



MSc Thesis Defense Committee Composition

Last Name:		First Name:	
Student Number:		Email:	
Graduate Program:		Supervisor:	
Thesis Title:			
Exam Date:	Exam Time:	Exam Location	

Examining Committee: (see next page for details on committee composition)

<i>Chair</i>	<i>Program or Affiliation</i>	<i>Signature</i>	<i>Date</i>
<i>Supervisor</i>	<i>Program or Affiliation</i>	<i>Signature</i>	<i>Date</i>
<i>Co-supervisor (if any)</i>	<i>Program or Affiliation</i>	<i>Signature</i>	<i>Date</i>
<i>Examiner from supervisory committee</i>	<i>Program or Affiliation</i>	<i>Signature</i>	<i>Date</i>
<i>External examiner from outside supervisory committee</i>	<i>Program or Affiliation</i>	<i>Signature</i>	<i>Date</i>
<i>Additional examiner</i>	<i>Program or Affiliation</i>	<i>Signature</i>	<i>Date</i>

**** At least one examiner must be from outside the student's graduate program****

This form must be submitted to the LFS Graduate Programs Office a minimum of 2 weeks prior to the defense – failure to do so may result in postponement of the defense.

Approved by Associate Dean Graduate Programs

Signature

Date



Master's Thesis Defense Examination Instructions

The final Master's thesis defense is chaired by the Graduate Advisor (or designate), who neither votes nor signs the thesis submission form. Responsibility of the Examination Chair is to ensure that examinations are conducted in an impartial and consistent manner. The Examining Committee (including the Chair) must receive copies of the thesis at least 2 weeks before the defense. The student's supervisor must submit the "MSc Defense Committee" form to the LFS Graduate Programs Office for approval at least 2 weeks prior to the examination.

Examining Committee – minimum 4 people, all members of the Faculty of Graduate Studies

- Examination Chair (usually the Graduate Advisor)
- Supervisor
- One member of the Supervisory Committee
- External Examiner (who was not a member of the Supervisory Committee)

One member of the Examining Committee must be from outside the student's graduate program.

Examination Format

- The examination is open to the public and is expected to last approximately 2.5 hours.
- The Chair introduces student and examiners; reviews purpose of the examination; outlines examination procedures and establishes the order for questioning, usually starting with the external examiner, and ending with the Supervisor.
- The Student then provides a 20-25 minute synopsis on her/his thesis work.
- Following the synopsis, the examiners question the student for 15-20 minutes each, with the option of a brief second round for follow-up questions.
- Questions are invited from the public before they and the student are asked to leave the room.

Adjudication

In the absence of the student and the public, the Chair asks each committee member to evaluate the quality of the student's thesis and the defense, and suggest one of the following categories. The final decision will be that of the majority.

- Unconditional pass - required changes, if any, are only of an editorial nature. The thesis submission form may be signed by all Examining Committee members, barring the Supervisor, who will sign once all corrections have been completed.
- Conditional pass – the thesis requires changes involving re-analysis or major restructuring which must be completed within 6 weeks of the examination. Signatures of the Supervisor and members wishing to check revisions are withheld.
- Adjournment - procedures for re-evaluation of the thesis or re-examination are specified by the Examining Committee (re-evaluation or re-examination must be completed within 6 months of the examination); or
- Fail - recommend withdrawal from the program.



The Examination Chair informs the student of the results of the examination in the presence of the Examining Committee and, if necessary, summarizes, in writing, modifications required such that the thesis is acceptable by a set date.

The Chair completes the Chair's report, sends it to the Examining committee, and submits the original to the LFS Graduate Programs Office. The candidate must submit a copy of the signed Thesis Approval Form to the LFS Graduate Programs Office at the time of submission to FOGS. **The final Pass grade cannot be entered until a copy of this form has been received.**

Virtual Defense Using Zoom

In order to protect the privacy of an MSc defense via Zoom, please consider using any of the following suggestions to increase your privacy protection:

- **turn on your waiting room**, or designate a co-host to run your waiting room. You can also **view and admit participants** as they arrive. Again, you might want to **have someone else doing this as co-host**.
- An easy way to increase your privacy is by **setting up registrations for your Zoom defense**. This is a simply layer that attendees have to go through in order to get a meeting link. The host has access to the registration list live through the registration period.

We will no longer publish MSc defense notices that include meeting ID's and passwords.