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## About the Program

The PhD program in Architecture, Landscape, and Design (ALD) at the John H. Daniels Faculty is a unique, rigorous, and interdisciplinary program that trains students in multiple specialties and related disciplines to pursue research of the highest academic standard. Our program encourages students to work across disciplines in order to familiarize themselves with the broad fields of knowledge necessary to address contemporary scholarly, political, economic, and policy problems in the context of the built environment. Graduates will be grounded in a research-informed practice which will prepare them to address the challenges facing architecture, landscape architecture, and urban design in the 21st century by going beyond the individual disciplinary lines and exploiting the synergies between these fields through the lenses of history and theory, computation and fabrication, health and society, and technology and environment.

Through a novel curriculum — one that is unlike other PhD programs in Canadian or international architecture schools — the PhD program at Daniels requires students in all disciplines to pursue study independently and to share that research with an interdisciplinary cohort at every stage in the curriculum. This is a research-based PhD program with the aim of advancing scholarship and research beyond the boundaries of the individual design disciplines that are currently the focus of the faculty's accredited professional master's programs. The program is intended for students with aspirations in entering careers that demand a syncretic approach to research in design and related disciplines, including in academic research and teaching, research in government and industry, and research within design firms. Students in the PhD program will have opportunities to work with a wide range of institutions within and beyond the University of Toronto: the Jackman Humanities Institute, the Global Cities Institute, the Munk School of Global Affairs, the Art Museum at the University of Toronto, the Canadian Centre for Architecture, the Royal Ontario Museum, the Art Gallery of Ontario, and the rich array of universities in and near Toronto.

## Overview of the Program Requirements

The Doctor of Philosophy program at the John H. Daniels Faculty of Architecture, Landscape, and Design is available on a full-time basis. ***The minimum period of registration is 12 academic sessions of full-time enrolment (Fall, Winter, Summer sessions).*** The program is structured to support the completion of all degree requirements within four years. However, if required, students can register up to a cumulative total of six years following their admission into the program to complete their degree requirements. ***Students have three major milestones to accomplish in the program: required course work, the Comprehensive Exams, and the Thesis.***

### Program Requirements:

- **Coursework** (6.0 FCE, including four required PhD courses (2.0 FCE) and 4.0 FCE in electives).
  - ALD4030H *Doctoral Research Colloquium* (0.5 FCE).
  - ALD4040H *Theories and Methods* (0.5 FCE).
  - ALD4050H *Research Practicum* (0.5 FCE; Credit/No Credit).
  - ALD4060H *Preparation for Thesis* (0.5 FCE; Credit/No Credit).
  - 4.0 elective FCEs chosen from advanced (3000 and 4000 series) graduate-level courses offered by the John H. Daniels Faculty of Architecture, Landscape, and Design. Depending on their field of study, students are encouraged to take advanced graduate courses in cognate disciplines across the University, pending the approval of the faculty and in consultation with their supervisors.
  - To complete the chosen thesis topic, students may be required to take additional courses or acquire other skills. This will be determined by the supervisor and the PhD Director and may include competence in another language.
- **Comprehensive examinations.** All PhD students must complete a two-part comprehensive examination normally before their second Summer session. Successful completion of the examinations is required to achieve PhD candidacy. The exam's specific nature and scope are to be determined in consultation with the student's supervisor.
  - The first part, normally to be completed in the Summer session of Year 1, is to achieve breadth in the primary area of study so that the student can teach and conduct research within a larger



chosen area within the design disciplines. This will usually involve preparing an annotated bibliography in consultation with the supervisor in the early Summer and writing the exam at the end of the Summer. The first part of the exam will consist of a written response to three questions, to be answered during a three-hour writing session that takes place on-site at the J. H. Daniels Faculty.

- The second part, normally to be completed during the second session of Year 2, is to achieve depth in a specialized sub-field of the primary area of study, within the faculty or beyond so that the student can master the context for the advanced research they plan to undertake for their Thesis. This exam may be administered by a faculty member other than the supervisor, to be determined by the student in consultation with their supervisor. This second part can take one of two formats:
  - a second annotated bibliography to achieve depth in a sub-section of the primary area of study;
  - a course syllabus with readings and outlines of lectures, themes for tutorial discussions, as well as a minimum of three detailed lecture outlines drawn from across the syllabus.
- Both parts of the examination are marked on a pass/fail basis. An oral examination will follow the completion of the second part of the exam. The oral examination will last no more than 90 minutes.
- A second attempt of the comprehensive examinations will be allowed within six months, only on the recommendation of the student's supervisor. If the student fails again, their registration will be terminated. The student must pass both parts of the comprehensive examinations before permission to submit a Thesis Proposal will be granted (See: [Comprehensive Exams](#) section and [Supervision](#) section of the manual for more information).
- **Thesis.** Following completion of the comprehensive exams, the supervisory committee must be formally confirmed, this will take place no later than the Summer of Year 2 of the program and before the Thesis Proposal can be developed. (See: [Supervisory Committee](#) section of Manual for more information on the committee)
  - No later than the beginning of Year 3, the student must submit to the PhD program director a **Thesis proposal** that has been approved by the student's supervisory committee. Once the Thesis Proposal has been approved, the student will achieve candidacy.
  - The doctoral candidate will then proceed to researching and writing the Thesis. The student must meet with their thesis supervisory committee within three months of submitting the Thesis Proposal; thereafter, the candidate is required to meet at least once a year with the supervisory committee.
  - By the end of Year 4, the candidate should **complete a Thesis** based on original research and the Thesis should make a significant contribution to the students' area of study. The supervisory committee must approve the completed Thesis before it is submitted for examination.
  - The candidate will defend the Thesis at the **SGS Doctoral Final Oral Examination**.

Timeline at a Glance			
Year 1	Year 2	Year 3	Year 4-5
<ul style="list-style-type: none"> <li>▪ Required and Elective Coursework</li> <li>▪ Primary Supervisor Finalized</li> <li>▪ Comprehensive Exam 1 (<i>Measuring Breath</i>)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Required and elective coursework</li> <li>▪ Comprehensive Exam 2 (<i>Measuring Depth</i>)</li> <li>▪ Finalize Supervisory Committee</li> <li>▪ Development of the Thesis proposal</li> </ul>	<ul style="list-style-type: none"> <li>▪ Thesis Proposal</li> <li>▪ Obtain Candidacy</li> <li>▪ Thesis Research</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submit and Defend Thesis</li> </ul>



# COURSEWORK

## Required Courses

Doctoral students, registered on a full-time basis, shall complete **twelve** graduate level half-credit courses (6.0 FCE). These credit courses are comprised of **four required** PhD courses (2.0 FCE) and 4.0 FCE in electives. The required courses (including two doctoral research colloquia) are as following:

1. **ALD 4030H: Doctoral Research Colloquium (0.5 FCE)**  
Research in the fields of architecture, landscape architecture, urbanism, and design takes many forms and produces distinct areas of inquiry. This course brings together PhD students and students from the post-professional programs to encourage an intradisciplinary discussion of their unique research methods, and to support cohort building and a strong sense of community amongst students. The course will be team taught by thesis supervisors in the proposed PhD program.
2. **ALD 4040H: Theories and Methods (0.5 FCE)**  
In this course, PhD students will explore theories and methods that have guided different disciplines in order to focus more narrowly on the unique approaches of their chosen field of study.
3. **ALD 4050H: Research Practicum (0.5 FCE)**  
The practicum generally results in a long research paper. This requirement enables students to conduct independent research on a limited scale at the level of quality expected for a dissertation, although the resulting paper is much shorter in length. The research should be comparable to that which results in a publishable article. Based on a consultation with their supervisor, the practicum may take on one of several forms, including but not limited to:
  - i. A self-contained paper or empirical study of publishable quality that may or may not be a component of dissertation work.
  - ii. The development of a theoretical model upon which the dissertation is to be based.
  - iii. A proposal for pilot research in the student's dissertation area that includes a focused literature review, research design, and protocol.
4. **ALD 4060H: Preparation for Thesis (0.5 FCE)**  
Independent thesis research in preparation for the general exams or dissertation proposal.

\*The remaining 4.0 FCE are electives to be selected from advanced (3000 and 4000 series) graduate-level courses offered at the Daniels or other Faculties.

## Elective Courses

Elective Courses must be selected by the student in consultation with their supervisor. An elective course gives you the opportunity to choose among several courses when arranging your degree program. Elective courses may be located within the curriculum of the John H. Daniels Faculty of Architecture, Landscape, and Design or may be relevant courses offered in other graduate departments of the University. They could also be taken at another university. However, taking courses outside the faculty requires approval by the host department/program, as well as approval by the PhD Program Director. These approvals are sought on the SGS Add/Drop Course(s) form (see [Appendix 1](#)) and will require the course instructor's signature/approval as well.

Electives whether taken within the Daniels Faculty or in other University of Toronto programs —must be selected in consultation with each student's assigned supervisor. Depending upon a student's desired area of specialization, supervisors may require study in foreign languages, technical skills, historical periods, or research methods.

Electives are to be selected from advanced (3000 and 4000 series) graduate-level courses offered at the Daniels or other Faculties. These include the following:

<b>ARC3031H</b>	<b>Analysis of Architectural Form</b>
<b>ARC3100H to ARC3125H</b>	<b>Selected Topics in Urban Design</b>



<b>ARC3200H to ARC3225H</b>	Selected Topics in Advanced Computer Applications
<b>ARC3300H to ARC3325H</b>	Selected Topics in Architectural History and Theory
<b>ARC3400H to ARC3425H</b>	Selected Topics in Architecture and Technology
<b>ARC3500H to ARC3525H</b>	Selected Topics in Sustainable Design
<b>ARC3600H to ARC3625H</b>	Selected Topics in the History and Theory of Architecture and Health
<b>ARC3700H to ARC3725H</b>	Selected Topics in Architecture
<b>ARC4090H</b>	Directed Reading in Design (Credit/No Credit)
<b>ARC4500H to ARC4510H</b>	Selected Topics in Professional Practice
<b>LAN3900H to LAN3910H</b>	Landscape Architecture Topics: History, Theory, Criticism
<b>VIS3001H</b>	Advanced Readings in Visual Studies
<b>VIS3002H</b>	Advanced Readings in Curatorial Studies
<b>VIS3003H</b>	Special Topics in Art and Culture

\*Not all electives are offered every year. Please check the timetable for current listings available in the Current Graduate Students section on the Daniels website under Registration and Enrolment in [Course Descriptions](#).

\*Reading/research courses are intended to meet the particular needs or interests of a student and can be taken as a substitute to an elective course requirement in year 2 of the ALD PhD program.

### Transfer Credit

Transfer credits may be granted for up to 1.5 FCE of the program course requirements. For graduate work completed in another program, provided that the course(s) has not been credited towards another degree, diploma, certificate, or any other qualification. Approval of both the graduate unit and the School of Graduate Studies is required.

### Course Exemption

With the approval of the graduate unit and the School of Graduate Studies, a student may be exempt from a specific course requirement permitting the substitution of another course to meet degree requirements. **Note:** overall course credit requirements for the degree are not reduced.

- To initiate this request the student must contact the Graduate Administrator with a completed School of Graduate Studies (SGS) Transfer Credit and/or Course Exemption form (see [Appendix 2](#)) with supporting documents such as official transcripts and the course syllabus. Please check the form for requirements. The Graduate Administrator will forward your request to the PhD Program Director who will consult with the appropriate instructors and will then make a decision.
- Note that a copy of the paperwork is kept in the student file at the faculty. Please note that the School of Graduate Studies makes the final decision on whether to allow a course transfer/exemption or not.

### Transfer Credit from Approved Exchange Program

Students participating in an approved exchange program may receive transfer credit for up to 50% of the course requirements for their degree. They may also complete language requirements while on the exchange. Transfer credit arrangements for exchange program participants must be recommended by the graduate unit and approved in advance by the School of Graduate Studies. To initiate this process, students must complete the Course Pre-authorization form. (see [Appendix 3](#)).

### Online Course Enrolment through ACORN

Students can use [ACORN](#), the University's Accessible Campus Online Resource Network, to enroll in courses, check fees and finances, and do other records and registration tasks such as making updates to address and contact information.

### Graduate Courses Offered in Other Departments

Most graduate departments do not allow students from other departments to enroll in courses via the web. Therefore, students cannot add courses not offered at the Daniels Faculty of Architecture, Landscape, and Design through ACORN. Before attempting to add a course outside the Daniels Faculty, please check with the host department on availability and registration procedures. The Add/Drop Course(s) form should include a short course description and include the required signatures of the host department and the PhD Program Director. Please see the Daniels Faculty Registrar for assistance.

### Request for Reading/Research Courses

Reading/research courses are intended to meet the particular needs or interests of a student and can be taken as a substitute to an elective course requirement in year 2 of the ALD PhD program. The course can be offered on a specific topic not covered in other approved courses at the faculty and must not be offered in other graduate departments at



the University. It could involve a student meeting periodically with an instructor to seek direction and for feedback on the submitted assignments.

To arrange for these courses, a student will need to contact the concerned instructor directly. The instructor must hold an appointment at the faculty; course instructors (PhD students) and sessional instructors cannot supervise a directed reading course. A maximum of one 0.5 credit directed readings course will be accepted toward degree requirements.

Students enroll by completing a Request for Reading and/or Research Course form (see [Appendix 4](#)) as well as the Add/Drop Course(s) form. Please enter course number ALD 4090 for course number and description. The forms are located on the [SGS website](#) under the Current Students/Registration & Enrolment section, or at the end of the Manual. Submit the completed form, with instructor and coordinator signatures, to the Graduate Administrator.

### Approved Graduate-Level Courses in Other Universities

Students may take approved graduate-level courses from other universities in Ontario. They will need to complete the Ontario Visiting Graduate Student (OVGS) Agreement. This agreement form can be found on the [SGS website](#) within the Exchanges & Agreements section, or at the end of the Manual (see [Appendix 5](#)). If you are considering taking a course at the graduate level outside Ontario, you will require permission to do so from the PhD Director and from the host University. Please see the Faculty Registrar for further information.

