

## **Appendix 1: Thesis Examination Committee: Master's students**

### **1. Examination Committees in the Humanities**

#### 1.1. Membership and Convening of Committees:

The supervisor, in consultation with the Head of the Department, shall nominate members for the Master's Oral Thesis 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 Master's Thesis Examination Committee for Master's students in graduate departments or programs in the Humanities shall comprise at least the following members:

- Chair of Committee: Head of the Department (or Head's Delegate) (may be from outside Department)
- Supervisor(s)
- At least one other faculty member, who may be:
  - From the department OR
  - External to the department, OR
  - In exceptional circumstances, external to Queen's

#### 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.

#### 1.2. Processing Master's Oral Thesis Examinations

1.2.1. The completed signed departmental form to schedule a Master's Oral Thesis Examination shall be delivered to the designated departmental person no less than ten working days prior to the scheduled date of the examination.

1.2.2. The candidate shall deliver a copy of the thesis to each member of the Thesis Examining Committee, including the Chair of the Committee no later than ten working days before the tentative examination date. Individual departments or programs may stipulate a longer minimum

number of days before the scheduled date of the examination.

1.2.3. The designated departmental or program person shall confirm the date, time and place of the examination via an email to all committee members and the candidate.

1.2.4. 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 #1.2.5 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. Examiners are required to bring a hard copy report to the oral thesis examination. This report shall be read aloud at the beginning of the examination by the Chair.

1.2.5. 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 a designated departmental person who could either be the Chair of the committee, or the Graduate Coordinator in the candidate’s home department. If only one such negative report is submitted, the oral thesis examination shall proceed as scheduled.

1.2.6. 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 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.

1.2.7. 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 Graduate Coordinator. In particular, any member of the committee who is external to the candidate’s home department shall submit this report.

## **2. Examination Committees in the Social Sciences**

### **2.1. Membership and Convening of Committees**

The supervisor, in consultation with the Head of the Department, shall nominate members for the Master’s Oral Thesis 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 Master's Thesis Examination Committee for Master's students in Graduate Departments or Programs in the Social Sciences shall comprise at least the following members:

- Chair of Committee: Head of the Department (or Head's Delegate) (may be from outside Department)
- Supervisor(s)
- At least one other faculty member, who may be:
  - From the department OR
  - External to the department, OR
  - In exceptional circumstances, external to Queen's

## **NOTES**

- i. 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.
- ii. The Chair of the Master's Thesis examination committee is not a voting member of the committee.
- iii. 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.

## **2.2. Processing Master's Oral Thesis Examinations**

- 2.2.1. The completed signed departmental form to schedule a Master's Oral Thesis Examination shall be delivered to the designated departmental person no later than 10 working days prior to the scheduled date of the examination. The designated departmental person shall indicate on the departmental form whether the student has met the course requirements for graduation.
- 2.2.2. The candidate shall deliver a copy of the thesis to each member of the examining committee no later than 10 working days prior to the scheduled date of the examination.
- 2.2.3. The designated departmental person shall confirm the date, time and place of the examination to all committee members and the candidate no later than 10 working days prior to the scheduled date of the examination, and shall send a copy of the Department or program form to the SGS Thesis Coordinator.
- 2.2.4. 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 #2.2.5 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.
- 2.2.5. 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 a designated departmental person who could be either the Chair of the committee, or the Graduate Coordinator in the candidate's home department. If only one such negative report is submitted, the oral thesis examination shall proceed as scheduled. I

2.2.6. If two or more 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 SGS shall be notified whenever two or more examiners recommend that the oral thesis 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 SGS shall be informed when an oral thesis examination has been postponed due to negative reports.

2.2.7. After the oral thesis examination, the Chair will ask for comments from the Examining Committee on the conduct of the examination (a standard form shall be provided) and will provide a report to the Head/Director of the Department or program or Graduate Coordinator and to the SGS. The result of the defense, copyright forms, and reports, are forwarded by the Chair to the SGS Thesis Coordinator.

