Preamble
This handbook contains the rules, guidelines and procedures of the Faculty of Graduate Studies that pertain to the administration of graduate programs and to the appointment of graduate supervisors. While the rules are stated in fixed or absolute terms, it is intended that they be administered with some degree of flexibility and, to that end, the Dean of Graduate Studies is empowered to grant exceptions, extensions and variances, upon written request and explanation. Requests, whether from students or faculty members, should be made over the signature of the Graduate Coordinator of the program concerned.

The Head of a Department, Director of an interdisciplinary program or, in the case of non-departmentalized faculties, the Dean of the Faculty, is responsible for graduate programs. However, this responsibility is normally delegated to a Graduate Coordinator. In this document, for the sake of clarity in describing common practice, the Graduate Coordinator is referred to as the person responsible for the graduate program.

Please note that in this document "the Dean" refers to the Dean of Graduate Studies unless otherwise noted.

Supervisors and Supervisory Committees
1.0 Selection of a Supervisor

1.1 General Advice to Students
All students must have either an interim advisor or an approved supervisor at the time of first registration, and a permanent supervisor no later than the second annual registration. It would help the student in program planning if the selection of a supervisor were completed as quickly as possible. Students are encouraged to think about and select their areas of specialization as early as possible, and preferably before beginning the program.

For further information, review the Guidelines Governing the Supervisory Relationship at http://www.grad.ucalgary.ca > Policies and Procedures > Supervision.

1.2 Supervisor Selection
The selection of a supervisor should be by mutual agreement between student and faculty member, and approved by the Graduate Coordinator. Difficulties or conflicts in selecting or recommending a supervisor should be referred promptly to the Dean by any of the persons involved.

1.2.1 Supervisor Eligibility Requirements
Continuity of supervision throughout a graduate program is important to a student’s success. Normally, faculty members with full-time teaching and research Board appointments are chosen as supervisors. However, there are occasions when it is to the student’s advantage for a program to recommend the appointment of a supervisor who does not have a full-time Board appointment. For example, an individual who holds an appointment that is term certain, specific term, part-time, clinical or adjunct, or honorary, or has emeritus status, or is from outside the University, may be appointed supervisor. In cases such as these, the Faculty of Graduate Studies requires assurance that the proposed supervisor will be able to provide continuity.
The proposed supervisor must understand the commitment expected in terms of time and funding and be familiar with graduate program and Faculty of Graduate Studies regulations. The Graduate Coordinator must ensure that supervision will be provided for the probable time period required for the completion of the degree program.

There must be provision, in the form of a co-supervisor, for backup if the proposed supervisor is someone from outside the graduate program who does not have a full-time Board appointment, or is from outside the University of Calgary.

The supervisor should be currently active in research in an area related to the student's interest. Faculty members working on their own graduate degrees cannot be approved in any supervisory capacity without special dispensation from the Dean. For detailed policy and the required forms, see [http://www.grad.ucalgary.ca > Policies and Procedures](http://www.grad.ucalgary.ca > Policies and Procedures).

1.2.2 Conflict of Interest

The relationship between supervisor and student is an academic one. Where other relationships exist or develop that might give the appearance of conflict of interest they must be immediately reported to the Graduate Coordinator and to the Dean.

1.3 Appointment of Co-supervisor

A co-supervisor may be appointed by the Graduate Coordinator upon the written recommendation of the supervisor and agreement of the student. The role of the co-supervisor is to provide supplementary guidance, instruction and research stimulation on a regular or extensive basis.

1.4 Supervisor from Outside the Department, Program, or Faculty

A supervisor may be from a department, program, or faculty other than the student's home department, program, or faculty. The recommendation must be endorsed by the student. Such an "external" supervisor must agree to be responsible to the Graduate Coordinator of the student's home department in all matters related to the supervisory responsibilities.

1.5 Continuity of Supervision

Students are entitled to continuity of supervision. In the case of the resignation, illness or death of the supervisor, the Graduate Coordinator must make immediate arrangements to provide continuity of supervision pending the appointment of a new supervisor.