### Checking/Modifying Course Status

Students are responsible for the accuracy of their timetable through [ACORN](#). Students may cancel or withdraw from individual courses using the web service up to certain dates. These deadlines are set annually by the [School of Graduate Studies](#) and published under Sessional Dates under Current Students. Students are advised to consult with their Interim Academic Advisor before withdrawing from courses.

### Extension to Complete Coursework

Under exceptional circumstances, students may request an extension to complete coursework, which is not to exceed one session beyond the original SGS deadline (refer to the SGS Calendar) by submitting the Extension to Complete Coursework Form (see [Appendix 6](#)). The instructor of the course must complete their section of the form, and the extension request must be submitted to the Graduate Administrator for approval by the graduate unit. For more information, please refer to the [Coursework Extension](#) section of the SGS Calendar.

### Final Grades

Final grades can be accessed through ACORN. The dates for viewing grades for a session are posted under Sessional Dates on the [School of Graduate Studies website](#) under Current Students. Students will be able to view their grades online approximately 6-7 weeks after the session ends. If a grade is not available, contact your instructor or the graduate unit offering the course.

## Recommended Course Load and Program Timeline

Students are required to register for each successive term, including summers, on a full-time basis unless granted a leave of absence.

In order to complete the program within the recommended timeframe, we have developed the following timeline:

Year 1	
Fall	ALD 4030HF: Doctoral Research Colloquium
	Elective Seminar
	Elective Seminar
Winter	ALD 4040HS: Theories and Methods
	Elective Seminar
	Elective Seminar
Summer	Comprehensive Exam must be booked.
	Annotated Bibliography prepared in consultation with Supervisor in preparation for Comprehensive Exam 1
	Comprehensive Exam 1- <i>Written exam</i> (by August 30 <sup>th</sup> ). <u>Measuring Breath</u>



Year 2	
Fall	ALD 4050H: Research Practicum
	Elective Seminar
	Elective Seminar
Winter	Comprehensive Exam 2 – <i>Oral exam</i> (by April 30 <sup>th</sup> ) <u>Measuring Depth</u>
	Elective Seminar
	Elective Seminar or Directed Readings Course (ALD 4090)
Summer	ALD 4060H: Preparation for Thesis (Independent Study with Supervisor)
	Supervisory committee will be finalized (if not already) at the beginning of Summer.
	First Supervisory Committee meeting.
Year 3	
Fall	Thesis proposal must be submitted and presented to Supervisory Committee.
Winter	The student is required to meet with their supervisory committee within three months of submitting the Thesis Proposal to discuss progress.
Summer	Students are expected to achieve candidacy at the beginning of the third year of study, and no later than the end of the third year.
	Students will continue with writing and finalizing their dissertation in consultation with the supervisory committee.
Year 4	
Fall - Summer	<ul style="list-style-type: none"> <li>Complete the final Thesis based on original research.</li> <li>Prepare to defend the Thesis at a final SGS final oral examination.</li> </ul>

### Time Limit for Completion of Program Requirements

A candidate for the PhD degree enrolled in a full-time program will be denied further registration in that program and will have the candidacy terminated at the end of the third year of registration if by that time, either:

the candidate has not completed all requirements for the degree exclusive of thesis research—including course requirements, language requirements, qualifying departmental examinations—i.e., Comprehensive Exams.

**-OR-**

the candidate does not have an approved thesis topic, supervisor, or supervisory committee.

In exceptional circumstances, such a candidate may be permitted to register in the program for up to three terms (Fall, Winter, Summer) at the discretion of the faculty. Students requiring a program or candidacy extension must submit the relevant request forms for approval as noted below

### Program Extension and Candidacy Extensions

The time limit for completion of all requirements for the PhD degree (courses, Comprehensive Exams and Thesis) is **six years**. See the [SGS website](#) regarding fees in the final year of PhD Program. There is no guaranteed funding commitment beyond **Year Four** of the program, however, students may be eligible to apply for departmental Doctoral Completion Awards (See: [Funding and Awards](#) section for more information on Funding).

In exceptional circumstances, a student who has not met degree requirements within the six-year time limit may be considered for a maximum of four one-year program extensions, provided that approval for the request is obtained from the faculty and the School of Graduate Studies. Program Extensions can be requested for up to 3 terms at a time with the submission of a Program Extension form (see [Appendix 7](#)) and a written statement justifying a need for an extension with the causes of the delay and what the student plans to accomplish towards the completion of their degree if the extension is approved.

### Candidacy Extension

A student who has failed to achieve candidacy (complete all the requirements for the doctoral degree exclusive of Thesis) before the end of the third year may be considered for an extension for a maximum period of 12 months. A request for a candidacy extension must be approved by the faculty and may also require the approval of the School of Graduate Studies.



To apply for an extension, the student must present to the faculty the causes for the delay and evidence that the remaining candidacy requirements will be completed within the period of the extension requested by submitting a completed Candidacy Extension form (see [Appendix 8](#)). Failure to achieve Candidacy or submit an extension request within the required time may result in the faculty putting forward to the School of Graduate Studies (SGS) a 'recommendation of termination' to the student's registration.



# **SUPERVISION**

## **Supervisors**

Upon admission, students are assigned a Supervisor and must submit a completed Primary Supervisor Form (see [Appendix 9](#)) to the Graduate Administrator at [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca) in the first week of class. The Supervisor must be a member of the Daniels Faculty and must hold a [Graduate Faculty Membership \(GFM\)](#).

The matching process seeks to maximize opportunities for the student and aims for a good and viable relationship for the faculty. This match is not binding, however. As students become involved in designing their individual programs, some shifts in areas of interest may take place and thus a shift to a new supervisor may be necessary. Similarly, other considerations such as personality, work style, and shifts in methodology may dictate the selection of an alternate supervisor. The student and supervisor may wish to involve the PhD Program Director to facilitate this transition. In any case, the student must inform the Graduate Administrator of the change in supervisor by submitting the Change in Supervisory Committee Form (see [Appendix 10](#)). A record of the transition will be placed in the student's file and recorded on ACORN.

PhD students and graduate faculty supervisors are expected to refer to these guidelines for information about program requirements and procedures for addressing each component of the PhD program, e.g., course requirements, Comprehensive Exams, Thesis Proposal, the Thesis, the Final Oral Examination, and the expected timelines for the completion of each of these components.

## **Responsibilities of the Supervisor**

When a faculty member assumes the responsibilities of supervising a doctoral student, it is expected that the supervisor will be available for the duration of the student's program, including during the final Thesis Oral Examination process. This means that the supervisor is accessible and responsive to the student's needs and makes arrangements for supervisory tasks during sabbatical or research leaves.

Supervision includes:

- In consultation with the student, developing a suitable timetable for the completion of all the requirements of the PhD program.
- Assisting the student with elective course selections.
- Helping the student with developing a focus for the Comprehensive Exams.
- Assisting the student with the preparation and completion of the Comprehensive Exams within the appropriate timelines and carrying out the responsibilities of the Supervisor as per the [Comprehensive Exams](#) section of this manual.
- Assisting the student with the selection of a thesis research topic that can be completed within the timetable of the PhD program.
- Assisting the student with the preparation and completion of the Thesis Proposal within the appropriate timelines and carrying out the responsibilities of the Supervisor as per the [Thesis Proposal](#) section of this manual.
- In collaboration with the student, identifying faculty who will serve as members of the Supervisory Committee as per SGS requirements and informing the Graduate Administrator by submitting the Supervisory Committee Membership form (see [Appendix 11](#)).
- Ensuring an annual committee meeting is held with all members of the Supervisory Committee, and that an Annual Progress Report (see [Appendix 12](#)) is submitted to the Graduate Administrator for the student's file/input on ACORN.
- Ensuring the Supervisory Committee meets with the student regularly or at least once per academic term to discuss the student's academic progress.
- Ensuring a Supervisory Committee Meeting Report (see [Appendix 13](#)) is submitted to the student, each Supervisory Committee member, and the Graduate Administrator for the student's file/input on ACORN.



after each Supervisory Committee meeting.

- Acting as Chair of all committee meetings and keeping detailed records as needed.
- Assessing and supplying constructive responses to student's concerns and/or material submitted.
- Responding to student's submissions within specified timeframes.
- Assisting students with applications for research scholarships.
- Encouraging students to present papers at conferences and to publish articles in the appropriate refereed academic journals.
- Introducing the student to members of the academic community involved in similar research areas within and outside the University.
- Assisting the student with the preparation and completion of the Final Oral Exam within the appropriate timelines and carrying out the responsibilities of the Supervisor as per the [Final Oral Exam](#) section of this manual and *SGS Final Oral Examination Guidelines*.
- Following the [Supervision Guidelines for Faculty](#) as required by the School of Graduate Studies (SGS).

## Responsibilities of the Student

The student is matched with a supervisor on the basis of research interests that are compatible with the supervisor. It is the student's responsibility to consult with the supervisor to design a study plan and fulfill the program requirements.

The student is responsible for:

- Establishing a timetable for the completion of the program in accordance with the guidelines of this manual.
- Using these guidelines to understand and meet all the requirements of the PhD program within the required timelines.
- Consulting with the supervisor when choosing elective courses and deciding on a topic of research.
- Becoming familiar with the Thesis Proposal, thesis completion, and Final Oral Examination guidelines as per the information provided in this manual and on the Daniels Faculty and SGS websites.
- In consultation with the supervisor, preparing for and completing the Comprehensive Exams within the appropriate timelines as per the [Comprehensive Exams](#) section of this manual.
- In collaboration with the supervisor, structuring the membership of a Supervisory Committee as per SGS requirements and informing the Graduate Administrator by submitting the Supervisory Committee Membership form (see [Appendix 11](#)).
- In consultation with the supervisor, preparing for and completing the Thesis Proposal within the appropriate timelines as per the [Thesis Proposal](#) section of this manual.
- Discussing any concerns regarding participation and progress in the program.
- Initiating contact with the supervisor, at minimum, once each term for the duration of the program.
- Preparing for meetings with the supervisor by organizing materials and a general outline of what the student wishes to discuss.
- Preparing a record/report of the discussions and decisions made at each meeting with the Supervisor and providing the Supervisor with a copy of the report.
- Setting an agenda for the Supervisory Committee meetings in collaboration with the Supervisor.
- Preparing materials for distribution to the Supervisory Committee at least 2 weeks prior to each Supervisory Committee meeting as instructed by the Supervisor and ensuring a Supervisory Committee Meeting Report (see [Appendix 13](#)) is submitted to the Graduate Administrator for the student's file/input on ACORN.



- Working with the Supervisor to ensure an annual committee meeting is held with all members of the Supervisory Committee and an Annual Progress Report (see [Appendix 12](#)) is submitted to the Graduate Administrator for the student's file/input on ACORN.
- Being responsive to the mutually agreed-upon recommendations of the supervisor and Supervisory Committee.
- Making a concerted effort to present her/his research at conferences and publish articles in the appropriate refereed academic journals.
- Ensuring all requests for extensions, booking forms, supporting documents, etc. are submitted as needed and within the appropriate deadlines.
- Informing the Graduate Administrator if there is a change in Supervisor by submitting the Change in Supervisory Committee form (see [Appendix 10](#)).
- Following the [Supervision Guidelines for Students](#) as required by the School of Graduate Studies (SGS).

## Supervisory Committee

The School of Graduate Studies requires that from the commencement of thesis supervision, all PhD students should have a Supervisory Committee in place and that committees meet with the students at least once a year thereafter. The supervisor selects members of the Supervisory Committee and can consult with the student regarding how to best resource the student's committee. Committee members are chosen on the basis of their known expertise in the student's area of research. The Supervisory Committee must be formed after the completion of Comprehensive Exam 2 and no later than the beginning of Summer (May) in year 2 of the program. Students are encouraged to work with their primary supervisors in the first year of study to identify potential members of this committee, including the second assessor for comprehensive exams.

## Appointment

The Supervisory Committee must consist of at least 3 or up to four faculty members plus the Primary Supervisor. All members of the Supervisory Committee must be part of the U of T graduate faculty and **must** hold an active Graduate Faculty Membership (See: SGS [GFM Guidelines](#) for more information).

Students are encouraged to work with their Primary Supervisor in the first year of study to identify potential committee members. Committee members can also be chosen from outside the Daniels Faculty and can include the faculty member who served as the second assessor for the student's comprehensive exams.

It is also possible to appoint a committee member from another university who has similar graduate faculty status at the committee member's university. In this instance, the supervisor obtains a copy of the outside member's CV and forwards it to the Daniels Faculty Academic HR Officer and PhD Director with a letter of support explaining why this member should be assigned an internal status.

The CV and letter are reviewed by the PhD Director and then the Dean. If approved, the individual is recommended to SGS for a Graduate Faculty appointment.

When all committee members have been selected and have agreed to serve, the supervisor completes the Supervisory Committee Membership Form (see [Appendix 11](#)), a copy of which is forwarded to the PhD Program Director and Graduate Administrator and subsequently placed in the student's file.

## Responsibilities of the Supervisory Committee

The functions of a student's Supervisory Committee are as follows:

- to advise the student in choosing a suitable thesis topic and the necessary program of courses to meet the standards of the Faculty and the SGS for the appropriate degree.
- to approve the student's program and any changes in the program.
- to advise the student and provide constructive criticism throughout the period of graduate study (each member should be available for consultation by appointment).
- to meet as a committee to monitor and assess the student's progress.



- to serve on the Examination Committee for the student's departmental examinations.
- to provide consultation, suggestions, and specific recommendations to the student for dealing with problems while completing program requirements.
- to support the student with the preparation and various revisions of the Thesis Proposal.
- to assess drafts of chapters of the Thesis as they are prepared by the student and provide feedback with regard to the quality of the document within a 2-week time frame.
- to participate in the Thesis Proposal defense meeting.
- to assess and approve the student's Thesis Proposal.
- to make recommendations as necessary for specific revisions to the proposal.
- to meet with the student at least once per term for a regular Supervisory Committee meeting regarding progress in the program.
- to meet once per year for the Annual Progress meeting.
- to evaluate the final draft of the Thesis and provide specific feedback to the student as to the revisions needed prior to the oral defense.
- Three of four Supervisory Committee members function as examiners at the Final Oral Examination of the Thesis.

