

Dominican University College/Collège Universitaire Dominicain

Thesis Examination Policy

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Preamble

This policy statement is issued by **Dominican University College** to provide a guide to the conduct of and rules for thesis examinations. Different Faculties can have different procedures for comprehensive examinations and research papers, but theses are the most important research products of both master's and doctoral programs. As such, they are more visibly in the public domain and hence reflect the University's standards and requirements to a wider audience. For this reason, as well as to ensure the highest quality of thesis research, certain standard procedures must be followed. Moreover, given the importance of the thesis for a student's successful completion of his/her program, as well as the requirement for an examination, these rules are also intended to ensure fairness and transparency. All candidates and members of examination boards are expected to be familiar with this policy.

Please note: throughout this policy, the term "**Dean of the Faculty**" should be understood to refer to the position responsible for administration of the academic unit in which the program is housed. It is further understood that the actual responsibility for carrying out the actions described below may be delegated to another faculty member.

Section 1 – Master's Thesis Examinations – Pre-Examination Process

1.1 Thesis Submission

- a) The candidate informs the thesis supervisor and the **Dean of the Faculty** or the **Director of Graduate Studies** of the date he/she intends to submit his/her thesis. This notice shall be given **two weeks in advance** of the submission date.
- b) The candidate submits one copy of the thesis for each member of the examination board with the exception of the Faculty Dean. These examinable copies of the thesis must be received by the department six weeks in advance of the actual date of the examination of the thesis.
- c) The candidate must sign the Academic Integrity Statement indicating comprehension of and adherence to the Dominican University College Academic Integrity Policy (see Appendix A).

1.2 Constitution of the Examination Board

- a) The Dean of the Faculty or the **Director of Graduate Studies** schedules the examination and recommends membership of the thesis examination board to the Faculty.

b) The **Dean of the Faculty** or the **Director of Graduate Studies** appoints the examination board to comprise, as a minimum the following:

- (i) Thesis Supervisor (or optionally co-supervisors);
- (ii) Second Reader;
- (iii) One additional member from the Faculty concerned
- (iv) **Dean of the Faculty** or the **Director of Graduate Studies** (or a delegate who serves as chair of the examination board) of the Faculty concerned (ex officio)

c) It is the responsibility of the **Dean of the Faculty** or the **Director of Graduate Studies** to ensure that specific appointments to the examination board are in accordance with this list. Alternate examination committee membership, for example, government or industry employees must be pre-approved by the Vice-President (Academic). The examination notice that is sent to the **Dean of the Faculty** should identify the role of each board member.

d) If any member of the examination board is to participate by telephone, videoconference or any other medium, the Faculty must inform the Vice-President (Academic) at least a week before the examination which technical arrangements will be made to allow remote access. Dominican University College provides technician-supported facilities for videoconferencing. If an unsupported voice-over internet protocol (such as Skype) is used, there must be proper audio-conferencing equipment available as backup (such as a "polycom conference phone") and an analogue telephone line in the room.

e) If a member of the examination board has agreed to participate in the examination and consequently is unable to participate, he or she must submit a brief written report on the thesis to the chair of the examination board **one week in advance**. This report will include both an evaluation of the thesis and a set of questions to be asked at the examination. The **chair of the examination** board will present the report to the examination board at the examination by 1) posing the questions contained in the report on behalf of the absent member during the examination question period and 2) providing the absent member's judgements on the thesis in the *in camera* discussion following the examination question period.

1.3 Examination Preparation

a) When the examination board is appointed, the **Dean of the Faculty** or the **Director of Graduate Studies** writes to the examiners to outline the details of the defence (see Appendix B-2).

b) When the thesis supervisor receives the examination copies of the thesis, the thesis supervisor gives all copies to the **Dean of the Faculty** or the **Director of Graduate Studies**. The Dean keeps a copy of the thesis and circulates the remaining copies to all members of the examination board six weeks in advance of the defence with a copy of

the **Committee Member Thesis Defence Authorization Form** (see Appendix D-2).

