
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.

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