

FACULTY OF EDUCATION

Master's Oral Exam Procedures



Revised Procedures Regarding Processing Master's Oral Thesis Examinations in the Faculty of Education.

The supervisor, in consultation with the Associate Dean of Graduate Studies and Research, 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 Associate Dean of Graduate Studies and Research (Education).

The Master's Thesis Examination Committee for Master's students in Education shall comprise at least the following members:

- a) **Supervisor(s);**
 - b) **Supervisory Committee member(s), who also acts as Chair;**
 - c) **Dean or Dean's Delegate;**
 - d) **At least one other faculty member, who may be:**
 - i. **From the department OR**
 - ii. **External to the department, OR**
 - iii. **In exceptional circumstances, external to Queen's.**
1. The completed signed Faculty form to schedule a Master's Oral Thesis Examination shall be delivered to the designated department person no less than twelve working days prior to the scheduled date of the examination.
 2. The candidate shall deliver a copy of the thesis to each member of the Thesis Examining Committee no later than ten working days before the tentative examination date.
 3. The designated department person shall confirm the date, time and place of the examination via an email to all committee members and the candidate.
 4. The examiners must indicate whether the defense should proceed by sending a "yes" or "no" 3 working days prior to the examination to the designated graduate studies staff person. If an examiner votes "no," a report must also be submitted. All positive reports are brought to the oral thesis examination in hard copy. These reports shall be read aloud at the beginning of the examination by the Chair.
 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 that 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 Associate Dean of Graduate Studies and Research. If only one such negative report is submitted, the oral thesis examination shall 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 Associate Dean of Graduate Studies and Research 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.
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 Associate Dean of Graduate Studies and Research. In particular, any member of the committee who is external to the candidate’s home department shall submit this report.

NOTES:

- a. *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.*
- b. *The Chair of the Master's Thesis examination committee is not a voting member of the committee.*
- c. *In cases where ALL members of the Master's Thesis Examination Committee are internal to the department, both the Associate Dean of Graduate Studies and Research and the Dean of Education must approve the committee.*