Master of Nursing Program (Thesis)
GUIDELINES FOR FINAL ORAL EXAMINATION

Specific regulations governing the preparation for and conduct of a Master's final oral examination can be found in section 8.3 of the Graduate Program Manual on the Faculty of Graduate Studies and Research website.

The purpose of the Final Oral Examination is to judge the acceptability of the thesis submitted by the student as well as the student's ability to defend it. The members of the Supervisory Committee are expected to have thoroughly read the completed thesis prior to the Final Oral Examination. The examining committee must include at least three individuals (excluding the Chair) who must attend the examination (FGSR Manual 8.2: The Structure of Examining Committees). One of these examiners must be arm's length. Every examining committee must have a Chair who is not the supervisor but who is a tenure track faculty member from the Faculty of Nursing. The Chair need not be an expert in the thesis content/method but must have previously taken part in a final oral examination, as a member of an examining committee.

Timelines for Final Oral Examination

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<th>At least 4 weeks prior to exam…</th>
<th>Supervisor submits the Notice and Approval of Examining Committee &amp; Examination Date form to the Faculty of Nursing Graduate Services Office, who will in turn forward copies to all members once the Associate Dean has approved the committee.</th>
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<td>At least 3 weeks prior to exam…</td>
<td>The supervisor ensures that copies of the thesis are distributed to the Chair and all members of the Examining Committee.</td>
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<td>Immediately following the exam…</td>
<td>Supervisor/Chair submits the Thesis Approval/Program Completion to the Faculty of Nursing Graduate Services Office.</td>
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Responsibilities of the Supervisor

- Familiarize themselves with the Examining Committees Membership Checklist (FGRS) document prior to submitting the final exam form (referred to earlier)
- Consult with the Associate Dean Graduate Studies in selecting the Chair of the Examining Committee and committee members as needed. Consultation must
absolutely occur when a potential for bias exists (e.g., if the research forms part of the Supervisor's own work).

- Ensures that the thesis is distributed (see timelines above)
- Personally make all arrangements for the Final Oral Examination (in consultation with the examining committee Chair, all members of the examining committee and the student).

**Responsibilities of the Chair**

It is the Chair’s responsibility to ensure that the final oral examination is conducted in accordance with the rules and regulations as set out in section 8.3.2 of the FGSR Graduate Program Manual.

The role of the chair includes but is not limited to:

(a) Sets out, for the Supervisory Committee, the regulations under which the examination will be conducted.

(b) Ensures that no bias is exhibited either in favour of the student or against the student. NOTE: The Chairperson does not have a responsibility for examining the student.

(c) Notes the required changes, if any, to the thesis as requested by the Examining Committee.

(d) In the event that technical difficulties with equipment arise during the examination (e.g. Skype). The Chair has the responsibility to determine how the exam will proceed.