

Thesis Examination Policy

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Note: Other forms, such as the Licence to Carleton University and the Library and Archives Canada Theses Non-Exclusive Licence, have now been fully integrated in the electronic thesis only system.

Revised September 2015

Helpful Links

Thesis Requirements

<http://gradstudents.carleton.ca/thesis-requirements>

Academic Integrity Policy

<http://carleton.ca/sasc/academic-integrity/>

Freedom of Information and Protection of Privacy Act and Graduate Students

http://gradstudents.carleton.ca/wp-content/uploads/fippa_and_grad_students.pdf

Guidelines regarding Nominal Co-Supervisions with-Adjunct Professors

<http://gradstudents.carleton.ca/wp-content/uploads/Guidelines-regarding-Nominal-Co-Supervisions-with-Adjunct-Professors-revised-27-May-2013.doc>

Graduate Supervision – Responsibilities & Expectations Policy

<http://gradstudents.carleton.ca/thesis-requirements/graduate-supervision-responsibilities-expectations-policy/>

Grad Studies Supervision Appointments Policy

<http://gradstudents.carleton.ca/wp-content/uploads/Grad-Studies-Supervision-Appointments-27-May-2013.doc>

Supervision of Grad Research by Employees & Faculty Members Approaching Retirement

http://gradstudents.carleton.ca/wp-content/uploads/policy_on_supervision_of_graduate_research.pdf

Cotutelle Policy

<http://www.carleton.ca/secretariat/wp-content/uploads/Cotutelle-Policy.pdf>

Medals Policy

http://gradstudents.carleton.ca/wp-content/uploads/Medals_Policy_FINAL_Senate-Approved.pdf

Section 1 – Master’s Thesis Examinations – Pre-Examination Process

1.1 Thesis Submission

- a) The candidate informs the thesis supervisor and the chair of the department of the date he/she intends to submit his/her thesis. This notice shall be given **two weeks** before the submission date.
- b) The candidate is required to upload the examination copy of their thesis through Carleton Central **three weeks** before the actual date of the examination of the thesis.
- c) The candidate must accept the Academic Integrity thesis statement indicating comprehension of and adherence to the Carleton University Academic Integrity Policy (see Appendix A).

1.2 Constitution of the Board

- a) The **thesis supervisor** schedules the examination and recommends membership of the thesis examination board to the chair of the department.
- b) The chair of the unit appoints the examination board to comprise, as a minimum:
- Thesis supervisor (or co-supervisors).
 - One additional member from the student’s home unit or program. This includes cross-appointed and adjunct professors.
 - One member who is from outside the student’s home unit or program.
 - Chair of the unit (or delegate who serves as chair of the examination board).
 - Dean of the Faculty concerned (ex officio).
 - Dean of the Faculty of Graduate and Postdoctoral Affairs (ex officio).
- c) In the case of **joint programs**, the examination board should normally include at least one **additional** faculty member from the appropriate unit or program at the other university. At the discretion of the academic unit, the presence of the **additional** faculty member from the other university releases the unit or program from the obligation of placing on the committee one member who is from a Carleton University unit or program outside that of the candidate and who has been at arm’s length from the thesis research.
- d) It is the responsibility of the **chair of the department** to ensure that specific appointments to the examination board are in accordance with this list. Alternate examination committee membership, for example, government or industry employees must be preapproved by the Dean of Graduate and Postdoctoral Affairs. The examination notice that is sent to the Faculty of Graduate and Postdoctoral Affairs should identify the role of each board member.
- e) If any member of the examination board is to participate by telephone, videoconference or any other medium, the department must inform FGPA at least a week before the examination which technical arrangements will be made to allow remote access. FGPA provides technician-supported facilities for videoconferencing. If an unsupported voice-over internet protocol (such as Skype) is used, there must be proper audio-conferencing equipment available as backup (such as a “polycom conference phone” available through CCS) and an analogue telephone line in the room.
- f) If a member of the examination board, other than the Carleton examiner outside the department (see 1.5.c), has agreed to participate in the examination and consequently is unable to participate, he or she

must submit a brief written report on the thesis to the chair of the department **one week in advance**. This report will include both an evaluation of the thesis and a set of questions to be asked at the examination. The **chair of the examination** board will present the report to the examination board at the examination by 1) posing the questions contained in the report on behalf of the absent member during the examination question period and 2) providing the absent member's judgements on the thesis in the *in camera* discussion following the examination question period.

