

ARTS & SCIENCE (Sciences)

Master's Oral Exam Procedures

Membership and Convening of Thesis Examination Committee: Master's students

The supervisor(s) shall nominate members for the Master's Thesis Examination Committee and propose a date, time and place for the examination. The supervisor(s) must obtain commitments from those nominated to serve as examiners. The applicable departmental form is completed and signed by the supervisor(s) and the Departmental Graduate Coordinator (see Note (i) below).

The Thesis Examination Committee for Master's students in Arts & Science (Sciences) is comprised of at least the following members:

- Chair of Committee: Head of the Department or Head's Delegate (see Notes (ii) and (iii) below).
- Supervisor (s)
- One other member of the Department
- One other faculty member, who may be (see Note (iv) below):
 1. external to the Department, OR
 2. external to Queen's University, OR
 3. from within the Department

NOTES:

- (i) *In cases where ALL members of the Master's Thesis Examination Committee are internal to the department, approval of both the Departmental Graduate Coordinator and the Department Head shall be required.*
- (ii) *The Chair of the Master's Thesis Examination Committee is not a voting member of the committee.*
- (iii) *The student and/or the supervisor(s) may request that the Chair be external to the student's home department. If this is the case, the Head or Head's Delegate would assume a seat on the Examination Committee and would be a voting member.*
- (iv) *Departments should try to find a suitable faculty member external to the student's home department to serve on the committee. Where a faculty member external to the department, with sufficient expertise, cannot be found within Queen's University, a suitable member from another nearby institution may be recommended for approval by the Dean of the School of Graduate Studies. However, a faculty member from within the student's home department is also permitted (see Note (i) above).*

Procedures Regarding Processing Master's Oral Thesis Examinations

1. The completed departmental form to schedule a Master's Oral Thesis Examination will be delivered to the departmental graduate assistant by the supervisor no later than 10 working days prior to the scheduled date of the examination. The departmental form will include a list of the examiners and the Chair of the committee, the date of the examination and its location.
2. On receipt of the completed departmental form, the graduate assistant will email the notice of the examination and the Examination Report Form to all members of the Examining Committee.
3. A copy of the thesis will be distributed to each member of the Examining Committee no later than 10 working days prior to the examination.

4. Examiner's Report

- (i) The decision of each examiner as to whether or not the examination is to proceed is to be received by the departmental graduate assistant no later than 3 working days prior to the examination.
- (ii) In case of a positive decision, a report, if provided, can be submitted up to the time of the examination.
- (iii) In case of a negative decision, a report must accompany the decision. This report must provide substantive reasons why the thesis should not proceed to examination.
- (iv) If one or more negative reports are received no later than 3 working days prior to the examination, these will be forwarded to the Chair of the Examining Committee and to the supervisor who, in consultation with the candidate, will decide whether or not the examination is to proceed. If the candidate agrees that the oral be postponed, the Chair of the Examining Committee, in consultation with the supervisor, must convey to the candidate the nature of the revisions to the thesis that are advised. These revisions must be completed before the examination can be rescheduled to a later date. Once the revised thesis has been resubmitted, the oral defence must be held.

- 5. The report on the outcome of the examination as well as the report on the conduct of the examination (if required) will be forwarded by the Chair of the Examining Committee to the School of Graduate Studies.