

Proposed Graduate Academic Calendar Regulation Amendment Section – External and university examiners Academic Council – January 22, 2019

Rationale for proposed changes: To clarify that the university faculty member must have a graduate faculty appointment to serve as a graduate student's master's thesis examiner or doctoral university examiner. To reflect the change where the master's external examiner was re-named the master's thesis examiner. To also reflect a change in wording where the master's examiner should not have been an examiner for another master's student with the same supervisor within the same academic year. Update the language from the use of "UOIT" to "the university" as outlined in the Editorial Style Guide.

External and university examiners

Master's candidates

The master's ~~external~~ thesis examiner has expertise that is relevant to the thesis subject matter and normally is a faculty member at ~~UOIT~~ the university with a graduate faculty appointment, although examiners external to the university may be appointed. ~~External Thesis~~ examiners should not have been an ~~external~~ thesis examiner for another master's student with the same supervisor within the ~~last~~ same academic year.

The ~~external~~ thesis examiner is appointed by the Dean of Graduate Studies upon recommendation of the graduate program director. A curriculum vitae for the recommended examiner and a written rationale for the choice must be provided to the Dean of Graduate Studies.

Doctoral candidates

Both university and external examiners should hold the rank of full or associate professor (or equivalent) if they are at a university, or of comparable expertise and standing if not at a university. The university examiner has expertise that is relevant to the thesis subject matter and normally is a faculty member at ~~UOIT~~ the university with a graduate faculty appointment, although examiners external to the university may be appointed. An external examiner for a PhD dissertation is a well-qualified, objective and experienced individual who has considerable direct knowledge in the field of study of the subject matter.

University examiners may have been the external for the same student's candidacy exam. University examiners should not have been a university examiner for another PhD student with the same supervisor within the last year.

External examiners will not have been associated or affiliated with ~~UOIT~~ the university during the last six years through any type of employment or adjunct or visiting position nor have any plans to do so in the immediate future. External examiners should not have been an external examiner for another PhD student with the same supervisor within the last two years.

The university and external examiners are appointed by the Dean of Graduate Studies upon recommendation of the graduate program director. A curriculum vitae for each recommended examiner and a written rationale for the choice must be provided to the Dean of Graduate Studies.

Change in terminology from “external examiner” to “thesis examiner” for master’s students

Rationale:

As a result of the approved amendment at the November GSC meeting, where the Master’s External Examiner was re-named “Master’s Thesis Examiner”, the following regulations also need to be modified to reflect the new terminology. As this change is editorial in nature, we are presenting this as a package.

Regulation	Section	Subsection	Sub-subsection	Change
Administration of Graduate Studies	Graduate program directors	Responsibilities		Recommend <u>master’s thesis examiners and doctoral external examiners</u> to the Dean of Graduate Studies.
Program	Program format			A thesis is an original work that is overseen by a research supervisor and a supervisory committee. The thesis is worth at least nine credits and involves an oral examination that includes an assessment by a <u>master’s thesis examiner and doctoral external examiner</u> . A project or major paper for a master’s degree is an original work that is supervised by a research supervisor and includes a second reader. Projects and major papers are worth at least six credits and do not require an oral examination or a <u>master’s thesis examiner and doctoral external examiner</u> .
Supervisory Committee	Composition	Chair’s Responsibilities		Recommend potential <u>master’s thesis examiners and doctoral external examiners</u> to the Dean of Graduate Studies.
Thesis, project or major paper	Oral examination for master’s and doctoral candidates	Examining Committee	Master’s candidates	For master’s candidates, the examining committee consists of all members of the supervisory committee plus one <u>thesis external examiner</u> (see <u>thesis</u> , external and university examiners). The committee is chaired by the graduate program director or designate.

	Oral examination for master's and doctoral candidates	External and university examiners	Section heading	<u>Thesis</u> , E external and university examiners
	Oral examination for master's and doctoral candidates	External and university examiners	Master's candidates	<p>The master's <u>thesis external</u> examiner has expertise that is relevant to the thesis subject matter and normally is a faculty member at UOIT, although examiners external to the university may be appointed. <u>Thesis external</u> examiners should not have been a <u>thesis external</u> examiner for another master's student with the same supervisor within the same academic year.</p> <p>The <u>thesis external</u> examiner is appointed by the Dean of Graduate Studies upon recommendation of the graduate program director. A curriculum vitae for the recommended examiner and a written rationale for the choice must be provided to the Dean of Graduate Studies.</p>
	Oral examination for master's and doctoral candidates	External and university examiners	External examiner's report for master's and doctoral candidates	Section heading: <u>Thesis and E</u> external examiner's report for master's and doctoral candidates
			External examiner's report for master's and doctoral candidates	The external examiner shall prepare a report of his/her assessment of the candidate's thesis and send it to the Dean of Graduate Studies or designate no less than one week before the scheduled exam date. The Dean of Graduate Studies may postpone the final examination if the external examiner's report is not received by this deadline.

	<p>Oral examination for master's and doctoral candidates</p>	<p>Examination procedure</p>		<p>This includes sending the thesis to the master's thesis examiner and doctoral external examiner, setting the examination date and preparing the relevant documents needed at the time of the examination.</p> <p>...</p> <p>Normally, no more than two members of the examining committee, including the master's thesis examiner and doctoral external examiner, may attend the defence remotely.</p>
	<p>Oral examination for master's and doctoral candidates</p>	<p>Outcomes of completion of the oral examination</p>	<p>3. Major Revisions Required</p>	<p>Although a subset of the examining committee can approve major revisions, a full examining committee (optionally including a master's thesis examiner and doctoral external examiner) must determine that a revised thesis is not acceptable and receives a grade of Fail.</p>