c) After receipt of the approved copy of the thesis, the **Dean of the Faculty** or the **Director of Graduate Studies** posts the examination notice announcing the date, time and location of the thesis examination. Any special arrangements for participation of the examiners (telephone, video-conferencing etc.) will be included on the examination notice. The date of the announcement must be **two weeks prior** to the date of the examination.

d) Each examiner on the examination board signs the **Committee Member Thesis Defence Authorization Form** (see Appendix D-2) and sends his/her signed copy to the **Dean of the Faculty** or the **Director of Graduate Studies one week in advance of the oral examination**. If any examiner has serious reservations regarding the thesis, these must be noted on the form at this time and submitted to the **Dean of the Faculty** or the **Director of Graduate Studies**.

e) In the event of serious reservations, the **Dean of the Faculty** or the **Director of Graduate Studies** will consult with the thesis supervisor and the candidate to determine whether the examination will be deferred. The **candidate** has the right to proceed to examination.

1.4 Observers

a) Any faculty member from within the University (or from the joint institutes) may attend the examination as an observer. Other observers may also attend the examination provided they have obtained the permission of the **candidate** and the **chair of the examination board**. Observers are not permitted to ask questions during the examination or participate in any other way and may not leave the examination without permission of the chair.

b) Faculty members other than those on the examination board may be granted the privilege of asking questions during the examination if they have provided a written submission containing the examination questions at least **two working days in advance** of the examination to the **chair of the examination board**.

1.5 The Examination

a) The **Dean of the Faculty** or the **Director of Graduate Studies** (or deputy) chairs the examination board.

b) It is the responsibility of the **chair of the examination board** to enforce the rules of procedure governing the conduct of examinations, to ensure that academic standards are maintained, and to protect the candidate from unfair or unreasonable forms of questioning. The **chair of the examination board** ensures that the examination is conducted according to the highest standards of academic integrity, collegiality and professionalism. In exceptional circumstances, if the **chair of the examination board**

is not satisfied that the spirit of the guidelines for the evaluation of the thesis has been met, he/she will adjourn the examination and consult with the Vice-President (Academic).

d) In exceptional circumstances, if a member of the examination board is unable to participate and has not submitted a report on the thesis, the **chair of the examination board**, in consultation with the board, determines whether the examination will proceed. The **chair of the examination board** will inform the Vice-President (Academic) of these events following the examination.

e) The **chair of the examination board** conducts a brief *in camera* meeting with the examination board at the outset to review the examination procedures and potential outcomes. The definitions of minor and major revisions will be addressed by all members of the examination board along with the criteria for medal eligibility (see Appendices B-3, and E). The **chair of the examination board** inquires whether any member of the board can foresee any significant difficulty with respect to the final acceptability of the thesis. If significant difficulties are foreseen, concerning either content or scholarly presentation, the **chair of the examination board** determines whether there is reason to adjourn the examination. If the examination is adjourned, the **chair of the examination board** informs the Vice-President (Academic).

f) The **chair of the examination board** admits the candidate to the room and reviews the examination procedures.

g) The **candidate** may make a brief introductory statement and may use audio/visual aids or other appropriate methods supporting this statement.

h) In the first round of questions, the examiners normally proceed in the order set out in the examination notice (see Appendix B-1). Questioning in this round is one-on-one without interventions from other board members.

i) This will be followed by a second round of questions without a set order. In this round, questions may come from any of the examiners, and comments and general discussion may take place. The duration of this round is at the discretion of the **chair of the examination board**.

j) The **candidate** may make a closing statement but is not required to do so.

k) The candidate is asked to withdraw while the examination board deliberates.

1.6 Examination Outcome

a) The **chair of the examination board** polls the members of the examination board to determine if the candidate passes or fails. The **chair of the examination board** records in writing all required revisions, major or minor, agreed to by the board. In

addition, the **chair of the examination board** records in writing the process for approving required revisions.

