

Checklist for Chairs on Master's Defenses



SCHOOL OF KINESIOLOGY
AND HEALTH STUDIES

* Has the committee reached a consensus on the required revisions, and who is delegated to ensure that the revisions are carried out according to the committee's directions? It is best to ensure that this is done before the examination committee is dismissed.

* Have you recorded the required revisions, and the name of the person(s) delegated to ensure that the revisions are carried out, on the "Thesis Examination Result" form? If there is not enough space on this form, please use a separate piece of paper.

* Have all the examiners registered their votes on the "Thesis Examination Result" form, and signed their names at the appropriate line?

* Have you signed the "Thesis Examination Result" form on the appropriate line?

* Have you informed the candidate of the required revisions, and the name of the person(s) responsible for certifying these revisions? If the thesis is "Referred", the candidate will receive correspondence from the School of Graduate Studies regarding the required revisions, based on the information you provide on the "Thesis Examination Result" form.

*** Three forms necessary for distribution of the thesis are included in the file (see Part V "Notes for Chairing...), have they been filled out? Either the candidate has provided you with the originals of these forms, or you had the candidate complete and sign the extra copies provided with the student file. It is best to ensure that this is done before the candidate is dismissed.**

* Have you returned your copy of the thesis to the candidate?

* Have you completed and signed the "Master's Oral Examination Conduct Report"? This report is to be submitted to the Head of the Department or Graduate Coordinator and to The School of Graduate Studies.

* Please remember to return all completed forms as soon as possible to the SKHS Thesis Coordinator (Angie), School of Kinesiology and Health Studies, KHS Building, 28 Division Street, KHS 206, Queen's University, Kingston ON K7L 3N6 Tel: 613-533-6000 x75214 / Fax: 613-533-2009 aam2@queensu.ca

Once again...

Thank you for your participation. It is appreciated.