Summary Report for Oral Examination

Student’s Name: ___________________________  ID #: __________________

PhD Candidacy  [ ]  Final Oral Examination for MSc  [ ]  PhD  [ ]

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<tr>
<th>Time</th>
<th>Date (mm/dd/yyyy)</th>
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Attendees:

Chair:  

Deliberations:  (CONFIDENTIAL)

Acceptability of

Examiners (in order of questioning):

Knowledge ≥ / Defence of Thesis <  

Potential for Research ≥ / Thesis <

≥ for PhD Candidacy Examination; Outcomes: P = pass; CP = conditional pass; F = fail
< 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.

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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:

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:

   __________________________________________________
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 re-admitted and the Chair announced (and explained, if applicable) the outcome of the examination, as follows:

   __________________________________________________
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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