



Chemical Engineering & Applied Chemistry
UNIVERSITY OF TORONTO

M.A.Sc./M.Eng. DEPARTMENTAL ORAL

Date of Meeting: _____

Name of Candidate: _____ Student #: _____

Program: _____ Collaborative Program: _____

Thesis Title: _____

Committee: Chair: _____

Supervisor(s): _____

Other Member(s): _____

1. Review of Departmental Policies on Graduate Studies by Chair (see Graduate Student Handbook, 2012-13, p.22-24)

2. Brief Student Record

Date of First Registration: _____ Course Record: Please see attached

3. Have guidelines for proceeding to Ph.D. been reviewed? Yes ____ No ____
(see Graduate Student Handbook, 2012-13, p. 24-25)

4. Recommendation

That the degree of Master of Applied Science/Master of Engineering be conferred upon the candidate

That the examination be adjourned to be reconvened by _____

5. Students Discovery Award (SDA): Please see attached criteria

____ The committee recommends that the candidate receive the award

6. Signature of Examination Committee Chair: _____

Information about the SGS requirements for theses can be found at:

<http://www.sgs.utoronto.ca/informationfor/students/finup/producingthesis/formatting.htm>

Theses which do not conform to these guidelines will NOT be accepted by SGS. The SGS website <http://www.sgs.utoronto.ca/informationfor/students/finup/producingthesis.htm> includes additional information on:

- Submission process
- Copyright
- Forms to accompany the completed thesis

Where someone other than the candidate is a co-author of any portion of the thesis, this fact should be clearly indicated in the introduction, which should also state the actual contribution of the candidate to the work. The examination committee must be satisfied that the candidate's personal contribution to the thesis is sufficient to fulfill the requirements of the MAsc degree. A candidate who intends to submit jointly authored work must be prepared to satisfy the committee on this issue. A statement from the co-author as to the candidate's contribution may be helpful.

The thesis should contain sufficient information so that others can replicate the experiments conducted.

(c) Length of Thesis

The thesis should be no longer than 70 pages plus relevant appendices. If the student believes the thesis must be significantly longer, then he or she should consult his or her supervisor and the Graduate Coordinator.

Copies of previously completed University of Toronto theses for inspection are available electronically through T-space (<https://tspace.library.utoronto.ca/>), however hard copies of theses submitted prior to 2008 that can be borrowed through the General Office Supervisor in the main office (WB217).

6.2.5. MAsc Departmental Oral Examination

The thesis must be presented and defended before a committee of three in a Departmental Oral Examination.

(a) Examination Committee Members

The Examination Committee is comprised of:

- the supervisor(s), and
- two other faculty members, one of whom must have primary appointment in this Department.

The supervisor and student select the members of the examining committee and arrange a date and time convenient for all members.

(b) Distributing Thesis Document

Copies of the thesis should be distributed to the members of the examining committee at least two weeks in advance of the date of the Oral Exam. Committee members may refuse to participate in an Oral Examination if less time is given for the appraisal of the thesis.

(c) Formal Request for the MASc Departmental Oral Exam

Once the committee membership has been determined, an MASc Oral Examination Request Form is to be completed and submitted to the Graduate Assistant. The form can be found on the “Forms and Handbooks” page under the “Graduate Studies” section of the Chemical Engineering website: <http://www.chem-eng.utoronto.ca>.

In order to hold the Examination, the form is to be submitted to the Graduate Assistant (WB 212) a minimum of one week (5 business days) prior to the examination. Please ensure that a ROSI printout of your transcript (with your printed name) is attached to the form. The meeting room and laptop/projector can be booked through the Departmental Assistant in the main office (GB 217).

(d) Conduct of MASc Oral Examination

(i) Pre Oral Review

At the start of the examination the candidate will be asked to leave the room while the following procedures are carried out:

- The Examination Chair will review the Departmental Policies related to the MASc program
- The Committee will review the length of time the candidate has been registered in the MASc program
- The Committee will review the student's course performance.

(ii) Oral Examination

The candidate and any graduate student observers will then be asked to enter the room, and the candidate will make a 20 minute presentation on his/her research.

The committee members will then question the student on his/her research. Student observers may also ask questions.

At the end of the question period, the candidate and any observers will be requested to leave the room.

