

Thesis Defense Procedures

Several thin, curved lines in shades of blue and grey originate from the bottom left and curve upwards and to the right.

MASTER OF NURSING

Thesis Defense Procedure

AT TLEAST 4 WEEKS IN ADVANCE OF DEFENSE:

1. Supervisor submit the signed Thesis Approval Form (http://www.ryerson.ca/content/dam/graduate/programs/nursing/forms/Thesis_Guidelines.pdf)
2. Supervisor notify Graduate Program Director and Graduate Program Administrator (GPA) of the student's intent to defend. Provide names of supervisory committee, external examiner, date of defense, room location, and title of thesis to GPA
3. Supervisor ensure the external examiner is secured

NOTE: External examiner must have YSGS Appointment and be knowledgeable with the content and/or research area pertaining to the thesis.

AT LEAST 2-3 WEEKS IN ADVANCE OF DEFENSE:

Provide a copy of the thesis to all committee members, inclusive of chair and external examiner, in advance of defense (or mutually agreed upon date)

1. Supervisor and/or student – arrange for projector, laptop, room, and/or teleconference phone to be booked

ON THE DAY OF THE DEFENSE:

Supervisor and/or student – set up room with all equipment at least an hour before defense

Role of the Chair of the Defense:

- ✓ The Chair is responsible for maintaining decorum during the examination, and ensuring that the candidate is given a fair and equitable assessment of his/her work. The examination is public, but the Chair has the authority to exclude persons whose conduct disturbs the examination. The Chair then presides over the deliberations of the Examining Committee but is a non-voting member, except in the case of a tie.
 - a. Arrive at least 15 mins before exam
 - b. Start exam on time
 - i. Begin by ensuring all committee members have received and read the thesis
 - ii. Confirm that the student is ready for the exam

- iii. Request student and audience leave room in order for process to be discussed
- iv. Process – 20-minute presentation, review order, number of questions (2-3/ per examiner; with external being permitted to ask 2-3 additional questions), and number of rounds of questions (typically 2 rounds)
- v. Invite student and audience back into room and begin questions (start with external, end with supervisor) and inform audience that they cannot participate in exam and are silent throughout procedure
- c. Take notes throughout exam on changes to be considered by the student and changes that must be made to the thesis to meet requirements

ACTUAL DEFENSE PROCESS:

- ✓ Oral presentation:
 - The examination begins with an oral presentation by the candidate using whatever aids are required to make an effective presentation. This presentation should be limited to no more than 20 minutes, with the focus being on the main contributions and conclusions of the work.
 - Monitor the time for the presentation and, as needed, alert the student to time remaining
- ✓ Oral exam (question period)
 - The Chair gives priority to questions from members of the committee. Usually the questions by the supervisor are last. The Chair must ascertain that all of the questions from an absent committee member have been adequately presented by the delegate who may also pose any additional questions deemed necessary. If found to be appropriate or relevant, the Chair may ask questions that have been previously submitted to the committee by non-committee members in attendance.
- ✓ Once oral exam is finished, only the Examining Committee will be present during deliberations. The student and audience will be requested to leave room for deliberations to occur
- ✓ Chair will facilitate deliberations:
 - Request decision re: oral presentation – satisfactory or unsatisfactory
 - Request decision re: oral exam – accept paper with minor revisions, refer paper for major revisions, fail
 - Obtain signatures on **Report of the Oral Examining Committee** found on MN website
http://www.ryerson.ca/content/dam/graduate/programs/nursing/forms/Report_of_the_Oral_Examining_Committee_Form.pdf
 - i. One copy of this report should immediately be given to the student, and a copy should be delivered to the Yeates School of Graduate Studies as soon as possible via the Graduate Program Administrator.
 - Review with the committee questions and areas for revisions

- Decide if student meets criteria for Ryerson Blue and Gold award (to qualify, a student must have a minimum of an A-)
- Invite student back into room and reveal decision (typically supervisor is provided the opportunity to reveal the decision.... if it is positive)
- Provide questions and areas for revision summary sheet to student and supervisor
- Submit ***Report of the Oral Examining Committee*** to GPA
- All copies of the written work must be returned to the student upon conclusion of the oral examination

NOTE:

- ✚ If a committee member does not appear for the defense, the chair, in consultation with the supervisor, can determine whether or not to proceed with the defense.
- ✚ If the external examiner and/or chair does not appear for the defense, the exam will need to be rescheduled.

In either circumstance, please notify the Graduate Program Director and/or Graduate Program Administrator so an immediate follow-up can occur.

Information obtained from the YSGS GRADUATE ADMISSIONS AND STUDIES POLICY (Policy Number 142) has been used to create this document. For the full policy see <http://www.ryerson.ca/content/dam/senate/policies/pol142.pdf>. YSGS MN Thesis Exam