1.6 Supervisor Selection and Approval Deadlines

Regular students are required to have approved supervisors within twelve months of initial registration. A student admitted as a special case admission must have an approved supervisor before admission.

1.7 Special Case Graduate Admission

When there are resources within a department/graduate program available for a student to undertake graduate studies, but no appropriate formal graduate degree program exists, the student may be admitted as a Special Case Graduate Admission. The Dean must be satisfied that the student is worthy of special consideration and that the department/graduate program recommending admission can offer a viable program of studies with specialization in the student's field of interest. Requests for the admission of special case students should not be frequent.

Guidelines for the preparation of a request for special case admission are available at [http://www.grad.ucalgary.ca > Policies and Procedures > Special Case Admissions](http://www.grad.ucalgary.ca > Policies and Procedures > Special Case Admissions).

1.7.1 Supervision for Special Case Admissions

A supervisor for a special case admission must be recommended and approved by the Dean before the admission is approved. Graduate Coordinators should recommend only experienced supervisors whose areas of research closely match those of the students.
2.0 Responsibilities of Supervisors

2.1 Knowledge of Rules and Procedures
Supervisors should be familiar with the rules and procedures of the Faculty of Graduate Studies (see also flowcharts at the end of this document). A supervisor should be fully informed of the academic schedule in the University calendars at [http://www.ucalgary.ca/pubs/calendar](http://www.ucalgary.ca/pubs/calendar). Both student and supervisor are responsible for ensuring compliance with all Faculty of Graduate Studies and program regulations and requirements.

2.2 Meetings between Student and Supervisor
A student and supervisor have a shared responsibility to meet on a regular basis.

2.3 The Role of the Supervisor
The supervisor should act both as a general academic tutor, with emphasis on guidance, instruction, and encouragement of scholarship and research, and as a judge of the student's performance. Because of their own involvement in research and related professional activities, supervisors should provide professional guidance and research stimulation to their students. A fundamental duty of the supervisor is to impart to the student the skills necessary to plan and conduct original research.

Specifically, the supervisor should:

- Advise the student on the establishment of a realistic timetable for the completion of the various requirements of the program of study;
- Develop a relationship with the student conducive to research and intellectual growth;
- Guide the student in the pursuit of knowledge and provide constructive criticism in support of the highest standards of research and professional development.

2.4 Participation of Supervisor in Thesis Preparation
The supervisor should be involved during the preparation of the draft thesis, but should not impose any particular orientations on the student. The supervisor should attempt to be critically constructive and encouraging but the thesis must be the creation of the student.

2.5 Supervisory Provision for Leave of Absence
A supervisor must ensure that the student is provided with adequate supervision during extended periods of leave, through the appointment of an interim supervisor. Faculty members should plan an appropriate reduction in their supervisory responsibilities prior to and during leaves of absence. Students should be informed well in advance about the supervisor's plans for forthcoming leaves of absence. Supervisors granted research leave under certain programs, such as Killam Resident Fellowships, but not Sabbatical Fellowships, are expected to continue to supervise their students.

2.5.1 Supervision During Absence of Supervisor
Faculty members are responsible for the continued supervision of their students. When planning leaves of absence of any kind they must, in consultation with their students and the Graduate Coordinator, make satisfactory arrangements for the continuation of each student's supervision. These arrangements must be communicated in writing to the Graduate Coordinator, who bears the responsibility for ensuring continuity of supervision for students in his/her graduate program.

2.5.2 Interim Supervisory Arrangements
When an interim supervisor is appointed to cover a period of a supervisor's absence, the regular supervisor retains final responsibility for the adequate supervision of the student. Faculty members approved as interim supervisors must indicate in writing to the Graduate Coordinator their willingness to accept responsibility for the day-to-day supervision of such students.
2.6  The Supervisor and Setting up Examinations
The supervisor is responsible for setting up the thesis oral examination.

