



Policy Title: Thesis Exam Chair

Parent Policy	Thesis Administration (Master's)
Policy Administrator	Associate Provost, Research & Graduate Studies
Approving Body	Senate
Approval History	2022-10-11; Senate Motion #2022/23 – 007

Purpose:

The objectives of this policy are:

- To outline the qualifications, role, and expectations of thesis exam chairs
- To ensure that thesis exam chairs are adequately prepared for their role

Scope of this Policy:

Faculty of Graduate Studies (FGS) students from both the School of Graduate Studies (TWU) and the Graduate School of Theological Studies (ACTS).

Policy Statement:

The thesis exam chair is appointed and oriented by the Office of Graduate Studies to represent the Associate Provost of Graduate Studies at the final oral defence. The thesis exam chair will ensure that the exam and related documentation proceeds according to TWU policies and procedures.

Definitions:

Exam Chair: full-time tenure track or tenured FGS faculty who ensures that policy and process are followed during the oral defence. The exam chair is normally from outside the student’s academic unit and does not need to have specialized knowledge of the material being examined. The exam chair does not vote or ask research-related questions during the defence.

Procedures: None

Child Policies: None

Other Related Policies: [Thesis Supervisory Committee \(Master's\)](#)