b) If consensus cannot be reached among the members of the examination committee as to the categorization of the thesis (Accepted, Acceptable after minor revisions, Acceptable after major modifications, Rejected), the thesis grade (Pass with Distinction, Satisfactory, Unsatisfactory) or for the oral defence (Satisfactory, Unsatisfactory), a vote will be taken to determine the outcome. All the Examiners must form part of the majority vote. If an Examiner does not, or refuses, to form part of the vote, the **chair of the examination board** will adjourn the examination and inform the Vice-President (Academic). In exceptional circumstances, if the **chair of the examination board** is not satisfied that the spirit of the guidelines for the evaluation of the thesis has been met, he/she should adjourn the examination and consult with the Vice-President (Academic).

c) In cases where the oral defence is deemed unsatisfactory but the thesis is deemed satisfactory (accepted with or without revisions), the **candidate** will normally be required to defend again within one month of the original defence, with the same examining committee. The **committee** will produce a report itemizing the reasons for the failure of the oral defence. Should the defence be deemed unsatisfactory a second time, the **candidate** will be asked to permanently withdraw from the program.

d) In cases where the thesis is deemed unsatisfactory, the **candidate** will normally be asked to withdraw from the program. The **examining committee** will produce a report itemizing the reasons for the failure of the thesis. The **examining committee** may recommend to the **Dean** that **the candidate** be allowed to register for an additional term to revise and resubmit the thesis. In such cases, a second defence will be scheduled within 6 months of the original defence, with the same examining committee. Should the thesis be deemed unsatisfactory a second time, the **candidate** will be asked to permanently withdraw from the program.

e) The **chair of the examination board** polls the members of the examination board regarding recommendation of the candidate for a medal if the thesis is judged to be outstanding (see Appendix E). The thesis supervisor does not participate in the discussion regarding medals. If board members agree to recommend the candidate, the **chair of the examination board** submits a written report to the Vice-President (Academic).

f) The **chair of the examination board** ensures that the Examination Report (Appendix B-3) is prepared and signed by all members before the adjournment of the examination board. The **chair of the examination board** signs for absent members of the examination board.

g) The **chair of the examination board** invites the candidate back into the examination room to discuss the examination outcome.

h) The total duration of the examination should not normally exceed two hours.

1.7 Final Thesis Submission

a) Minor Revisions:

i) The candidate, after completing minor revisions as directed by the examination board, will upload the final copy of the thesis for approval by the thesis supervisor or designate. The candidate will also complete the required electronic forms.

ii) Having verified that the required revisions have been completed, the thesis supervisor or designate will approve the upload and the final thesis to be electronically forwarded to the Library.

iii) Provided that all master's program requirements have been satisfied, the **Dean of the Faculty** recommends to the Academic Council that the degree be awarded.

iv) The **Dean of the Faculty** arranges for the electronic thesis to be transferred to the Library.

b) Major Revisions:

i) The candidate, after completing major revisions as directed by the examination board, will submit copies of the final thesis to all those involved in the approval of the revisions or modifications (see 1.6).

ii) Having verified that the required revisions have been completed, those involved will sign the Thesis Revisions Approval Form (see Appendix B-4).

iii) Once all necessary approvals have been obtained, the candidate will upload the final copy of the thesis for approval by the thesis supervisor or designate. The candidate will also complete the required electronic forms.

iv) Having verified that the required revisions have been completed, the thesis supervisor or designate will approve the upload and the final thesis to be electronically forwarded to the Library.

v) Provided that all master's program requirements have been satisfied, the **Dean of the Faculty** recommends to the Academic Council that the degree be awarded.

vi) The **Dean of the Faculty** arranges for the electronic thesis to be transferred to the Library.

Section 2 – Doctoral Thesis Examinations – Pre-Examination Process

2.1 Thesis Submission

- a) The **candidate** informs the thesis supervisor and the **Dean of the Faculty** of the date he/she intends to submit the thesis. This notice shall be given **two weeks in advance** of the submission date.
- b) The **candidate** submits six examinable copies of the thesis to the Faculty **at least six weeks in advance** of the actual date of the examination of the thesis.
- c) The candidate must sign the Academic Integrity Statement indicating comprehension of and adherence to the Dominican University College Academic Integrity Policy (see Appendix A).

