

## Appendix 1: Thesis Examination Committee: Master's students

### 1. Examination Committees in the Humanities

#### 1.1. Membership and Convening of Committees

The supervisor, in consultation with the Head of the Department, shall nominate members for the Master's Oral Thesis Examining Committee and propose a date, time and place for the examination. The supervisor must obtain commitments to serve as examiners from those he/ she nominates for the committee. The applicable departmental form is completed and signed by the supervisor and the Head of the Department.

The Master's Thesis Examination Committee for Master's students in graduate departments programs in the Humanities shall comprise at least the following members:

x

number of days before the scheduled date of the examination.

1.2.3. The designated department or program person shall confirm the date, time and place of the examination via an email to all committee members and the candidate.

1.2.4. The examiners do not submit reports on the thesis prior to the oral thesis examination.

The Master's Thesis Examination Committee for Master's students in Graduate Departments or Programs in the Social Sciences shall comprise at least the following members:

- x Chair of Committee: Head of the Department (or Head's Delegate) (may be from outside Department)
- x Supervisor(s)
- x At least one other faculty member, who may be:
  - o From the department OR
  - o External to the department, OR
  - o In exceptional circumstances, external to Queen's

## NOTES

i. In the

submitted to a designated departmental person who could be either the Chair of the committee, or the Graduate Coordinator in the candidate's home department. If such negative report is submitted, the oral thesis examination shall proceed as scheduled.

2.2.6. If two or more negative reports are submitted, the candidate and the supervisor shall be

a) Normally, the Chair of the Thesis Examination Committee for Master's students shall





4.2.5 The report on the outcome of the examination as well as the report on the conduct of the examination (if required) will be forwarded by the Chair of the Examining Committee to the School of Graduate Studies.