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Chair's Report - MSc Final Exam

Last Name:	First Name:
Graduate Program:	Exam Date:

Examining Committee Members Present:

Chair:	Supervisor:
Co-supervisor:	Committee examiner:
Examiner outside committee:	Additional Examiner:
Additional Examiner:	Additional Examiner:

The Examining Committee evaluates the student's performance in terms of the oral exam and the thesis.

- Unconditional pass** - required changes are only of an editorial nature.
- Conditional pass** - requirements involving re-analysis or major restructuring of the thesis are specified by the Examining Committee and are to be completed within **6 weeks** of the examination. Signatures of the Supervisor and members wishing to check revisions are withheld.
- Adjournment** - procedures for re-evaluation of the thesis or re-examination must be specified by the Examining Committee (re-evaluation or re-examination must be completed within 6 months of the examination); or
- Fail** - recommend withdrawal from the program.

Comments: Briefly justify your recommendations, outline any differences of opinion within the committee, and describe any special difficulties or concerns. In the case of conditional pass or adjournment, recommend the process to be followed. (Continue on separate page if you wish.)

Signature of Chair: _____ Date: _____

Submit original to LFS Graduate Programs Office and copy to other members of the examining committee



Chair's Report on the Final Master's Thesis Defense – Instructions for Chair

A hard copy of this form must be submitted by the Chair of the Examining Committee to the LFS Graduate Programs Office, within one week of the examination.

Role of the Examination Chair:

- Determine if a quorum has been reached (Quorum: Chair, supervisor, one member of the supervisory committee, one external examiner) – majority must be UBC faculty. At least one examiner must be from outside the student's graduate program.
- Open and close the examination proceedings.
- Monitor the length and conduct of the Candidate's presentation. If appropriate, question the Candidate, especially on any substantive points raised previously, but not adequately addressed, in the normal round of questioning.
- Intervene if questioning becomes inappropriate.
- Deal with any behaviour that interferes with the proper conduct of the examination.
- Moderate discussion on the merits of the thesis, the Candidate's oral presentation and responses to questions, and other relevant matters.
- Call for a vote and recommendation.
- Recall the Candidate and advise him/her of the recommendations that are to be made to the Associate Dean, Graduate Programs.
- Prepare a detailed report for the Associate Dean, Graduate Programs.