



PhD Qualifying Exam Faculty Information Form

Guidelines for serving as a Chair for a Qualifying Exam (QE)

- Aim for the QE to last under two hours.
- Start on time. If only one examiner is late, wait only 5 minutes and then proceed. If more than one is late, discuss with the Advisor(s) whether to wait or reschedule.
- Introduce yourself, the Candidate, the External and other members of the Examining Committee.
- If the defence is virtual or hybrid, confirm that the Host capabilities have been assigned to the correct attendee.
- Summarise the procedure: presentation; questioning; and in camera meeting to discuss outcome.
- Invite the Candidate to begin their 20-minute presentation with no interruptions. If it gets to 25 minutes, signal a one-minute cut-off.
- Announce the order of examiner questioning, beginning with External and ending with the Advisor(s). Normally, the order follows that of the memo announcing the QE.
- Limit the examination to two rounds of questions, the second round being shorter.
- Keep the examiners on time: no more than 10 minutes each with ~15 minutes for the External on the first round, and less on the second round.
- Keep notes on the time used by examiners.
- Discourage discussion among members of the Examining Committee; questions must be directed to the Candidate who should be permitted to respond without interruption.
- Keep the process just, calm, and professional.
- Keep notes on significant issues that arise during questioning.
- After the first round of questions, it is helpful to suggest a 5-minute comfort break for the Candidate and Committee members. Virtual attendees should remain logged into the Teams meeting, and simply turn their audio and video off during this break.
- If there is a second round of questions, the Chair should invite audience members to depart if they wish, prior to the commencement of the second round.
- Remind the Committee of the defence outcome options (below).
- Each examiner should fill out the Exam Outcomes table. The chair will collate those results in the table on page 4. This table will serve to inform the discussion and outcome of the exam.
- Encourage a consensus decision if possible. Only the decision of the Committee is to be reported and not how it was reached.
- Discuss with committee members what specific advice is to be included in the QE report. The exact wording does not need to be decided upon, but key phrases must be.
- Further information about the Qualifying Exam can be found in section 5.02 of the [Graduate Handbook](#)



PhD Qualifying Examination Report

STUDENT INFORMATION

Student Name:

Date and Time of Defence:

EXAMINING COMMITTEE MEMBERS

TITLE	NAME	DEPARTMENT/UNIVERSITY
EXTERNAL EXAMINER		
EXAMINER		
EXAMINER		
EXAMINER		
SUPERVISOR		

Qualifying Exam Procedural Notes

Qualifying Exam Outcome

	Foundational Knowledge	Ability to Synthesize Papers	Critical Thinking	Presentation Quality
Exceeds Expectations				
Meets Expectations				
Below Expectations				

The Candidate passes without extra conditions.

The Candidate passes, but is informed of weaknesses that should be addressed during their tenure, in the form of courses, audits, or directed studies.

The Candidate passes conditionally and is asked to fulfill specific requirements that address weaknesses identified during the QE that need to be resolved. The format and timeline for additional requirements will be determined by the Examining Committee during the in-camera session. These requirements may include a written examination, completion of a directed study course, or a research paper on a specific topic. In their communication with the Candidate, the Examining Committee must clearly specify the evaluation criteria and process. In the event that the requirements are deemed by the Examining Committee to have not been met, the Candidate is transferred to the MSc program. Please complete the following page if Additional Requirements are needed.

The Candidate is transferred to the MSc program.

The above outcomes are based on a majority vote of all examiners except the Chair who votes only in the event of a tie.

The Chair of the Examining Committee will submit (within a day or two) a report on the outcome of the academic event to the Graduate Secretary. It will indicate the nature of any action items and the time frame within which they are to be completed. In the event of an unsuccessful academic event, an explanation of the outcome must be provided in the report. The Chair must provide a copy of the report to the Candidate, the Advisor(s) and the members of the Examining Committee. The report will be appended to the Candidate's departmental file.

Additional Requirements Information

Description of Activity

Written Examination

Directed Studies
Course

Research Paper

Other:

**Deadline for
Completion**

**Person(s) Responsible
Organizing and
Overseeing the Activity**

**Person(s) Responsible
for Evaluating the
Activity**

Evaluation Process

**Potential Outcomes of
Additional Activity**

**Deadline to Report
Outcome to Student**

Notes