

The MA Oral Examination is an exam that is held once all other degree requirements have been completed. It is an oral examination based on 3 books that the student and the two readers have agreed upon. Generally the books are drawn from the MRP (Major Research Paper) bibliography. The MA Oral exam may be booked only after all coursework is complete and grades submitted, and the MRP has been read and passed by both readers. The earliest date it can be booked after all other work is completed is 3 weeks from the date all other degree requirements have been finalized, and in order to book the date, the student must notify the Graduate program director and program assistant in writing of the names of the two readers, the three books to be examined for the examination. The Director will select a Director's representative for the exam.

Once the director reviews and approved the books, the program assistant will be asked to set up the exam by the GPD.

Exams cannot be held over the holidays when the University is closed, nor does that time count as three weeks should the student notify the program just as the University is closing for the holidays.

An MA oral exam is booked for a 2 hour period.

The student is asked questions directly and indirectly related to the texts that have been selected. Some aspects of the MRP that relates to the texts may also be asked at the exam. Students need to demonstrate a clear understanding of the texts and an ability to explain the main arguments and concepts.

The Examination Committee

The MA oral examination committee consists of three faculty members – the supervisor (first MRP reader) the second reader and either the Director or a Director's Rep. All faculty members must be appointed to the Faculty of Graduate Studies in order to be on the committee.

The Director's Rep

It is more common to have a Director's Rep, than to have the Director due to the time commitments of the Director.

Although the student and the supervisor may make recommendations for a Director's Rep, the Director makes the final selection. Usually the student and Director will develop a list of two or three faculty member names and rank the list. The Director may - but not always - selects a director's rep from the names provided by the supervisor. Once the Graduate Program Director identifies the director's rep, the Program Assistant will ascertain the faculty members' availability, and will set up the exam and notify all participants. The exam must occur on the York (or Glendon) campus. Off campus exams are not an option.

The Director's Rep attends the exam, is responsible for handling the paperwork at the exam, ensuring all the committee members are present, explaining the process to other members that

may never have sat on an SPTH comps exam (procedures vary from program to program at York), and aids in mediating the committee's questions. The Director's Rep ensures that the signed paperwork is returned back to the SPTH Program Office in a timely manner.

The student is requested to provide the Director or Director's Rep with a copy of the MRP at least three weeks prior to the date of the Oral Exam (this copy does not have to be bound).

The MRP must be **read and passed** by both readers (**the to program office needs to have both "passes"**) before we can begin booking the MA oral exam.

The student must then email the director (and copy the program assistant),

1. the booklist (Title and author) of the three books in proper academic style (full reference).
2. the date and time that the comps is tentatively planned for (both the student and the committee members have agreed on the time, and are available for that time and date) and – *if a preference has been indicated by the student or committee members* –
3. any suggestions for the director's rep.

Neither the student nor the committee members select or contact the director's rep. Once the director has approved the books and chosen a director's rep (if necessary), the program assistant will contact the director's rep to check availability and set up the exam.

Three weeks is the minimum time to book the exam once the MRP has been passed.