

# URBAN & REGIONAL PLANNING

## Master's Oral Exam Procedures

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 Division V 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:
  - a. From the department OR
  - b. External to the department, OR
  - c. 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.*

submit a “negative report”; that is, if it is their opinion that the oral thesis examination should NOT proceed (see #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.

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.
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