

## **Guidelines for Chairing Ph.D Oral Examinations**

1. Chair confers with Examiners before convening Oral and agrees to the order of questioning.
2. Chair convenes meeting, introduces candidate, Examiners, thanks audience etc and requests silence, cell phones off etc, and outlines procedure indicating his/her role as moderator.
3. Presentation
  - a. The candidate is given approximately 30 minutes to present.
  - b. Examiners question candidate in the order which has been discussed and agreed upon, or with variations as may be required based on responses.
  - c. When the Examiners are satisfied, the Chair invites questions from the audience, indicating that these are non-examinable and that the time for such questions is at the discretion of the Chair.
  - d. The Chair may opt not to invite questions from the audience, at his/her discretion.
4. When question period is ended, the Chair asks the candidate and the audience to leave to permit the Examiners to deliberate.
5. The Chair and Examiners discuss the Oral Examination and Thesis and arrive at consensus as to the outcome.
6. The Chair invites the candidate back to advise him/her of the recommendation (Pass/Fail) that will be made to the Board for Graduate Studies and Research. Note that mention should **not** be made at this point as to whether the Examiners will recommend High Commendation.

The entire process should last no more than 2 to 2 ½ hours.

### **Preparation of the Chair's report**

A report with a clear recommendation on the outcome of the Examination is to be prepared by the Chair. This report should include a list of any corrections or changes to be made by the candidate that are additional to those outlined in the written Examiners' reports.

The Report must be signed by all Examiners along with the Chair.

Where there is disagreement among the Examiners, Examiners may submit individual reports.

### **Award of High Commendation**

The recommendation of the award of the degree with High Commendation must be unanimous among all Examiners to be considered by the Board for Graduate Studies and Research.

*The Registry*

*Last updated October 21, 2016*