



Master's and Doctoral Oral Thesis Examinations

*GENERAL REGULATIONS AND NOTES FOR EXAMINERS

ATTENTION QUEEN'S FACULTY: Please retain the information provided in the e-mail for your records for inclusion in your Annual Report to the Head and Dean as part of your annual performance assessment.

COMMENTS AND CRITICISMS: Examiners and Supervisors are expected to provide comments for the benefit of the Chair. When the evaluation is negative, COMMENTS MUST BE PROVIDED.

OUTCOME CATEGORIES: At the examination, examiners will be required to vote to place the thesis in one of the 3 outcome categories of Passed, Referred or Failed.

ATTENDANCE: Your presence is required at and for the duration of the examination. Any exceptions have to be arranged with and approved by the Graduate School prior to the examination.

SUPERVISORS: Please ensure that a PDF copy of the thesis has been sent to the School of Graduate Studies (both masters & doctoral programs). This copy will undergo a formatting review by the Thesis Coordinator.

THESIS REQUIREMENTS: A thesis must be expressed in a satisfactory form consistent with the discipline concerned, and display a scholarly approach to the subject and a thorough knowledge of it. A critical review of previous work related to the subject should be given. A master's thesis should demonstrate that the candidate is capable of original and independent work; that of a doctoral student must be original and of such value as to merit publication.

EVALUATION OF THE THESIS: The thesis must be appraised in relation to the requirement for the candidate's degree program. It is permissible to note corrections on your copy of the thesis. Comment and errata could also be listed separately, and criticisms should be substantiated.

In the case of two or more negative reports, the Chair of the committee may convene the committee to examine the reports and decide on what action to take. Normally, however, the procedure outlined in General Regulation 8.6b "**Negative reports:** *If any two of the examiners' reports recommend that the thesis oral not proceed, the candidate, the supervisor and the Head of Department should be consulted by the Chairperson of the Examining Committee to see if they wish to proceed with the oral defence. The onus is on the candidate to make the decision to proceed or not. If the candidate agrees that the oral be postponed, the Chairperson must convey to the candidate, through the supervisor, the nature of the revisions to the thesis that are advised, and the candidate has the right to present the revised thesis at a later date. At the subsequent submission of the thesis, the oral defence must be held.*" of the calendar of the School of Graduate Studies is followed.

FORM OF THESIS:

The thesis presentation must conform to that described in the "**General Forms of Theses**" <http://www.queensu.ca/sqs/Currentstudents/Completingyourdegree/thesisformatting/generalformsoftheses.pdf>. Only examiners from Queen's, however, need check that this has been observed.

CONTACT:

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