## Supervisory Committee Meeting

The Supervisory Committee is convened by the Chair (supervisor) to meet with the student to discuss the progress. ***These meetings occur, at minimum, once each academic term, starting after the Supervisory Committee is finalized and no later than the summer of the second year of study.*** The student provides progress reports to the committee members prior to the meeting and comes prepared to discuss progress and problems with the thesis research. The committee members provide consultation, suggestions, and specific recommendations for dealing with the problems. A Supervisory Committee Meeting Report (see [Appendix 13](#)) must be submitted to the Graduate Administrator for the student's file /input on ACORN.

## Annual Progress Report

Each year of the student's program, usually at the end of the Winter term. In some cases, a meeting may be arranged to discuss a student's progress and possible issues related to supervision, resources, and any other concerns. The student, the supervisor, or the PhD Program Director can initiate this meeting. An Annual Progress Report (see [Appendix 12](#)) must be submitted to the Graduate Administrator for the student's file/input on ACORN.



# **COMPREHENSIVE EXAMS**

## **Overview**

The Comprehensive Exam is an essential element of the PhD degree requirements at the John H. Daniels Faculty of Architecture, Landscape and Design, University of Toronto. All PhD students are required to complete a two-part comprehensive examination normally before their second summer of study. The specific nature and scope of the two parts of the exam are to be determined in consultation with the student's supervisor.

The Comprehensive Exam is a major milestone for PhD students in obtaining their doctoral degree. Students who do not complete the Comprehensive Exam in a timely fashion will not be able to begin work on their Thesis Proposal, and as a result, may not receive their candidacy by the end of the third year. The faculty will send a request for termination of registration to the SGS for students who cannot achieve their candidacy by the end of the third year.

## **Purpose**

The Goals and Principles of the Comprehensive examination are as follows:

- a PhD comprehensive exam is understood to be an examination of broad expertise in an area, not specific background for a research agenda.
- a PhD comprehensive exam implies a responsibility for exposure to a broad spectrum of materials in an area, to facilitate both the generality of research conducted in that area and preparation for future teaching.
- A PhD comprehensive exam is one way for students to demonstrate their expertise in a particular area, as they seek academic and non-academic careers.

## **Enrollment**

Students must submit the appropriate booking form for each Comprehensive Exam (see [Appendix 14](#) and [Appendix 15](#)) to the attention of the Graduate Administrator at [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca).

Students must indicate on both Comprehensive exam booking forms that they understand the general instructions provided about the upcoming exam, including being responsible for knowing and understanding SGS academic integrity guidelines.

Students must successfully pass Comprehensive Exam 1 before requesting to take Comprehensive Exam 2.

## **Comprehensive Exam 1 Requirements**

**Comprehensive Exam 1** is to achieve *breadth* in the chosen field of study so that the student can teach and conduct research in a larger chosen field within the design disciplines. It will involve preparing an annotated bibliography in consultation with the supervisor before the summer of the student's first year of study, preparing for the exam over the course of the summer and writing the exam at the end of the summer. The first part of the exam will be composed of a written response to three questions, each response should be no more than 1000 words.

- Students must submit their request to take Comprehensive exam 1 by submitting the booking form to the Graduate Administrator at [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca) in **May or at least 3 months** before the date of the exam.
- The annotated bibliography can be submitted together with the 'Comprehensive Examination 1: Booking Form' **or** at a minimum of **3 weeks** before the exam. It is strongly recommended to submit the bibliography when booking the exam.
- The written portion of this Comprehensive exam must be written no later than the end of summer (August) of the first year of study.

## **Annotated Bibliography for Comprehensive Exam 1**

- The annotated bibliography is developed by the student in consultation with the Supervisor.



- A copy must be submitted to the Graduate Administrator at [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca), a minimum of **3 weeks** before the exam. However, it is **strongly** recommended to submit the bibliography when booking the exam.

## Responsibility of Supervisor for Comprehensive Exam 1

- The Supervisor will support the student to determine the specific nature and scope of both Comprehensive exams.
- The Supervisor will work with the student to ensure that the exam is booked and completed in the required time frame.
- Working with the student, the Supervisor will assign a second assessor for the Comprehensive exams as per the requirements listed below.
- The Supervisor will support the student in the development of their annotated bibliography.
- The Supervisor will provide the Graduate Administrator with the list of exam questions at least 1 week before the exam date using the 'PhD Comprehensive Examination Questions' form. These questions will be derived from the list of general questions made available to the student during the prior winter term by the PhD Director. The PhD Director will consult with all PhD supervisors for the preparation of the general questions.
- The Supervisor will work with the second assessor to assess the written exam and provide the assessment/ result to Markus Peterson no later than **2 weeks** after the exam using the 'Assessment of Comprehensive Exam' Form.

## Second Assessor Assignment and Responsibility for Comprehensive Exam 1

- The Supervisor will assign a second assessor in consultation with the student.
- Information on the Second Assessor must be listed in the booking form for Comprehensive Exam 1.
- The second assessor must be part of the SGS Graduate Faculty and hold an appropriate and active [Graduate Faculty Membership](#).
- It is preferred that the same second assessor also be available to serve as part of the exam committee for Comprehensive Exam 2.
- The second assessor may be assigned as part of the student's Supervisory Committee.
- The second assessor must work with the Supervisor to assess the written exam.

## Exam Procedures and Instructions for Students for Comprehensive Exam 1

- The student must submit required forms and supporting documents according to the enrolment requirements stated in the Enrolment section above.
- Any medical, mental health, and/or accessibility issues must be discussed with Markus Peterson and/or the PhD Program Director and the appropriate University Office (e.g., [the Accessibility Office](#)) at least six weeks prior to the exam. Any accommodations suggested/approved must be in place before the exam begins.
- You are required to answer THREE (3) QUESTIONS (ONE QUESTION FROM EACH OF PARTS A, B & C). Each answer should be no more than 1000 words (12-point Times New Roman font, standard margins, and double-spaced) in length.
- Given the nature of the exam, there is not an expectation that students will quote directly from sources but will rather be able to offer general assessments of the arguments, approaches, etc. from each text. As such, a standard citation style is not necessary. However, when referring to a source, it is expected that students will integrate authors and titles into the body of their text.
- The exam is closed book (i.e., notes are not permitted).
- No one other than you may read, edit, or comment on your exam prior to submission.



### Procedure for remote exams:

- Questions will be sent to you at the scheduled time on the date of your exam. If you do not receive your exam within 15 minutes past your scheduled time, please contact Markus Peterson at [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca) immediately.
- Be sure to send a quick reply to confirm receipt of the questions, and indicate in your email that you read and understand these instructions, as well as the [University's policy on Academic Integrity](#) and the [Code of Behavior on Academic Matters](#).
- You will have **four** hours in which to complete the examination. If, for any reason, you feel you cannot complete the exam on time, do not quit writing and please inform Markus Peterson. You must turn in as much writing as you possibly can. If you do not turn in any writing and you do not notify Markus Peterson of problems at the time they occur, the exam will be marked as a fail.
- **Answers must be submitted in Word format no later than the date/time it is due.** Answers will not be accepted after this time. Your exam will be marked as a fail in these cases.
- When your exam is complete, please send your answers via email to [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca) and CC the PhD Program Director.

### Procedure for in-person exams:

- Students must book a room at the Daniels Faculty and include this information on the exam booking form.
- Questions will only be released at the time of the exam.
- You will have three hours in which to complete the examination.
- When your exam is complete, you must hand over your written answers to Markus Peterson.

### Assessment of Comprehensive Exam 1

- The Supervisor will work with the second assessor to assess the written exam.
- The Supervisor will complete the 'Assessment of Comprehensive Exam 1' form and ensure that the assessment/result of the exam is sent to the Graduate Office within 2 weeks from the date of the exam.
- The exam will be recorded as a DEX (departmental exam) committee meeting on ACORN with a result of Satisfactory (Pass), Unsatisfactory (Fail).
- Once the result is noted on ACORN, the student will be notified.
- Students **must pass** comprehensive examination 1 before requesting to take comprehensive exam 2.
- In the event of a failing grade, a second attempt of the comprehensive examinations must be attempted again within six months and will only be allowed on the recommendation of the student's supervisor.
- If the student fails the exam the second time, current rules and regulations apply, including the student's right to appeal to the Faculty's Standing Committee overseeing appeals and the department's right to recommend to SGS that the student no longer be eligible to continue in the PhD program.

### Comprehensive Exam 2 Requirements

**Comprehensive Exam 2** is to be completed during the second semester of the second year of study and is to achieve **depth** in a sub-field, within the faculty or beyond, so that the student can master the context for the advanced research that they plan to undertake for their thesis. This exam may be administered by a faculty member other than the supervisor, to be determined by the student in consultation with their supervisor. This second part can take one of two formats:

1. a second annotated bibliography to achieve depth in a sub-section of the chosen field of study.

**-OR-**

2. a course syllabus with readings and outlines of lectures, and themes for tutorial discussion.



An oral examination will follow the completion of the second part of the exam. The oral examination.

- Students must submit their request to take Comprehensive exam 2 to the Graduate Administrator at [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca) **in January or at least 3 months** before the date of the exam.
- The annotated bibliography or course syllabus can be submitted together with the 'Comprehensive exam 2 – Booking Form' **or** at a minimum of **2 weeks** before the exam.
- The 90-minute Oral Exam must be completed by the end of the Winter semester (April) of the second year of study.

### Option 1: Annotated Bibliography for Comprehensive Exam 2

If a student chooses to submit an annotated bibliography, a copy must be submitted to the Graduate Administrator at [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca), **a minimum of 2 weeks** before the exam. However, it is recommended to submit the bibliography when booking the exam.

### Option 2: Course Syllabus for Comprehensive Exam 2

If a student chooses to develop a course syllabus, it must include readings and outlines of lectures and themes for tutorial discussion, a copy must be submitted to the Graduate Administrator at [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca), **a minimum of 2 weeks** before the exam.

### Responsibility of Supervisor for Comprehensive Exam 2

- The Supervisor will support the student to determine the specific nature and scope of the Comprehensive Exam 2.
- Working with the student, the Supervisor will ensure the availability of the examination committee before a request for the exam is submitted.
- The Supervisor will guide the student on picking their format for the comprehensive exam 2 and support the student with the development of the course syllabus **or** annotated bibliography.
- Upon the completion of the exam, the Supervisor must submit a written report on the proceedings, questions, topics, and outcome of the examination to the Graduate Administrator using the 'Comprehensive Examination 2 – Summary and Exam Outcome' form with a clear indication of the result of the exam. Any comments should be linked to individual exam committee members' names. The Supervisor is also responsible for informing the student of the result at the end of the exam.

### Second Assessor Responsibilities for Comprehensive Exam 2

- It is preferred that the same second assessor who participated in the Comprehensive Exam 1, serves as part of the exam committee for Comprehensive Exam 2. However, if there is a new or additional assessor assigned to the Comprehensive Exam 2 committee, the assessor must meet the same eligibility and be assigned by the same process as reflected in the second assessor section of comprehensive exam 1 above.
- The second assessor(s) must follow the expectations of the exam committee as listed below.

### Exam Committee for Comprehensive Exam 2

The exam committee will:

- consist of the Supervisor, Second Assessor(s) and Program Director.
- review the content submitted by the student for Comprehensive Exam 2 (i.e. annotated bibliography or course syllabus) in advance of the 90-minute oral presentation/departamental exam and prepare questions to be asked at the exam.
- judge whether the answers offered by the student during the round of discussion appear to adequately meet individual expectations.



- assess the student's annotated bibliography or course syllabus **and** oral exam, assigning a pass or fail grade depending on the overall performance of the student.

## Exam Procedures and Instructions for Students for Comprehensive Exam 2

- Students must submit required forms and supporting documents according to the enrolment requirements stated in the Enrolment section above. ***Students must confirm the availability of their exam committee for the date of their exam before submitting the [booking form](#).***
- Students must submit the annotated bibliography or course syllabus no later than 2 weeks before the exam via email to [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca). A copy will then be forwarded to the Exam Committee for review.
- Official notice of the exam will be sent to the student and Committee.
- The students will continue to consult with their Supervisor to prepare for the exam.
- Any medical, mental health, and/or accessibility issues must be discussed with the Graduate Administrator and/or the appropriate University Office (e.g. [Accessibility Office](#)) at least six weeks prior to the exam. Any accommodations suggested by those offices must be in place before the exam begins.
- At the time of the examination:
  - The Supervisor will review the candidate's background and receive/make note of feedback regarding the submitted documents (i.e. course syllabus/annotated bibliography) with the exam committee members prior to introducing the candidate to the committee.
  - The student will then be invited to give a 30-minute oral presentation in front of the Exam Committee followed by 60 minutes of questions and discussion.
  - The Supervisor will then oversee a round of questioning by committee members and will keep a brief record of the main topics covered and asked. Judging whether the answers offered by the candidate appear to adequately meet a questioner's expectations is the role of the questioner and the examination committee. The supervisor goes last in the order of questioning.
  - Following the question period, the candidate will withdraw from the examination room and committee members will discuss the candidate's performance.
  - Once a decision is made, the student is invited back into the room where the Supervisor will verbally inform the student of the committee's decision and recommendation.
  - The Supervisor must submit a written report on the proceedings, question topics, and outcome of the examination to the Graduate Administrator at the end of the exam using the appropriate form.
- The exam has 2 possible outcomes: pass or fail. In the event of a failing grade, a second attempt of the comprehensive examinations must be attempted again within six months and will only be allowed on the recommendation of the student's supervisor.
- Once the grade is submitted and added to ACORN, you will be notified by the Graduate Administrator.

