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Related policy:

Master's Final Oral Examinations Procedures

Office of Accountability:	Education Office
Approver:	Candace Nykiforuk, Associate Dean (Research and Research Programs)
Scope:	Compliance with this School of Public Health procedure extends to supervisors and MSc students.

Overview

To assist supervisors and MSc students in the appointment of the Master's Final Oral Examination and the student presentation.

Purpose

The purpose of the Final Oral Examination is to test the candidate's knowledge of the thesis subject and of related fields.

Procedure

Timeline	Person Responsible	Activity
One month prior to defense date	Student	Receives confirmation from Supervisor and Supervisory Committee that the thesis is ready for Final Oral Examination Provides the Education Office with the title of the thesis, abstract and a brief personal biography for advertisement in the School.
	Supervisor/ Supervisory Committee	Agrees that Thesis is ready for Final Oral Examination and provides "Thesis Ready for Defense" form to the Education Office. Strikes the Master's Final Oral Examination Committee – minimum of 3 examiners (including the supervisor, supervisory committee and one arm's length examiner) and Examination Chair. Provides details by email (including the Student, Examination Committee members, Examination Chair, Date, Time and Room) to the Education Office. Ensures that all guidelines outlined in the GPS Graduate Program Manual are followed: https://www.ualberta.ca/graduate-studies/about/graduate-program-manual/section-8-supervision-oral-examinations-and-program-completion/index.html

Timeline	Person Responsible	Activity
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One month prior to defense	Education Office	Completes the "Notice of Examining Committee & Examination Date" form. Emails the form to the supervisor for signature. Reviews the student's record to ensure the student is currently registered, check for: lapse in program (readmission will be required); fee requirements; requirement for program extension; any failing grades. If any of these items are required, work with the supervisor and student to submit necessary documents.
At least 3 weeks prior to defense date	ADE	Reviews the "Notice of Examining Committee & Examination Date" form and confirms the composition of the "Final Oral Examination" – minimum of 3 examiners (including the supervisor, supervisory committee and one arm's length examiner) and Examination Chair. Confirms the eligibility of the "arm's length examiner" and ensures there are at least 2 U of A Examiners. Requests CV(s) of examiner(s) from supervisor if criteria are not met. Approves/signs the "Notice of Examining Committee & Examination Date" form.
	Education Office	Sends by email (copied to all Examining Committee Members), the signed/approved "Notice of Examining Committee & Examination Date" and sends a separate email to GPS with Prof IDs included on the form. Adds the public presentation information on the student to the SPH Events Calendar and includes the information in the weekly 4U@SPH.
Day of the Final Oral Examination	Student	Presents a 20-minute oral presentation at the beginning of the Final Oral Examination.
	Supervisor	Assists the student with the set up for the oral presentation at the beginning of the Final Oral Examination.
	Examination Chair	Obtain from the Education Office, the student's file. Review the file and have available the "Procedures and Guidelines for Chairs of Final Oral Examinations", "Minutes of Final Oral Examinations" and "Further Suggestions for Chairs of Final Examinations".
	Education Office	Provides the Supervisor with the "Thesis Approval/Program Completion" form prior to the presentation so that the signatures of the committee can be obtained at the end of the Examination.
After the Final Oral Examination	Examination Chair	Provides the Minutes of the Final Examination to the Education Office.
	Supervisor	Obtains the signatures of the examination committee members (except the supervisor), on the "Thesis Approval/Program Completion" form, at the end of the examination. Once the student has completed any required revisions to the thesis reviews revisions to ensure adequate completion and signs the "Thesis Approval/Program Completion" form. Submits form to the Education Office.
	Education Office	Provides the "Thesis Approval/Program Completion" form and the Minutes of the Final Examination to the Director of Graduate Education for approval and signature. Once signed, emails to GPS.

Definitions

ADE	Associate Dean (Education)
Term	[definition]



Related policies, procedures and documents

The guidelines and procedures for this examination are outlined in the GPS document entitled Graduate Program Manual: "Structure of Exam Committees":

<https://calendar.ualberta.ca/content.php?catoid=34&navoid=10137#the-role-and-structure-of-examining-committees>

Notice of Examining Committee & Examination Date Form

Procedures and Guidelines for Chairs of Final Oral Examinations

Minutes of Final Oral Examinations

Further Suggestions for Chairs of Final Examinations

Thesis Approval/Program Completion Form

Contact information

For assistance or further information, please contact the [Education Office](#)