1.3 Examination Preparation

a) The committee members must receive a copy of the thesis either through Carleton Central or from the student or the department **three weeks** in advance of the defence with a copy of the Committee Member Thesis Defence Authorization Form (see Appendix D-2). The thesis and accompanying documentation must be submitted by the student through Carleton Central **two weeks** before the defence.

b) The **department** posts the examination notice announcing the date, time and location of the thesis examination. Any special arrangements for participation of the examiners (telephone, video-conferencing etc.) will be included on the examination notice. The date of the announcement must be **two weeks prior** to the date of the examination.

c) Each examiner on the examination board signs the Committee Member Thesis Defence Authorization Form (see Appendix D-2) and sends his/her signed copy to the chair of the department **one week** before the oral examination. If any examiner has serious reservations regarding the thesis, these must be noted on the form at this time and submitted to the Chair of the Department and copied to the Dean of the Faculty of Graduate and Postdoctoral Affairs.

d) In the event of serious reservations, the Chair of the Department will consult with the thesis supervisor and the candidate to determine whether the examination will be deferred. The candidate has the right to proceed to examination. If the examination is deferred, the Chair of the Department will inform the Dean of the Faculty of Graduate and Postdoctoral Affairs.

1.4 Observers

a) Any faculty member from within the University (or from the joint institutes) may attend the examination as an observer. Other observers may also attend the examination provided they have obtained the permission of the candidate and the chair of the examination board. Observers are not permitted to ask questions during the examination or participate in any other way and may not leave the examination without permission of the chair.

b) Faculty members other than those on the examination board may be granted the privilege of asking questions during the examination if they have provided a written submission containing the examination questions at least **two working days** before the examination to the chair of the examination board.

1.5 The Examination

a) The chair of the department (or designate) chairs the examination board.

b) It is the responsibility of the chair of the examination board to enforce the rules of procedure governing the conduct of examinations, to ensure that academic standards are maintained, and to

protect the candidate from unfair or unreasonable forms of questioning. The chair of the examination board ensures that the examination is conducted according to the highest standards of academic integrity, collegiality and professionalism. In exceptional circumstances, if the chair of the examination board is not satisfied that the spirit of the guidelines for the evaluation of the thesis has been met, he/she will adjourn the examination and consult with the Dean of the Faculty of Graduate and Postdoctoral Affairs.

c) If a member of the committee cannot attend, arrangements must be made in advance for this examiner to participate by telephone, video- conferencing or similar media, or by submitting a report with their questions in advance to the chair of the examination board.

d) If a member of the committee cannot attend and has not submitted a report on the thesis, the chair of the examination board, in consultation with the board, determines whether the examination will proceed. The chair of the examination board will inform the Dean of the Faculty of Graduate and Postdoctoral Affairs of these events following the examination.

e) The procedures to be followed in defences are as follows:

- The chair of the examination board conducts a brief in camera meeting with the examination board at the outset to review the examination procedures and potential outcomes. The definitions of minor and major revisions will be addressed by all members of the examination board along with the criteria for medal eligibility (see Appendices B-3, and E). The chair of the examination board inquires whether any member of the board can foresee any significant difficulty with respect to the final acceptability of the thesis. If significant difficulties are foreseen, concerning either content or scholarly presentation, the chair of the examination board determines whether there is reason to adjourn the examination. If the examination proceeds, the chair of the examination board informs the Dean of the Faculty of Graduate and Postdoctoral Affairs following the examination.
- The chair of the examination board admits the candidate to the room and reviews the examination procedures.
- The candidate may make a brief introductory statement and may use audio/visual aids or other appropriate methods supporting this statement.
- In the first round of questions, the examiners normally proceed in the order set out in the examination notice (see Appendix B-1). Questioning in this round is one-on-one without interventions from other board members.
- This will be followed by a second round of questions without a set order. In this round, questions may come from any of the examiners, and comments and general discussion may take place. The duration of this round is at the discretion of the chair of the examination board.
- The candidate may make a closing statement but is not required to do so.
- The candidate is asked to withdraw while the examination board deliberates.