## Assessment of Comprehensive Exam 2

- The Exam Committee will assess the student's annotated bibliography or course syllabus and oral exam. A pass or fail grade will be assigned depending on the overall performance of the student.
- The Supervisor will inform the student of the result at the end of the exam.
- The Supervisor must complete the Comprehensive Exam 2: Summary and Exam Outcome form and submit it to the Graduate Administrator within 1 week from the exam date.
- The exam will be recorded as a DEX (departmental exam) committee meeting on ACORN with a result of Satisfactory (Pass), Unsatisfactory (Fail).
- Students must pass comprehensive examination 2 before permission to submit a Thesis Proposal will be granted.



- In the event of a failing grade, a second attempt of the comprehensive examinations must be attempted again within six months and will only be allowed on the recommendation of the student's supervisor.
- If the student fails the exam the second time, current rules and regulations apply, including the student's right to appeal to the Faculty's Standing Committee overseeing appeals and the department's right to recommend to SGS that the student no longer be eligible to continue in the PhD program.



# THE THESIS

## Introduction

The organization of the entire program (required courses, elective courses, and Comprehensive Exams) is intended to guide the student and provide the background for the formulation of the Thesis Proposal and production of the Thesis. The student works closely with the supervisor in selecting a thesis topic that can be feasibly researched within a one-to two-year time frame. The Thesis Proposal is initially approved by the supervisor and is subsequently submitted to the Supervisory Committee for final evaluation and approval. Once approved, the student carries out the proposed thesis research with the support and guidance of the supervisor and the Supervisory Committee. When completed, the Supervisory Committee approves the Thesis, and then an application for its final defense at a School of Graduate Studies (SGS) Oral Examination is made through the Graduate Administrator with the approval of the PhD Program Director. Completion and successful defense of the Thesis are required before the doctoral degree can be conferred.

The Thesis is an original piece of scholarly research on a topic that has been selected by the student and approved by the supervisor and the student's Supervisory Committee. The Thesis is a major undertaking that reflects the highest standards of scholarship and that makes a significant contribution to knowledge and practice in the field of research. When the Thesis is completed and has met the approval of the Supervisory Committee, the student proceeds to the Final Oral Examination that is administered by the School of Graduate Studies. Copies of the completed dissertations will be housed in the Daniels Faculty and may be signed out as they become available by request to the Graduate Administrator.

## The Thesis Proposal

The student's Thesis Proposal should outline the main argument, the rationale supporting the prospective thesis, a summary of existing research on the topic, a case for the originality of the research, a description of proposed methodologies, a description of proposed "archive" of primary material/data, and a schedule for research activities.

The thesis topic follows from the literature research conducted for the Comprehensive Exams. This means that most students develop a feasible study question in conjunction with the analysis of the research literature examined for Comprehensive Exam 2. Consultation with the supervisor enables the student to refine the question and prepare a Thesis Proposal.

In developing the thesis study question and method(s), the student should give careful attention to the time required to complete the project. The student should estimate that 3 to 4 months may be necessary to develop the proposal. A draft of the Thesis Proposal is submitted to the supervisor for feedback and revision prior to convening a meeting of the Supervisory Committee for review and approval of the Thesis Proposal. ***The supervisor is expected to provide feedback on the draft of the Thesis Proposal within a 2-week time frame.***

## Thesis Proposal Format

The proposal should not exceed 20 pages, double-spaced, excluding references and work plan.

In addition, the title page of the Thesis Proposal must include the following statement:

*"This Thesis Proposal is an independent piece of work submitted in partial fulfillment of the requirements to be met for a doctoral Thesis in Architecture, Landscape, and Design."*

## Thesis Proposal Outline

1. **Title:** The thesis title should give a clear indication of the topic being studied.
2. **The Question:** A description of the thesis topic includes specification of the study question(s), justification for their selection vis-à-vis previous research, and the potential relevance of addressing these questions for the advancement of knowledge in the field of study.



3. **Theoretical Framework and Background Information:** The major theoretical premises that underlie the question are articulated, and the salient concepts are defined. Following a concise, critical review of the theoretical and research literature, a theoretical model or framework is proposed in support of the selected research question.
4. **Design and Methods:** Research questions and/or hypotheses are formulated clearly such that all study constructs and/or variables and their anticipated relationships are specified. The selected research design is detailed (survey, archival, descriptive, interpretive, experimental, etc.). The reasons for selecting the design are given, including its merits and limitations. A description of the primary research material is included. Where applicable, the operational definitions of each study variable are defined. If applicable, participants and the sampling procedures are specified including the inclusion/exclusion criteria for study participants, justification for selecting the population, or database, from which the sample is to be drawn. Sample size, or extent of database, is specified and justified.  
  
Data collection methods are described in detail. Interview schedules, procedures for analyses of archives, physical sites, databases, coding methods, recording methods, instruments, or any other proposed data collection techniques are to be described.
5. **Data / Primary Research Material Analysis:** The methods of analysis appropriate for the study design are described. The specified procedures are consistent with the nature and quality of the data. Pilot testing of the analytic procedures may be required when these procedures have not been previously tested. The results of the pilot study are reported, including the identification of potential problems.
6. **References:** Only items cited in the text are included.
7. **Work Plan:** At the end of the proposal the student attaches an addendum, which provides a detailed work plan, including estimates of the time needed to complete each phase of the proposed research.

### Assessment of Thesis Proposal

The supervisor, as the Chair of the Committee, and the Supervisory Committee members have the responsibility of adjudicating the merits of the Thesis Proposal. The student proceeds to the collection of data and preparation of the Thesis only after approval of the Thesis Proposal has been obtained from the Supervisory Committee.

### Thesis Proposal Defense Meeting

Following revisions of the Thesis Proposal based on feedback from the supervisor, the student in consultation with the Supervisor convenes a Thesis Proposal defense meeting with the Supervisory Committee. The student must inform the Graduate Administrator of this meeting by submitting the Thesis Proposal Review Booking Form (see [Appendix 16](#)) together with a copy of the Thesis Proposal at least 3 weeks before the scheduled date. The student must submit copies of the Thesis Proposal to each member of the Committee at least 2 weeks prior to the proposal defense. The student attaches to each copy of the proposal the Thesis Proposal Review Assessment Criteria (see [Appendix 17](#)) when circulating their Thesis to the committee members. The Thesis Proposal defense meeting is required in adjudicating the merits of the student's Thesis Proposal. To obtain candidacy, students are required to complete their Thesis Proposal defense by the end of the third year. However, it is strongly encouraged that students complete the Thesis Proposal at the beginning of their third year of study. The following criteria will be considered for assessing the Thesis Proposal during the proposal defense:

- To what extent is the research question focused and researchable?
- To what extent has a coherent and relevant theoretical model been developed in support of the research question?
- To what extent are the design methodologies and methods appropriate and clearly articulated?
  - Are the sampling strategies and other sources of information well thought out and appropriate?
  - Are the information-collecting strategies clearly stated, including psychometric properties where appropriate?
  - Are the planned analyses of the collected information clearly outlined and appropriate?
- Is the proposal work plan feasible?



During the meeting, the student is expected to present a brief summary of the Thesis Proposal to the committee and respond to questions raised. Based on the assessment of the written proposal and the student's responses to these questions, the committee makes specific recommendations as to corrections, modifications, or substantial revisions. The supervisor records the recommendation of the Committee on the Thesis Proposal Review Committee Recommendation form (see [Appendix 18](#)). The supervisor completes the Thesis Proposal Review Supervisor Summary Report (see [Appendix 19](#)) with a summary of the Supervisory Committee's review of the Thesis Proposal addressing each of the assessment criteria.

### **Final Submission of Thesis Proposal**

The Thesis Proposal Review Supervisor Summary Report is appended to the completed Thesis Proposal Review Committee Recommendation Form and copies are sent to the student, each committee member and the PhD Program Director and Graduate Administrator. The Graduate Administrator will make a record of this milestone on ACORN and a copy of the Supervisor Summary Report and Committee Recommendation form will be saved in the student's file. Possible results of the Supervisory Committee's review of the Thesis Proposal are as follows:

- **Approved...**
  - Without changes
  - With minor corrections
  - With minor modifications
- Or**
- **Not Approved**
  - Revision and resubmission required

If the Thesis Proposal is approved, the student makes corrections or modifications to the proposal as recommended by the Supervisory Committee and submits a copy to the supervisor, each committee member and the PhD Program Director. Following the initial notification of the approval status, students who receive "Approved with Minor Corrections" are required to submit the final copy within 1 month, and those who receive "Approved with Minor Modifications" are required to submit the final copy within 3 months. If the revisions are considered to be of minor corrections or modifications, the committee may approve the proposal without reconvening a meeting.

If the Thesis Proposal is not approved and major revisions have been recommended, the student revises the proposal accordingly. The Supervisory Committee is reconvened, and a second adjudication of the proposal proceeds as described above. When final approval has been obtained, steps are taken to inform the appropriate parties as mentioned above and the student proceeds with data collection. Irrelevant of the outcome, the student is required to meet with their supervisory committee within three months of submitting the Thesis Proposal to discuss progress.

### **Achieving Candidacy**

Doctoral candidacy is achieved when all requirements except for the Thesis are met. This includes all coursework, the successful completion of the comprehensive examination, and the acceptance of the student's proposal. The candidate will then proceed to researching and writing the Thesis. Students are expected to achieve candidacy at the beginning of the third year of study, and no later than the end of the third year.

### **Thesis Format**

Consistency in the style and formatting of a thesis is essential.

We strongly recommended that authors use an SGS thesis template. The template can be applied at any stage of the writing process, but using one at an early stage will simplify formatting and PDF conversion.

Students must familiarize themselves with and follow the School of Graduate Studies (SGS) [thesis formatting requirements](#).

### **The Final Oral Examination**

Candidates complete a thesis that must be based on research conducted while registered in the PhD Program. Copies of the completed Thesis must be submitted to all final oral examination committee members and to SGS at least 8 weeks before the candidate's final oral examination to allow enough time for the appraisers to review the Thesis and provide feedback. The candidate shall successfully defend the Thesis at a final oral examination which is



administered by SGS. The student and Supervisor must refer to the [SGS Guidelines for The Doctoral Final Oral Examination](#) to ensure that all requirements and regulations (e.g. Quorum) are met before booking the exam. The student must not have any contact with the External Appraiser until the Exam.

When the Supervisory Committee has approved a final draft of the Thesis, the Supervisor in consultation with the student arranges with the Graduate Administrator a date and time for the Oral Examination by submitting a completed PhD Final Oral Exam (FOE) Booking Sheet (see [Appendix 20](#)) and providing any necessary supporting materials (e.g., External Appraiser - CV and information). This request **must be made at least 8 weeks** prior to the desired examination date. It is the responsibility of the supervisor to decide, in consultation with the student, which scholar is appropriate as an external examiner for the oral examination. [See SGS website for regulations.](#)

The Final Oral Examination Committee Must Include:

- Minimum 4 voting members, Maximum 6 voting members as follows:
  - 1-3 Supervisory Committee Members
  - Minimum 2 arm's length examiners – one external to UofT and the Supervisory Committee (e.g. the External Appraiser), and one internal to UofT and external to the Supervisory Committee.
  - A non-voting Chair appointed by SGS (SGS will provide the Department with the name of a suitable Chair and will notify the Chair by letter).

\* Note: Only a maximum of 2 remote telephone/video participants are allowed.

### **Submission of Thesis**

The student must ensure that a copy of the final Thesis is provided to the Graduate Administrator **at least 8 weeks** in advance of the examination date so that it may be distributed to the External Appraiser for review.

The student is also required to distribute their final Thesis to some of the members of their Final Oral Examination Committee upon notice from the Graduate Administrator. The Graduate Administrator will distribute the final Thesis to the Chair and External Appraiser.

### **Appointment of a Final Oral Examination Committee**

With the exception of the External Appraiser, each member of the Final Oral Examination Committee must hold a Graduate Faculty Membership at the University of Toronto.

1. The Examination Committee shall consist of four to six voting members. Because quorum is four voting members, SGS recommends including at least five voting members to ensure the exam proceeds as scheduled. The Committee must include:
  - a. At least one member, but not more than three members, of the Candidate's supervising committee.
  - b. At least two examiners who have not been closely involved in the supervision of the Thesis. Those eligible include: the External Appraiser, members of the faculty appointed to the Candidate's graduate unit, and members of the faculty appointed to other graduate units of the University.
  - c. A non-voting Chair requested by the Graduate Administrator and appointed by SGS. The Doctoral Examinations Office will inform the graduate unit when a Chair for the examination has been appointed.

### **Producing Your Thesis**

Following final revisions of the Thesis as recommended by the examiners, the student follows the [SGS guidelines for preparing and submitting the Thesis in Electronic Theses and Dissertations](#) (ETDs are text-based PDF files) format. The student is responsible for the binding of copies of the Thesis for personal use. In addition, the student submits one bound copy of the Thesis to the Daniels Faculty. Binding service is available through the University of Toronto Bookstore, 214 College St., 416-640-5849. This is only a suggested option; you may use any binding service that you prefer.



# FUNDING AND AWARDS

The Daniels Faculty provides a base funding commitment of \$17,500 plus tuition and fees for PhD students in the funded cohort. The funded cohort is defined as students who have not exceeded the program length and are registered in year 1 to year 4 of the ALD PhD program.

This funding commitment is valid for a maximum of 4 years. Students must be registered and engaged in full-time studies, complete program requirements in a timely manner, remain in good standing, and apply for major external funding in order to maintain the funding commitment. A student's failure to meet these conditions may result in their financial support package being compromised.

Students within the funded cohort will receive a funding package with the details of their financial support at the end of August for each academic year.

