

## MScF & PhD DEPARTMENTAL ORAL EXAMINATION PROCEDURE

The oral examination should cover both the thesis and its defense and should be meaningful, both as an experience for the candidate and as a means of appraising the candidate by the examiners. The oral examination serves as the final departmental assessment of the candidate and provides one means by which the standards of the degree are maintained.

Although M.Sc.F. and Ph.D. orals follow a similar pattern, examiners must distinguish between the levels of the two degrees at the examination.

### Examination Procedure

BEFORE THE CANDIDATE ENTERS THE EXAM ROOM, THE SUPERVISOR WILL:

- (a) check the eligibility to vote of persons present. Individuals who have not been formally appointed to the Examination Committee should be identified as ineligible to vote. If a quorum is not present (three for M.Sc.F. and four for Ph.D.), the Supervisor may delay the exam to obtain a quorum or may postpone the examination to another date.
- (b) review the list of courses the candidate has taken and marks received.
- (c) the supervisor informs the Committee of any pertinent information concerning the candidate and the thesis.
- (d) the supervisor reminds the Committee that the examination covers both the thesis and its oral defense.

AFTER THE CANDIDATE ENTERS THE EXAM ROOM, THE SUPERVISOR WILL:

- (a) request each member of the Committee in turn to ask questions concerning the thesis or the field work. Each committee member has two opportunities to ask questions: first in turn and then at the end, in response to the Supervisor's question: "Does anyone have any more questions?"

When there are no further questions, the candidate will be asked to retire.

The Supervisor will again remind the Committee that the examination covers both the thesis and its oral defense and will then initiate a discussion of the examination. During this time the supervisor will have the right to defend the candidate and the thesis. After a discussion of the examination the supervisor will ask for a simultaneous vote by signed ballot on the acceptance of the thesis. The ballot will be declared immediately afterwards.

Normally there will be three choices:

- (1) the thesis is accepted subject to minor changes to be approved by the supervisor;
- (2) the thesis is accepted subject to changes which must be approved by a specific examiner (or a number of examiners);
- (3) the thesis is rejected.

Committee members voting for choice #2 or choice #3 must make a written report to the Graduate Coordinator with a copy to the student.

The Supervisor completes and signs the report and obtains the signatures of the members who vote for choice #1, and of those who are **not** named to the "subcommittee" under choice #2.

The candidate passes if the Committee votes for choice #1 or #2, either unanimously or with no more than one negative (#3) vote or abstention.

The Supervisor also completes a "Summary Report to the Graduate Coordinator" listing the names of the committee members present and their votes. If contentious or unusual circumstances have been encountered in the exam, the Supervisor should include a brief written indication of this to the Graduate coordinator and the committee's recommendation for future actions needed.

As soon as a decision has been reached and the vote and objections, if any, recorded, the Supervisor will ensure that the candidate is informed of the outcome.

In the event of failure, a second examination can be held at a future date. A failure at this second meeting would constitute a second determination of "unsatisfactory progress" in the degree program and the Faculty could move forward with termination proceedings.