

EXAMINATION RECOMMENDATION & SCHEDULING FORM

Where a Master's Research Paper (MRP) is part of the student's program of study, an oral exam must be scheduled. This form is to be completed and submitted to the Graduate Program Director by the principal research supervisor not less than one month in advance of the date of the intended MRP exam. **Instructions:** Supervisor and Student are to first check the Google Doc "MA ECS MRP Exam Schedule" for availability of their preferred Scheduling request. They must also consult with the Second Reader regarding their availability. Access to the online Google Doc will be granted to all Supervisors and MRP students once the *MRP and Supervisor Agreement Form* is submitted and approved. Supervisor/Student are to choose an *available* date and time on the google doc by making a COMMENT on the preferred date and time, then complete and submit this form. Once the proposed examination committee membership and schedule has been approved by the Program Director, the google doc will be updated and an email confirmation will be sent to the student and examining committee by the Graduate Program Administrator.

Student's Full Name	Student ID
MRP Title	

Certification by Supervisor

The Supervisor has evaluated and approved the student's readiness to be examined

Supervisor's Name	Supervisor's Signature	Date
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Note: the candidate is responsible for submitting copies of the approved paper to the members of the Examination Committee at least two weeks or sooner prior to the examination date.

Master's Research Paper (MRP) Examining Committee¹

Chair, Non-voting (Program Director or designate)	
Supervisor	IF applicable, Co-Supervisor ²
Second Reader ³ (YSGS member or expert in the field of the MRP ⁴)	

Scheduling Request

Availability has been checked and a Comment has been made in the Google Doc "MA ECS MRP Exam Schedule". Requested schedule below was available at the time this form was submitted to the Graduate Program Director.

Proposed Date of the Oral Exam	Proposed Time (Check One) AM (10am-12pm) PM (2pm - 4pm) Other - Please put in a 2 hour time frame
Proposed Location Zoom In person. Where possible the ECS Boardroom KHS 363B will be used Both on zoom and in person	Is a laptop and projector required? Yes No

The program will create the zoom link and/or reserve the room for the Oral Examination. The student is responsible for their presentation equipment as needed for the examination. Please confirm with the Graduate Program Administrator if Laptop and Projector have been checked off as required.

Program Director's Approval of Examination Committee and Schedule

Program Director's Signature	Date
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1. For YSGS policies on compositions of examining committees, refer to section 20.2 of the [Graduate Status, Enrolment, and Evaluation Policy #164](#)
2. Where there are co-supervisors, one vote shall be shared
3. The Second Reader is not involved in the direct supervision of the student
4. The Vice-Provost and Dean, YSGS may approve the appointment of an expert professional in the field of the MRP, or a Toronto Metropolitan University faculty member who is not a member of the YSGS, to serve as a member of the Examining Committee.