## Eligibility

1. To be and remain eligible for the funding commitment, students are required to be engaged in full-time studies for the academic year so that they can pursue their education within the necessary time requirement and commit fully to their education. Full-time is defined as being registered as a full-time student each academic session.
2. Students are required to make satisfactory progress through the program as defined by the School of Graduate Studies ([www.sgs.utoronto.ca](http://www.sgs.utoronto.ca)). A PhD student by the end of August of the third year is expected to have completed all program requirements exclusive of the Thesis (i.e., course work, Comprehensive Exams 1 and 2, Thesis Proposal approved by their committee and achieved Candidacy). The research, writing and oral examination of the Thesis should be completed by the end of the fourth year of the program. Students on file with the University Accessibility Services follow a specific plan that is appropriate. Students who are on a leave of absence (health, parental, or other) in years one through four are not eligible for funding during the time absent. The time to completion clock will stop for students who are on approved leave until they return to full-time study. ***\*If a student has a disability impacting their timeline, they may register with Accessibility Services and speak to their assigned Advisor re: an appropriate and specific plan to complete their program.***
3. Students must demonstrate evidence of applying for major external funding.
4. Annual Reports: Starting from the second year, students and their supervisors are expected to provide annual progress reports. These reports must be submitted to the Graduate Administrator for review by the PhD Program Director in order for students to be considered in good standing, which means the student is meeting the milestones (e.g., coursework completion, Comprehensive Exam, Thesis Proposal approval, and Thesis completion) stipulated in the PhD Manual.

## PhD Students Within the Funding Cohort

Financial support packages are made up of a combination of major/external awards (e.g., NSERC, SSHRC, OGS), University of Toronto and departmental scholarships and fellowships, Teaching Assistantships and/or Research Assistant positions in the Daniels Faculty. The sources for individual packages will differ among students and may vary from year to year. All income from Teaching Assistantships or Research Assistantships outside the Daniels Faculty will be supplementary to the guaranteed funding package.

### Major/External Awards

The award value for major/external award recipients (e.g., NSERC, SSHRC, OGS) will be considered part of their financial support packages, an additional "top-up" of Daniels Faculty funding for some major/external awards will be provided (see Financial Support Table). All graduate students are required to apply for external awards for which they are eligible. Graduate students are required to inform the Graduate Administrator if they receive an award, including an award that is paid directly to the student by the awarding body. The funding package may be revised at any point to include major awards, including retroactive awards and award upgrades, which are received during the timeframe covered by this funding letter. Major/External award recipients with awards in excess of \$17,500 are required to pay



their own fees from their financial support package. Some major external awards are eligible for a faculty 'top-up' as shown in the table provided below.

### Teaching Assistantships

Teaching assistant/co-instructor/course instructor positions are part of the funding package for most graduate students and provide valuable work experience. As a condition of the funding package, students are typically required to apply to/ accept the Teaching Assistantship, co-instructor or course instructor position provided as part of the funding package. For upper years of TA/co-instructor/course instruction funding, students must have also satisfactorily performed duties in the previous year's TA /co-instructor/course instructor position. If these conditions are not met, a student's financial support package may be compromised, and the corresponding portion of your funding package may be forfeited.

There is a limit to the amount of unit 1 work that can be counted toward the base funding package, as per the CUPE 3902 Collective Agreement, the current limit is \$8043. Any income from teaching assistantships that exceeds \$8043, will be in addition to the Daniels Faculty base funding package.

PhD students are able to apply for teaching assignments/hours beyond what is allotted as part of the funding guarantee, however, it is highly recommended that students consider their program requirements and time commitments to ensure they do not overload themselves. Positions are posted by the Daniels Faculty for courses in the faculty's undergraduate and graduate courses. Fall term positions will be open for applications on the Daniels Faculty website in June each year. Winter term positions will be open for applications in October each year. Summer term positions will be open for applications in mid-March. For assistance with the application process please consult with the Daniels Faculty Programs Office ([ta@daniels.utoronto.ca](mailto:ta@daniels.utoronto.ca)).

### Research Assistantships

Research Assistant Positions (RA-ships) allow students to work on an externally funded research project and acquire first-hand experience that may be helpful to students when they pursue careers.

There are two types of RA-ships: Hourly RA-ships that generate taxable T4 income, and Stipendiary RA- ships that generate non-taxable T4A income. Per the Canada Revenue Agency (CRA) the key determining factor is whether or not an employment relationship exists between the student and the supervisor (see [link for additional details CRA – Amounts Determined to be Employment Income](#), sections 3.28 and 3.29).

The following table provides information on both forms of RA-ship:

Hourly RA-ship – T4 (Otherwise Called Casual Contract)	Stipendiary RA-ship – T4A
Status as a graduate student is not a condition of the work contract.	The work is available to the student in part because of admission to a specific graduate program.
The work undertaken does not necessarily represent a learning opportunity and/or it is <i>primarily</i> in support of someone else's research objectives.	Any work performed must represent a learning opportunity, though it does not need to be directly related to the student's own research.
Payment is based on hourly work. Timesheets are used to document hourly work and are the basis for payments to the student.	Payment is not based on hourly work and may be provided in a lump sum. Timesheets are not used.
Hourly Research Assistants are part-time employees and represented by USW. Hourly Research Assistants receive vacation pay and may receive employee benefits.	Stipendiary Research Assistants are not employees. Stipendiary Research Assistants do not receive vacation pay or employee benefits.
Hourly Research Assistants receive T4 income, which is subject to income tax.	Stipendiary Research Assistants receive income that is more like an award or scholarship and is therefore T4A income, which is not subject to income tax.

### Tuition and Fees

While the student is within the funded cohort, tuition and fees are paid directly by the Daniels Faculty on the student's behalf. **Major/External award recipients with awards in excess of \$17,500 are required to pay their own fees from their financial support package.**

The tables on the next page will provide a breakdown of the guaranteed funding package:



## 2021-22 ALD PhD Guaranteed Financial Support Package Values

Student Type	Basic Funding Package	Tuition Fees <sup>1</sup>	Major or External Funding	Top-up from Daniels	Total Funding Package	Funding Package Payment <sup>2</sup>		
						Paid to Student	Paid to Fees	Fees Paid By:
PhD - Domestic	\$17,500	\$7,859	\$0	\$0	\$25,359	\$17,500	\$7,859	Daniels
PhD - International	\$17,500	\$8,579	\$0	\$0	\$26,079	\$17,500	\$8,579	Daniels
PhD with Vanier CGS - domestic	\$17,500	\$7,859	\$50,000	\$0	\$50,000	\$50,000	\$0	Fellowship/Student
PhD with Vanier CGS - international	\$17,500	\$8,579	\$50,000	\$0	\$50,000	\$50,000	\$0	Fellowship/Student
PhD with NSERC CGS D	\$17,500	\$7,859	\$35,000	\$0	\$35,000	\$35,000	\$0	Fellowship/Student
PhD with NSERC PGS D	\$17,500	\$7,859	\$21,000	\$6,000	\$27,000	\$27,000	\$0	Fellowship/Student
PhD with SSHRC CGS D	\$17,500	\$7,859	\$35,000	\$0	\$35,000	\$35,000	\$0	Fellowship/Student
PhD with SSHRC Doctoral Fellowships	\$17,500	\$7,859	\$20,000	\$7,000	\$27,000	\$27,000	\$0	Fellowship/Student
PhD with OGS (Domestic)	\$17,500	\$7,859	\$15,000	\$4,000	\$26,859	\$19,000	\$7,859	Daniels
PhD with OGS (International)	\$17,500	\$8,579	\$15,000	\$4,000	\$27,579	\$19,000	\$8,579	Daniels
<sup>1</sup> Based on 2021-22 Fees of \$7,858.65 - PhD Domestic: \$8,578.65 - PhD International								
<sup>2</sup> With the exception of the September external/major fellowships, both internal and external awards will be posted to the student's fees account and will automatically be put towards tuition and/or any outstanding charges. If the award amount exceeds the total tuition fees charged to the account, the student will be issued a refund in the amount of the balance. If the award amount is less than the total amount owed, students must pay the difference by the tuition fee deferral deadline to avoid paying service charges.								

## Funding Structure for ALD PhD Students Who Do Not Have a Major External Award

Student	University of Toronto Fellowship	Plus	Funding from Unit 1 Work	Plus	Tuition and Fees	Equals	Total
Domestic	\$9457	+	\$8043	+	Approx. \$7859	=	\$25,359
International	\$9457	+	\$8043	+	Approx. \$8579	=	\$26,079

All income from Unit 1 work above \$8043 for the 2021-22 academic year will be supplementary to the funding package.

## Funding Structure for ALD PhD Students Who Have a Major External Award/Funding

The award value for major/external award recipients (e.g., NSERC, SSHRC, OGS) will be considered part of their financial support packages, an additional "top-up" of Daniels Faculty funding will be provided for some major/external awards (See Financial Support Table).

All income from Unit 1 work will be supplementary to the funding package for students who hold a major or external award/funding.

## PhD Students Outside the Funding Cohort

Registered students will be required to pay fees if enrolled in the fifth year but will not be eligible for the funding package. Registered students continue to be eligible for research and teaching positions.

The Doctoral Completion Award (DCA) is available for eligible students in Year five. The DCA is a competitive award intended to provide students with funding to assist them in completing their degrees by the end of the sixth year. The amount will vary from year to year based on the funding allocation and number of eligible students.



## Awards Available to Current ALD PhD Students

Values shown below are for the latest session known and may vary from year to year; additional terms and conditions apply for individual awards.

Student must apply for any major/external awards they are eligible for in order to maintain the faculty's funding commitment.

A number of scholarships/bursaries are open to PhD full-time students and can be found on [Awards – School of Graduate Studies \(utoronto.ca\)](#). Students will be informed about upcoming awards inclusive of application processes and deadlines as it becomes available throughout the academic year.

### NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL (NSERC CGS D and PGS D)

**Value:** NSERC CGS D - \$35,000 (per year for 3 years); NSERC PGS D - \$21,000 (per year for 3 years) – Award is renewable annually.

#### Eligibility:

- Be applying for support to pursue doctoral studies in natural sciences and engineering (i.e., the proposed research or related activities must be [aligned with NSERC's legislated mandate](#)).
- Be a Canadian citizen or permanent resident of Canada as of the graduate unit application deadline date.
- Have completed no more than the [allowable months of study](#) in the doctoral program as of December 31st of the year of application.
- Submit only one doctoral award application in a given academic year. Nominations to the Vanier CGS program do not count towards this limit.
- Have not already received a doctoral-level scholarship or fellowship from CIHR, NSERC, or SSHRC.
- Have at least an A- average in each of the last two years of completed study.

Full information on eligibility is available on [NSERC's website](#) and the [School of Graduate Studies Website](#).

**Application:** See [NSERC On-line System](#) and [NSERC instructions](#).

Applicants apply for both NSERC CGS D and PGS D awards by completing one application form.

**Note:** *You may submit only one application per year to only one granting agency (NSERC or SSHRC). With the exception of Vanier, applications to multiple agencies will be disqualified.*

**Deadlines:** As set by the Daniels Faculty, information will be circulated to students as it becomes available.

### SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL OF CANADA (SSHRC)

#### Value:

SSHRC CGS D - \$35,000 (per year for 3 years); SSHRC Doctoral Fellowships - \$20,000 (per year for 3 years) - Award is renewable annually.

#### Eligibility:

- Be applying for support to pursue doctoral studies in social sciences or humanities (i.e., the proposed research or related activities must be [aligned with SSHRC's legislated mandate](#)).
- Be a Canadian citizen or permanent resident of Canada as of the graduate unit application deadline date.
- Have completed no more than the [allowable months of study](#) in the doctoral program as of December 31st of the year of application.



- Submit only one doctoral award application in a given academic year. Nominations to the Vanier CGS program do not count towards this limit.
- Have not already received a doctoral-level scholarship or fellowship from CIHR, NSERC, or SSHRC.
- Have at least an A- average in each of the last two years of completed study.

Full information on eligibility is available on the [SSHRC's website](#) and the [School of Graduate Studies Website](#).

**Application:** See SSHRC CGS D ([SSHRC Online System](#)); see [SSHRC instructions](#).

Applicants apply for both SSHRC CGS D awards and the SSHRC Doctoral Fellowships by completing one application form.

**Note:** *You may submit only one application per year to only one granting agency (NSERC or SSHRC). With the exception of Vanier, applications to multiple agencies will be disqualified.*

**Deadline:** As set by the Daniels Faculty, information will be circulated to students as it becomes available.

## ONTARIO GRADUATE SCHOLARSHIPS

**Value:** \$15,000 (\$5000 per term for three consecutive terms) – Must be applied for annually.

The province of Ontario contributes two-thirds of this amount, and the University/Daniels Faculty provides one-third of the contribution.

### Domestic Student OGS Eligibility:

- Be a Canadian citizen, Permanent Resident, or Protected Person under subsection 95 (2) of the Immigration and Refugee Protection Act (Canada) by the student deadline as determined by each graduate unit.
- Be registered or intend to register in an eligible program on a full-time basis in 2021-22
  - An eligible program is defined as a full-time program of study of two or three sessions at the University of Toronto leading to a graduate degree. A full-time student is one who is in at least 60% of a full course load (40% for students with a permanent disability) or as defined by their institution.
- Have not exceeded the [lifetime maximum](#) of government-funded support or maximum OGS/QEII support available for their current level of study
- Have achieved at least A- (or equivalent) in each of the last two completed years of study (full-time equivalent); or if the student has completed two years or more of graduate studies at the time of application, the student must only demonstrate an overall average of at least A- (or equivalent) on all graduate courses completed.

### International Student OGS Eligibility:

- International students who are studying or plan to study at the University of Toronto under a temporary resident visa (student study permit) are eligible for a set number of OGS awards (valid study permits must be effective as of the graduate units' OGS international application deadline).
- Be registered or intend to register in an eligible program on a full-time basis in 2021-22.
  - An eligible program is defined as a full-time program of study of two or three sessions at the University of Toronto leading to a graduate degree. A full-time student is one who is in at least 60% of a full course load (40% for students with a permanent disability) or as defined by their institution.
- Have not exceeded the [lifetime maximum](#) of government-funded support or maximum OGS/QEII support available for their current level of study.
- Have achieved at least A- (or equivalent) in each of the last two completed years of study (full-time equivalent); or if the student has completed two years or more of graduate studies at the time of application,



the student must only demonstrate an overall average of at least A- (or equivalent) on all graduate courses completed.

**Application:** Applicants should refer to the SGS website for step-by-step [application instructions](#) and [the award overview](#).

