

Vice-Provost (Graduate & Postdoctoral Studies)

November 8, 2024

In addition to identifying the thesis examination board members, the form must confirm whether the examination will be in-person or remote, provide details about the public presentation, indicate if the examination is open or closed, and indicate whether there is a confidentiality agreement to be signed, and/or if a delay of publication is requested. The form identifies whether the supervisor(s) has approved the thesis to go to examination.

SGPS approves the thesis examination board and the date of the examination. The date and time of the examination are confirmed via the formal invitation from SGPS.

1.2 In-Person and Remote Examinations

The thesis examination can be held either in-person or remotely.

At the time when a thesis examination is arranged, the Graduate Chair (or equivalent) determines with the supervisor(s) and the student whether the exam will be held in-person or remotely. All examinations must follow the procedures outlined in the Thesis Examination Guide.

The student and supervisor(s) attend in-person. Normally, all thesis examiners participate in-person. With approval of the student and Graduate Chair (or equivalent), one examiner can participate remotely. Flexibility will be exercised for any Indigenous Elder and/or Knowledge Keeper who expresses an interest to join virtually. Please contact SGPS and Indigenous Student Services in these situations.

The student and supervisor(s) attend remotely. All thesis examiners participate remotely.

The thesis examination is normally a closed event unless the student and program, by mutual agreement, request that the examination is open to the university community (e.g., faculty, academic colleagues, students). An exception will be granted for

See Thesis Examination Guide.

Conducts and submits a preliminary evaluation of the thesis artifact no later than five business days before the examination date.

Attends the public presentation.

Attends the thesis examination and participates in questioning the student, evaluating the thesis and the student's defense of the thesis.

Contributes their decision in the final determination of the acceptability of the thesis and oral defense.

If the final determination is a pass conditional upon revisions, be willing to review and approve the revisions.

If needed, participates in a re-submission and/or a re-examination hearing.

This academic examiner provides an interdisciplinary or other discipline perspective on the student's research, scholarship

This non-academic examiner has knowledge, experience and expertise related to the research, scholarship, and/or creative activity and provides a community, industry, cultural, career, and/or applied perspective.

This examiner does not need to hold membership in SGPS.
Must not have been involved in the development of the thesis nor have a material or financial interest in the outcome.

examination. If the preliminary evaluation is deemed acceptable, the examiner reports are shared with the supervisor(s) and student after the thesis examination.

Responsibilities of the Examiners:

Determine whether the student should be provided the opportunity to revise the thesis to bring it to the acceptable scholarly standard for examination.

If the student is provided another opportunity to revise the thesis, the examiners:

Establish a date by which the revisions should be completed, normally no earlier than 12 weeks for PhD and six weeks for master's, after the date of the originally scheduled examination.

Any member of SGPS may attend as a visitor by having a written request to attend approved by the Vice-Provost (Graduate and Postdoctoral Studies). The Chair will refuse attendance to all others.

During the examination, the supervisor(s), examiners and the student are asked to refrain from using electronic devices (cell phones, smart watches) for purposes other than the examination (with the exception of emergencies or for medical use).

The Chair then asks the student (and visitors) to leave the room so that the examiners can decide on the following:

- the order in which examiners are to question the student;
- the number of rounds of questioning desired (usually two);
- the time limit for each of the examiners' questioning periods (typically 15-20 minutes in the first round and 5-10 minutes in the second round); and
- for PhD examinations, who will ask the questions submitted by the external examiner if they are not present.

The examination board members each have a link to an electronic Thesis Examination Evaluation form. The Chair advises the examiners that their evaluations on the acceptability of the thesis should be made independent of the assessment made in the preliminary evaluation of the thesis.

(o)10 p10 (t1.93 0 -1.15 (h)1

The Chair communicates the positive decision to the student. (See Communicating the Decision of the Thesis Examination to the Student.)

On the "Thesis Examination - Chair Report," the Chair:

With the assistance of the examiners, provides a detailed list of the specific revisions as agreed upon by a majority of the examiners. The Chair's Report will be made available to the designated examiner(s), the student, and the supervisor(s), who will normally continue to support the student through the revision process.

With the help of the examining committee, determines which examiner(s) will review the revised thesis. The designated examiner(s) withhold their approval until the required revisions have been made. All the examiners may receive a copy of the revised thesis to review.

After the examination, the supervisor(s) must meet with the student to ensure that they understand the revisions required by the thesis examination board and oversee the required revisions.

The Chair completes the "Thesis Examination - Chair Report." In consultation with the examiners, the Chair states (on the Chair report) why the thesis and/or the oral defense was unacceptable.

Unless a previous re-examination hearing has occurred, a thesis deemed unacceptable by a majority of examiners (regardless of whether the oral defense is deemed acceptable) is referred to a Re-examination Hearing. The Chair of the previous examination is excused from further involvement.

When this occurs, the Vice-Provost (

