



Chair's Report on the Final Doctoral Examination

Candidate:	Exam Date:
Graduate Program:	Disciplinary Faculty:
Dissertation Title:	
Exam Chair:	Graduate Program:
Exam Committee Members in Attendance:	
Research Supervisor:	Graduate Program:
Co Supervisor:	Graduate Program:
Committee Member:	Graduate Program:
Committee Member:	Graduate Program:
University Examiner:	Graduate Program:
University Examiner:	Graduate Program:
External Examiner:	<input type="checkbox"/> Written Report <input type="checkbox"/> In Person <input type="checkbox"/> Remotely (eg. Zoom)

NOTE: Evaluations expressed using check-boxes must have the near-unanimous support of the Examining Committee. See the Examination Instructions ("Evaluation Protocol") for details.

I. Assessment of the Oral Defence:

The Candidate presented and defended the work in a manner which meets the standard of excellence expected of a doctoral candidate from UBC: Yes No

II. Assessment of the Dissertation:

- The dissertation is satisfactory, provided suitable revisions are made (if required).
 - No revision or only minor revisions are required. The Committee charges the Research Supervisor to verify that the required changes have been made.
 - Substantive revisions are required. The Committee chooses two or more of its members, including the Research Supervisor, to verify that the required changes have been made.
- The dissertation is unsatisfactory. Major rewriting and rethinking are required.
- The dissertation is unacceptable; it is fundamentally flawed and therefore beyond revision.

III. Recommendation to the Dean of Graduate and Postdoctoral Studies:

- Pass. Pending final submission of the dissertation to the Faculty of Graduate and Postdoctoral Studies, the University should award the doctoral degree to this Candidate. (Choosing this outcome without also providing positive assessments of both the Oral Defence and the Dissertation requires explicit justification in Part V, below.)
- Re-examination required. The Candidate should be allowed a second attempt to pass the Final Doctoral Examination. (No more than one subsequent attempt is permitted.)
- Fail. The University should not grant the doctoral degree to this Candidate.
- No decision. Two or more examiners disagree with the majority's opinion. Review by the Dean of Graduate and Postdoctoral Studies is required.



IV. Procedures for a Satisfactory Dissertation

If the dissertation is judged satisfactory in Part II and the overall recommendation in Part III is “Pass”, the Chair will coordinate the signing of the Doctoral Dissertation Approval form. Three scenarios are possible.

- If no revisions are required, the Research Supervisor, one University Examiner, and 1-3 other members of the Examining Committee immediately provide all signatures required on the Doctoral Dissertation Approval form. This form is then given to the Candidate to submit to G+PS.
- If minor revisions are required, the Supervisor withholds signature from the Doctoral Dissertation Approval form. Other members of the Examining Committee, including one of the University Examiners, may sign immediately. The Research Supervisor will retain the form and sign after checking that the required revisions have been completed.
- If substantive revisions are required, one signature line on the Doctoral Dissertation Approval form is reserved for each of the Examining Committee members selected to check the revisions. Those Committee members are named below (name at least two examiners, including the Research Supervisor). Other members of the Examining Committee may sign immediately. The Research Supervisor will keep the form until the appointed members check that the required revisions have been completed, at which time those members will also sign.

Research Supervisor: _____
 Committee Member: _____
 Committee Member: _____

Candidates have **one calendar month** from the date of the oral defence to complete any required revisions. If the Committee recommends an extension to this period, please check the box below and provide a brief justification.

- Please allow six months for revisions.
 Reason:

If the dissertation is unsatisfactory, or if the overall recommendation in Part III above is anything other than “Pass”, no one should sign the Doctoral Dissertation Approval form. The Faculty of Graduate and Postdoctoral Studies should be notified immediately. The Examining Committee should recommend the procedure to be followed to address any shortcomings; this procedure should be described in the Chair's Comments (Part V, below). Further instructions will come from the Faculty of Graduate and Postdoctoral Studies.



V. Comments on the examination proceedings

The Chair's comments are due within one week of the examination. The Faculty of Graduate and Postdoctoral Studies will circulate copies to all members of the Examining Committee.

Please type your comments in the boxes provided or attach a separate page with your comments for each point below.

1. Briefly describe what happened in the examination.
2. Summarize the Committee's *in camera* discussion and justify its recommendations.
3. Comment on the handling of the External Examiner(s) report(s).
4. Outline any differences of opinion within the Committee.
5. Describe any special difficulties or concerns.
6. Outline any required revisions and the procedure to be followed for verifying and approving them.
7. In the case of an unsatisfactory dissertation and/or oral defence, recommend the process to be followed.

Signature: _____

Date: _____

Please submit this report to
**Doctoral Exams, Faculty of Graduate and Postdoctoral Studies, Graduate Student Centre, UBC
Vancouver, Campus Zone 2**

or scan and email to graduate.doctoral@ubc.ca

The Faculty of Graduate and Postdoctoral Studies will send copies to the Examining Committee members, the Candidate's Graduate Program office, and the Dean (or designate) of the Candidate's disciplinary Faculty.