**Department of Mechanical and Industrial Engineering**
Faculty of Engineering and Architectural Science

# Master of Engineering (MEng) Project Examination Procedural Guide

## Department of Mechanical and Industrial Engineering

Master of Engineering Project examination consists of submission of a written report followed by an oral presentation. Students must pass both components.

A Project Examining Committee is selected by the student's supervisor. The Committee shall be composed of Two (or three, in the case of a student with two co-supervisor) faculty who are members of YSGS, including the student's supervisor(s).

The student must prepare unbound copies of his/her project report in accordance with formatting requirements for distribution to the members of the Examining Committee.

An MEng Project Presentation Scheduling Form must be completed by the student and his/her supervisor and together with a copy of the report submitted to the Program Administrator of the Mechanical Engineering Graduate Program (MEGP) **no later than 3 weeks prior to the proposed date of the presentation**.

Note:

- 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.)
- The abstract of the report must be limited to 150 words.
- Before copies of the report are submitted to the Examining Committee, the student's supervisor (or co-supervisors) should endeavor to ensure that the report meets the following requirements: (a) It must clearly reflect the student's contributions (b) It must be written in correct English (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 report. (f) All figures and tables must appear after (not before) they are referred to in the text.
- The copies of the report will normally be returned to the student at the conclusion of the presentation.
- It is imperative that the student take a copy of the report to the presentation, as questions from the members of the Examining Committee may refer to specific pages of the report.

Once the Examining Committee has been appointed and an oral presentation date has been agreed to by all members of the committee and the student, it is the responsibility of the Supervisor to ensure that an (unbound) copy of the report is delivered to each member of the Committee at least **2 weeks prior to the date of the presentation**.

The length of the oral presentation by the student should be **no longer than 20 minutes**.

Following a successful oral presentation, the student must revise the report in accordance with the requirements of the examining committee and formatting requirements. Student's supervisor (or at least one of the student's co-supervisors) must verify this by sending a confirmation email to Program Administrator.

Upon completion of all required corrections and/or revisions to the report, the student must prepare **an electronic (.pdf) copy** of the report and submit it to Program Administrator. Students are also encouraged to submit a digital copy to "Ryerson Repository" (https://digital.library.ryerson.ca/).