2.7  Suggested Procedures in the Event of Problems between Graduate Students and Their Supervisors
Students should first try to resolve problems with supervisors by talking to the supervisor. Supervisory committee members might be able to give helpful advice in this situation. Problems that are not resolved in this fashion should be discussed with the Graduate Coordinator, and then the Department Head or equivalent. If it appears that a solution cannot be reached, the student and/or the Graduate Coordinator may consult the Faculty of Graduate Studies for advice about the correct route to follow to bring resolution to the matter.

2.8  Procedures for the Curtailment of Supervisory Duties
The Dean of Graduate Studies approves the initial appointment of a faculty member to supervisory duties. If a complaint is made against a supervisor, the Dean will first discuss the matter with the Department Head or equivalent, and then with the faculty member concerned. The issue may be resolved informally. If the Dean decides that a more formal approach is needed to resolve the dispute, the Dean will inform both the Head and the faculty member of his/her conclusions in writing. If the result of the Dean’s investigation is curtailment of the supervisory duties of the faculty member, the Dean will inform the faculty member in writing.

2.9  Requirements for a Master’s Supervisory Committee
A supervisory committee at the Master’s level is not normally appointed. When such a committee is deemed necessary, the Dean’s approval must be obtained.

The Dean will recognize a formal supervisory committee at the Master’s level only when there is an established need for active participation in the supervisory process by more than one faculty member, or where such a committee is an integral part of the program itself. Justification for a supervisory committee must be supplied in writing to the Dean. A Master’s supervisory committee will be governed by the rules applying to doctoral supervisory committees.

THE MASTER’S THESIS

3.0  Thesis Quality Requirements
The thesis should demonstrate that the candidate is acquainted with the published literature in the subject of the thesis; that appropriate research methods have been used; and that appropriate levels of critical analysis have been applied. To the extent possible, the research embodied in the thesis should make some original contribution to knowledge in the field.

While it is expected that a portion of the thesis could be the basis for a publication, the supervisor and examiners should recognize that even an excellent thesis may not be perfect in all respects. “Perfection” is not a prerequisite for acceptance of the thesis as a “partial fulfillment of the requirements for the degree.” The thesis is an academic exercise, which, like all such exercises, may vary in quality.

EXAMINING COMMITTEES, EXAMINATIONS AND STANDARDS

4.0  Standards of Performance

4.1  Performance in Course Work
Standards of performance in course work are the responsibility of individual departments and Faculties. However, to remain in good standing in a program of graduate study, a student must maintain the minimum grade point average (GPA) required by the Faculty of Graduate Studies (see the Graduate Grading System in the Calendar.)
4.2 Judgement of Student Performance
Supervisors and Graduate Coordinators must inform students on a regular basis about their academic progress. If a student's performance is judged to be below an acceptable level, this judgement should be expressed to the student formally and in writing at as early a stage in the program as possible. A student may be required to withdraw from the Faculty of Graduate Studies for reasons of "unsatisfactory progress."

4.3 Annual Progress Report
The supervisor and each continuing student must jointly submit an annual progress report on the student's performance. This form must be signed by the supervisor, the Graduate Coordinator, and the student, and must be made available to the Faculty of Graduate Studies upon request. The student must sign the report after the supervisor and the Graduate Coordinator have completed their comments to acknowledge that he/she has reviewed these comments.

5.0 Faculty of Graduate Studies Examinations

5.1 Faculty Examination Requirements
Care should be taken to distinguish between Faculty of Graduate Studies examinations and Departmental or Program examinations. The Faculty of Graduate Studies requires a final oral examination of theses. Any requirement for a written comprehensive examination is at the discretion of the department.

Since the thesis oral examination is an examination of the Faculty of Graduate Studies, it must be conducted in accordance with Faculty rules. No changes in approved timetables, composition of examination committees, sequences of events, etc., may be introduced without prior approval from the Dean.

5.2 Program Examination Requirements and Standards
Program requirements may include examinations that are in addition to the Faculty of Graduate Studies requirements. Programs are entitled to set their own standards of adequate performance in such examinations, provided these are not in conflict with Faculty of Graduate Studies standards. When a student fails to meet either Faculty or program standards, the program may recommend to the Dean that the student be required to withdraw.

