

Master of Applied Science (MAsc) Thesis Project Oral Examination Procedural Guide

Department of Mechanical and Industrial Engineering

1. A Thesis/Project Oral Examination Scheduling Request must be completed by the student and his/her supervisor and submitted to the Program Administrator of the Mechanical and Industrial Engineering Graduate Program (MIEGP) **no later than 3 weeks prior to the proposed date of the oral examination.**
2. The Thesis/Report Oral Examination should be held at least **one month** before the last date to clear all requirements for graduation (i.e., convocation) in June or October. (Refer to the YSGS website for the relevant dates.)
3. To be eligible for the Governor General's Gold Medal (GGGM) Award, an MAsc student must clear all degree requirements for graduation no later than 2 years after initial admission.
4. The Thesis or Project 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 two co-supervisors) faculty who are members of YSGS, including the student's supervisor (or two co-supervisors) and two MIEGP faculty who are not involved in any way with the student's research. For the MEng, the Committee shall be composed of the following: (i) A Chair. (ii) Two (or three, in the case of a student with two co-supervisor) faculty who are members of YSGS, including the student's supervisor(s).

Note: The Dean and Director may approve the appointment of an additional MIEGP 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.

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).

Note: (i) For the oral examination, the copies must consist of one-sided pages, with each new chapter beginning on a new page. (Subsections 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

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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. 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.

8. 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 accomplishments (e.g., published conference and/or journal papers, conference presentations, scholarships, awards).

9. 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.

10. Following a successful oral examination, the student must revise the thesis/report in accordance with the requirements of the examining committee and YSGS regulations, and the student's supervisor (or at least one of the student's co-supervisors) must verify that this has been done.

11. Upon completion of all required corrections and/or revisions to the thesis/report, the student must prepare ONE print-out copy and an electronic copy of the corrected/revised thesis/report, and the student's supervisor (or one of the student's co-supervisors) must inform the MIEGP Program Administrator in writing or via e-mail that the thesis/report has been corrected/revised as required.

12. The copies of the thesis/report will be allocated as follows: One unbound double-sided copy and one electronic (.pdf) copy and a PDF of the signed National Library of Canada (NLC) form: One hard copy to the Program from which the candidate is graduating.

The YSGS guidelines for submitting a thesis should be followed (<https://www.ryerson.ca/graduate/student-guide/academic-matters/dissertation-thesis-exams/>).