2.2 Constitution of the Examination Board

- a) After consultation with the thesis supervisor, the **Dean of the Faculty** or the **Director of Graduate Studies** recommends membership of the thesis examination board. The **Dean of the Faculty** or the **Director of Graduate Studies** also provides information, including abbreviated CVs regarding the appropriateness of the nominated external examiner. This information will address issues of expertise and conflict of interest (below)
- b) The **Dean of the Faculty** or the **Director of Graduate Studies** appoints the examination board to comprise as a minimum:
 - (i) One member from outside of Dominican University College who is a recognized authority in the subject of the thesis (External Examiner);
 - (ii) One member who is from Dominican University College and who has been at arm's length from the thesis research (Internal Examiner);
 - (iii) Thesis supervisor (or co-supervisors);
 - (iv) Second reader;

[N.B. There must be at least two thesis advisory committee members, i.e. a thesis supervisor and a second reader. If no thesis advisory committee has been established, two Faculty members may be appointed by the Dean.]

 - (v) **Dean of the Faculty** or the **Director of Graduate Studies** (or a delegate who serves as chair of the examination board) of the Faculty concerned (ex officio).
- c) It is the responsibility of the **Dean of the Faculty** or the **Director of Graduate**

Studies to schedule the examination and to ensure that specific appointments to the examination board are in accordance with this list. Alternate examination committee membership, for example government or industry employees, must be pre-approved by the Vice-President (Academic). The examination notice that is sent to the Faculty should identify the role of each examination board member (see Appendix C-1).

d) If any member of the examination committee is to participate by telephone, video conference or any other medium, this must be specified in the examination notice.

e) If a member of the examination board (other than the internal examiner) is unable to participate, s/he must submit a written report on the thesis to the chair one week in advance. The chair of the examination board will present the report to the examination board at the examination by 1) posing the questions contained in the report on behalf of the absent member during the examination question period and 2) providing the absent member's judgements on the thesis in the *in camera* discussion following the examination question period.

2.2.1 Conflict of Interest

a) External Examiner. The external examiner should be an impartial scholar with recognized expertise in the thesis research area. In addition, it is necessary that s/he be at arm's length from the candidate, from the supervisor(s) and from Dominican University College. To guarantee the impartiality of the external examiner, the following conditions should be met:

(i) The external examiner should have no family ties or close business ties or close professional ties to the candidate or the supervisor(s) in the preceding six years;

(ii) The external examiner should not have held an appointment at Dominican University College in the preceding six years;

(iii) The external examiner should have no prior supervisory relationship with the candidate or with the supervisor(s) in the preceding six years;

(iv) The external examiner should not have been a principal co-author or close research collaborator with the candidate or with the supervisor(s) in the preceding six years.

While this list is not an exhaustive one, it provides an indication of the kinds of relationships that call into question the impartiality of the external examiner.

b) Internal Examiner. The following conditions should be met to ensure the internal examiner's impartiality:

(i) the internal examiner should not have family ties or close business ties to the candidate or the supervisor(s);

(ii) the internal examiner should not have been involved at any prior stage of the thesis development.

All exceptions to conditions mentioned in a) and b) must be clearly justified by the **Dean of the Faculty** or the **Director of Graduate Studies** who will report to the Vice-President (Academic).

c) Other committee members: Expertise and quality of intellectual and professional support for graduate students as they pursue their work are the first priorities in establishing the membership of supervisory committees. It is understood that other committee members may have collegial relationships with the student or with each other. However, Faculties should avoid practices that may create a reasonable impression of conflict of interest through the existence of close relationships, ongoing or past collaboration. Faculties are encouraged to make every effort to avoid the recurrence of exactly the same membership on a number of examining committees, the presence of spouses/partners on the same committee, or the involvement of committee members who have been in supervisor/supervisee relationships (with the student or each other) in the recent past.

