

## 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)

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.