**Deadline:** As set by the Daniels Faculty, information will be circulated to students as it becomes available.

## **VANIER CANADA GRADUATE SCHOLARSHIPS**

**Value:** \$50,000 per year for three years.

### **Eligibility:**

- Be pursuing their first doctoral degree (including the PhD portion of a joint program including MD/PhD, JD/PhD) full-time at the nominating university in the academic year immediately following the release of results in April.
- Have completed no more than:
  - 20 months of full-time study in their doctoral program as of May 1, 2022, or
  - 32 months of full-time study in their doctoral program, by May 1st, 2022, if enrolled in a joint graduate research program, e.g., MD/PhD, MA/PhD, DVM/PhD. Applicants that fall into this category have access to the 32-month window whether or not they were previously enrolled in a Master's program, or
  - 32 months of full-time study in their doctoral program by May 1, 2022, if accelerated directly from a Bachelor's to a PhD (no time spent in a Master's program, or
  - 32 months of full-time study in their doctoral program by May 1, 2022, if accelerated from a Master's degree into a Doctoral program without obtaining the Master's degree.
- Have achieved a first-class average (A-), in each of the last two years of full-time study or equivalent.
- Not hold or have held a doctoral-level scholarship or fellowship from [CIHR](#), [SSHRC](#) or [NSERC](#) to undertake or complete a doctoral program (or combined MA/PhD or MD/PhD).

Nominees are evaluated and selected on the basis of academic excellence, research potential and leadership (potential and demonstrated ability). Domestic and international students are eligible to be nominated for a Vanier CGS.

**Application:** Applicants should refer to the Vanier website for step-by-step [application/nomination instructions](#) and the [Vanier Canada Graduate Scholarship](#) page on the School of Graduate Studies website.

**Deadline:** As set by the Daniels Faculty, information will be circulated to students as it becomes available.

## **UNIVERSITY-WIDE AWARDS**

Approximately 21 awards with individual eligibility criteria and values are available within the SGS University-Wide Awards competition. Applicants must meet all award-specific eligibility criteria required, as outlined within each award description (review list with links in the Application Process section below).

**Application/Deadlines:** Please refer to the [University-Wide Awards](#) page on the School of Graduate Studies website

## **ONTARIO TRILLIUM SCHOLARSHIPS**

**Value:** \$40,000 (renewable for a total of four years)

The Ontario Trillium Scholarships (OTS) program is a provincially-funded initiative to attract the best qualified international students to Ontario for PhD studies.

This scholarship does not require an application, students are nominated by the faculty upon admission.



## **CONNAUGHT INTERNATIONAL SCHOLARSHIPS for DOCTORAL STUDENTS**

**Value:** \$10,000 top-up to guaranteed funding package (renewable for a total of 4 years).

Awarded to new international full-time students entering the ALD PhD program. Please refer to the [Connaught International Scholarship](#) page on the School of Graduate Studies website.

This scholarship does not require an application, students are nominated by the faculty upon admission.

## **SGS Awards**

A number of scholarships/bursaries are open to PhD full-time students. Application deadlines vary, students are informed of these awards as they become available through the academic year.

A full list of these scholarships and awards can be found on [Awards – School of Graduate Studies \(utoronto.ca\)](#).

## **SGS Conference and Research Travel Grant Links**

The School of Graduate Studies (SGS) also offers grant opportunities for conference and research travel for PhD students. Please refer to the following links.

- SGS Conference Grant: <https://www.sgs.utoronto.ca/awards/sgs-conference-grant/>
- SGS Research Travel Grant: <https://www.sgs.utoronto.ca/awards/sgs-research-travel-grant/>



# APPENDICES

[Coursework Section](#) (Appendix 1 – Appendix 8)

***Note:** Forms from the Coursework Section can be found on the SGS website under Current Students in the [Student Forms & Letter Requests](#) section.*

[Supervision Section](#) (Appendix 9 – Appendix 13)

[Comprehensive Exams Section](#) (Appendix 14 – Appendix 15)

[The Thesis Section](#) (Appendix 16 – Appendix 20)



# Appendix 1: SGS Add/Drop Course(s) Form



UNIVERSITY OF TORONTO  
SCHOOL OF GRADUATE STUDIES

## Add/Drop Course(s)

A student wishing to add or drop course(s) **before** the SGS deadline may use the [Student Web Service](#) (ACORN) or consult with the [graduate unit](#) offering the course. If **after** the SGS deadline, you must complete this form and submit to your graduate unit for SGS approval. Check the [SGS Calendar](#) for deadlines to add and/or drop courses.

### Section 1: Student Information (To be completed by the student).

Last Name:	First Name(s):	Student Number:
Degree:		Session:
Graduate Unit:	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	U of T Email:

### Section 1.a: I apply to ADD the following courses/activities to my current program.

Course Number	Course/Activity Title	Required (Y/N)	Session Code	Meeting Section

### Section 1.b: I apply to DROP the following courses/activities from my current program.

Course Number	Course/Activity Title	Required (Y/N)	Session Code	Meeting Section

☐ Check here if you are requesting an appeal for a final grade of 'withdrawn without academic penalty' (WDR). WDR is assigned by SGS upon approval of a student's petition to the graduate unit for late withdrawal from a course for compelling extenuating circumstances. To initiate the process, a student must submit a letter of rationale with supporting documentation (e.g. medical certificate) to the graduate unit offering the course who will consider the appeal and if approved will forward the appeal to SGS for review. A WDR carries no credit for the course and is not considered for averaging purposes.

☐ Check here if you are dropping all your courses, a [Program Withdrawal](#) form must be completed and attached with this form for SGS approval.

### Section 2: Signatures (To be completed by the student and the graduate unit and, if applicable, the host graduate unit).

Student's Signature:		Date:
Instructor's Signature:	Graduate Unit:	Date:
Supervisor's Signature (if applicable):		Date:
Chair/Graduate Coordinator's Signature:		Date:
Host Instructor's Signature: (Inter-graduate unit add/drop courses)	Graduate Unit:	Date:
Host Chair/Graduate Coordinator's Signature: (Inter-graduate unit add/drop courses)		Date:
Courses added on ROSI by host Graduate Administrator: Yes <input type="checkbox"/>		Date:

### Section 3: Vice-Dean, Students, School of Graduate Studies Approval.

Request to Add/Drop Course(s):	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Vice-Dean's Signature, School of Graduate Studies:	Date:	





# Transfer Credit and/or Course Exemption

Transfer credit(s) and/or course exemption(s) are normally applied for upon admission (refer to the [SGS Calendar](#), General Regulations).

## Accompanying Documentation

An official transcript must be sent directly from the issuing institution to the graduate unit. A copy of the official transcript is required along with this form for SGS approval. For transfer credit, the graduate unit will verify that the course(s) has not been used for credit towards another qualification.

## Transfer Credit

Transfer credit will be limited to one full course (1.0 FCE) or 25% of the program course requirements, whichever is greater. Transfer credit may be granted for graduate work completed in another program, provided that the course(s) has not been credited towards another degree, diploma, certificate, or any other qualification. Approval of both the graduate unit and the School of Graduate Studies is required.

## Transfer Credit From Approved Exchange Program

Students participating in an approved exchange program may receive transfer credit for up to 50% of the course requirements for their degree. They may also complete language requirements while on the exchange. Transfer credit arrangements for exchange program participants must be recommended by the graduate unit and approved in advance by the School of Graduate Studies. To initiate this process, students must complete the [Course Pre-Authorization](#) (PDF) form.

## Course Exemption

With the approval of the graduate unit and the School of Graduate Studies, a student may be exempt from a specific course requirement permitting the substitution of another course to meet degree requirements. **Note: overall course credit requirements for the degree are not reduced.**

### Section 1: Student Information (to be completed by the student).

Last Name:	First Name(s):	Student Number:
Degree:		Graduate Unit:
U of T Email:		

### Section 2: Course Information (to be completed by the student and graduate unit).

Identify Whether Requesting Transfer Credit or Course Exemption	Course Number(s)	Credit Weight(s) (half/full)	Issuing Institution	Session(s)	Grade(s)
Transfer Credit(s) <input type="checkbox"/>					



Identify Whether Requesting Transfer Credit or Course Exemption	Course Number(s)	Credit Weight(s) (half/full)	Issuing Institution	Session(s)	Grade(s)	Indicate Specific Course Requirement the Exemption is Substituting
<input type="checkbox"/> Course Exemption(s)						
*By signing this form, I request that the above course(s) be transferred and/or exempted to my current degree program.						
Student's Signature*: (sign and print name)						Date:

**Section 3: Chair/Director/Graduate Coordinator Approval.**

When recommending course exemption(s), provide rationale:		
**Accompanying Documentation: for transfer credit and/or exemption, an official transcript must be sent directly from the issuing institution to the graduate unit. A copy of the official transcript is required along with this form for SGS approval. For transfer credit, the graduate unit will verify that the course(s) has not been used for credit towards another qualification.		
Chair/Coordinator's Signature**: (sign and print name)	Graduate Unit:	Date:

**Section 4: Vice-Dean, Students, School of Graduate Studies Approval.**

Request for Transfer Credit and/or Course Exemption:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Vice-Dean's Signature, School of Graduate Studies:			Date:

Freedom of Information and Protection of Privacy Act: <https://www.acorn.utoronto.ca/fippa.php>

10/2019





## Course Pre-authorization

### Course Pre-authorization Prior to an Opportunity Abroad

Graduate students wishing to participate in an approved exchange program on the recommendation of their graduate unit and approval by the School of Graduate Studies, may receive transfer credit for up to 50% of the course requirements for their degree. You may even be able to satisfy your language requirements. Approval of transfer credits and exemptions must be recommended by your graduate unit and authorized by SGS. It is your responsibility to discuss credit for coursework and language proficiency requirements with your supervisor (if applicable) and graduate unit, prior to applying for an opportunity abroad.

Graduate course(s) and language proficiency requirements for an exchange program participant must be approved in advance by the student's supervisor (if applicable) and home graduate unit. Once completed, this form will be sent directly by your home graduate unit to the School of Graduate Studies. If your course(s) and/or language requirements are approved, the Centre for International Experience will be notified and will consider your graduate exchange application.

Important to note: it is not the grading scale at the host institution that determines transfer credit but the grading scale at U of T. A minimum grade equivalent to the U of T grade of "B-" must be obtained at your Host University in order for a course to be considered for graduate credit transfer. For students studying in Europe, further note that 6 ECTS (European Credit Transfer System) credits are equivalent to 0.5 FCEs. SGS makes the decision on how to apply the ECTS grading scale to the U of T system.

**Section 1: Student Information (to be completed by the student).**

Name:		Student Number:	
Degree:		Graduate Unit:	
U of T Email:			
Note, exchange program applicants must attach course outlines or submit the calendar entry from the host university.			
Course Number and Title	Credit Weight (half/full)	Institution Where Course Taken	Session



Student's Signature:			Date:

**Section 2: Chair/Director/Graduate Coordinator Approval.**

Home Chair/Coordinator Signature: (sign and print name)	Graduate Unit:	Date:
--	----------------	-------

**Section 3: Vice-Dean, Students, School of Graduate Studies Approval.**

Course Pre-authorization:	Approved	Denied
Vice-Dean's Signature, School of Graduate Studies:		Date:

Freedom of Information and Protection of Privacy Act: [www.rosi.utoronto.ca/fippa.php](http://www.rosi.utoronto.ca/fippa.php)





## Request for Reading and/or Research Course

Sections 1, 2, and 3 of this form are to be completed by both the student and instructor.

### Section 1: Student Information

Name:		Student Number:	
Degree:	Graduate Unit:	U of T Email:	

### Section 2: Course Information

Course Number:	Course Title:
Graduate Unit Where Course Offered:	
Course Description:	
Session Course Offered:	Instructor Name:

### Section 3: Information Required In Support of Request

Work Required for Course	Weight in Total Grade	Date Due

Indicate arrangement/frequency of meetings between instructor and student:

**Reason for Requesting Reading Course (check one):**

☐ Lack of other courses.
 ☐ Special interest related to research or field projects.
 ☐ Regular course is full.
 ☐ Other (specify):

List any Reading and/or Research course(s) previously taken in the same degree program:

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Graduate Unit: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 4: Chair/Director/Graduate Coordinator Approval

<b>*I approve this Reading and/or Research Course.</b>		
Home Chair/Coordinator*: (sign and print name)	Graduate Unit:	Date:
Other Graduate Unit Chair/Coordinator*: (sign and print name)	Graduate Unit:	Date:
ROSI Updated (note, when checked, course add/drop form is not required). Graduate Administrator's Initials:		<input type="checkbox"/> Yes, Course Added on ROSI

Freedom of Information and Protection of Privacy Act: [www.rosi.utoronto.ca/fippa.php](http://www.rosi.utoronto.ca/fippa.php)

09/2011



The Ontario Visiting Graduate Student Agreement (OVGS) permits a registered student in good academic standing to take a limited number of degree program course requirements at an Ontario university without completing further admission formalities.

Graduate course(s) taken through OVGS are subject to the regulations and deadlines of the host institution. These course(s) must be requirements of the U of T degree program, and must not be available at U of T. Normally graduate students should not participate in OVGS in their final year unless the official grade will be received by the SGS final grade and degree recommendation submission deadlines (refer to the [SGS Calendar](#)). The graduate student pays tuition fees at U of T as per normal and is classified as a non-degree student at the host university. No tuition fees will be assessed by the host institution; however, applicable incidental fees will be charged.

Upon successful completion of the course(s), it is the student's responsibility to arrange that a transcript be sent directly to the Student Academic Services Office, School of Graduate Studies, U of T. Transfer credit will be limited to one full course (1.0 FCE) of the program course requirements. A minimum grade equivalent to the U of T grade of B- must be obtained at the host university in order for a course to be considered for graduate transfer credit.

Section 1: Student Information (to be completed by the student).

