

**CHEMICAL ENGINEERING GRADUATE PROGRAM
YEATES SCHOOL OF GRADUATE STUDIES**

MASc Thesis Oral Examination Procedural Guide for Students

1. A [Thesis/Project Scheduling Request Form](#) must be completed by the student and his/her supervisor and submitted to the Graduate Program Administrator **no later than 3 weeks prior to the proposed date of the oral examination**.
 2. *Normally*, a Thesis Oral Examination should be held at least 4 weeks before the last date to clear all requirements for graduation (i.e., convocation) in June or October. (Refer to the *Significant Dates* section of the YSGS web site www.ryerson.ca/graduate for the relevant dates.)
 3. To be eligible for the Governor General's Gold Medal (GGGM) Award, a MASc student must clear all degree requirements for graduation no later than 2 years after initial admission.
 4. The Committee shall be composed of a minimum of four members: the student's supervisor(s), the GPD or designate, one faculty member from the student's program who is a member of YSGS, and one faculty member who is not involved in the student's research and is a YSGS member from any graduate program. **Note:** The Faculty Dean or the Vice-Provost and Dean, YSGS may approve the appointment of an expert professional in the field of the thesis, or a Ryerson University faculty member who is not a member of the YSGS, to serve as a member of the Examining Committee.
 5. The student must send a digital copy (.pdf format) of their thesis to the Examining Committee, including the Chair, **no later than 2 weeks prior to the oral examination**. If requested, the student must prepare unbound hard copies of his/her thesis for distribution to the members of the Examining Committee (including the Chair, if applicable). **Note:**
 - (i) The **abstract** of the thesis must be **limited to 150 words**.
 - (ii) Before copies of the thesis/report are submitted to the Examining Committee, the student's supervisor (or co-supervisors) should endeavor to ensure that the thesis meets the following requirements: (a) It must clearly reflect the student's contribution to the field of the thesis. (b) It must be readable. (c) It must be written in correct English [for the most part]. (d) 'I', 'we', and 'in my opinion' must not be used. (e) All tables, figures and appendices must be explicitly referred to in the text of the thesis. (f) All figures and tables must appear *after* (not before) they are referred to in the text.
 - (iii) If hard copies are requested, they must consist of one-sided pages, with each new chapter beginning on a new page. Sub-sections within a chapter should not begin on a new page. The copies of the thesis/report will normally be returned to the student at the conclusion of the oral examination.
 - (iv) It is imperative that the student take a copy of the thesis to the oral examination, as questions from the members of the Examining Committee may refer to specific pages of the thesis.
 6. The Program Director (or designate) shall serve as the (normally) non-voting Chair of the Examining Committee.
 7. Once the Examining Committee has been appointed and an oral examination date has been agreed to by all members of the Committee and the student, a [Thesis/Project Scheduling Request Form](#) must be submitted to the Program Director as well as copies of the student's thesis to each committee member. It is the responsibility of the Supervisor to ensure that an (unbound) copy of the thesis/report is delivered to each member of the Committee (including the Chair of the Committee) at least **3 weeks prior to the date of the oral examination**.
 8. *If appropriate*, a brief (one page) [CV of the student should be included](#) with the copies of the thesis/report submitted to the Examining Committee. This CV should highlight the student's academic accomplishments (e.g., published conference and/or journal papers, conference presentations, scholarships, awards).
 9. The length of the oral presentation by the student should be **no longer than 20 minutes, and it is imperative that the student adheres to this time limit**.
 10. Following a successful oral examination, the student must revise the thesis/report in accordance with the requirements of the examining committee and YSGS regulations. The student should e-mail an electronic .pdf of their thesis to their Program Administrator well in advance of the final deadline so as to ensure the format meets YSGS and Ryerson University academic publication standards.
 11. Upon completion of all required corrections and/or revisions to the thesis/report, and approval by the Supervisor, the student must submit a digital copy (.pdf format) to the Program Administrator.
 12. A [National Library Form](#) must be submitted. Please see the [YSGS website thesis/dissertation submission info](#).
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