1.6 Examination Outcome

a) The chair of the examination board polls the members of the examination board to determine if the candidate passes or fails. The chair of the examination board records in writing all required revisions, major or minor, agreed to by the board. In addition, the chair of the examination board records in writing the process for approving required revisions.

b) If consensus cannot be reached among the members of the examination committee as to the categorization of the thesis (Accepted, Acceptable after minor revisions, Acceptable after major modifications, Rejected), the thesis grade (Pass with Distinction, Satisfactory, Unsatisfactory) or for the oral defence (Satisfactory, Unsatisfactory), a vote will be taken to determine the outcome. The Internal Examiner must form part of the majority vote. If the Internal Examiner does not form part of the majority vote, the chair of the examination board will adjourn the examination and inform the Dean of the Faculty of Graduate and Postdoctoral Affairs. In exceptional circumstances, if the chair of the examination board is not satisfied that the spirit of the guidelines for the evaluation of the thesis has been met, he/she should adjourn the examination and consult with the Dean of the Faculty of Graduate and Postdoctoral Affairs.

c) In cases where the oral defence is deemed unsatisfactory but the thesis is deemed satisfactory (accepted with or without revisions), the candidate will normally be required to defend again within one month of the original defence, with the same examining committee. The committee will produce a report itemizing the reasons for the failure of the oral defence. Should the defence be deemed unsatisfactory a second time, the candidate will be permanently withdrawn from the program.

d) In cases where the thesis is deemed unsatisfactory, the candidate will normally be withdrawn from the program. The examining committee will produce a report itemizing the reasons for the failure of the thesis. The examining committee may recommend to the Dean that the candidate be allowed to register for an additional term to revise and resubmit the thesis. In such cases, a second defence will be scheduled within 6 months of the original defence, with the same examining committee. Should the thesis be deemed unsatisfactory a second time, the candidate will be permanently withdrawn from the program.

e) The chair of the examination board polls the internal and departmental members of the examination board regarding recommendation of the candidate for a medal if the thesis is judged to be outstanding. The thesis supervisor does not participate in the discussion regarding medals. If the board members agree to recommend the candidate, the chair of the examination board submits a written report to the Dean of the Faculty of Graduate and Postdoctoral Affairs.

f) The chair of the examination board ensures that the Examination Report (Appendix B-3) is prepared and signed by all members before the adjournment of the examination board. The chair of the examination board signs for absent members of the examination board and completes the Examination Report Outcome Form in Carleton Central.

g) The chair of the examination board invites the candidate back into the examination room to discuss the examination outcome.

h) The total duration of the examination should not normally exceed two hours.

1.7 Final Thesis Submission

a) Minor Revisions:

- i) The candidate, after completing minor revisions as directed by the examination board, will upload the final copy of the thesis in Carleton Central for approval by the thesis supervisor or designate. The candidate will also complete the required electronic forms.
- ii) Having verified that the required revisions have been completed, the thesis supervisor or designate will approve the upload and the final thesis will be electronically forwarded to FGPA.
- iii) Provided that all master's program requirements have been satisfied, the Dean of the Faculty of Graduate and Postdoctoral Affairs recommends to Senate, through the Faculty Board of Graduate Studies, that the degree be awarded.
- iv) The Faculty of Graduate and Postdoctoral Affairs arranges for the electronic thesis to be transferred to the Library.

b) Major Revisions:

- i) The candidate, after completing major revisions as directed by the examination board, will submit copies of the final thesis to all those involved in the approval of the revisions or modifications (see 1.6).
- ii) Having verified that the required revisions have been completed, those involved will sign the Thesis Revisions Approval Form (see Appendix B-4).
- iii) Once all necessary approvals have been obtained, the candidate will upload the final copy of the thesis in Carleton Central for approval by the thesis supervisor or designate. The candidate will also complete the required electronic forms.
- iv) Having verified that the required revisions have been completed, the thesis supervisor or designate will approve the upload and the final thesis will be electronically forwarded to FGPA.
- v) Provided that all master's program requirements have been satisfied, the Dean of the FGPA recommends to Senate, through the Faculty Board of Graduate Studies, that the degree be awarded.
- vi) FGPA arranges for the electronic thesis to be transferred to the Library.