2.3 Examination Preparation

a) When the thesis supervisor receives the examination copies of the thesis the thesis supervisor gives all copies to the **Dean of the Faculty** or the **Director of Graduate Studies**. The **Dean** keeps a copy of the thesis and circulates the remaining copies to all members of the examination board with a copy of the **Thesis Examination Committee Member Instructions Letter and the Thesis Defence Authorization Form** (see Appendices C-2 and D-2).

b) The Dean's copy is for use by the **Dean of the Faculty** (or deputy) who will act as chair of the examination board.

c) After receipt of an approved copy of the thesis, the **Dean of the Faculty** or the **Director of Graduate Studies** announces the date, time and place of the thesis examination. Any special arrangements for participation of the examiners (telephone, video-conferencing etc.) will be included on the examination notice. The date of the announcement must be at least four weeks in advance of the date of the examination. If any member of the examination board is to participate by telephone, videoconference or any other medium, the Faculty must inform the Vice-President (Academic) at least a week before the examination which technical arrangements will be made to allow remote access. Dominican University College provides technician-supported facilities for videoconferencing. If an unsupported voice-over internet protocol (such as Skype) is used, there must be proper audio-conferencing equipment available as backup and an analogue telephone line in the room.

d) The **Dean of the Faculty** or the **Director of Graduate Studies** writes to the external examiner to review procedures followed in the defence (see Appendix C-3), to outline

judgements to be made and to ask that any major concerns be communicated in the report to be submitted at least one week in advance of the examination.

e) The **external examiner** submits written comments on the thesis to the **Dean of the Faculty** or the **Director of Graduate Studies** at least one week in advance of the **oral examination**. *Normally, the thesis defence will not proceed without receipt of the report of the external examiner at an absolute minimum of two weeks in advance of the date of the defence.*

f) The **Dean of the Faculty** or the **Director of Graduate Studies** will provide a copy of the External Examiner's Report to the Chair of the Examination Committee and the **candidate**, with the understanding that the content of the Report is to remain confidential. The content of the Report is not to be released to the thesis supervisor(s) prior to the oral examination, other than to acknowledge that the thesis is acceptable and may proceed to defence.

g) In cases where the external examiner 's report **does not** recommend that the thesis proceed to defence, the **Dean of the Faculty** or the **Director of Graduate Studies** will consult with the Chair of the Examination Board. After this consultation the **Dean** may recommend to postpone the defence. The student has the option to accept the Dean's recommendation for postponement or to proceed with the defence as planned. In either case, the examining committee shall remain the same.

h) Each examiner on the examination board completes a Thesis Defence Authorization Form (see Appendix D-2) at least one week in advance of the oral examination **and submits the completed form to the Dean of the Faculty** or the **Director of Graduate Studies**. **If any examiner has serious reservations regarding the thesis, these must be noted in the comment box on the form at this time and the Chair will notify the Dean of the Faculty** or the **Director of Graduate Studies** immediately.

2.4 Observers

a) Doctoral Thesis Examinations are by definition public events and notice of the date of the examination will be given to the university community at least two weeks in advance by the **Dean of the Faculty** or the **Director of Graduate Studies**.

a) Any faculty member from within the University may attend the examination as an observer. Observers are not permitted to ask questions during the examination or participate in any other way and may not leave the examination until the Chair has adjourned the proceedings.

b) Faculty members other than those on the examination board may be granted the privilege of asking questions during the examination if they have provided a written submission containing the examination questions at least two working days in advance of the examination to the **chair of the examination board**.

2.5 The Examination

a) The **Dean of the Faculty** or the **Director of Graduate Studies** (or deputy) chairs the examination board.

b) It is the responsibility of the **chair of the examination board** to enforce the rules of procedure governing the conduct of examinations, to ensure that academic standards are maintained, and to protect the candidate from unfair or unreasonable forms of questioning. The **chair of the examination board** ensures that the examination is conducted according to the highest standards of academic integrity, collegiality and professionalism. In exceptional circumstances, if the **chair of the examination board** is not satisfied that the spirit of the guidelines for the evaluation of the thesis has been met, he/she should adjourn the examination and consult with the Vice-President (Academic).

c) An examination cannot take place if the external examiner is not present unless specific arrangements have been approved in advance for this examiner to participate by telephone, video-conferencing or similar media. The written report of the Ph.D. external examiner must also be available. This report must be received at least one week prior to the date of the examination board.

d) In exceptional circumstances, if a member of the examination board is unable to participate and has not submitted a report on the thesis, the **chair of the examination board**, in consultation with the board, will determine whether the examination will proceed. If the examination proceeds, he/she will inform the Vice-President (Academic) following the examination.

