Steps to Organizing a DBMS Master's Thesis Exam

Start the process early. Last minute requests are not guaranteed to be processed. Please pay close attention to the timelines/deadlines indicated below.

Master's thesis exams are Closed unless specific arrangements are made to have it Open. The student and supervisor will approve all visitors and notify the Chair.

Step 1

1. Confirm the student has completed all coursework (12 units) and all fees are paid.
2. Obtain permission from the Advisory Committee to proceed. This must be documented on the Annual Progress Report form and submitted to the Program Assistant.

Step 2

Supervisor's Responsibility:

1. Contact potential faculty members to confirm their availability to serve on the examining committee, which consists of the Chair, Supervisor(s), Head (or delegate), plus two (2) Examiners = minimum five (5) Examining Committee members.
2. Adjunct faculty members cannot serve in the roles of Chair or Head's Delegate.
3. At least one member shall be external to the home department, the Chair or an Examiner. If the external member is a DBMS member outside the student's field of study, that is acceptable.
4. All participants must be current faculty members of the School of Graduate Studies and Postdoctoral Affairs (SGSPA). If you are unsure, please send the names to Wendy Cumpson for verification. If the member does not have an SGSPA appointment, a CV must be sent to Wendy who will forward it to the SGSPA Associate Dean to request approval.
5. All participants cannot be in conflict of interest with the student and supervisor(s). Example, no prior supervisory relationship, and no published or co-presented works associated with the student and supervisor.
6. Once all members have agreed to serve, forward the names to the appropriate Field Coordinator (and cc Wendy Cumpson).
7. Forward Wendy the thesis title, oral exam date, time and location.

Step 3

Student's Responsibility:

1. Distribute a copy of your thesis to all committee members at least 10 working days prior to the thesis exam date.
2. Send a PDF copy of your thesis to thesis@queensu.ca at least 10 working days prior to the exam date. The Thesis Coordinator will review the thesis and identify any problems (eg, format errors). Any corrections will be applied to the completed final thesis submission to QSpace (not the version that is sent to the committee members for the oral thesis).
3. Send Wendy the "Permission of Co-Authors" form (if applicable) at least 10 working days prior to the thesis exam. If there are no co-authors, the form is not required.

==The completed M.Sc. thesis exam form (with all the above information and signatures) must be submitted to Wendy at least 13 working days prior to the thesis exam date.==

Official MSc degree completion date processed when final MSc thesis document, with all completed revisions, gets submitted to QSpace along with Supervisor's email to thesis@queensu.ca clarifying all thesis revisions approved and DBMS MSc degree requirements satisfied.

NOTE: No Thesis Examinations can be scheduled on September 30 (National Day of Truth and Reconciliation) and December 06 (Commemoration Day).