

**Policy Title: Graduate Studies Exam Chair****Effective Date: 2025-12-09****Next Review Date: 2029-09-01**

Parent Policy	None
Policy Administrator	Associate Provost, Research & Graduate Studies
Approving Body	Senate
Approval History	2025-12-09; Senate Motion #2025/26 – 014 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 for:
 - PhD/ doctoral candidacy/comprehensive examinations;
 - Graduate and PhD/doctoral defences; and
- Ensure that graduate exam chairs are adequately prepared for their role.

Scope of this Policy:

Faculty of Graduate Studies (FGS) programs

Policy Statement:

The role of an exam chair is to act on behalf of the Associate Provost, Research & Graduate Studies. The Office of Graduate Studies appoint the exam chairs. The exam chairs will ensure that policy, procedures, and due process are followed. The Office of Graduate Studies will provide exam chair orientation.

For graduate defences, the exam chair is responsible for submitting a grading form.

For PhD /doctoral defences and PhD/doctoral comprehensive/candidacy examinations, the exam chair is responsible for submitting a post-defence/examination report.

Definitions:

Exam Chair: is a non-voting member of the examining committee who is full-time tenure track or tenured FGS faculty. The exam chair 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 ask research-related questions during the defence.

Procedures: None

Child Policies: None

Other Related Policies: A 2-25 Thesis Administration (Master's); A 2-29 Thesis Supervisory Committee (Master's); A 2-31 PhD Defence; *A 2-xx PhD/doctoral Candidacy/Comprehensive Examination(s) (revisions in process)*