

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

Candidate and Degree	
Thesis Title	
Examination Date	
Location	via Zoom

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 Student Assistant](#)
- In the event that a defence results in a Major Modification decision, communicate the required changes and revised deadline to the Thesis Office.

Defence Proceedings

- The chair calls the meeting to order.
- The chair introduces the external examiner, external to the program, examiners from the program, 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/Supervisor creates breakout room for in camera session.
- Chair reads out the decision and ranking options to the committee, who take a simple majority vote to determine the outcome of the defence.
- Chair/Supervisor invites candidate back into main Zoom chat 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 Student Assistant](#)

Special Circumstances

- If it is determined that **Major Modifications** are required, the Chair must set a date no later than six months after the defence for the student to submit the corrected thesis to the Thesis Office and the Supervisor. The Chair must communicate the decision, deadline and a detailed list of the required modifications to the [Thesis Office](#) as soon as the defence is adjourned.
- If the thesis is **Rejected**, the Chair must inform the student that they must re-submit their thesis to the Thesis Office no later than 6 months after their defence, following the same procedure as their initial submission. The Chair must also inform the [Thesis Office](#) of this as soon as the defence is adjourned.
- If the Examining Committee is **unable to reach a decision** concerning the thesis at the time of the defence, the Chair must determine what is required by the Committee to reach a decision. The Chair makes the arrangements to fulfill the Committee requirements and calls another meeting to this end. The Chair informs the student that the Committee's decision is pending. The student is not normally required to be present at the second meeting of the Examining Committee.
- The Chair is responsible for making the final decision to postpone the defence should **unsurmountable technical difficulties** be encountered.

Supervisor Responsibilities:

- Set up the Zoom link for the defence and disseminate it to the examination committee.
- Make Chair co-host of the defence and offer technical support if required.
- Schedule a Zoom practice run, to review the defence proceedings. Can be immediately prior to the defence.

Examiner Responsibilities:

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

Concordia University - Doctoral Thesis Examination

EXAMINING COMMITTEE REPORT

Candidate and Degree	
Thesis Title	
Examination Date	
Program	

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

Decision:

- Accepted as Submitted
- Accepted with Minor Modifications
- Accepted with Major Modifications
- Rejected

Ranking:

- Outstanding
- Excellent
- Very Good
- Good
- Satisfactory
- Unsatisfactory

Comments:

Examining Committee Signatures:

_____ Chair
Dr.

_____ Examiner
Dr.

_____ External Examiner
Dr.

_____ Examiner
Dr.

_____ Thesis Supervisor
Dr.

_____ Examiner
Dr.

_____ Thesis Supervisor
Dr.

_____ Examiner
Dr.

If accepted with **major modifications**, the chair must set a date for the committee to give the School of Graduate Studies with a clearly specified list of major modifications expected by individual members or the whole committee.

Resubmission Date: _____

Definitions:

- Voting is based on a simple majority.
- *Accepted as submitted* may include corrections that do not require the supervisor's approval.
- *Minor modifications* are defined as corrections that can be made immediately to the satisfaction of the supervisor.
- When a thesis is *accepted with major modifications*, a precise description of the modifications must be included in the Examining Committee's report with a specified deadline. It is then the responsibility of the candidate's supervisor to demonstrate to the Examining Committee that the required modifications have been made. It is not necessary to call a meeting of the committee.
- When the thesis has been *rejected*, the candidate may not submit a thesis for six months from the date of the original defence. A rejected thesis may be submitted, in a revised form, only once.
- If the Examining Committee is not prepared to reach a decision concerning the thesis at the time of defence, it is the responsibility of its Chair to determine what additional information is required by the Committee to reach a decision, to arrange to obtain this information for the Committee, and to call another meeting of the Committee as soon as the required information is available. It is also the Chair's responsibility to inform the candidate that the decision is pending. The candidate should not normally be required to present himself or herself before the Examining Committee at the second meeting.

CONCORDIA UNIVERSITY
SCHOOL OF GRADUATE STUDIES

This is to certify that the thesis prepared

By:

Entitled:

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

Doctor Of Philosophy

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
Dr. _____ Thesis Supervisor
_____ Thesis Supervisor
Dr. _____ Thesis Supervisor
_____ Thesis Supervisor
Dr. _____ Examiner
_____ Examiner
Dr. _____ Examiner
_____ Examiner
Dr. _____ External Examiner
Dr. _____

Approved by

Dr. _____, Graduate Program Director

«Date»

Dr. _____, Dean