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

Ph.D. Dissertation Examination Procedural Guide

Department of Mechanical and Industrial Engineering

A PhD Dissertation Examination can only be scheduled if the candidate:

- has successfully completed four (4) required course credits.
- has successfully completed a Candidacy Examination.
- has presented and attended the MIEGP graduate seminars as required.

PhD Dissertation Examination in Mechanical and Industrial Graduate Program (MIEGP) is a two-step process. The first step requires scheduling and successful completion of a Preliminary Dissertation Examination conducted by PhD supervisory committee. The second step requires a PhD Dissertation Examination conducted by Dissertation Examining Committee.

Preliminary Dissertation Examination

Once the candidate and supervisor (or co-supervisors) are satisfied that the Dissertation is ready for examination, a Preliminary Dissertation Examination can be scheduled using the PhD Preliminary Dissertation Examination Scheduling Request Form.

A hardcopy of the Dissertation must be provided to Program Administrator along with the completed and signed form. A hard copy of the Dissertation should be provided to all members of the Supervisory Committee at the same time by the candidate.

Note: The Preliminary Dissertation Examination cannot be scheduled earlier than three (3) weeks after the submission of the hard copy of the Dissertation and the scheduling form.

It is recommended that the supervisor (co-supervisors) start the process of composing the final dissertation examining committee at this point by submitting the following two forms for Dean of YSGS's approval:

- Dissertation Examining Committee Nomination form
- External Examiner Nomination form which should include a CV of a potential external examiner.

The Program Director will poll the members of Supervisory Committee and if a majority agree that the Thesis is examinable, the oral examination will proceed. After the oral examination, the Supervisory Committee can vote to: i) recommend, ii) recommend with suggestion or iii) not

recommend the Thesis to proceed to PhD Dissertation Examination. If the Thesis is recommended or recommended with suggestions and the necessary changes have been made to Supervisory Committee's satisfaction, the Thesis can proceed to PhD Dissertation Examination.

PhD Dissertation Examination

Upon successful completion of the Preliminary Dissertation Examination and after all changes required by the Supervisory Committee has been implemented, the supervisor (or co-supervisors) will submit the following documents to Program Administrator:

- A formal request for a PhD Dissertation Examination
- Two hard copies of the Dissertation
- Dissertation Examining Committee Nomination form approved by Dean (YSGS)
- External Examiner Nomination form approved by Dean (YSGS) ertation Examination

Note: The Dissertation Examination cannot be scheduled earlier than seven (7) weeks after submission of the hard copies of the Thesis and the required forms.

The external examiner will be asked to return a written report, and his/her approval to proceed, no later than one week prior to the date of the examination. The written report will be given to the Chair of the Examining Committee, the Supervisor, and the PhD candidate.

At least one week prior to the exam, the Dean of the Yeates School of Graduate Studies and the Chair of the Examining Committee will review the external examiner's written report and will decide whether to proceed or postpone the final exam.

Table 1 shows the composition and number of votes for the examination committee. Any additional committee members over the minimum require the written consent of the student.

The PhD Dissertation Examination will consist of a 20 minute public presentation of the research followed by questions from Examination Committee. The details of the examination process can be found in Policy 164.

Upon successful of the examination and completion of all required corrections and/or revisions to the Dissertation, the student's supervisor (or one of the student's co-supervisors) must inform the MIEGP Graduate Program Administrator via email that the Dissertation has been corrected/revised as required. The YSGS guidelines for submitting a Dissertation should be followed (https://www.ryerson.ca/graduate/student-guide/academic-matters/dissertation-thesis-exams/).

The submission of the Dissertation

One unbound double-sided copy: will be submitted to the Graduate Program Administrator of MIEGP.

One electronic copy: sent by email to the Graduate Program Administrator of MIEGP.

One PDF copy of the National Library of Canada form: sent by email to the Graduate Program Administrator of MIEGP once signed.

Table 1: DOCTORAL EXAMINING COMMITTEE

	Number of members	Number of votes
Supervisor(s):	1 or more	1
YSGS Faculty - Within program:	2	2
YSGS Faculty - Outside program:	1	1
Dean, YSGS or designate Chair:	0 unless a tie	
External Examiner:	1	1