

## MA Thesis Oral Examinations – Guidelines for Supervisors Ryerson Philosophy MA

Once the thesis is ready to be put forward for defence, the supervisor is responsible for the following:

- Recommending to the Program Director the members of the Examining Committee (normally faculty members in the department who are members of the MA program council). There are typically no external examiners for MA theses.
- Scheduling the date, time and location of the Oral Examination, in consultation with the student and Program Administrator.

You do both of these things by submitting the form called “Recommendation for MA Thesis/Project Oral Examination” (on the program website) to the Program Administrator (note that it the **supervisor’s responsibility** to schedule the oral examination, not the students’). This should be done four weeks ahead of the examination date. Once you’ve done this, forward the thesis to the Chair of the Examining Committee, who will provide it to the examiners, along with guidelines for preparing for the exam.

After this, the supervisor’s role is to act as a member of the examining committee, and, in the case that the thesis is accepted, to ensure that any appropriate revisions are made before the final version is filed. The conduct of the exam, dealing with any logistical issues that might arise in connection with it, and filing the final report of the Thesis Examining Committee are the responsibility of the Chair of the Examining Committee.