



Master's Thesis Oral Examination - Neutral Chair Responsibilities & Procedures

A) Responsibilities

The College of Graduate Studies will approve an appropriate faculty member to serve as Neutral Chair of the Examination as based on the criteria in the [Graduate Policy and Procedure Manual](#). The Neutral Chair's Role and **Responsibilities** are as follows:

1. Represents the Dean of the College of Graduate Studies.
2. Moderates the Examination; ensures procedures are followed by the committee.
3. Brings copies of the following forms to the examination:
 - a. [Final Master's Thesis Oral Examination – Neutral Chair's Report](#)
 - b. [Master's Thesis Approval & Program Completion](#) form
 - c. [Voting Ballots](#), if in-person
 - d. [Final Oral Examination – Committee Member Report](#) form (can remain blank)
4. Ensures that once the examination starts, the door to the room remains closed, if in-person.
5. Ensures that all members of the Examining Committee are in attendance, whether in-person or remote, ten minutes prior to the start of the examination, and that all committee members remain present for the duration of the examination, including the student's presentation, questioning, and committee's deliberations. Any irregularities in this regard must be noted in the Neutral Chair's Report.
6. If an Examiner has failed to appear for the appointed start of the examination, the Neutral Chair will:
 - a. Contact the Examiner immediately to see if they are in transit and will arrive shortly.
 - b. If the Examiner arrives within the first 30 minutes, the Chair will poll other Examiners to determine if they are ALL able to stay for at least 3 hours commencing from that moment (taking into account time needed for the student's presentation, questioning, and the deliberation periods).
 - If the entire committee is able to stay for the duration, the Neutral Chair can start the examination.
 - If any committee member is unable to remain for the full duration, inform the Director of the College of Graduate Studies by phone at 250-575-2767 or email both deanna.roberts@ubc.ca and gradtheses.ok@ubc.ca to notify the College that the examination has been postponed and the proposed new date.



7. If video conferencing is being used by an Examiner and fails for longer than 5 minutes, the Neutral Chair can connect with the remote member by telephone to complete the examination and the presentation elements can be shared by email.
8. The Neutral Chair is not required to read the thesis, does not vote, and does not ask questions of the student regarding the thesis or subject matter under examination.
9. The Neutral Chair moderates the examination and deliberations, ensuring that CoGS' policies and procedures are followed, and marks the "straw vote" recommendations on the Final Master's Thesis Oral Examination – Neutral Chair's Report.
10. The Neutral Chair comments on the overall proceedings of the examination on the Final Master's Thesis Oral Examination – Neutral Chair's report.
11. The Neutral Chair submits the Final Master's Thesis Oral Examination – Neutral Chair's Report within two business days following the examination.
12. If an Examiner alleges academic misconduct during the examination or in the post-examination discussion, the Neutral Chair must:
 - a. Suspend the examination
 - b. Inform the Director of the College of Graduate Studies by phone at 250.575.2767 or email both deanna.roberts@ubc.ca and gradtheses.ok@ubc.ca.

B) Procedures during the Oral Examination

1. The Examination starts with an introduction of the candidate and members of the examining committee by the Neutral Chair.
2. The Chair then announces the following:
 - a. No audio or video recording and/or pictures are to be taken during the exam.
 - b. The candidate will be given 30 minutes to present a synopsis of the thesis.
 - c. The candidate may speak from notes and may use audio-visual equipment, but must not read the synopsis.
3. The candidate presents their synopsis. If the presentation exceeds 30 minutes, the Chair must intervene and announce that the presentation will now be stopped.
4. After the presentation, the Chair informs members of the audience that they may now leave the room should they wish to do so, and that those who remain must stay for the entire duration of the question period.
5. The Chair summarizes the procedures for the question period by:



- a. announcing the duration and order of questioning as follows: two hours is allotted to the question period. Examining committee members will pose questions and receive answers from the candidate in the following order:
 - University Examiner
 - Examination Committee Members
 - Supervisor and/or Co-Supervisors as applicable
 - b. providing guidelines for the timeframe for each questioning session:
 - For a five- or six-member committee, each committee member has about 20 minutes in total to pose and receive answers to questions, usually apportioned into a first round of 15 minutes per examiner, and a follow-up round of approximately 5 minutes each.
 - For the University Examiner, this time frame is a guideline, but is flexible if more time is needed.
 - Larger committees mean that these time frames will be reduced by the Neutral Chair appropriately.
 - At the end of the second round, an opportunity for further questions can be given if time permits.
6. The Chair exercises discretion in managing the question period in order to ensure the candidate is given sufficient time and opportunity to respond to questions. The Chair may, for example, need to:
- a. invite an Examiner who is delivering a lengthy preamble to pose their question;
 - b. curb hostile questioning;
 - c. stop any interventions by the Supervisor to assist the candidate in their responses; and/or
 - d. ensure that the conversation is conducted directly with the candidate rather than allowing committee members to talk amongst themselves.
7. The Chair ensures the student:
- a. is given reasonable time to answer each question;
 - b. is given an opportunity to clarify the question whenever necessary; and
 - c. has understood the question. If the student understands the question but cannot answer, the Chair directs the committee to move onto the next question.
8. The Chair ensures that:
- a. the Supervisor does not attempt to help the student in any way with the answers;
 - b. Examiners are not collaborating amongst themselves on questions;
 - c. Examiners' editorial comments on the thesis are not discussed at the oral examination; and
 - d. if time allows, questions may be invited from members of the audience.



9. Announces that the question portion of the examination has now ended, and requests that the candidate and all individuals not on the examining committee leave the room prior to the in-camera discussion. (It is often the case that members of the committee may need to take a short break before the in-camera deliberations begin.) The Chair can invite the candidate to remain in the vicinity so that they can be invited back in to receive the committee's decision.

C) Procedures during the In-Camera Deliberations

1. Before any discussion of the candidate's performance, the Neutral Chair:
 - a. passes out the ballots to each examination committee member;
 - b. reads the full list of possible recommendations to the Examiners.
2. If in-person, asks each Examiner to:
 - a. identify their "straw vote" on the secret ballot, recommending a pass or fail on both the thesis and the oral defense; and
 - b. deliver their secret ballot to the Neutral Chair.
3. If one or more Examiners is tele-videoconferencing into the examination, after collecting the secret ballots, the Chair should receive the ballots of committee members attending remotely by one of the following means:
 - a. If the poll function has been enabled on Zoom, ensure that only the Chair has host privileges, and record the secret ballots submitted viz the Zoom poll.
 - b. If the Zoom poll function has not been enabled, ask examiners attending remotely to submit their straw votes via a **private** message sent to the Chair by email.
 - c. If none of the above options is available, the Chair can ask examiners present in the room to step outside the room to enable the collection of ballots from remote Examiners, doing so one at a time to maintain confidentiality.
4. The post examination discussion begins with:
 - a. the Neutral Chair reading out the votes from each of the ballots on the oral exam and thesis respectively;
 - b. recording the 1st round of straw votes onto the Final Master's Thesis Oral Examination – Neutral Chair's Report.
5. If **consensus is not reached**:
 - a. after the 1st round of discussion, the Neutral Chair is to continue with up to 2 additional rounds of open voting to reach a consensus. *
 - b. If after 3 rounds of discussion no consensus is reached, the Neutral Chair declares a hung jury and documents this outcome on the Chair's report.



- c. The Chair then instructs each committee member to download the [Final Oral Examination – Committee Member Report](#) from the CoGS website to record their final vote and submit along with a rationale for their recommendation to CoGS within 5 business days of the examination.
6. If **consensus is reached, the Neutral Chair:**
- a. obtains the signatures of each Examination Committee member on the Master's Thesis Approval and Program Completion form. The Supervisor's signature should be withheld.
 - b. The Chair indicates on the Master's Thesis Approval and Program Completion form whether the thesis should be nominated for a national award.
 - c. If a decision is reached of **No Revisions** or **Minor Revisions**, the Chair hands over the Master's Thesis Approval and Program Completion form to the Supervisor and instructs them not to sign the form until any required revisions have been completed, and when the revisions are approved, the Supervisor is to hand in the signed form to the College of Graduate Studies as part of initiating final submission of the thesis for the student.
 - d. If a decision is reached of **Major Revisions**, the Chair asks the Supervisor and one additional Examiner to withhold their signatures until the revisions are completed. The Supervisor holds onto the Master's Thesis Approval and Program Completion form in the interim.
7. After deliberation, the Neutral Chair:
- a. Recalls the candidate and, in the presence of the examining committee, informs the candidate of the recommendations that are to be made to the Dean of the College of Graduate Studies, while avoiding the implication that a final decision has been made.
 - b. Submits the Master's Thesis Oral Examination – Neutral Chair's report along with all ballots to the College of Graduate Studies within 2 business days of the exam.

***Please note:** if there is contention amongst the examiners, the Neutral Chair may use the written ballots for each subsequent vote, including the final vote.