5.3 Communication of Examination Requirements to Students
Programs should provide their students, as early as possible, with information about the precise nature and form of program examinations and tests.

6.0 Thesis Oral Examinations

6.1 Right of Student to Submit and Defend Thesis
A student who has successfully completed all Faculty of Graduate Studies and program requirements has the right to submit and defend a thesis even if doing so may be contrary to the advice of the supervisor.

6.2 Composition of the Thesis Oral Examination Committee
The thesis oral examination committee shall consist of the student’s supervisor and at least two other examiners, one of whom shall be external to the student’s home department or program. The composition of the committee must be recommended by the Graduate Coordinator and approved by the Dean of Graduate Studies.

6.2.1 The External Examiner
The external examiner must meet the following criteria:

- If from within the University of Calgary, must have a Board appointment outside the
student’s program but within the professorial ranks, and have expertise in the student’s research area or a closely related field

- If external to the University of Calgary, must have a well-established research reputation, expertise in the area of the student’s research, and experience in evaluating theses at a graduate level

In addition, the external examiner must:

- Not have collaborated with the supervisor in the last five years
- Not be related to the student, nor have worked with the student
- Not have been a supervisor in the student’s department or program for the last three years

An external examiner who does not meet all the criteria is not necessarily precluded from serving on the examining committee, but the Graduate Coordinator must provide the Dean with a memo explaining the circumstances. Non-Board appointees to examination committees may be designated as external examiners with the approval of the Dean.

6.2.2 Non-Board Appointees on Examination Committees

Persons who are not Board appointees of the University of Calgary may be approved to serve on thesis oral examination committees. A recommendation to the Dean by the Graduate Coordinator for such an appointment must be accompanied by a curriculum vitae.

6.2.3 The Chair

The examination is chaired by a member of the academic staff appointed by the Dean upon the recommendation of the Graduate Coordinator. He/she is not a member of the examining committee and is non-voting.

6.2.4 Responsibilities of the Chair and the Supervisor

The chair chairs the thesis oral examination and reports the results to the Dean and the student. The supervisor should initiate all arrangements related to the scheduling of the examination.

6.3 Composition of Examination Committee for Re-take of Thesis Oral Examination

The examination committee formed to re-examine a student should not be identical to the examination committee of the first examination. At least one member should be replaced.

The deadlines for the recommendation of the examination committee are as for the original examination.

7.0 Scheduling the Thesis Oral Examination

7.1 Supervisor Responsibility

The supervisor is responsible for setting up the thesis oral examination.

7.2 Notice of Thesis Oral Examination

The original Notice of Thesis Oral Examination form, indicating the title of the thesis, the time and place of the examination, and the names of the recommended examiners, and confirming that the candidate has completed all program requirements, endorsed by the Graduate Coordinator, must be received in the Faculty of Graduate Studies office at least four weeks prior to the time of the examination. The committee will not be approved earlier than three months before the planned examination date.

7.2.1 Posting the Notice of Thesis Oral Examination

The Notice of Thesis Oral Examination form, bearing the signatures of the student, the supervisor, the Graduate Coordinator and the Dean, or designate, must be posted at least two weeks before the date of the examination. The Graduate Coordinator must ensure that copies of the Notice are sent to the student and to members of the examination committee.
7.2.2 Student Approval of Designated Area of Specialization

The format of the University degree parchment presented to successful candidates shows the degree, the department or area of study, and the approved area of specialization. Students should ensure that the proposed area of specialization identified on the *Notice of Thesis Oral Examination* form is correct, before it is sent to the Faculty of Graduate Studies.

7.3 Form of Thesis

The thesis submitted to the members of the examination committee for final examination must be in all respects a final, complete copy and not a draft.