Last Name:		First Name(s):		U of T Student Number:			
Gender:		Degree:		U of T Graduate Unit:			
U of T Email:		Telephone:		Date of Birth (DD-MMM-YY):			
Legal Status in Canada:			Country of Citizenship:				
Current Mailing Address:							
<p><b>*I hereby request permission to take the following graduate course(s) required for my degree program at the host university. I have attached the relevant graduate course outline(s) or the calendar entry from the host university.</b></p> <p>Host University: _____ Host Graduate Unit: _____</p> <p>For the Period Beginning (YY-MM): _____ For the Period Ending (YY-MM): _____</p>							
Course Number	Title	Fees (host university)	Credit Value (host university)		Session(s)		
			Half	Full	Fall	Winter	Summer
Student's Signature*:						Date:	



Note: If a student wishes to withdraw, it is their responsibility to immediately notify the graduate school of the host university and the School of Graduate Studies, U of T by completing and submitting the [Visiting Graduate Student Notification of Course\(s\) Withdrawal form](#).

## Student Information

Last Name:	First Name(s):	U of T Student Number:

## Section 2: Chair/Director/Graduate Coordinator/Graduate Dean Home and Host University Approval:

In approving this transfer, the Home Graduate Unit certifies that:

- The student cannot take the course(s) at U of T during their degree program.
- The student is enrolled in a graduate degree program.
- The course is a requirement for the degree.

On signing approval, the Host Graduate School:

- Photocopies and sends the form to the Student Academic Services Office, School of Graduate Studies, U of T. Each Graduate Office sends copies to its own Graduate Unit Chair, Registrar and Accounts Office.
- After the student has enrolled, and after the session enrolment report date, the Host University Accounts Office is requested to send an invoice to the Student Academic Services Office, School of Graduate Studies, U of T.

Approval Signatures (in sequence):

U of T Home Chair/Coordinator Signature (sign and print name):	Date:
U of T Vice-Dean, Students of SGS Signature (sign and print name):	Date:
	Yes, non-invoiced course.
Host University Chair/Coordinator Signature (sign and print name):	Date:
Host University Graduate Dean's Signature (sign and print name):	Date:
	Yes, non-invoiced course.

Freedom of Information and Protection of Privacy Act: [www.rosi.utoronto.ca/fippa.php](http://www.rosi.utoronto.ca/fippa.php)

03/2016



Appendix 6: Extension to Complete Coursework Form



UNIVERSITY OF TORONTO  
SCHOOL OF GRADUATE STUDIES

Extension to Complete Coursework

The authority to grant a first extension to complete coursework, which is not to exceed one session beyond the original SGS deadline (refer to the [SGS Calendar](#)), is with the graduate unit in which the course was offered, not the instructor of the course. Submit a completed form to the Graduate Coordinator of the graduate unit the course was offered for approval.

A non-standard **second** extension to complete coursework must be approved by the Graduate Coordinator in which the course was offered and will be reviewed by the Vice-Dean, Students of SGS. A non-standard second extension to complete coursework must be accompanied with a letter of substantive rationale by the student and Graduate Coordinator and with supporting documentation such as a medical certificate.

Last Name:	First Name(s):	Student Number:
Degree:	Session: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer	
Graduate Unit:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Have you had a previous first extension to complete coursework? <input type="checkbox"/> Yes <input type="checkbox"/> No, this is a first extension		
If no, provide a reason for the request (for a medical/injury reason attach supporting documentation):		
If yes, provide the date on which the extension expires:		U of T Email:

Section 1: Request for Extension to Complete Coursework (to be completed by the student).

Academic Activity Code	Course/Activity Title	Instructor Name	Required (Y/N)	Session Code	Meeting Session	
a. Length of extension to complete coursework you are requesting (limit of one session per extension request; e.g. Jan.2015 to Apr.30, 2015):						
<b>Assignments and original deadlines in the course:</b>						
Assignment	Deadline	Completed (Y/N)				
<b>Other courses for which you currently have an extension:</b>						
Academic Activity Code	Course/Activity Title	Instructor Name	Required (Y/N)	Session Code	Meeting Session	Date Extension Expires
<b>Other courses for which you are currently seeking an extension:</b>						
Academic Activity Code	Course/Activity Title	Instructor Name	Required (Y/N)	Session Code	Meeting Session	
*By signing this form, I request that the above course be considered for extension, not to exceed one session. In the event of a non-standard <b>second</b> extension to complete course work, I have attached a letter of substantive rationale with supporting documentation (e.g. medical certificate).						
Student's Signature*:					Date:	



**Section 2: Instructor Approval (to be completed by the course instructor).**

Do you support the student's request for extension to complete coursework (see Section 1a.)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not, indicate rationale to deny the request or an earlier deadline for the extension to complete coursework (e.g., Apr 15, 2015):			
Provide rationale, if recommending a non-standard <b>second</b> extension to complete coursework (see Section 3a to d).			
Instructor's Signature:			Date:

**Section 3: Chair/Director/Graduate Coordinator Approval (of the graduate unit the course was offered).**

Legitimate reasons for an extension to complete coursework can be academic in nature (i.e., unexpected problems of research in a course; or non-academic, e.g., illness). In order to ensure fairness in the granting of extensions to complete coursework (or a continuation of a previous extension), the relevant graduate unit must be reasonably certain that:

- The reasons for the delay are both serious and substantiated;
- The student would not be granted an unfair academic advantage over fellow students in the course;
- The student has a reasonable chance of completing outstanding requirements within the time to be allotted;
- The student would not be jeopardizing the normal and satisfactory completion of new coursework. The graduate unit, in consultation with the student, may determine that new coursework should not be undertaken until the outstanding coursework is completed.

Request for extension to complete coursework:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Provide rationale, if recommending a non-standard <b>second</b> extension to complete coursework.			
Chair/Director/Graduate Coordinator's Signature:			Date:
Graduate Administrator, indicate SDF was added on ROSI for a first extension to complete coursework: <input type="checkbox"/> Yes**			Date:
(**Added before the SGS deadline; if after, submit to SGS).			

**Section 4: Vice-Dean, Students, School of Graduate Studies Approval**

Request for non-standard extension to complete coursework:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Vice-Dean's Signature, School of Graduate Studies:			Date:

Freedom of Information and Protection of Privacy Act: [www.acorn.utoronto.ca/fippa.php](http://www.acorn.utoronto.ca/fippa.php)

09/2018





## Program Extension (Current Regulations)

**Program extensions can be requested by (1) PhD students who started their program after September 1, 2010; (2) Master's, Flexible-time PhD, and Professional Doctoral students who started their program after September 1, 2011; and (3) currently registered graduate students admitted prior to the aforementioned dates who are applying to be considered for the new program extension arrangements, as outlined below.**

In exceptional circumstances, a student who has not completed all the requirements for the degree within the program time limit specified in the degree regulations may be considered for an extension (a maximum of four one-year extensions for doctoral students and a maximum of three one-year extensions for master's students) provided that approval for the request is obtained from the graduate unit. To apply for an extension, the candidate must present to the graduate unit the causes for the delay. If this is a fourth extension request for a doctoral student, or a third extension request for a master's student, the student, the supervisor, and the department must each provide confirmation that the degree requirements can be met within the time limits of the final extension.

### Section 1: Student Information (to be completed by the student).

Name:	Student Number:
Program/Degree:	Graduate Unit:
U of T Email:	
Date of First Registration in Program:	Full-time                      Part-time
Length of Program:	Thesis Supervisor:
Committee Members:	
Thesis Title:	
Indicate whether you are applying for a first, second, third, or fourth extension:	
Original Degree Time Limit: (Date)	Requested Extended Time Limit (maximum 3 terms): (Date)
<b>By signing this form, graduate students admitted prior to the above mentioned dates who are opting in agree to the following statement:</b> I am opting in to the new program extension arrangements, and I understand that I cannot reinstate beyond the maximum allowable time for the degree program (normal time limit plus maximum extension years) under the new program extension arrangements.	
Student's Signature*:	Date:



**Section 2: Supervision (to be completed by the student's supervisor).**

1. Date of the last meeting of the student's supervisory committee (include copies of the last two meeting reports):		
2. Did the committee evaluate the student as making satisfactory academic progress? Yes <input type="checkbox"/> No <input type="checkbox"/>		
3. Date of the next supervisory committee meeting:		
4. Explain why the student has not yet been able to complete the degree requirements to date.		
5. Will the student be able to complete all degree requirements during the requested extension period? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, describe the work to be completed during the extension period:		
6. Other comments:		
Program extension recommended to: December 31, 20____(for March Graduation)      April 30, 20____for Spring Convocation)      August 31, 20____(for Fall Convocation)		
Supervisor's Signature**: (sign and print name)	Graduate Unit:	Date:
**Supervisor must return the completed form to the home Graduate Coordinator.		

**Section 3: Chair/Director/Graduate Coordinator Approval.**

Program extension <u>approved</u> (for first and second extension) or <u>recommended</u> (for third and fourth extension) to: December 31, 20____(for March Graduation)      April 30, 20____(for Spring Convocation)      August 31, 20____(for Fall Convocation)		
If the extension has been denied, will termination of registration be recommended? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, the Graduate Coordinator must provide a letter of rationale for SGS consideration. See SGS Guidelines for more information: <a href="https://www.sgs.utoronto.ca/policies-guidelines/termination-of-registration-guidelines/">https://www.sgs.utoronto.ca/policies-guidelines/termination-of-registration-guidelines/</a>		
Home Chair/Coordinator Signature: (sign and print name)	Graduate Unit:	Date:

**Section 4: Vice-Dean of Students, School of Graduate Studies Approval.** (For third and fourth extension requests)

Request for Program Extension:      Approved <input type="checkbox"/> Denied <input type="checkbox"/>	
Vice-Dean's Signature, School of Graduate Studies:	Date:





# Request for Extension to Achieve Candidacy

In exceptional circumstances, a student who has failed to achieve candidacy (complete all the requirements for the doctoral degree exclusive of thesis) within the period specified in the degree regulations—before the end of the third year (for a four- year PhD and professional doctoral program) or the end of the fourth year (for a direct-entry five-year program and flexible-time option PhD)—may be considered for an extension for a maximum period of 12 months provided that the graduate unit concerned approves. To apply for an extension, the student must present to the graduate unit concerned the causes for the delay and evidence that the remaining candidacy requirements will be completed within the period of the extension requested.

**Section 1: To be completed by the student.**

Name:		Student Number:			
Degree:	Graduate Unit:		U of T Email:		
Date of First Registration in Program:		Full-time:	<input type="checkbox"/>	Part-time:	<input type="checkbox"/>
Indicate whether you are applying for a first or second extension to achieve candidacy:		First	<input type="checkbox"/>	Second	<input type="checkbox"/>
Student's Signature:					Date:

**Section 2: To be completed by the student's advisor/supervisor.**

Background information in support of the extension (attach additional pages, if required):	
<div>1. State the reasons for the failure to achieve candidacy.</div> <div>2. Indicate the amount of work remaining to be done and a timetable for achieving candidacy during the proposed extension period (less thesis).</div> <div>3. Explain why it is reasonable to expect the work to be completed within the proposed extension period.</div>	
Extension to achieve candidacy (maximum of 12 months) recommended to:	
<input type="checkbox"/> April 30, 20____	<input type="checkbox"/> August 31, 20____
<input type="checkbox"/> December 31, 20____	Extension Refused*: <input type="checkbox"/> Yes
Advisor/Supervisor: (sign and print name)	Date:

**Section 3: Chair/Director/Graduate Coordinator Approval**

Extension to achieve candidacy (maximum of 12 months) approved to:	
<input type="checkbox"/> April 30, 20____	<input type="checkbox"/> August 31, 20____
<input type="checkbox"/> December 31, 20____	Extension Refused*: <input type="checkbox"/> Yes
<b>*Termination recommended</b> (requires SGS review, provide background documentation on why this decision has been made)	
<input type="checkbox"/> Yes	
<b>Non-standard second extension recommended (indicate duration above, maximum duration of 12 months)</b> (requires SGS review, documentation required (refer to <a href="#">ROSI Manual/5.66 Candidacy Assessment</a> ))	
<input type="checkbox"/> Yes	
Home Chair/Coordinator Signature: (sign and print name)	Date:

**Section 4: Vice-Dean, Students, School of Graduate Studies Approval**

Request for Extension to Achieve Candidacy:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Vice-Dean's Signature, School of Graduate Studies:		Date:



PhD in Architecture, Landscape, and Design

**PRIMARY SUPERVISOR FORM**

**Note:**

- Members of the Supervisory committee must hold a Graduate Faculty Membership as listed in the [SGS calendar](#).
- A copy of this form must be sent to the Graduate Administrator via email to [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca).

**Student Name:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

**Date of first registration in program:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Secondary Supervisor:** \_\_\_\_\_

(If applicable)

**Email address:** \_\_\_\_\_

**Faculty/Program:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor/s signature:** \_\_\_\_\_



PhD in Architecture, Landscape, and Design

CHANGE IN SUPERVISORY COMMITTEE

**Note:**

- Members of the Supervisory committee must hold a Graduate Faculty Membership as listed in the [SGS calendar](#).
- A copy of this form must be sent to the Graduate Administrator via email to [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca).

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Date of first registration in program: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of the committee member to be removed: \_\_\_\_\_

Date effective: \_\_\_\_\_

Name of new committee member to be added: \_\_\_\_\_

Email address: \_\_\_\_\_

Faculty/Program: \_\_\_\_\_

Is the new committee member the Primary Supervisor?

Yes ☐

No ☐

Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Current supervisor's signature: \_\_\_\_\_



PhD in Architecture, Landscape, and Design

**SUPERVISORY COMMITTEE MEMBERSHIP FORM**

Student Name: \_\_\_\_\_

Student Number \_\_\_\_\_

Thesis Title \_\_\_\_\_

Date: \_\_\_\_\_

**Supervisory Committee Members**

Supervisor/Chair: \_\_\_\_\_

Secondary Supervisor (if applicable): \_\_\_\_\_

**Committee Members:**

1. Name: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Email: \_\_\_\_\_

4. Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Note:** A copy of this form must be sent to the Graduate Administrator via email to [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca).