### **3. Examination Committees in the Life Sciences**

#### **3.1. Membership and Convening of the Committee**

The supervisor(s) shall nominate members for the Master's Thesis Examination Committee and propose a date, time and place for the oral thesis examination. The supervisor(s) must obtain commitments from those nominated for the committee to serve as examiners and to attend the oral thesis examination as scheduled. In all cases, potential examiners should refer to the appropriate Senate document to determine if a conflict of interest exists. The applicable Program form is completed and signed by the supervisor(s) and the Graduate Coordinator (or Head/Director, if the Graduate Coordinator is a supervisor).

The Thesis Examination Committee for Master's students in the departments or programs in the Life Sciences shall be composed of the following members:

- Chair of Committee
- Supervisor (s)
- Head/Director (or delegate)
- At least 2 examiners

#### **NOTES**

i. At least one member of the Thesis Examination Committee shall be external to the candidate's Graduate Department or Program.

- a) Normally, the Chair of the Thesis Examination Committee for Master's students shall be external to the candidate's Graduate Department or Program. However, a Chair from the candidate's Graduate Department or program is permitted, provided that one of the examiners is external to the candidate's Graduate Department or Program. The Chair of the Master's Thesis Examination Committee is not a voting member of the committee.
- b) Normally, one of the examiners shall be external to the candidate's Graduate Department or Program. However, all examiners could be from the candidate's Graduate Department or Program, provided that the Chair of Committee is external to the candidate's Graduate Department or Program.

ii. The Graduate Coordinator (or Head/Director, if the Graduate Coordinator is a supervisor) shall be responsible for approving the composition of the Examining Committee and signing the applicable departmental form.

### **3.2. Processing Master's Oral Thesis Examinations**

- 3.2.1 The completed signed Graduate Department or program form to schedule a Master's Oral Thesis Examination shall be delivered to the designated Department or program person no later than 10 working days prior to the scheduled date of the examination. The designated Department or program person shall indicate on the Department or program form whether the student has met the course requirements for graduation.
- 3.2.2 The candidate shall deliver a copy of the thesis to each member of the examining committee no later than 10 working days prior to the scheduled date of the examination.
- 3.2.3 The designated Department or program person shall confirm the date, time and place of the examination to all committee members and the candidate no later than 10 working days prior to the scheduled date of the examination, and shall send a copy of the Department or program form to the SGS Thesis Coordinator.
- 3.2.4 The examiners are not required to 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 #3.2.5 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.
- 3.2.5 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 the 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 a designated Department or program person who could be either the Chair of the committee, or the Graduate Coordinator in the candidate's Program. If only one such negative report is submitted, the oral thesis examination shall proceed as scheduled.
- 3.2.6 If two or more 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 SGS shall be notified whenever two or more examiners recommend that the oral thesis 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 SGS shall be informed when an oral thesis examination has been postponed due to negative reports.

3.2.7 After the oral thesis examination, the Chair will ask for comments from the Examining Committee on the conduct of the examination (a standard form shall be provided) and will provide a report to the Head/Director of the Department or program or Graduate Coordinator and to the SGS. The result of the defense, copyright forms, and reports, are forwarded by the Chair to the SGS Thesis Coordinator.

## **4. Examination Committees in the Natural and Physical Sciences, Mathematics and Statistics, and Computing**

### **4.1 Membership and Convening of the Committee**

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 Departments or Programs in the Physical Sciences, Mathematics and Statistics, and Computing 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):
  - external to the Department, OR
  - external to Queen's University, OR
  - 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 or programs 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 or Program, 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).

## **4.2 Procedures Regarding Processing Master's Oral Thesis Examinations**

- 4.2.1 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.
- 4.2.2 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.
- 4.2.3 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.
- 4.2.4 Examiner's Report
  - a. The decision of each examiner as to whether or not the examination is to proceed is to be received by the departmental graduate assistance no later than 3 working days prior to the examination.
  - b. In case of the positive decision, a report, if provided, can be submitted up to the time of the examination.
  - c. 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.
  - d. 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 thesis examination be postponed, the Chair of the Examining Committee must convey to the candidate, through the supervisor, 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 thesis examination must be held. The SGS shall be informed when an oral thesis examination has been postponed due to negative reports.

4.2.5 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.