

CHEMICAL ENGINEERING GRADUATE PROGRAM
YEATES SCHOOL OF GRADUATE STUDIES

MEng Project 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 Chemical Engineering Graduate Program Administrator **no later than 3 weeks prior to the proposed date of the oral examination**.
 2. *Normally*, a MRP 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. The Examining Committee is composed of a minimum of three members: the student's supervisor(s), the GPD or designate, and one faculty member from the student's program who is a member of YSGS. **Note:** The Vice-Provost and Dean, YSGS may approve the appointment of an expert professional in the field of the MRP, or a Ryerson University faculty member who is not a member of the YSGS, to serve as a member of the Examining Committee.
 4. The student must prepare unbound copies of his/her project in accordance with YSGS regulations for distribution to the members of the Examining Committee (including the Chair, if applicable). **Note:**
 - (i) For the oral examination, the copies 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.)
 - (ii) The **abstract** of the project must be **limited to 150 words**.
 - (iii) Before copies of the project are submitted to the Examining Committee, the student's supervisor (or co-supervisors) should endeavor to ensure that the project meets the following requirements: (a) It must clearly reflect the student's contribution to the field of the project. (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 the. (f) All figures and tables must appear *after* (not before) they are referred to in the text.
 - (iv) The copies of the project will normally be returned to the student at the conclusion of the oral examination.
 - (v) It is imperative that the student take a copy of the project to the oral examination, as questions from the members of the Examining Committee may refer to specific pages of the project.
 5. The Program Director (or designate) shall serve as the (normally) non-voting Chair of the Examining Committee.
 6. The student must prepare unbound copies of his/her project in accordance with YSGS regulations for distribution to the members of the Examining Committee (including the Chair). **Note:** (i) For the oral examination, the copies 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.] (ii) The **abstract** of the project must be **limited to 150 words**. (iii) Before copies of the project are submitted to the Examining Committee, the student's supervisor (or co-supervisors) should endeavour to ensure that the project meets the following requirements: (a) It must clearly reflect the student's contribution to the field of the project. [Meeting these requirements generally requires several "iterations" of the project manuscript.] (b) It must be readable. (c) It must be written in correct English [for the most part]. (iv) The copies of the project will normally be returned to the student at the conclusion of the oral examination. (v) It is imperative that the student takes a copy of the project to the oral examination, as questions from the members of the Examining Committee may refer to specific pages of the project.
 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 project to each committee member. It is the responsibility of the Supervisor to ensure that an (unbound) copy of the project 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 project 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 project in accordance with the requirements of the examining committee and YSGS regulations. The student should e-mail an electronic .pdf of their project 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 project, and approval by the Supervisor, the student must submit a digital copy (.pdf format) to the Program Administrator as well as submit one double-sided hard copy for binding along with a completed Clearance Form (This form ensures that all building access cards, lab keys and equipment have been successfully returned to the Department). Final project results will not be forwarded until the Clearance Form, along with required project copies, are received.
 12. Please see the YSGS website thesis/dissertation submission info: <http://ryerson.ca/graduate/currentstudents/academicmatters/dissertations.html>.
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