PhD in Architecture, Landscape, and Design

**ANNUAL PROGRESS REPORT**

*This form must be completed each academic year for all students in the PhD program. Students in year one should complete as much of the form as possible. The student should fill in section 1 of the form and the Supervisor must complete and sign section 2.*

**SECTION 1** (to be completed by the student)

Student thesis title/topic: \_\_\_\_\_

Name: \_\_\_\_\_ Student #: \_\_\_\_\_

UofT Email: \_\_\_\_\_

**Committee members:**

Primary Supervisor: \_\_\_\_\_ Secondary Supervisor: \_\_\_\_\_  
(If applicable)

Committee members present: \_\_\_\_\_

Committee members absent: \_\_\_\_\_

**Brief student record**

Program start date: \_\_\_\_\_

Date of previous supervisory committee meeting: \_\_\_\_\_

Course work completed: ☐ Yes ☐ No\*

\*If no, specify additional requirements: \_\_\_\_\_

List all sessions you have been on a leave of absence: \_\_\_\_\_

Current year of study: \_\_\_\_\_ Time left in the funded cohort: \_\_\_\_\_

Month and year you will exit the guaranteed funding period: \_\_\_\_\_



**SECTION 1 cont'd** *(to be completed by the student)*

**First Comprehensive Exam:**

Completed: Yes ☐ No ☐ If no, expected date: \_\_\_\_\_

Area: \_\_\_\_\_

\_\_\_\_\_

Date Completed: \_\_\_\_\_

**Second Comprehensive Exam:**

Completed: Yes ☐ No ☐ If no, expected date: \_\_\_\_\_

Area: \_\_\_\_\_

\_\_\_\_\_

Date Completed: \_\_\_\_\_

**Thesis Proposal**

Completed: Yes ☐ No ☐ If no, expected date: \_\_\_\_\_

Title: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**Candidacy achieved:** Yes ☐ No ☐

**Provide a brief report below on the progress you have made towards the completion of your program to date**  
*(If space below is insufficient, please attach additional notes to the form).*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## SECTION 2 (to be completed by Supervisor/s)

Once a supervisory committee is formed, an Annual Progress meeting must be held once per year. A discussion of progress should be a component of such a meeting, and this form should be filled out in conjunction with it.

Where applicable, student progress should be assessed on the following:

	Meets expectations	Needs improvement	Inadequate
<b>Courses</b> ( <i>all courses are expected to be completed by end of Year 2</i> ).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Development of Thesis Ideas and Proposal</b> ( <i>Thesis proposal should be defended and approved by the beginning of Year 3</i> ).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Thesis Research</b> ( <i>Clarity and feasibility of research objectives</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Thesis Writing</b> ( <i>Quality of draft material</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Responses to concerns/recommendations from previous meeting(s)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Committee's recommendations

**Notes on recommendations/discussions from the meeting** (*If space below is insufficient, please attach additional notes to the form*).

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### Assessment of progress. The candidate:

- ☐ may proceed as per discussions of this meeting (as noted above).
- ☐ may begin to write final thesis.
- ☐ may proceed to the final oral examination.
- ☐ has not demonstrated adequate progress\*. Failure to demonstrate satisfactory progress by the next supervisory committee meeting may result in the committee recommending termination of registration in the program.
- ☐ has not demonstrated adequate progress. The committee recommends registration in the program be terminated.

**Date of next committee meeting:** \_\_\_\_\_

**Supervisor/s signature:** \_\_\_\_\_



PhD in Architecture, Landscape, and Design  
**SUPERVISORY COMMITTEE MEETING REPORT**

Student: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Committee Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Date of last meeting: \_\_\_\_\_

Was your last meeting an annual progress meeting: ☐ Yes ☐ No

1. Describe progress made since last meeting.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Record recommendations made to the student.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Record specific tasks student expects to complete prior to next committee meeting.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggested date for next committee meeting: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_



PhD in Architecture, Landscape, and Design  
**COMPREHENSIVE EXAMINATION 1: BOOKING FORM**

**Section 1: To be filled in by the student:**

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Primary Supervisor: \_\_\_\_\_

Secondary Supervisor (if applicable): \_\_\_\_\_

Field of (exam area): \_\_\_\_\_

**Annotated Bibliography:** (Must be submitted at least 3 weeks before the scheduled exam date)

Enclosed: ☐ Sent: ☐ Will send: ☐

*Students can submit the required documents together with this form or **at least 3 weeks** before the date of the exam listed below.*

**Date of Exam:** \_\_\_\_\_

**Room:** \_\_\_\_\_ (student must book a small room for 3.5 hours for the exam)

\*Due to COVID restrictions, Comprehensive exam 1 will be scheduled as a take home exam, to be completed within the business day until further notice.

☐ By checking this box, I confirm that I read and understand the University Policy on [Academic Integrity](#), the [Code of Behaviour on Academic Matters](#), and the ALD PhD comprehensive exam instructions (links to these documents are available on the Daniels Faculty web page).

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**PhD in Architecture, Landscape, and Design**  
**COMPREHENSIVE EXAMINATION 2 – BOOKING FORM**

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Primary Supervisor: \_\_\_\_\_

Secondary Supervisor (if applicable): \_\_\_\_\_

Second Assessor (same as comprehensive exam 1): \_\_\_\_\_

Field of (exam area): \_\_\_\_\_

Date of Exam (Oral Presentation): \_\_\_\_\_

Room: \_\_\_\_\_ (student must book room for 2 hours for exam)

*Due to COVID restrictions, Comprehensive exam 2 will be scheduled remotely via Zoom by the Graduate Administrator until further notice.*

Comprehensive exam 2 can take part in one of two following formats:

1. a second annotated bibliography to achieve depth in a sub-section of the chosen field of study

**Please check the format relevant to you:**

**Annotated Bibliography: Enclosed:** ☐ **Sent:** ☐ **Will send:** ☐

**Course Syllabus: Enclosed:** ☐ **Sent:** ☐ **Will send:** ☐

*Students can submit the required documents together with this form or **at least 2 weeks** before the date of the exam listed above.*

☐ By checking this box, I confirm that I read and understand the University Policy on [Academic Integrity](#), the [Code of Behaviour on Academic Matters](#), and the ALD PhD comprehensive exam instructions (links to these documents are available on the Daniels Faculty web page).

Student Signature: \_\_\_\_\_

Primary Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***This form must be submitted in January or 3 months prior to the date of the exam, this exam must be completed by the end of April. Please submit the completed form to the Graduate Administrator via email to [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca).***



PhD in Architecture, Landscape, and Design

THESIS PROPOSAL REVIEW: BOOKING FORM

Name of Student: \_\_\_\_\_ Student Number: \_\_\_\_\_

Title of Thesis Proposal: \_\_\_\_\_

Examination Committee Membership		Grad faculty member?	
		Yes	No
Supervisor			
Secondary Supervisor (if any)			
Other supervisory committee members			
Other non-supervisory committee members		Must be a <a href="#">grad faculty member</a> .	
Date (allow at least 2 weeks for thesis distribution)			
Time			
Room (to be reserved by student):			

**NOTE:**  
All 4 Supervisory committee members must attend. Non-supervisory members are welcome to attend but will not be able to vote. Students must confirm the availability of all members before booking the Thesis Proposal Review.

*A copy of this form must be sent to the Graduate Administrator via email to [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca).*



## PhD in Architecture, Landscape, and Design

**THESIS PROPOSAL REVIEW: ASSESSMENT CRITERIA***To be filled in by the student:*

Name of Student: \_\_\_\_\_ Exam Date: \_\_\_\_\_

Title of Thesis Proposal: \_\_\_\_\_

*To be reviewed by the Committee member:***The following criteria are to be considered by the Supervisory Committee members in adjudicating the merits of the student's Thesis Proposal.**

1. To what extent is the research question focused and researchable?
2. To what extent has a coherent and relevant theoretical model been developed in support of the research question?
3. To what extent are the design methodologies and methods appropriate and clearly articulated?
  - a) Are the sampling strategies and other sources of information well thought out and appropriate (the term 'sampling' is used in its broadest context and refers to sources of information (human, archival, library etc.)?)
  - b) Are the information-collecting strategies clearly stated, including psychometric properties where appropriate?
  - c) Are the planned analyses of the collected information clearly outlined and appropriate?
4. Is the proposal work plan feasible?

**Note:** This document is for the committee member's reference only and to assist the committee member during the review of the proposal and the formulating of questions for the examination.



PhD in Architecture, Landscape, and Design

**THESIS PROPOSAL REVIEW: COMMITTEE RECOMMENDATION**

Student Number: \_\_\_\_\_ Student Number: \_\_\_\_\_

Title of Thesis Proposal:

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Recommendation made:

1. **Approved**

a) Without changes

☐

b) With minor corrections\*

☐

c) With minor modifications\*

☐

Date minor modifications/ corrections must be submitted for final approval:

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*\*Students who receive "Approved with Minor Corrections" are required to submit the final copy within one month, and those who receive "Approved with Minor Modifications" are required to submit the final copy within three months. The Supervisor must inform the Graduate Administrator and PhD Director once all corrections have been approved.*

**Committee signatures denote a successful thesis proposal:**

Supervisor: \_\_\_\_\_ Secondary Supervisor (if any): \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member (if applicable): \_\_\_\_\_



**2. Not Approved**☐

The 'not approved' designation is given when a proposal needs to be substantially changed. In this instance, the **Supervisor Summary Report** of the Supervisory Committee's review of the proposal will specify the changes that need to be made. A date for reconvening the Supervisory Committee to discuss the revised proposal is established in collaboration with the student and the committee and is also recorded in the Summary Report. Following which, another Thesis Proposal defense meeting will be scheduled.

**Supervisor:** \_\_\_\_\_ **Secondary Supervisor:** \_\_\_\_\_

(If applicable)

**Note:**

- When completed, this form must be appended to the supervisor's Summary Report of the Supervisory Committee's review of the Thesis Proposal.
- Copies of both must be sent to the student, each committee member, and the Ph.D. Program Director.
- A copy of the thesis proposal should be attached to this form.
- Copies of all documents must be sent to the Graduate Administrator via email to [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca).



PhD in Architecture, Landscape, and Design

**THESIS PROPOSAL REVIEW: SUPERVISOR SUMMARY REPORT**

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Examination Committee Members in attendance (list names):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor’s Notes (keep a record of topics covered, decisions made etc. use additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If thesis proposal was not approved:  
Specify changes that need to be made to the proposal; use additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of next meeting: \_\_\_\_\_  
  
Supervisor/s signature: \_\_\_\_\_

*Note: A copy of this report must be attached to the Thesis Proposal Recommendation form and submitted to the Graduate Administrator via email to [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca).*



PhD Final Oral Exam (FOE) Booking Sheet

*This form must be submitted to the Graduate Administrator a MINIMUM of 8 weeks prior to the examination date. If the External Appraiser has been pre-approved, candidates can allow 7, rather than 8 weeks. For exams booked between Jan – Feb, please allow 10 weeks notice, to account for the holiday closure.*  
The FOE is governed by the School of Graduate Studies. Please consult the SGS Calendar for more information (<https://sgs.calendar.utoronto.ca/general-regulations>)

Student's Final Thesis:	Enclosed:	<input type="checkbox"/>	Sent:	<input type="checkbox"/>	Will Send:	<input type="checkbox"/>
External Examiner's CV:	Enclosed:	<input type="checkbox"/>	Sent:	<input type="checkbox"/>	Will Send:	<input type="checkbox"/>

Section 1: Student Information

Student Name:	Student Number:	Program:
Student Phone Number:	U of T Email:	

Thesis Title:

Note: Provide the full, correct, final title. This will be the title that will show on the student transcript; if the title changes, it must also be changed on ACORN.

Section 2: Exam Information

Examination Date:	Time: 10 a.m. <input type="checkbox"/>	2 p.m. <input type="checkbox"/>	Other: <input type="text"/>
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Section 3: Committee Information

Examiner	Name	Dept. or University	Phone	Email	Method of Attendance
Supervisor					Please choo
Supervisory Member #1					
Supervisory Member #2					Please choo
Supervisory Member #3					Please choo
External Examiner / Appraiser			PLEASE SEE NEXT PAGE		Please choo
Internal-External Examiner					Please choo
Alternate Internal-External					Please choo
Non-Voting Member (if applicable)					Please choo

**QUORUM:** Minimum 4 voting members, Maximum 6 voting members.

1-3 Supervisory Committee Members plus minimum 2 arm’s length examiners (one external to UofT and the SupervisoryCommittee (External Appraiser), and one internal to UofT and external to the Supervisory Committee). See [SGS regulations](#) for more information.

\*Maximum of 2 telephone/video participants.



## EXTERNAL APPRAISER/EXAMINER INFORMATION:

The external appraiser must be at arm's length from both the Candidate and the supervisor(s). Normally, this will exclude anyone who: has served as PhD Supervisor / Supervisee of the Candidate or the Supervisor; or has, in the past six years, been a Departmental colleague of the Candidate or the Supervisor, or has collaborated on a research project, scholarly work or publication, with either of them.

Pre-Approved by Graduate Coordinator/Program Director?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name:	Phone Number:
Email Address:	University:
Mailing Address:	
Area of Specialization:	
External Examiner's Participation:  <div style="margin-left: 100px;"><input type="checkbox"/> Will attend the examination IN PERSON and will vote <input type="checkbox"/> Will participate via videoconference and will vote <input type="checkbox"/> Will NOT attend in person or remotely and will <b>NOT</b> vote</div>	

## SUPERVISORY COMMITTEE CONFIRMATION:

Submission of the FOE Booking Sheet serves as confirmation that all members of the Supervisory Committee have read the thesis and determined that it is ready to go forward for final oral examination.

*In rare cases, the Candidate may insist on an examination without the approval of the graduate unit; under such circumstances, the Candidate should contact the Vice-Dean, Programs and the Vice-Dean will make arrangements for the examination in consultation with the Graduate Coordinator of the relevant graduate unit.*

Supervisor signature: \_\_\_\_\_ Secondary Supervisor signature: \_\_\_\_\_  
(if applicable)

Graduate Coordinator/ Program Director approval: \_\_\_\_\_ Date: \_\_\_\_\_