(iii) Post Oral Review

On the basis of the thesis and the oral defense, the committee may recommend that:

- The thesis may be accepted as is and the candidate be awarded the M.A.Sc degree
- The candidate be awarded the degree subject to minor modifications of the thesis
- The candidate be given an opportunity to address shortcomings in his/her thesis or defense with the objective of a reconvened oral being held at a later date

- The candidate withdraw from the program

The qualifications of the candidate for a PhD program are reviewed at the meeting. The committee reviews qualifications based on the following factors:

- A student wishing to proceed to the PhD program is normally expected to complete the MASc program in four consecutive sessions (16 months).
- The student must obtain a B+ average across all courses counted towards the degree. Students failing a course (except for courses EXTra to degree) would not normally be eligible for proceeding to a PhD program
- Although no official grade is given to the thesis and its defense, the overall B+ average required by SGS at the master's level for procedure to a PhD program will be taken into account

6.2.6. Thesis Submission

Once any modification/corrections have been made and the supervisor has approved the thesis, the corrected thesis may be submitted according to the requirements below:

- 1 electronic copy to School of Graduate Studies submitted online. For step-by-step instructions visit:
<http://www.sgs.utoronto.ca/informationfor/students/finup/producingthesis/t-space.htm>
- 1 bound copy to the Main Office (see the General Office Supervisor, WB 217)
- 1 bound copy to each supervisor

Please check Appendix A for information on the policy regarding thesis preparation costs.

6.2.7. Graduation

The Department must make a degree recommendation to SGS before a student's degree may be considered complete. In order for the Department to make this recommendation, the following items must be completed:

- The supervisor informs the Graduate Administrator via email that any required thesis corrections/modifications have been made
- The Graduate Administrator reviews the students file to ensure that degree requirements have been met
- The student completes and hands in the Degree Completion Sign Off form to the Graduate Administrator (form can be found on the Chem Eng website:
<http://www.chem-eng.utoronto.ca>)

The Dates and Deadlines at the beginning of this handbook indicate relevant deadlines for degree completion (consistency check with SGS posted dates is advised). Please ensure you meet the deadline set by SGS in order to avoid additional tuition charges.

6.2.8. Entering the PhD Program directly after completing the MASc

For students who complete a MASc in the Department of Chemical Engineering and wish to begin a PhD in the department immediately after finishing the MASc, a complete online

SGS admission application must be submitted. Please contact the Graduate Assistant or Graduate Administrator for application requirements.

6.2.9. Transfer to the PhD Program (MASc By-Pass)

Strong MASc candidates may apply to by-pass the MASc program and transfer directly to the PhD program. Transfer into the PhD program requires successful completion of the MASc By-Pass Oral Examination. The MASc by-pass exam should occur within the first 13 months into the MASc program. In some cases permission may be granted by the Graduate Coordinator for a bypass up until the 16th month in the program, but not beyond this.

A student who wishes to bypass the MASc degree and proceed to a PhD program must successfully complete and obtain an average of A- in at least two courses taken in the MASc, and have completed the relevant seminar courses (including CHE2011) prior to by-passing to the PhD program. Full credit for all courses is given (except for CHE2011 that needs to be retaken in the third PhD year). The by-pass exam becomes equivalent to the qualifying exam in the PhD program.

(a) Examination Committee Members

The four-member Examination Committee is comprised of:

- the supervisor(s)
- two other faculty members, one of whom must be from this Department (determined by the supervisor(s) and candidate), and
- a Chair, who is appointed by the Graduate Coordinator

(b) Assigning a Chair

The candidate must email the following items to the Graduate Coordinator, who will appoint the Chair or the by-pass examination:

- a copy of their Abstract
- the research cluster they are studying in
- the name of each Committee member

Once the Graduate Coordinator has provided the candidate with the name of the Chair, the candidate should then fix the date and time with all committee members and submit a formal request to hold the MASc By-Pass examination to the Graduate Assistant.

(c) Distributing Research Report

A summary (20-30 pages is typical) of completed work and proposed research should be distributed to the members of the examining committee at least two weeks in advance of the date of the examination. Committee members may refuse to participate in the examination if less time is given to review the document. Hard copies are acceptable only (no email submissions are allowed).

Student Discovery Award (SDA)

\$1,500 MASc, \$3,000 PhD

To be awarded to students who have successfully defended their MASc or PhD thesis at a Departmental Oral Examination within 2 or 5 years respectively, and have authored/co-authored at least one first-authored paper per year in the program at the time of the examination. To be considered, submit a list of publications and a one-page impact statement to the Committee at the start of the examination.



STUDENT DISCOVERY AWARD

NOMINATION

Note: To be eligible the nominee must have successfully defended his/her MSc or PhD thesis at the department oral within 2 or 5 years.

The committee would like to nominate _____ for a Student Discovery Award. The student has been in the MSc or PhD (cycle one) for _____ years since _____, and has published and/or submitted _____ papers (a non-first-authored paper is counted as 0.5 of a first-authored paper). Attached please find the student's list of publications and impact statement.

**Please attach a rationale detailing the extenuating circumstances if the application has not met the required number of publications.*

Chair of the Oral Exam Committee

Date

APPROVAL

- The nomination is approved.
- The nomination is not approved.

Chair of the Department

Date

Please return the completed form to Joan Chen in the Student Services Office (WB216A). Thank you.