e) The **chair of the examination board** conducts a brief *in camera* meeting with the examination board at the outset to review the examination procedures and potential outcomes. The definitions of minor and major revisions will be addressed by all members of the examination board along with the criteria for medal eligibility (see Appendices C-4 and E). The **chair of the examination board** inquires whether any member of the board can foresee any significant difficulty with respect to the final acceptability of the thesis. If significant difficulties are foreseen, concerning either content or scholarly presentation, the **chair of the examination board** determines whether there is reason to adjourn the examination. If the examination proceeds, the **chair of the examination board** informs the Vice-President (Academic) following the examination. The **chair of the examination board** invites the external examiner to present his/her report. The external examiner's written comment regarding recommendation of the candidate for a medal is **not** conveyed at this point (see 2.6.c).

f) The **chair of the examination board** admits the candidate to the room and reviews the procedures.

g) The **candidate** may make an introductory statement and may use audio/visual aids or other appropriate methods of supporting this statement. It is usual to limit such

statements to about twenty minutes, but in certain departments the statement may be of somewhat longer duration.

h) In the first round of questions, the examiners normally proceed in the order set out in the examination notice (see Appendix C-1). Questioning in this round is one-on-one, with no interventions from other members of the board.

i) This will be followed by a second round of questions without a set order. In this round, questions may come from any of the examiners, and comments and general discussion may take place. The duration of this round is at the discretion of the **chair of the examination board**.

j) The **candidate** may make a closing statement but is not required to do so.

k) The candidate is asked to withdraw while the examination board deliberates.

l) In case of technical difficulty in the course of an examination conducted through videoconferencing, the **chair of the examination board** may briefly suspend the proceedings to allow some time to fix the problem. Should the disconnection persist and the examiner(s) accessing the proceedings through videoconferencing fail to be reconnected in a timely fashion, the proceedings will continue through telephone connection using the analogue line affixed to the videoconferencing system (this analogue line is reserved for use as a backup for the videoconferencing system; any other telephone communication in the course of the examination must be conducted through the digital telephone line set up in the examination room).

m) Should both the videoconferencing and telephone systems become inoperative, the **chair of the examination board** in consultation with the board may carry on with the examination if it is deemed that the virtual presence of the distant examiner(s) is not absolutely required at the moment. Upon reconnection, the **chair of the examination board** will summarize the exchanges that the remote examiner(s) missed. Should technical difficulty make it impossible for the remote examiner(s) to satisfactorily complete their one-on-one questioning, the **chair of the examination board** may adjourn the examination and inform the Dean of the situation.

n) Should persistent technical difficulties with both the telephone and videoconferencing systems interrupt the board's examination outcome deliberations before a final decision has been reached, the **chair of the examination board** will adjourn the examination and inform the Dean that deliberation will have to resume at a later time when all examiners are present in person or through telephone/videoconferencing.

o) In the case of an Integrated Thesis including co-authored articles, should the supervisor or any other member of the advisory committee be **one of the principal authors** of a co-authored article included in the thesis, this member **will be allowed only limited participation** in the defence. During his or her turn in the first round of questioning, the member may be allowed by the Chair to provide points of clarification

on the thesis and reformulate questions for the candidate, but may not address critical and substantive issues. Furthermore, this member **will not be allowed** to participate actively in the deliberations after the defence.

2.6 Examination Outcome

a) The chair of the examination board polls the members of the examination board to determine if the candidate passes or fails, and the extent of required revisions, if any. The thesis supervisor may participate in the deliberations, but **shall not seek to influence the decision of the board regarding requested revisions**. The **chair of the examination board** records in writing all required revisions, major or minor, agreed to by the board. In addition, the **chair of the examination board** records in writing the process for approving required revisions. In the case of an Integrated Thesis, any member of the examination board who appears as **one of the principal authors** of a co-authored article included in the thesis is not allowed to participate actively in deliberations or vote on the outcome.