7.4 Thesis to Examiners

The student must ensure that the thesis is in the hands of the examiners at least three weeks prior to the proposed date of the oral examination. The examination begins when the thesis is distributed. If, after reading the thesis, the examiner thinks that the student will fail the examination, the examiner shall not contact the supervisor or any other examining committee member before the oral examination to discuss the possible outcome of the examination. The *Examiner’s Report* is considered a confidential document and must not be shared with the candidate or the other examining committee members before the final decision of the examining committee.

7.5 Format of Final Thesis Oral Examination

Final thesis oral examinations are designated "open" or "closed". Such determination is made by the Department/Graduate Program and is described in program listing in the Graduate Calendar. Attendance at a closed examination is limited, but may be preceded by a public presentation on the same day. What transpires at the public presentation is not considered part of the examination. Open examinations are open to the public, but only the examiners may question the student. If a program has opted to hold open examinations, a student has a right to choose, without prejudice, a closed examination and no public presentation.

In both open and closed examinations, the examiners' deliberations are private and confidential. Only the chair, the examining committee, and, if present, the Department/Program Head and the Dean or Dean's Representative may be present.

7.5.1 Attendance at Closed Thesis Oral Examinations

No more than ten people may be present at a closed examination. This number includes the chair, voting or non-voting, the examining committee, the Department/Program Head and any such additional persons as are approved by the Dean. The Dean and/or Dean's representative may attend any oral examination without prior notice. The names of the people in attendance, with the exception of the Dean and/or Dean's representative and the Department/Program Head or designate must appear on the *Notice of Thesis Oral Examination* form.

7.5.2 Attendance at Open Thesis Oral Examinations

Open examinations are open to the public.

8.0 Conduct of Thesis Oral Examination

8.1 Examiner’s Report on Thesis

Before the oral examination, each examiner is required to prepare an assessment of the thesis on the official *Examiner's Report on Thesis* form. These assessments are to be submitted to the chair of the examination committee before the oral examination begins. The assessments are CONFIDENTIAL: they are not to be made available to the student or to the examination committee before the final decision of the examination committee. After the examination, the chair should transmit the reports to the Dean with copies to the Graduate Coordinator. After the examination, the graduate program must make the *Examiners' Reports* available to the student,
upon request.

8.2 Examination Regulations

8.2.1 Formal Examination
The oral examination is a formal examination, not an informal discussion with the candidate.

8.2.2 Questioning of the Candidate
No one other than an examiner (as identified on the Notice of Thesis Oral Examination form) is allowed to question the candidate. All examiners must be given an opportunity to question the candidate early in the examination, e.g., by rounds of questioning.

8.2.3 Length of Examination
The oral examination should not exceed two hours. If the examination is properly conducted, within this time period examiners should have as good an assessment of the student as they will ever have.

8.2.4 Editorial Comments on Thesis
Examiner's editorial comments on the thesis should not be discussed at the oral examination. It is recommended that each examiner hand the student a list of any such comments for post-examination final thesis revisions.

8.3 Suggested Examination Procedures

8.3.1 Opening Summary
It is common practice to ask the student to present a brief (up to fifteen minutes) opening summary of the thesis. Although this is not mandatory, students may appreciate the opportunity to introduce their research work and summarize its significance.

8.3.2 Background Questioning
General background questioning, not relevant to the subject matter of the thesis, should be avoided during the early stages of the examination.

8.3.3 Questions to the Candidate
Questions to the candidate should be clearly and succinctly phrased in order to minimize doubt in the candidate's mind as to what is being asked. The student should be given reasonable time to answer. If the student has understood the question but cannot answer, the examiner should pass to another question and not attempt to extract an answer by prolonged interrogation. The chair should guard against any tendency of examiners to interact with each other instead of concentrating on the examination of the candidate.

9.0 Post Thesis Oral Examination Procedures

9.1 Provisional Recommendations
At the end of the thesis oral examination, everyone except the chair, the members of the examination committee, the Department/Program Head or designate and the Dean and/or Dean's representative, is required to withdraw from the room. Before any discussion of the candidate's performance, each examiner must identify, by secret ballot, which recommendation he/she favours. This procedure provides the committee with a frame of opinion upon which a full discussion of the student's performance may then be based.

