and; 2) a National Library Form (NLC) (<https://www.torontomu.ca/content/dam/graduate/current-students/form-downloads/non-exclusive-license.pdf>) must be submitted.

Please see the YSGPS website thesis/dissertation submission info: <https://www.torontomu.ca/graduate/student-guide/academic-matters/dissertation-thesis-exams/>

*Any additional committee members over the minimum requires the written consent of the student.