

Thesis/Project Oral Examination Procedural Guide for Students*

1. A Thesis/Project Oral Examination Scheduling Request must be completed by the student and his/her supervisor and submitted to the Program Assistant of the Chemical Engineering Graduate Program (ChEGP) at the School of Graduate Studies (SGS) **no later than 3 weeks prior to the proposed date of the oral examination.**
2. *Normally*, a Thesis/Report Oral Examination should be held at least 4 weeks before the last date to clear all requirements for graduation (i.e., convocation) in June or October. (Refer to the SGS web site for the relevant dates.)
3. In consultation with the student the Thesis or Project Examining Committee must be selected and contacted by the student's supervisor. This Committee shall be composed of the following:
 - (i) the student's supervisor and co-supervisor (if any) with only one vote for both,
 - (ii) one faculty from the student's program who is a member of the School of Graduate Studies,
 - (iii) and one faculty member who is not involved in the student's research but who is a member of the School of Graduate Studies and who may or may not be from within the program (only for thesis).
 - (iv) chair

Note: The Dean and Director may approve the appointment of an *additional* member who is an expert in the field of the thesis/project *but* who may not be a member of the School of Graduate Studies.
4. The Program Director (or designate) shall serve as the (normally) non-voting Chair of the Examining Committee.
5. The student must prepare unbound copies of his/her thesis/project in accordance with SGS regulations for distribution to the members of the Examining Committee (including the Chair). **Note:** (i) 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.] (ii) The **abstract** of the thesis/report must be **limited to 200 words**. (iii) Before copies of the thesis/report are submitted to the Examining Committee, the student's supervisor (or co-supervisors) should endeavour to ensure that the thesis/report meets the following requirements: (a) It must clearly reflect the student's contribution to the field of the thesis/project. [Meeting these requirements generally requires several "iterations" of the thesis/report manuscript.] (b) It must be readable. (c) It must be written in correct English [for the most part]. (iv) The copies of the thesis/report will normally be returned to the student at the conclusion of the oral examination. (v) It is imperative that the student takes a copy of the thesis/report to the oral examination, as questions from the members of the Examining Committee may refer to specific pages of the thesis/report.
6. Once the Examining Committee has been appointed and an oral examination 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 thesis/report is delivered to each member of the Committee (including the Chair of the Committee) at least **3 weeks prior to the date of the oral examination.**
7. A brief (one page) CV of the student should be included with the copies of the thesis/report submitted to the Examining Committee, *if appropriate*. This CV should highlight the student's academic accomplishments (e.g., published conference and/or journal papers, conference presentations, scholarships, awards).
8. The length of the oral presentation by the student should be **no longer than 20 minutes, and it is imperative that the student adheres to this time limit.**
9. Following a successful oral examination, the student must revise the thesis/report in accordance with the requirements of the examining committee and SGS regulations, and the student's supervisor (or at least one of the student's co-supervisors) must verify that this has been done.
10. Upon completion of all required corrections and/or revisions to the thesis/report, the student must prepare at least **two** double-sided copies of the corrected/revised thesis/report, and the student's supervisor (or one of the student's co-supervisors) must inform the SGS Coordinator in writing or via e-mail that the thesis/report has been corrected/revised as required and copies of it are ready for binding. These copies must be submitted and to the SGS Coordinator for binding. **Please see the SGS Coordinator (room EPH439B) for binding instructions.** The student must also include a copy of the Clearance Form, which can be found on the 'Forms' page of the program's website. This form ensures that all building access cards, lab keys and equipment have been successfully returned to the Department. Final Thesis/Project results will **not** be forwarded to Records office until this form is received by the Graduate Program Assistant.
11. The copies of the thesis/report will be allocated as follows: (i) One double-sided bound copy will go to the University Library. (ii) One double-sided bound copy will go to ChEGP. *Optional:* (iii) One unbound single-sided copy will go to the National Library of Canada, accompanied by a National Library Form NL-91, available from the SGS Office. (iv) One bound (can be single- or double-sided) copy to each Supervisor (highly recommended).

* Please refer to 'Thesis Regulations' on the SGS web site at <http://www.ryerson.ca/gradstudies/policies/>