



## **Faculty of Nursing – Master’s Thesis Examination Timeline**

[University of Alberta calendar regulations](#) for graduate supervision and examination provide direction for appointment of supervisors and supervisory committees, and procedures for MN thesis supervision and examination. While it is not a University requirement for master’s students to have a supervisory committee, the Faculty of Nursing opts to appoint both a graduate supervisor and supervisory committee (usually a total of 2-3 persons eligible to serve). The final thesis examining committee includes those members of the supervisory committee and one university examiner or one specialized knowledge examiner. At least half of the examiners must hold a master’s degree or higher. An exam chair is appointed by the Faculty to moderate the final thesis examination.

The purpose of the Final MN Thesis Oral Examination is to judge the acceptability of the thesis submitted by the student as well as the student's ability to defend it. The members of the Supervisory Committee are expected to have thoroughly read the completed thesis prior to the Final Oral Examination.

### **8-10 weeks (minimum) prior to exam**

- Student submits copies of thesis to all members of the supervisory committee allowing sufficient time for review and feedback by the supervisory committee and revisions by the student.
- Supervisor confirms availability of all examining committee members and schedules the exam.
  - To ensure the examination committee meets all requirements, please review the “Size and Composition of Examining Committees” section in the [University Calendar](#) which outlines regulations.
  - Please ensure all examining committee members are added to the calendar invite and include the online meeting link (if applicable).
- Once the exam date is set, the supervisor will contact the Graduate Office to request an exam chair. The supervisor will be provided with the name of the next exam chair on the rotation list to contact. It is the responsibility of the supervisor to secure the exam chair and provide the chair with the calendar invite and online meeting link (if applicable).

### **At least 4 weeks prior to scheduled examination date**

- Supervisor submits the completed [Notice of Examining Committee & Examination Date form](#) to the Faculty of Nursing Graduate Services Office, who will in turn forward copies to all members once the Associate Dean has approved the committee.
- Associate Dean will review and approve the Notice of Exam.
- The Graduate Office will circulate the approved Notice of Exam to the examining committee and forward to GPS for processing.
  - This form must be received by GPS at least 4 weeks prior to the scheduled examination date.

### **At least 3 weeks prior to scheduled examination date**

- Supervisor distributes the final thesis to the examining committee.

### **Immediately following examination**

- Supervisor will submit the completed [Thesis Approval/Program Completion form](#) to the Graduate Office.
- Graduate Office will submit the Thesis Approval/Program Completion form to GPS for processing.
  - This form must be received by GPS within 5 business days of the thesis examination date.
- Supervisor and student will receive a follow up email from the Graduate Office with thesis submission and convocation details.

## **Submission of Thesis and Approval for Convocation**

Students are responsible for ensuring their thesis is formatted according to GPS guidelines and convocation application deadlines are met. Please refer to the GPS [Thesis Preparation, Requirements & Deadlines](#) website for important information, deadlines, required forms and submission options. The student is also responsible for ensuring they apply for convocation. Please refer to the [Convocation](#) website for further details.

### **Responsibilities of the Supervisor:**

- Ensures that the qualifications of the committee members as examiners and that the composition and size of the examining committee will be appropriate.
- Consults with the FoN Associate Dean Graduate Studies when a potential for bias exists (e.g., if the research forms part of the Supervisor's own work).
- Consults with the FoN Graduate Office to select the chair (normally from the Graduate Exam Chairs Committee).
- Ensures that the thesis is distributed to all examining committee members (see timelines above).
- Personally makes all arrangements for the Final Oral Examination (in consultation with the exam chair, all members of the examining committee and the student).
- Coaches the student in preparation for the oral examination.
- Reviews the Guidance Document for Graduate Exam Chairs for details regarding the conduct of the examination.

### **Responsibilities of the Exam Chair: (\* Reference the Exam Chairs**

#### **Responsibilities Guidance document here?)**

- Ensures that the final oral examination is conducted in accordance with the rules and regulations as set out in the University Calendar and FoN Guidance Document for Graduate Exam.
- Participates as a non-voting member of the examination committee.
- Must not have real or apparent conflict of interest with the student or any of the examiners.
- Moderates the discussion (rounds of questions and outcome deliberation) and ensures that it is conducted in a fair manner. As such, the chair does not pose examination questions to the student during the proceedings.
- Prepares notes as needed to communicate with the Associate Deans of GPS/Nursing in the event of an outcome other than "Pass" (eg. details regarding thesis revisions or rationale for examining committee outcome).