

Master of Applied Science (MASc) Oral Examination Scheduling Request Form

Student Name: _____

Student ID: _____

Thesis Supervisor(s): _____

Thesis Title: _____

IMPORTANT: All research involving humans, whether funded or not, conducted within the university or by faculty, staff, or students affiliated with the university must be reviewed and approved to protect research participants and ensure that research is conducted in an ethical manner. No research on human participants shall be undertaken without the prior approval of the Research Ethics Board (REB).

Does your research involve any human participation? **Yes** **No**

Did you obtain all the required approvals from the Research Ethics Board? **Yes** **No**

Did you obtain confirmation that all committee members are available and will attend this exam? **Yes** **No**

I confirm the thesis is not manuscript-style (please check box to confirm):

Oral Examining Committee

An MASc examination committee is composed of a minimum of four members: The student's supervisor(s), the GPD or designate, one faculty member from the student's program who is a member of YSGPS, and one faculty member who is not involved in the student's research and is a YSGPS member from any graduate program.

Chair *Department*

Member *Department*

Member *Department*

Member *Department*

*External Member (optional)** *Department, Affiliated University and/or Company*

*Please complete this section for any External Member in the Oral Examining Committee:

Name: _____

Position: _____

Address: _____

Phone Number: _____ E-mail: _____

Examination Details

Examination Date: _____ **Time:** _____ a.m./p.m. ² **Room:** _____
DD/MM/YYYY

Student Signature Date

Supervisor's Signature Date

Program Director's Signature Date

1. If any multimedia presentation equipment is required for the examination students are responsible in making advance booking arrangements with the Media Services office located in room KHE227, e-mail avhelp@torontomu.ca or 416-979-5000 ext. 554444.
2. Room will be booked by the graduate program office. If the exam is virtual (e.g., via Zoom) please indicate 'virtual'. If virtual the exam Chair will book the meeting and will send the invitation to the examination committee, supervisor(s) and student.
3. Students have the option of pre-recording a video of their presentation and sharing it with their exam committee prior to their scheduled oral exam. Please discuss this option with your supervisor and exam Chair. For examples of videos please visit the program's presentation page at <https://www.torontomu.ca/aerospace/graduate/presentations/>.

Note: As per the Faculty Handbook, the responsibilities of the Faculty Advisor and Members of the Supervisory Committee include: 'Knowing the program and university regulations and standards for a dissertation, thesis or major project, and ensuring that the Graduate Student is aware of them. The dissertation, thesis or major project must be of an acceptable standard prior to submission to the Examining Committee; if the members of the Supervisory Committee believe that it is not ready for submission, or will not be ready within a particular time, the Graduate Student, the Program Director, and the Dean of Graduate Studies must be informed of the reasons in writing'. If the student chooses to proceed against the recommendation of his/her supervisor or supervisory committee, the Program Director, Yeates School of Graduate and Postdoctoral Studies Dean and the student must be informed in writing that the supervisor or supervisory committee considers it not ready for defense.



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