



Rose M. Silva
Thesis Coordinator

thesis@queensu.ca
Tel (613) 533-6000 x77313

v. date: Jan 2023

Notes for Chairperson

These notes supplement the General Regulation Thesis in the Academic Calendar for the School of Graduate Studies and Postdoctoral Affairs to provide standard administrative practice in the conduct of oral thesis examinations.

7KH H[DPLQHUV UHSRUWV DQG IRUPV IRU Wkh oral thesis examination. ~~Wkh oral thesis examination~~ L RQ ZLOO EH before the oral thesis examination.

If any two of the examiner's reports recommend that the oral thesis examination not proceed, the



At the time of the oral thesis examination the Chair of the Examining Committee shall have final authority 4g 0 G [(a4idth)1(x)-25(h)-10xmthalxa4iwavo-10(4g irth)97(4g x)-25Ingibavlh4g 0 G-1 [(a4ii)6(o(h)180x)-25n



Referred: A thesis is referred if it is not acceptable in its present form and, after extensive revision by the candidate, requires re-examination by the Ph.D./D.Sc. oral thesis



Failed: Failure can occur in two ways:

1. A thesis is failed if the document is unacceptable to the discipline even with substantive revisions. If the committee returns two or more votes of Failed on the basis of the document, this means that the committee recommends that the student be required to withdraw on academic grounds.
2. Failure may also result from an unacceptable second oral thesis examination, where the student was manifestly unable to adequately present and defend the thesis and its underlying assumptions, methodology, results and conclusions in a manner consistent with the degree being sought. A decision of Failed on the basis of the second oral thesis examination requires agreement by the majority (more than half) of the examining committee.

When the examining committee has reached a decision, the Chair will note the result on WKH 7KHVLV ([DPLQDWLRQ 5HVXOW IRUP DQG DVNV HDFK H[DPLG appropriate box (unless the exam is occurring remotely in which case the chair will sign on behalf of remote examiners). The Chair then signs the form. The student is recalled and the Chair informs the student of the result, including details of any revisions required.

Part 6: Completing the Oral Thesis Examination and Documentation

10. The Chair reminds the supervisor(s) and student that, prior to the final submission of the



Part 7: Special Notes

Remote Participation in the Ph.D./D.Sc. Oral Thesis Examination

All examiners, Chair, and/or the candidate connecting remotely must be present for the duration of the examination and if joining via videoconference are advised to keep their cameras on unless it interferes with communication and bandwidth. If the candidate is joining remotely, arrangements should be made to use a waiting room function during closed deliberation sessions of the defence. Guests are allowed during remote defence if the following protocols are undertaken: the Chair and/or Supervisor is responsible for obtaining everyone on the examination, but only for the candidate's presentation (if there is one) and general questioning period. Similar to the in-person procedures, guests may not be present during the Committee deliberations. All examiners, the candidate, and guests must verbally agree not to record the examination and not to be in communication with the candidate during the examination (e.g., sending texts, photos, or any answers during the examination). The Chair is responsible for ensuring that guests and the candidate are welcomed at the appropriate time and leave the online examination at the appropriate time.

When Head of Department (or delegate) is Serving as Chair

If the Head of Department (or delegate) role is merged with the Chair role for the defence, the

read the thesis and signal if the exam should proceed by submitting a pre-defence report by the stated deadline. This report should include any suggested revisions to align the thesis with departmental standards. This pre-

Would assume the role and responsibilities of the Chair, and:

- Would moderate the discussion and decision deliberations
- Like the supervisor, may elect to ask the candidate questions
- Would read their report to the examining committee, when reading reports, including any suggested revisions needed to align the thesis with departmental standards
- Would not vote towards the outcome of the oral examination.

Unexpected Absence of an Examiner

If an examiner has not joined the examination by the scheduled time, and cannot be contacted or located, the examination should proceed, as long as the candidate does not object to proceeding. In addition, you can contact Graduate Thesis Coordinator at thesis@queensu.ca for assistance or if you have questions or concerns.