

Business PhD Program
Inviting the External Examiner and Scheduling the Final Oral Examination

Activity	Timing
PhD Office invites external examiner and sends nomination and CV to FGPS. (CV must state the total number of PhD committees on which the examiner has served and the number of times as supervisor.)	At least two months prior to date of exam.
Supervisor schedules date and time of exam and notifies PhD Office.	At least four weeks before final oral exam.
Supervisory Committee members notify supervisor, who then notifies PhD Office, that thesis is ready to be sent to external examiner.	At least four weeks prior to the proposed exam date.
PhD Office sends thesis to external and university examiners.	Four weeks prior to date of exam (or sooner). Student provides pdf copy to PhD Office, which sends the thesis to the arm's length examiners.
PhD Office submits "Notice of Examining Committee and Exam Date" form to FGPS.	At the same time that thesis is sent to external examiner, i.e., 4 weeks before exam date.
PhD Office posts notice of exam on bulletin board and sends exam notice to committee and full-time continuing School of Business faculty and PhD students.	When exam date and time is finalized.