Section 2 – Doctoral Thesis Examinations – Pre-Examination Process

2.1 Thesis Submission

- a) The candidate informs the thesis supervisor and the chair of the department of the date he/she intends to submit the thesis. This notice shall be given **two weeks in advance** of the submission date.
- b) The candidate must submit their final draft of the thesis to their supervisor at least six weeks before the date of the examination, and must upload an examination copy through Carleton Central **four weeks** before the actual date of the examination of the thesis.
- c) The candidate must accept the following documents:
 - the Academic Integrity thesis statement (see Appendix A)
 - the FIPPA agreement
 - license to Carleton

2.2 Constitution of the Examination Board

- a) After consultation with the thesis supervisor, the **chair of the department** recommends membership of the thesis examination board to the Dean of the Faculty of Graduate and Postdoctoral Affairs. The **chair**

of the department also provides information, including abbreviated CVs regarding the appropriateness of the nominated external examiner. This information will address issues of expertise and conflict of interest (below)

b) The Dean of the Faculty of Graduate and Postdoctoral Affairs appoints the examination board to comprise as a minimum:

- One member from outside Carleton University who is a recognized authority in the subject of the thesis (External Examiner)
- One member from outside the student's home unit or program and who has been at arm's length from the thesis research (Internal Examiner)
- Thesis supervisor or co-supervisors
- At least two thesis advisory committee members. If no thesis advisory committee has been established, two unit or program members may be appointed. This includes cross-appointed and adjunct professors. In the case of joint programs, the member from the other university may replace one of the unit or program members
- Chair of the unit (ex officio)
- Dean of the faculty concerned (ex officio)
- Dean of the Faculty of Graduate and Postdoctoral Affairs or deputy (chair of the examination board).

c) In the case of **joint programs**, the examination board must include at least one faculty member from the appropriate unit or program at the other university.

d) It is the responsibility of the **chair of the department** to schedule the examination and to ensure that specific appointments to the examination board are in accordance with this list. Alternate examination committee membership, for example government or industry employees, must be preapproved by the Dean of Graduate and Postdoctoral Affairs. The examination notice that is sent to the Faculty of Graduate and Postdoctoral Affairs should identify the role of each examination board member (see Appendix C-1).

e) If any member of the examination committee is to participate by telephone, video conference or any other medium, this must be specified in the examination notice.

f) If a member of the examination board (other than the internal examiner) is unable to participate, s/he must submit a written report on the thesis to the chair **one week in advance**. The chair of the examination board will present the report to the examination board at the examination by 1) posing the questions contained in the report on behalf of the absent member during the examination question period and 2) providing the absent member's judgements on the thesis in the *in camera* discussion following the examination question period.

2.2.1 Conflict of Interest

a) **External Examiner.** The external examiner should be an impartial scholar with recognized expertise in the thesis research area. In addition, it is necessary that s/he be at arm's length from the candidate, from the supervisor(s) and from the university. To guarantee the impartiality of the external examiner, the following conditions should be met:

- The external examiner should have no family ties or close business ties or close professional ties to the candidate or the supervisor(s) in the preceding six years;
- The external examiner should have neither held an appointment at Carleton University nor be a member of the joint institutes with Ottawa University in the preceding six years;
- The external examiner should have no prior supervisory relationship with the candidate or with the supervisor(s) in the preceding six years;
- The external examiner should not have been a principal co-author or close research collaborator with the candidate or with the supervisor(s) in the preceding six years.

