

For Supervisors—Recommendation for Oral Exam Information Form *Master's Thesis*

Please fill out this form and send it to the Graduate Program Assistant who will submit a request for oral exam on the Graduate Oral Exam Portal. Once submitted, the supervisor and committee members will receive an email request to enter the Graduate Oral Exam Portal. Each member must use the portal to confirm that they agree to the oral exam date and time and that they have read the student's dissertation and that the version read is ready to proceed to oral exam.

Student information		
Surname	Given name(s)	
Student Number	E-mail	
Program		
Title of Thesis		
Supervisory Committee		
Supervisor Name:		
Co-Supervisor (if applicable):		
Committee Member		
Committee Member (if applicable)		
Committee Member (if applicable)		
Adjunct Member (if applicable)		
Oral Exam, date, time and place		
Date (mm/dd/yyyy)	Time	Building & Room (if in-person) / Zoom link (if hybrid)

Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965* and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Faculty of Graduate Studies, 230 York Lanes, (416)736-2100 x 55521.

Risk Assessment

A thesis examining committee shall consist of at least three voting members, including the Chair, as follows:

- a. two graduate faculty members chosen from the program and/or supervisory committee, at least one of whom must be from the supervisory committee;
- b. one graduate faculty member at arm's length from the thesis, and normally from outside the program.

The Chair of the examining committee shall be chosen from among the voting members. Members of the student's thesis supervisory committee may be members of the examining committee, but the principal supervisor may not serve as the Chair of the examining committee.

These are minimum requirements with respect to the composition of and quorum for thesis examining committees. Individual graduate programs may include one additional voting member on examining committees, in accordance with program requirements and procedures.

Examining Committee—MA	Graduate Program	Email Address
Chair of Examining Committee (at arm's-length from supervision)		
Internal (at arm's length from thesis and have no conflict of interest)		
Member		
Member (if applicable)		
Member (if applicable)		
Member (if applicable)		
External Examiner (MA INST only)		