9.2 Official Examiners' Discussion
Following a count of the straw vote the examiners then conduct a post-examination discussion in which the Department/Program Head and the Dean or their representatives may participate although they have no vote. At the conclusion of the discussion, each examiner must write his/her final recommendation on the official Report of Master's Thesis Examination form. If all the examiners make the same recommendation, the chair must report the recommendation in the appropriate column. If the examiners do not make the same recommendation, there must be no
further discussion and the chair must immediately inform the Dean of "lack of unanimity" (or a "hung jury").

9.3 Recommendation of Examination Committee

Thesis oral examinations are designed to establish a level of achievement consistent with the standards of the Faculty of Graduate Studies as outlined in section 3, "Thesis Quality Requirements." The following section defines the official Faculty recommendations to the Dean respecting outcomes of thesis oral examinations. In each case, the committee recommendation must be reported to the Dean on the official Report of Master’s Final Examination form within one working day of the completion of the examination. Immediately following the decision of the examination committee, the supervisor must inform the student of the outcome of the examination.

9.4 Recommendations

Thesis examinations must be judged to be either acceptable or unacceptable with respect to the thesis itself and with respect to the oral defence. Where the examination committee considers that both the thesis and the oral defence are acceptable, it will select recommendation 1 or 2. These recommendations should be understood as differentiating the examination results on the basis of the amount and/or substantive nature of the changes that the committee has decided are necessary in order to bring the thesis to a fully acceptable level.

Changes to a thesis in one of the acceptable categories may be more or less extensive, but must be limited to aspects of the presentation of the research (e.g., format, clarity, coherence, minor additional data analysis and/or interpretation) and must not include alterations or additions to the underlying research itself. If substantive additional research or data collection is deemed to be necessary, the examination committee is bound not to make recommendations 1 or 2 to the Dean.

9.4.1 Recommendation 1 (Pass; thesis acceptable, with or without minor revisions; oral defence acceptable)

The thesis conforms to the requirements for a Master’s thesis (see section 4) although some minor corrections and/or some limited revision of form or content may be required. The oral defence is acceptable.

All members of the examination committee should sign the signature page except the supervisor, who will sign after reviewing and approving necessary corrections on behalf of the committee.

9.4.2 Recommendation 2 (Pass; thesis acceptable with re-submission to committee; oral defence acceptable)

The underlying research reported in the thesis is judged to be sound, but the thesis itself is deficient in that some re-casting, revision, addition of illustrative or explanatory matter, or limited additional data analysis is necessary in some portions to bring the thesis to a fully acceptable level.

The oral defence is acceptable.

Recommendation 2 is often used in a situation where different members of the committee take on specific responsibilities for ensuring that a particular part of the thesis is revised as required. In these circumstances, the normal practice is for those with such responsibilities not to sign the approval page until the revisions have been made, while other members not so involved may sign immediately after the examination.

9.4.3 Recommendation 3 (Fail: thesis acceptable; oral defence unacceptable)

The examination committee assigns the thesis to recommendation 1 or 2.

The oral defence is considered unacceptable. Within five working days, each examiner must provide the Dean with a written post-examination report detailing the reasons for his or her
assessment. In addition, the chair must submit a written assessment of the conduct of the examination. The committee must recommend to the Dean either that the candidate be allowed a second, final attempt to present an acceptable oral defence of the thesis, or that the candidate be withdrawn from program. The reports, and the chair's assessment, must be copied to the Graduate Coordinator.

If the Dean of Graduate Studies accepts the recommendation of a second oral examination, the examination will be scheduled and heard by the original examination committee not later than six months from the date of the first examination. In reporting the results of the second examination, the committee will be limited to either recommendation 1 or 3. In making a second recommendation 3, the committee is also recommending that the candidate be required to withdraw from the Faculty of Graduate Studies. For a second recommendation 3, written post-examination reports and an assessment of the examination from the chair are required, as above. Any necessary revisions to the thesis (within the limits described under recommendations 1 and 2 above) must be completed by the candidate and approved by the committee before the second oral examination.

