

**CHEMICAL ENGINEERING GRADUATE PROGRAM
YEATES SCHOOL OF GRADUATE STUDIES**

Master's Oral Examination Procedural Guide for Students

1. A [Thesis/Project Scheduling Request Form](#) must be completed by the student and his/her supervisor and submitted to the Chemical Engineering Graduate Program Administrator **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 *Significant Dates* section of the YSGS web site www.ryerson.ca/graduate for the relevant dates.)
3. To be eligible for the Governor General's Gold Medal (GGGM) Award, a MASc student must clear all degree requirements for graduation no later than 2 years after initial admission.
4. The Examining Committee is selected by the student's supervisor. **For the MASc**, the Committee shall be composed of the following: (i) A Chair, (ii) Three (or four, in the case of a student with co-supervisors) faculty who are members of YSGS, including the student's supervisor (or co-supervisors) and two CEGP faculty who are not involved in any way with the student's research. **Note:** The Dean and Director may approve the appointment of an *additional* CEGP member who is an expert in the field of the thesis/project *but* who may not be a member of the Yeates School of Graduate Studies. **For the MEng**, the Committee shall be composed of: (i) A Chair. (ii) Two CEGP faculty members (or three, in the case of a student with a co-supervisor) who are members of YSGS, including the student's supervisor (or co-supervisors) and one CEGP faculty who is not involved in any way with the student's research.
5. The student must prepare unbound copies of his/her thesis/project in accordance with YSGS regulations for distribution to the members of the Examining Committee (including the Chair, if applicable). **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 150 words**.
 - (iii) Before copies of the thesis/report are submitted to the Examining Committee, the student's supervisor (or co-supervisors) should endeavor 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. (b) It must be readable. (c) It must be written in correct English [for the most part]. (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 thesis/report. (f) All figures and tables must appear *after* (not before) they are referred to in the text.
 - (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 take 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. The Program Director (or designate) shall serve as the (normally) non-voting Chair of the Examining Committee.
7. The student must prepare unbound copies of his/her thesis/project in accordance with YSGS 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 150 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.
8. 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, a [Thesis/Project Scheduling Request Form](#) must be submitted to the Program Director as well as copies of the student's thesis to each committee member. 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**.
9. *If appropriate*, a brief (one page) CV of the student should be included with the copies of the thesis/report submitted to the Examining Committee. This CV should highlight the student's academic accomplishments (e.g., published conference and/or journal papers, conference presentations, scholarships, awards).
10. 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**.
11. Following a successful oral examination, the student must revise the thesis/report in accordance with the requirements of the examining committee and YSGS regulations. The student should e-mail an electronic .pdf of their thesis/project to their Program Administrator well in advance of the final deadline so as to ensure the format meets YSGS and Ryerson University academic publication standards.
12. Upon completion of all required corrections and/or revisions to the thesis/report, and approval by the Supervisor, the student must submit a digital copy (.pdf format) to the Program Administrator as well as submit one double-sided hard copy for binding along with a completed Clearance Form (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 until the Clearance Form, along with required thesis/project copies, are received.
13. **MASc only:** A National Library Form (<http://www.collectionscanada.gc.ca/obj/s4/f2/frm-n159-2.pdf>) must be submitted. Please see the YSGS website thesis/dissertation submission info: <http://ryerson.ca/graduate/currentstudents/academicmatters/dissertations.html>.