

**GENERAL GUIDELINES FOR SETTING UP ORAL EXAMINATIONS**  
**(For Master's orals or PhD orals with external examiner present)**

At the point that each supervisory committee member has read the thesis/dissertation and has agreed that it is examinable, the following procedures take place:

- The student and the committee will decide on a date for the oral that is convenient for everyone. This date must be far enough in advance to allow time to submit the **"Request for Oral Examination" form to the Dean's Office at least 20 working days prior to the examination**. If there are extenuating circumstances that may result in not being able to meet the 20 working days requirement, **prior written permission will be required** from the Associate Dean of Graduate Studies.
- The supervisor or a committee member must recommend to the Dean an appropriate external examiner and confirm with the individual his/her availability to attend the oral examination on the specified date and time.
- Booking a suitable room for the examination is the academic unit's responsibility.
- The "Request for Oral Examination" form must be completed and signed by each member of the supervisory committee. Committee members who are away may fax a signature or send an e-mail stating they agree the thesis/dissertation is examinable and they are available for the specified date and time. The form must include the name, address, telephone number and e-mail address for the proposed external examiner.
- Once this form has been completed, it **must** reach the Dean of Graduate Studies Office **at least 20 working days prior** to the date of the oral examination.
- **In the case of a Ph.D. oral**, the "Request for Oral Examination" form must be accompanied by an updated C.V. from the external examiner for approval by the Dean, and two copies of the dissertation. In the case of research involving human subjects, a copy of the approval/waiver of the Human Research Ethics Committee is required. Graduate Studies will courier one copy to the external examiner and the other copy will be delivered to the chair when one has been found.
- At the time that the dissertation is deposited in the Dean's Office, Ph.D. candidates must sign a "Ph.D. Declaration form". In the case of Ph.D. candidates that are out of town, it is expected that the student come and sign the form sometime before the date of the oral examination.
- **In the case of a Master's oral**, the "Request for Oral Examination" form should be accompanied by one copy of the thesis. In the case of research involving human subjects, a copy of the approval/waiver of the Human Research Ethics Committee is required. It is the responsibility of the student/Department to deliver a copy of the thesis to the external examiner as soon as possible once the date of the examination has been confirmed. Graduate Studies does not cover any expenses incurred for sending thesis/dissertations to out of town external examiners or committee members.
- **For Master's orals**, a formal announcement of the examination will be produced in the Office of the Dean of Graduate Studies and distributed to the examining committee and all University departments.
- **For Ph.D. orals**, an oral examination announcement must be prepared in the student's department and should be submitted to the Office of the Dean of Graduate Studies ten days prior to the examination date. This will then be distributed to the examining committee and all University departments.

- **Procedures for setting up an oral exam by video or audio conferencing**, are available under separate guidelines, available at the Office of the Dean of Faculty of Graduate Studies or the School/Department Graduate Secretary.
- If a committee member is not able to attend the oral examination because of unforeseen circumstances the committee member is required to arrange for a faculty member within their department to represent them and to question the candidate at the oral defense.

**Expenses Associated with Oral Examinations:**

**In the case of Masters oral examinations**, the Faculty of Graduate Studies does not cover any expenses incurred in relation to the examination. Normally the committee members and the External Examiner are located on campus and no travel or postage expenses are necessary.

**In the case of Ph.D. oral examinations**, the Faculty of Graduate Studies is limited to the amount of expenses that can be covered. The following alternatives are available to Departments/Schools.

- a) Audio conferencing - only for Ph.D. oral exams with the external examiner at a distant site (room A209, University Centre). The Faculty of Graduate Studies will cover the cost of the telephone call for conducting the oral examination.
- b) Interactive video conference - only for Ph.D. oral exams using the CUSeeMe system, with the external examiner at a distant site (room A270a, Human and Social Development building). The Faculty of Graduate Studies will cover the cost of conducting an examination this way.
- c) A limit of \$100 for travel expenses for an external examiner from Vancouver or Seattle whose physical presence on campus is absolutely essential. Other related expenses such as hotel or meal expenses will not be covered by the Faculty of Graduate Studies.
- d) A limit of \$250 toward the airfare of an external examiner arriving from a distant location, whose physical presence is deemed absolutely essential. Other related expenses such as hotel or meal expenses will not be covered by the Faculty of Graduate Studies.

In each case, the Faculty of Graduate Studies will cover the costs of couriering the thesis/dissertation to the external examiner of **Ph.D. oral examinations before the examination**, and the external examiner's honorarium of \$100.

The couriering/ mailing of any additional forms or copies of the dissertation to the external examiner or committee members, will not be covered by the Faculty of Graduate Studies.

Revised December 2002