



## Chair Guidelines

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The Examination Chair (appointed by IMS Office) *runs the examination proceedings, "keeps the peace"*, represents the IMS and SGS administration and conducts the examination according to the rules of procedure (see below). S/he *protects the student's interests*, ensures that all examiners are present (otherwise the examination will be CANCELLED), instructs those present as to their duties, instructs the Supervisor to carefully document items for revision and modification, discusses and finalizes the results, and reports the outcome to the IMS Graduate Coordinator. The Examination Chair DOES NOT need to review the thesis in advance and does not vote. The Examination Chair is required to take detailed notes, especially in the case where the results are minor modifications or not acceptable.

## Qualifying and Transfer Examination Procedures

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### Before the presentation

- The Exam Chair collects the Examination File from the IMS Office or by arrangement with the program assistant.
- The Chair introduces the members and the candidate and ensures that all examiners are present. If members are missing, the Chair advises the IMS Office at 416-978-6696 and discusses action to be taken. The examination may be cancelled.
- The Chair instructs the Supervisor of his/her responsibility to carefully document items for revision and modification (if necessary) during the examination.
- The Chair asks the student to leave the room.
- The Chair advises the examiners whether the student has completed degree course requirements and inquires whether there are any major concerns about the upcoming examination.
- The Internal Examiner presents his/her appraisal. Discussion may follow reading of the appraisal.
- The Supervisor is provided with a copy of the appraisal.

### Presentation by Candidate

- The student is invited back into the room to give a 20-minute (uninterrupted) presentation. This is a strict time limit. A slide, PowerPoint or overhead presentation usually accompanies the presentation.

### Examination

At the examination, the Supervisor should carefully document items for revision and modification.

- Following the presentation, questions are posed to the student. These are presented in two rounds, with 10 minutes allotted to each examiner per round.
- The Chair allows only one Examiner at a time to ask questions and should intervene if another examiner, or the Supervisor, starts to join in the discussion.
- Order of questions is usually: Internal Examiner/Appraiser, Examiners, Committee Members, and Supervisor.
- The Chair should keep informal notes about the content of questions that may lead to proposal revisions for reference during the analysis of defense.
- Following questioning, the student is again asked to leave the room.



### **Committee Discusses the Examination and Votes on the Examination Evaluation**

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The Chair asks the following specific questions of the examiners. All the examiners must address the questions.

#### ***Is the Research Proposal acceptable?***

- a) With no modifications
- b) With minor or organizational corrections (typos, change in format, additional information)
- c) With minor modifications (rewrite part of the proposal)
- d) Not acceptable

#### ***Was the Oral Defense:***

- a) Excellent
- b) Very good
- c) Acceptable
- d) Not acceptable

#### ***Is the student acceptable for entry/continuation in the PhD program?***

In the case that a consensus about the recommendations is not reached, then the Chair must ask for a vote on each question. More than one negative vote (or abstention) causes the examination to be adjourned. The Chair does not vote.

If minor modifications are required, the Chair appoints a Modifications Subcommittee (see “After the Examination”, below).

The student is invited into the room and the Chair advises the student about the outcome of the examination. A clear statement about who will review the revised research proposal is given to student and supervisor and the defense is adjourned.

### **After the Examination**

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The Exam Chair returns the file to the IMS Office (room 2369, Medical Sciences Building).The candidate signs transfer forms if applicable.

If minor or organizational corrections are recommended...

- Student consults with supervisor and Program Advisory Committee members about changes, revises proposal and submits it to the supervisor.
- Supervisor writes e-mail to IMS office to confirm completion of revisions within 1 month of the examination. Confirmation of revisions should be sent to [pa.medscience@utoronto.ca](mailto:pa.medscience@utoronto.ca)
- Student submits revised proposal to the IMS Office



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If minor modifications are recommended...

- The chair appoints a modifications sub-committee.
  - The modifications sub-committee must be comprised of the internal examiner/appraiser and two other members.
  - The supervisor cannot chair the sub-committee.
- Student consults with the modifications sub-committee about changes, revises proposal and submits it to the subcommittee.
- The sub-committee chair writes to IMS office to confirm completion of revisions within 3 months of the examination. Confirmation of revisions should be sent to [pa.medscience@utoronto.ca](mailto:pa.medscience@utoronto.ca)
- Student submits revised proposal to the IMS Office room, 2369.