While this list is not an exhaustive one, it provides an indication of the kinds of relationships that call into question the impartiality of the external examiner.

2.3 Examination Preparation

- a) The committee members must receive a copy of the thesis either through Carleton central or from the student or the department **four weeks** before the defence with a copy of the Committee Member Thesis Defence Authorization Form (see Appendix D-2). The examination copy of the thesis and accompanying documentation must be submitted through Carleton Central by the student **four weeks** before the defence. One hard copy must be submitted to the Faculty of Graduate and Postdoctoral Affairs at least **four weeks** before the date of the examination.
- b) The Dean's copy is for use by the chair of the examination board.
- c) After approval, the Faculty of Graduate and Postdoctoral Affairs announces the date, time and place of the thesis examination. Any special arrangements for participation of the examiners (telephone, video-conferencing etc.) will be included on the examination notice. The date of the announcement must be **at** least four weeks in advance of the date of the examination. If any member of the examination board is to participate by telephone, videoconference or any other medium, the department must inform FGPA at least a week before the examination which technical arrangements will be made to allow remote access.
- d) The Dean of the Faculty of Graduate and Postdoctoral Affairs writes to the external examiner to review procedures followed in the defence (see Appendix C-3), to outline judgements to be made and to ask that any major concerns be communicated in the report to be submitted at least **one week** before the examination.
- e) The external examiner submits written comments on the thesis to the Dean of the Faculty of Graduate and Postdoctoral Affairs at least **one week** before the oral examination. Normally, the thesis defence will not proceed without receipt of the report of the external examiner one week in advance of the date of the defence.
- f) In cases where the external examiner's report **does not** recommend that the thesis proceed to defence, the Dean of Graduate and Postdoctoral Affairs will consult with the Chair and/or Graduate Supervisor of the student's department. After this consultation the Dean may recommend to postpone the defence. In such instances, the external examiner will be asked for permission to release her/his report to the student and the thesis supervisor for review. The student has the option to accept the Dean's recommendation for postponement or to proceed with the defence as planned. In either case, the examining committee shall remain the same.
- g) Each examiner on the examination board completes a Thesis Defence Authorization Form (see Appendix D-2) at least one week in advance of the oral examination and submits the completed form to the Chair of the Department. If any examiner has serious reservations regarding the thesis, these must be noted on the form at this time and the Chair will notify the Dean of Graduate and Postdoctoral Affairs immediately.

2.4 Observers

a) Any faculty member from within the University may attend the examination as an observer. Other observers may also attend the examination provided they have obtained the permission of the candidate and the chair of the examination board. Observers are not permitted to ask questions during the examination or participate in any other way and may not leave the examination until the Chair has adjourned the proceedings.

b) Faculty members other than those on the examination board may be granted the privilege of asking questions during the examination if they have provided a written submission containing the examination questions at least two working days in advance of the examination to the chair of the examination board.

2.5 The Examination

a) The Dean of the Faculty of Graduate and Postdoctoral Affairs (or designate) chairs the examination board.

b) It is the responsibility of the chair of the examination board to enforce the rules of procedure governing the conduct of examinations, to ensure that academic standards are maintained, and to protect the candidate from unfair or unreasonable forms of questioning. The chair of the examination board ensures that the examination is conducted according to the highest standards of academic integrity, collegiality and professionalism. In exceptional circumstances, if the chair of the examination board is not satisfied that the spirit of the guidelines for the evaluation of the thesis has been met, he/she should adjourn the examination and consult with the Dean of the Faculty of Graduate and Postdoctoral Affairs.

c) If a member of the committee cannot attend, arrangements must be made in advance for this examiner to participate by telephone, video- conferencing or similar media, or by submitting a report with their questions in advance to the chair of the examination board.

d) If the external examiner is not present, specific arrangements must have been approved in advance for this examiner to participate by telephone, video-conferencing or similar media. The written report of the Ph.D. external examiner must also be available. The external examiner's report must be submitted through Carleton Central at least one week prior to the date of the examination board.

