

## Summary Report for Oral Examination

Student's Name: \_\_\_\_\_ ID #: \_\_\_\_\_

PhD Candidacy  Final Oral Examination for MSc  PhD

Time	Date (mm/dd/yyyy)	Place

**Attendees:**

Chair:	Deliberations: <b>(CONFIDENTIAL)</b>	
	Acceptability of	
<b>Examiners (in order of questioning):</b>	<b>Knowledge <math>\supseteq</math> / Defence of Thesis <math>\not\subset</math></b>	<b>Potential for Research <math>\supseteq</math> / Thesis <math>\not\subset</math></b>

$\supseteq$  for PhD Candidacy Examination; Outcomes: P = pass; CP = conditional pass; F = fail  
 $\not\subset$  for MSc or PhD Final Oral Examination; Outcomes: P = pass; PSR = pass subject to revisions; A = adjourned; F = fail

**Protocol:**

1. The examination was opened at \_\_\_\_ (time) by the Chair  or Dr. \_\_\_\_\_.  
 Then, one of two formats was followed:
  - a. [**Public Seminar Format**] Introduction of the student followed by presentation of the thesis research project and a question/answer period with the public audience. Proceeding this the student, examiners and Chair entered the *in camera* session.
  - OR**
  - b. [**Closed Examination Format**] Introduction of the student and examiners by the Chair.

2. The Chair completed any remaining introductions and briefly described the purpose and procedures to be followed (previously reviewed with the student: Yes  No ).
  - a. The student was excused from the room and the role of the Chair, order of questioners (listed above), time constraints, first question and other matters were discussed.
  - b. Review of the student's academic record (program start date, course work completed, supervisory committee meetings). Comments & questions were entertained.
3. If [*Closed Examination Format*] : The student was re-admitted to the room and gave a \_\_\_\_\_ minute presentation of the thesis research project.
4. The Chair began to moderate the first round of the question period, reiterating the order of questioning by the examiners. The Chair maintained a set of minutes (attached) indicating the name of the examiner, time they began asking questions and a summary of the questions asked.
5. A break was held after the first round of questions: Yes  No
6. After the second round of questions, the examiners were asked for further questions or comments. (see attached minutes)
7. The student was asked for questions or comments and added the following:
 

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8. The student was excused from the room and deliberations began. Each examiner offered an outcome on the acceptability of the oral examination in two areas. This was recorded on page 1.  
**Results: Consensus** Yes  No  ; **Unanimous** Yes  No
9. The examination outcome was: \_\_\_\_\_  
 Comments relevant to the outcome: \_\_\_\_\_
10. Comments to be included in the minutes to reflect any message the examiners want relayed to the student:
 

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11. The Chair thanked the examiners and host(s) for the examination. The punctuality and contributions of all examiners and the input from examiners from other institutions/departments were appreciated.
12. The student was readmitted and the Chair announced (and explained, if applicable) the outcome of the examination, as follows:
 

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13. The Chair adjourned the examination at approximately \_\_\_\_\_ (time).

Please report errors or omissions to the Chair of the Examination. Respectfully submitted.

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