b) If consensus cannot be reached among the members of the **examination** committee as to the categorization of the thesis (Accepted, Acceptable after minor revisions, Acceptable after major modifications, Rejected), the thesis grade (Satisfactory, Unsatisfactory), or the Oral Defence (Satisfactory, Unsatisfactory), a vote will be taken to determine the outcome. The thesis supervisor **does not participate in the voting process**. The **chair of the examination board** may approve the thesis as satisfactory if the majority of board members recommend it as satisfactory. The majority must include the external examiner. In exceptional circumstances, if the **chair of the examination board** is not satisfied that the spirit of the guidelines for the evaluation of the thesis has been met, he/she should adjourn the examination and consult with the Vice-President (Academic) (see 2.5.b).

c) In cases where the oral defence is deemed unsatisfactory but the thesis is deemed satisfactory (accepted with or without revisions), the **candidate** will normally be required to defend again within one month of the original defence, with the same **examining committee**. The **committee** shall produce a report itemizing the reasons for the failure of the oral defence. Should the defence be deemed unsatisfactory a second time, the candidate will be permanently withdrawn from the program.

d) In cases where the thesis is deemed unsatisfactory, the **candidate** will normally be withdrawn from the program. The committee shall produce a report itemizing the reasons for the failure of the thesis. The examining committee may recommend to the **Dean of the Faculty** that the candidate be allowed to register for an additional term to revise and resubmit the thesis. In such cases, a second defence will be scheduled within 6 months of the original defence, with the **same examining committee**. Should the thesis be deemed unsatisfactory a second time, the candidate will be permanently withdrawn from the program.

e) The **chair of the examination board** conveys to the board the external examiner's

written comment regarding recommendation of the candidate for a medal. If the external examiner *does not recommend* the candidate for a medal, discussion on the issue is brought to an end. If the external's written recommendation is affirmative or undecided, the chair polls the internal and departmental members of the examination board regarding recommendation of the candidate for a medal (see Appendix E). The thesis supervisor **does not participate** in the discussion regarding medals. If the board members agree to recommend the candidate, the **chair of the examination board** submits a written report to the Vice-President (Academic).

f) The **chair of the examination board** ensures that the Examination Report (see Appendix C-4) is prepared and signed by all members before the adjournment of the examination board. The **chair of the examination board** signs for absent members of the examination board.

g) If the thesis is accepted as submitted or is acceptable after revisions, the **chair of the examination board** ensures that the external examiner signs the Thesis Acceptance Form (Appendix H-2) and delivers it to the Chair of the department.

h) The **chair of the examination board** invites the candidate back into the room to discuss the examination outcome.

i) The total duration of the examination should not normally exceed three hours. However, the external examiner should be encouraged to address all of his/her points.

2.7 Final Thesis Submission

a) Minor Revisions:

i) The candidate, after completing minor revisions as directed by the examination board, will upload the final copy of the thesis to Dominican University College for approval by the thesis supervisor or designate. The candidate will also complete the required electronic forms;

ii) Having verified that the required revisions have been completed, the thesis supervisor or designate will approve the upload and the final thesis will be electronically forwarded to the Vice-President (Academic).

iii) Provided that all doctoral program requirements have been satisfied, the **Dean of the Faculty** recommends to the Academic Council, that the degree be awarded;

iv) Vice-President (Academic) arranges for the electronic thesis to be transferred to the Library.

b) Major Revisions:

i) The candidate, after completing major revisions as directed by the examination board,

will submit copies of the final thesis to all those involved in the approval of the revisions or modifications (see 2.6).

Having verified that the required revisions have been completed, those involved will sign the Thesis Revisions Approval Form (see Appendix C-5).

ii) Once all necessary approvals have been obtained, the candidate will upload or transfer the final copy of the thesis to Dominican University College for approval by the thesis supervisor or designate. The candidate also completes the required electronic forms.

iii) Having verified that the required revisions have been completed, the thesis supervisor or designate will approve the upload and the final thesis will be electronically forwarded to the Vice-President (Academic).

iv) Provided that all doctoral program requirements have been satisfied, the **Dean of the Faculty** recommends to the Academic Council that the degree be awarded.

v) Vice-President (Academic) arranges for the electronic thesis to be transferred to the Library.