e) If a member of the examination board is unable to participate and has not submitted a report on the thesis, the chair of the examination board, in consultation with the board, will determine whether the examination will proceed. If the examination proceeds, he/she will inform the Dean of the Faculty of Graduate and Postdoctoral Affairs following the examination.

f) The procedures to be followed in defences are as follows:

- The chair of the examination board conducts a brief in camera meeting with the examination board at the outset to review the examination procedures and potential outcomes. The definitions of minor and major revisions will be addressed by all members of the examination board along with the criteria for medal eligibility (see Appendices C-4 and E). The chair of the examination board inquires whether any member of the board can foresee any significant difficulty with respect to the final acceptability of the thesis. If significant difficulties are foreseen, concerning either

content or scholarly presentation, the chair of the examination board determines whether there is reason to adjourn the examination. If the examination proceeds, the chair of the examination board informs the Dean of the Faculty of Graduate and Postdoctoral Affairs following the examination. The chair of the examination board invites the external examiner to present his/her report. The external examiner's written comment regarding recommendation of the candidate for a medal is not conveyed at this point (see 2.6.c).

- The chair of the examination board admits the candidate to the room and reviews the procedures.
- The candidate may make an introductory statement and may use audio/visual aids or other appropriate methods of supporting this statement. It is usual to limit such statements to about twenty minutes.
- In the first round of questions, the examiners normally proceed in the order set out in the examination notice (see Appendix C-1). Questioning in this round is one-on-one, with no interventions from other members of the board.
- This will be followed by a second round of questions without a set order. In this round, questions may come from any of the examiners, and comments and general discussion may take place. The duration of this round is at the discretion of the chair of the examination board.
- The candidate may make a closing statement but is not required to do so.
- The candidate is asked to withdraw while the examination board deliberates.
- In case of technical difficulty in the course of an examination conducted through videoconferencing, the chair of the examination board may briefly suspend the proceedings to allow some time to fix the problem. Should the disconnection persist and the examiner(s) accessing the proceedings through videoconferencing fail to be reconnected in a timely fashion, the proceedings will continue through telephone connection using the analogue line affixed to the videoconferencing system (this analogue line is reserved for use as a backup for the videoconferencing system; any other telephone communication in the course of the examination must be conducted through the digital telephone line set up in the examination room).
- Should both the videoconferencing and telephone systems become inoperative, the chair of the examination board in consultation with the board may carry on with the examination if it is deemed that the virtual presence of the distant examiner(s) is not absolutely required at the moment. Upon reconnection, the chair of the examination board will summarize the exchanges that the remote examiner(s) missed. Should technical difficulty make it impossible for the remote examiner(s) to satisfactorily complete their one-on-one questioning, the chair of the examination board may adjourn the examination and inform the Dean of the situation.
- Should persistent technical difficulties with both the telephone and videoconferencing systems interrupt the board's examination outcome deliberations before a final decision has been reached, the chair of the examination board will adjourn the examination and inform the Dean that deliberation will have to resume at a later time when all examiners are present in person or

through telephone/videoconferencing.

- In the case of an Integrated Thesis including co-authored articles, should the supervisor or any other member of the advisory committee be one of the principal authors of a co-authored article included in the thesis, this member will be allowed only limited participation in the defence. During his or her turn in the first round of questioning, the member may be allowed by the Chair to provide points of clarification on the thesis and reformulate questions for the candidate, but may not address critical and substantive issues. Furthermore, this member will not be allowed to participate actively in the deliberations after the defence.

2.6 Examination Outcome

a) The chair of the examination board polls the members of the examination board to determine if the candidate passes or fails, and the extent of required revisions, if any. The thesis supervisor may participate in the deliberations, but shall not seek to influence the decision of the board regarding requested revisions. The chair of the examination board records in writing all required revisions, major or minor, agreed to by the board. In addition, the chair of the examination board records in writing the process for approving required revisions. In the case of an Integrated Thesis, any member of the examination board who appears as one of the principal authors of a co-authored article included in the thesis is not allowed to participate actively in deliberations or vote on the outcome.

