



UNIVERSITY
OF MANITOBA

Department of Psychology

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PROCEDURE FOR CHAIRING AN MA ORAL PROPOSAL

The Chair shall:

1. Make introductory remarks. This includes welcoming the audience, announcing the name of the candidate and the title of the proposed thesis, announcing the names, titles, department, and positions of the committee members, and indicating the procedure to be followed (oral presentation, questioning by the examining committee, questioning by the audience, in-camera meeting of the committee, and informing the candidate of the outcome).
2. Act as timekeeper for the oral presentation. (An oral presentation normally is about 30 minutes.)
3. Direct the questioning. This includes indicating the order of questioning and announcing the name of each committee member when his or her turn to question commences.
4. Ask written questions submitted by any absent committee member whose absence has been agreed to by the Head.
5. Participate in the questioning. This is usually done when the other committee members have finished their examination and before opening the questioning to the audience.
6. Offer a second round of questioning by the committee.
7. Direct the in camera meeting and poll the committee. The chair shall keep the discussion focused on the candidate's performance during the oral and clarify the concerns of the committee.
8. Announce the decision of the committee to the candidate.
9. Submit the signed FGS Master's Thesis Proposal Report form to the Psychology Graduate Office.

Revised June 2015_gd