

Thesis Examination Procedures

MSc theses should not exceed 100 pages and PhD theses should not exceed 200 pages, (not including appendices and references), unless specific approval by the Field Coordinator is granted. Text should be in Times New Roman font 12 with 2.5 cm margins all around (see [DBMS Thesis Format](#))

Once completed, the thesis must be submitted to all members of the Examining committee at least 10 working days prior to the MSc oral examination and at least 25 working days prior to the PhD oral examination. **Similarly, MSc and PhD oral thesis examination forms must be completed and submitted to the appropriate DBMS Program Assistant for submission to the School of graduate studies 15 and 30 working days prior to the oral examination for MSc and PhD exams, respectively.**

The MSc thesis document will be submitted to an Examining Committee composed of:

- Chairperson
- Head or Delegate (Field Coordinator or Delegate)
- Two Faculty (from DBMS or Queen's external department)
- Supervisor(s)

Note – At least one MSc Examining Committee member must be external to the DBMS student's Field of Study, either The Chair or an Examiner.

The PhD thesis document will be submitted to an Examining Committee composed of:

- Chairperson (to be determined by the School of Graduate Studies)
- Head or Delegate (Field Coordinator or Delegate)
- Two Faculty (one from Field of Study and one from outside their Field of Study)
- External Examiner (external to Queen's University)
- Supervisor(s)

At the examination, the candidate will present a 15-20 minute talk on his/her thesis related research. This talk will be followed by an oral examination. Questions or comments by the Examining Committee will primarily relate to the background of the project, what the student has accomplished, and the basis for expanding the project. The question period should normally last no longer than 1.5 hours for MSc and 2 hours for PhD oral examinations.

At the end of the examination, the candidate will be asked to leave the room while the Examining Committee members discuss the performance of the candidate. The Examining Committee will decide if the student will pass, fail, or the thesis referred. If two or more

Examiners provide a fail or referred decision, then the School of Graduate Studies will be notified for additional consultation.

At the completion of the oral exam all **completed** thesis exam forms (all required information plus signatures) are due at the School of Graduate Studies. This is the responsibility of the Examining Committee Chair.

Note - All PhD oral thesis examinations are 'Open' for public viewing, unless the student submits a written appeal to the School of Graduate Studies, to 'Close' the examination. At the MSc level, students have the option to 'Open' for public viewing, or 'Close' their oral thesis examination, to include only the student and the Examining Committee.

Last updated 2018 09 14