b) If consensus cannot be reached among the members of the examination committee as to the categorization of the thesis (Accepted, Acceptable after minor revisions, Acceptable after major modifications, Rejected), the thesis grade (Satisfactory, Unsatisfactory), or the Oral Defence (Satisfactory, Unsatisfactory), a vote will be taken to determine the outcome. The thesis supervisor does not participate in the voting process. The chair of the examination board may approve the thesis as satisfactory if the majority of board members recommend it as satisfactory. The majority must include the external examiner. In exceptional circumstances, if the chair of the examination board is not satisfied that the spirit of the guidelines for the evaluation of the thesis has been met, he/she should adjourn the examination and consult with the Dean of the Faculty of Graduate and Postdoctoral Affairs (see 2.5.b).

c) In cases where the oral defence is deemed unsatisfactory but the thesis is deemed satisfactory (accepted with or without revisions), the candidate will normally be required to defend again within one month of the original defence, with the same examining committee. The committee shall produce a report itemizing the reasons for the failure of the oral defence. Should the defence be deemed unsatisfactory a second time, the candidate will be permanently withdrawn from the program.

d) In cases where the thesis is deemed unsatisfactory, the candidate will normally be withdrawn from the program. The committee shall produce a report itemizing the reasons for the failure of the thesis. The examining committee may recommend to the Dean of FGPA that the candidate be allowed to register for an additional term to revise and resubmit the thesis. In such cases, a second defence will be scheduled within 6 months of the original defence, with the same examining committee. Should the thesis be deemed unsatisfactory a second time, the candidate will be permanently withdrawn from the program.

e) The chair of the examination board conveys to the board the external examiner's written comment regarding recommendation of the candidate for a medal. If the external examiner *does not recommend* the candidate for a medal, discussion on the issue is brought to an end. If the external's written recommendation is affirmative or undecided, the chair polls the internal and

departmental members of the examination board regarding recommendation of the candidate for a medal. The thesis supervisor does not participate in the discussion regarding medals. If the board members agree to recommend the candidate, the chair of the examination board submits a written report to the Dean of FGPA.

f) The chair of the examination board ensures that the Examination Report (see Appendix C-4) is prepared and signed by all members before the adjournment of the examination board. The chair of the examination board signs for absent members of the examination board and completes the Examination Report Outcome Form in Carleton Central.

g) The chair of the examination board invites the candidate back into the room to discuss the examination outcome.

h) The total duration of the examination should not normally exceed three hours. However, the external examiner should be encouraged to address all of his/her points.

2.7 Final Thesis Submission

a) Minor Revisions:

- i) The candidate, after completing minor revisions as directed by the examination board, will upload the final copy of the thesis in Carleton Central for approval by the thesis supervisor or designate. The candidate will also complete the required electronic forms
- ii) Having verified that the required revisions have been completed, the thesis supervisor or designate will approve the upload and the final thesis will be electronically forwarded to the Faculty of Graduate and Postdoctoral Affairs.
- iii) Provided that all doctoral program requirements have been satisfied, the Dean of FGPA recommends to Senate, through the Faculty Board of Graduate Studies, that the degree be awarded.
- iv) FGPA arranges for the electronic thesis to be transferred to the Library.

b) Major Revisions:

- i) The candidate, after completing major revisions as directed by the examination board, will submit copies of the final thesis to all those involved in the approval of the revisions or modifications (see 2.6).
Having verified that the required revisions have been completed, those involved will sign the Thesis Revisions Approval Form (see Appendix C-5).
- ii) Once all necessary approvals have been obtained, the candidate will upload the final copy of the thesis in Carleton Central for approval by the thesis supervisor or designate. The candidate also completes the required electronic forms.
- iii) Having verified that the required revisions have been completed, the thesis supervisor or designate will approve the upload and the final thesis will be electronically forwarded to the Faculty of Graduate and Postdoctoral Affairs.
- iv) Provided that all doctoral program requirements have been satisfied, the Dean of FGPA recommends to Senate, through the Faculty Board of Graduate Studies, that the degree be awarded.
- v) FGPA arranges for the electronic thesis to be transferred to the Library.