

SCHOOL OF GRADUATE STUDIES

Date

The School of Graduate Studies invites you to act as the Chair for the thesis examination described below:

Candidate and Degree	«Student_Full_Name», Doctor of Philosophy
Thesis Title	«Thesis_Title»
Examination Date	«Date» at «Examination_Time»
Location	«Room_»

Chair Responsibilities:

- Moderate the defence (see Defence Proceedings below)
- Fill out the Chair package, signing on behalf of the examining committee or collecting digital signatures, and return it to the [Thesis Office](#) and the [Graduate Program Assistant](#).

Supervisor Responsibilities:

- Set up the Zoom link for the defence and disseminate it to the external examiner, if necessary.

Examiner Responsibilities:

- All examiners are responsible for forwarding their questions and comments to the Chair, if they cannot attend or experience technical difficulties.

Defence Proceedings

- The chair calls the meeting to order.
- The chair introduces the external examiner, arms-length examiner, and the supervisor(s).
- The examination commences. The candidate is asked to present the highlights of the thesis for 30 to 40 minutes (may be more at the discretion of the chair).
- Chair moderates the question period, beginning with the external examiner then following the same order as introductions.
- Chair lets candidate out of the room for in-person defences.
- Chair reads out the decision and ranking options to the committee, who take a vote to determine the outcome of the defence.
- Chair invites candidate back for the rendering of the decision.
- Chair adjourns the meeting, fills out the Chair Package and returns it to the [Thesis Office](#) and the [Graduate Program Assistant](#)

Defence Decisions

The decision is based on the thesis and the candidate's ability to defend it. The Examining Committee Chair presides over the Examining Committee during its deliberations in camera but takes no part in its decision. The Examining Committee's decision is based on both the thesis and the candidate's ability to defend it. Members of the Examining Committee may not abstain from voting. The Examining Committee can render one of two decisions, subject to a majority vote:

- Accepted:** A thesis may be accepted as submitted or accepted with modifications (minor or major). Modifications are defined as revisions which can be made typically within six months and to the satisfaction of the supervisor.
- Not Accepted:** A thesis may be re-submitted only once no more than 6 months after the initial defence date, to the same Examining Committee. A new defence is scheduled and follows the same procedure as an initial submission. The first decision to Not Accept will not appear on the candidate's record. Following re-submission and re-defence, a second decision to Not Accept will result in a REJECT notation on record, and the candidate will be withdrawn from the program.

External Examiner Veto If the majority vote results in 'Accepted', the External Examiner may veto the overall committee decision to impose 'Not Accepted.' In the event of an External Examiner veto, the External Examiner must write a reasoned report that details the revisions required for the thesis to be resubmitted for re-examination. This report should be sent to the Examining Committee Chair and the Thesis Office within seven days of the defence.

Chair's Checklist

- ☐ Received Pre-Defence Summary and Examiner Reports prior to defence, and all examiners approve of the defence
- ☐ All committee members are present at the defence, or previously communicated their absence and sent their questions in advance
- ☐ Chair sends filled and signed Examining Committee Report and Signature Page to the Thesis Office and GPA

Concordia University - Doctoral Thesis Examination

EXAMINING COMMITTEE REPORT

Candidate and Degree	«Student_Full_Name», Doctor of Philosophy
Thesis Title	«Thesis_Title»
Examination Date	«Date» at «Examination_Time»
Program	«Program»

Decision:

☐ Accepted ☐ Not Accepted

For the purpose of doctoral prize competitions, the examining committee considers the student's oral presentation to be:

Oral Presentation Ranking:

☐ Outstanding ☐ Excellent ☐ Very Good ☐ Good ☐ Satisfactory ☐ Unsatisfactory

Comments:

Examining Committee Signatures:

Chair
«Chair»

Examiner
«Examiner_2»

External Examiner
«External»

Thesis
«Sup_1_Role»
«Supervisor_1»

Examiner
«Arms Length Examiner»

Thesis
«Sup_2_Role»
«Supervisor_2»

Examiner
«Examiner_1»

If the thesis is '**Not Accepted**', a new defence must be scheduled following submission of revised thesis within 6 months.

CONCORDIA UNIVERSITY
SCHOOL OF GRADUATE STUDIES

This is to certify that the thesis prepared

By: «Student_Full_Name»

Entitled: «Thesis_Title»

and submitted in partial fulfillment of the requirements for the degree of

Doctor Of Philosophy («Program»)

complies with the regulations of the University and meets the accepted standards with respect to originality and quality.

Signed by the final examining committee:

_____ Chair
«Chair»

_____ External Examiner
«External»

_____ Examiner
«Arms Length Examiner»

_____ Examiner
«Examiner_1»

_____ Examiner
«Examiner_2»

_____ Thesis «Sup_1_Role»
«Supervisor_1»

_____ Thesis «Sup_2_Role»
«Supervisor_2»

Approved by

_____ «GPD», Graduate Program Director

«Date»

_____ «Dean», Dean, «Faculty»