



University of Victoria
Faculty of Graduate Studies

Mem

To: Chairs, Graduate Advisors, Graduate Secretaries
From: Gweneth Doane, Acting Dean, Faculty of Graduate Studies
Date: August 7, 2009
Re: Supervisory Committee Member Absence at Oral Examination

We have received a number of questions concerning what the role of a supervisory committee member being unable to attend an oral examination. This memo is meant to clarify the role of a supervisory committee member. If you have any further questions, please contact us.

All supervisory committee members are normally expected to attend their students' oral examinations. Faculty members are asked to sign the "Request for Oral Examination" form. If a faculty member is unable to attend the oral examination at the time of the examination, it is possible that a faculty member is unable to attend the oral examination. In this event, a faculty member is unable to attend the oral examination, and is unable to provide questions for the examination, and is unable to attend the oral examination. An "alternate" to attend the oral and ask these questions. An alternate must be a member of the Faculty of Graduate Studies. It is advisable that the alternate have some substantial knowledge in the research methodology and be able to assess the student's responses; however, the alternate is not expected to determine the outcome of the examination. The alternate cannot be a member on the committee but merely represent the faculty member at the oral examination. Therefore, the faculty member is expected to sign the title and abstract pages.