

APPLIED SCIENCE

Master's Oral Exam Procedures (M.A.Sc.)



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

The supervisor, in consultation with the Head of the Department, shall nominate members for the Master's Examining Committee and propose a date, time and place for the examination. The supervisor must obtain commitments to serve as examiners from those he/she nominates for the committee. The applicable departmental form is completed and signed by the supervisor and the Head of the Department.

The composition of the Master's Thesis Examination Committee shall be as follows:

- Chair of Committee: Head of the Department (or Head's delegate)
- Supervisor (s)
- At least one other member of the Department
- At least one other faculty member, who may be:
 - a. from the department OR
 - b. external to the department, OR
 - c. in exceptional circumstances, (see note 1. below), external to Queen's University.

NOTES:

1. *In the exceptional case, where a faculty member of another Department, with sufficient expertise, cannot be found within Queen's University, a suitable member from another nearby institution may be recommended for the approval of the Dean of the School of Graduate Studies.*
2. *The Chair of the Master's Thesis examination committee is not a voting member of the committee*
3. *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.*

Procedures Regarding Processing Master's oral Thesis Exams:

1. Student brings list of examiners and tentative date for exam to Graduate Assistant (these have been agreed to by the supervisor).
2. Graduate Assistant confirms room availability, secures the Examining Committee Chair and secures signatures for the Examination Form (the Graduate Assistant can have the student walk the form around for signatures).
3. The student provides a PDF copy of the thesis to the Graduate Assistant for distribution to the Examining Committee; the thesis, the Examination Form and the Examination Report form (referred to in Step 7) are distributed together. This step should be completed 10 working days before the thesis exam date.
4. The examiners do not submit reports on the thesis prior to the oral thesis examination, unless they wish to submit a "**negative report**"; that is, if it is their opinion that the oral thesis examination should NOT proceed (see #5 below). If no negative report is submitted, it is presumed that the examiner agrees that the oral thesis examination should be held as scheduled and that they will attend the oral thesis examination.
5. If, on the basis of the thesis submitted for oral examination, any committee member feels the examination should NOT proceed, he or she must submit a report which lists some substantive reasons

why the thesis should not proceed to examination, **no later than 3 working days** prior to the scheduled date of the examination. The “negative report” shall be submitted to the Chair of the committee. If only one such negative report is submitted, the oral thesis examination may proceed as scheduled.

6. If two negative reports are submitted, the candidate and the supervisor shall be consulted by the Chair of the Examining Committee or the Graduate Coordinator to see if they wish to proceed with the oral thesis examination. The School of Graduate Studies shall be notified whenever two or more examiners recommend that the thesis oral examination not proceed. The onus is on the candidate to make the decision to proceed or not. If the candidate agrees that the oral thesis examination be postponed, the Chair must convey to the candidate, through the supervisor, the nature of the revisions to the thesis that are advised, and the candidate has the right to present the revised thesis at a later date. At the subsequent submission of the thesis, the oral thesis examination must be held. The School of Graduate Studies shall be informed when an oral thesis examination has been postponed due to two negative reports.
7. After the oral thesis examination, examiners are to submit reports (a standard form shall be provided) on the conduct of the examination to the Head of the Department or the Graduate Coordinator. In particular, any member of the committee who is external to the candidate’s home department shall submit this report.
8. The final version of the thesis should be submitted to School of Graduate Studies for check of format. The student and supervisor(s) are responsible for the format of the thesis.