

# **GUIDELINES FOR ORAL EXAMINATION OF THESIS**

## **Role of the Chair**

The chair of the examination committee is the official representative of the Dean of Graduate Studies. It is the responsibility of the Chair to ensure that the oral examination is conducted in a professional manner. The Chair must ensure that proper forms from Graduate Program Services are available.

The Chair should ensure that adequate time is allotted to the candidate for presentation of research findings, and to the examiners for questions. The details on the time allocation to the candidate and examiner(s) are given in the following paragraphs. It is also the responsibility of the Chair to ensure that examiner(s) should adhere to the allocated time.

If during the examination the behaviour of either the candidate or the examiner(s) is unprofessional the Chair should warn them. If the behaviour continues the Chair should stop the examination and report to the Graduate Coordinator.

The Chair should ensure recommendations for revision of the thesis are completed.

## **Role of the Examiner(s)**

The examiner has the responsibility to review the thesis as outlined in the University Guidelines for thesis evaluation. If the examiner(s) feel that there is a major problem with the thesis, the examiner should inform the candidate in writing with a confidential copy only to the **advisor** and **Graduate Coordinator**. If the candidate and the examiner cannot resolve the problem before the oral examination, the Graduate Coordinator will act as facilitator. If there is no agreement, the examination can go forward at the student's request, or postponed on the advice of the Graduate Coordinator.

## **Maximum Duration of Oral Examination**

Ph.D. Examination - 4 hours

M.Sc./M.A.Sc. Examination - 2 hours

# Examination Procedure

## Ph.D. Oral Examination

Introduction - 5 minutes

Presentation of research findings by candidate -30 minutes (maximum)

### **Question Period:**

Audience -10 minutes

Examining Committee - 2 hours and 30 minutes

### **Ordering of Questions in the Committee:**

There will be two rounds of questions by the committee. The questioning by the committee will be in the following order:

- 1) External Examiner
- 2) Member of the Graduate Faculty (not on the Advisory Committee)
- 3) Member of the Advisory Committee
- 4) Advisor
- 5) Chair

***Suggested*** time allotted to examination committee members ***should not be exceeded.***

<u>Examiner</u>	<u>Round 1</u>	<u>Round 2</u>
External	25 minutes	15 minutes
Graduate Faculty	20 minutes	10 minutes
Advisory Committee Member	20 minutes	10 minutes
Advisor	20 minutes	10 minutes
Chair	15 minutes	5 minutes

Deliberation - 40 minutes

## M.Sc./M.A.Sc. Oral Examination

Introduction - 5 minutes

Presentation of research findings by candidate - 30 minutes (maximum)

### **Question Period:**

Audience – 10 minutes

Examining Committee members - 1 hour 15 minutes (3 member examining committee)

**Ordering of Questions in the Committee:**

There will be two rounds of questions by the committee. The questioning by the committee will be in the following order:

- 1) Member of the Graduate Faculty (not on the Advisory Committee)
- 2) Advisor or Member of Advisory Committee
- 3) Chair

*Suggested* time allotted to examination committee members *should not be exceeded.*

<b>Examiner</b>	<b>Round 1</b>	<b>Round 2</b>
Graduate Faculty	15 minutes	10 minutes
Advisor or Member of Committee	15 minutes	10 minutes
Chair	10 minutes	5 minutes

Deliberation – 30 minutes