

Checklist for Chairs (Ph.D. Exams)



SCHOOL OF GRADUATE STUDIES

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- All **examiners' reports** have been received and are part of the file including any missing from the file when you received it.
- The oral thesis examining committee has **reached a consensus** on the required revisions and on who is delegated to ensure that the revisions are carried out according to the committee's directions.
- You have **recorded the required revisions**, and the name of the person(s) delegated to ensure that the revisions are carried out, on the **"Thesis Examination Result"** form? If there is not enough space on this form to list all required revisions, please use a separate piece of paper.
- All the examiners have **registered their votes** on the **"Thesis Examination Result"** form, and signed their names at the appropriate line. ***For examiners Skyping in, please note their vote on the form – a signature is not required.*
- You have **signed** the **"Thesis Examination Result"** form on the appropriate line.
- You have informed the candidate of the required revisions and the name of the person(s) responsible for certifying these revisions. **If the outcome category is "Referred", the candidate will receive correspondence from the School of Graduate Studies regarding the required revisions to the thesis, based on the information you provide on the "Thesis Examination Result" form.**
- Please return your **copy of the thesis** to the candidate.
- You have informed the committee that you are required to submit a report on the conduct of the oral thesis examination to the Dean, SGS and if any committee member or the candidate wishes to provide comments on the oral thesis examination to the Dean (s)he may do so.
- At the conclusion of a successful exam, you have reminded the supervisor to discuss any particular intellectual property concerns (e.g. patent) that might warrant thesis restriction (see Part V, notes for chairing).
- You have **completed and signed** the **"Confidential Report for the Dean"**. The Dean appreciates any comments you care to make on the conduct of this examination.
- Return** the file as soon as possible **to the School of Graduate Studies, 425 Gordon Hall**. Please **hand deliver** or send by campus courier x77514. *To avoid loss, please do not send by campus mail.*