

The Master's Thesis Oral Examination (defence) should be held at least **one month** before the last date to clear all requirements for graduation. For exact dates, refer to the *Significant Dates* posted on the Yeates School of Graduate Studies (YSGS) web site.

Examining Committee:

When a student is ready to defend their thesis, an Examining Committee will be recommended by the student's supervisor(s). The Examining Committee will be composed of the following:

- Committee **Chair** (normally the Graduate Program Director or designate)
- **Three faculty members** (or four in the case of two co-supervisors) who must be members of Yeates School of Graduate Studies.

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 Toronto Metropolitan University faculty member who is not a member of the YSGS, to serve as a member of the Examining Committee.

Scheduling:

Once the Examining Committee has been appointed, the Committee members and student must discuss scheduling and agree upon a date and time to hold the examination. An Oral Examination Notification form should then be completed and submitted by email to the Graduate Program Administrator. This form is available on the Program web site and should be submitted **no later than three weeks prior to the date of the oral exam**. This form will include student information; Committee member names and signatures; the date, time and location of the examination; and the thesis title.

Thesis Preparation:

The student must prepare and format their thesis in accordance with the Yeates School of Graduate Studies' thesis guidelines (available on the YSGS web site). **At least three weeks** prior to the examination date, the student must distribute the thesis (in PDF format) by email to the Examining Committee members (including the Chair) and the Graduate Program Administrator.

The Oral Examination:

The oral examination begins with a brief introduction by the Chair of the Examining Committee. This is followed by a 20-minute presentation by the student about their thesis work. After the presentation, the student will answer two rounds of questions from the Examining Committee members and, optionally, one round of questions from any members of the public who are present. Following the rounds of questions, the student and public will be asked to leave the room while the Examining Committee deliberates. When a decision has been made, the student will be called back into the room and told whether they have passed or failed the exam. If the Committee requires that minor revisions be made to the thesis, the student will be notified at this time. The Committee will also decide if they are recommending that the student be considered for the Governor General Gold Medal Award (information on this award is available on the YSGS web site).

Submission of the Thesis:

Following a successful oral examination, the student must revise their thesis and incorporate any changes required by the Examining Committee. The student must also, once again, read through the YSGS thesis guidelines (available on the YSGS web site) and ensure that their document is formatted accordingly. The revised thesis should then be sent to the student's supervisor(s) who will verify that any necessary changes have been made and will notify the Program Administrator (by email) that the final paper is approved for submission. The student must then email a PDF file of the thesis to the Program Administrator who will verify that the paper conforms to the YSGS thesis guidelines, before submitting it to YSGS and updating the student's academic record to indicate completion of the thesis component of the program.