9.4.4 Recommendation 4 (Fail; thesis unacceptable)

Recommendation 4A (Recommend Re-take)

The committee finds that the thesis does not meet the minimum standards of a Master’s thesis in that it requires more revisions than are allowed under recommendation 2, but considers that with further research and/or extensive rewriting it may be brought up to a fully acceptable standard.

Within five working days, each examiner must provide the Dean with a written report detailing the reasons for his/her assessment. In addition, the chair must submit a written appraisal of the examination. The reports, and the chair’s assessment, must be copied to the Graduate Coordinator.

In view of the magnitude of the revisions required, a second oral examination must be held. If the Dean accepts this recommendation, a re-take of the examination may be scheduled no sooner than six months, and no later than twelve months, after the first examination. Under special circumstances, the Graduate Coordinator may recommend a new examining committee for approval by the Dean. Only one re-take will be allowed and, in reporting the results of that examination, the committee will be limited to either recommendation 1 or 4B.

Recommendation 4B (Fail; recommend withdrawal from the Faculty of Graduate Studies)

The committee finds that the thesis is not acceptable and that no reasonable amount of revision will bring it to a fully acceptable standard. In making this recommendation, the committee is also recommending that the candidate be required to withdraw from the Faculty of Graduate Studies.

Within five working days, each examiner must provide the Dean with a written report detailing the reasons for his/her assessment. In addition, the chair must submit a written appraisal of the examination. The reports, and the chair’s assessment, must be copied to the Graduate Coordinator.

As the thesis was found to be unacceptable, the outcome of the oral defence is not an issue.

9.5 Lack of Unanimity

Should the examiners fail to achieve unanimity, the chair must adjourn the meeting, record "lack of unanimity", or "hung jury" on the Report of Master’s Thesis Examination form, and immediately bring the matter to the attention of the Dean. Within one working day, each examiner must provide the Dean with a written post-examination report detailing the reasons for the assessment of that examiner. In addition, the chair must submit a written assessment of the examination. The reports, and the chair's assessment, must be copied to the Graduate Coordinator.
9.5.1  Dean's Action in Lack of Unanimity
When the chair of a thesis oral examination reports "lack of unanimity", the Dean may consult
with the Graduate Coordinator, the supervisor, and the examiners before making a decision. At
her/his discretion, the Dean may consult with the student as well. A decision should normally be
made within seven business days of receiving the required post-examination reports, and all
persons involved informed in writing of the result of the decision.

9.6  Convocation Clearance
The names of the candidates who have successfully completed the final thesis oral examination
will not be added to the convocation list until the Faculty of Graduate Studies receives two
unbound copies of the thesis and a Departmental Clearance Form. Students will continue to be
assessed continuing fees until cleared for convocation.

TRANSFERS

10.0  Transfers Within Program

10.1  Application for Change of Area of Specialization
A student may apply through the graduate program to the Dean for permission to transfer from
one area of specialization to another while remaining within the degree program.

11.0  Transfers to Doctoral Programs

11.1  Transfer from Master’s to Doctoral Programs
Program Heads may recommend outstanding Master’s students for transfer to the doctoral
program. Such recommendations must be endorsed by the student’s supervisor and accompanied
by the names of members of the student’s doctoral supervisory committee for the Dean’s
approval. The transfer must be approved by the Dean.

11.2  Course and Examination Requirements
Courses credited in the prior Master’s program will be taken as fulfilling doctoral requirements
where applicable, in accordance with program requirements. All students transferring from
Master’s to doctoral programs will be required to sit the doctoral candidacy examination.

11.3  Time Limits on Transfers
Transfers from Master’s to doctoral programs must be completed within 24 months of the
student’s initial registration in the Faculty of Graduate Studies. All transfer students must attempt
the candidacy examination within 36 months of first registration in the Faculty of Graduate
Studies.