

Ecology & Evolutionary Biology

UNIVERSITY OF TORONTO

GUIDELINES FOR SETTING AN M.Sc. EXAM

Please follow this procedure when setting up your M.Sc. thesis exam.

Arranging for exam:

1. The MSc Examination Committee, jointly recommended by the supervisor and student, consists of the supervisor (and co-supervisor if relevant), one member of the supervisory committee and two other members from EEB but not on the supervisory committee.
2. These names should be sent to the graduate office for approval, following which the student and supervisor can consult with exam committee members and set a date for the exam. The graduate office will choose the exam chair from among the non-committee members.
3. The date for the exam should be sent to the graduate office **at least two weeks** ahead of the exam date and the Graduate Administrator will book the exam room and circulate the formal announcement to participants.
4. Student and supervisor may invite other faculty to attend the examination but they will not have an official vote.
5. **Students are responsible for booking audiovisual equipment with Michael Arlt (michael.arlt@utoronto.ca).**

Thesis:

Consult thesis writing guidelines posted at:

www.sgs.utoronto.ca/informationfor/students/finup/producingthesis.htm

6. A written thesis following SGS guidelines must be approved for examination by the supervisor who **should complete the “Approval of MSc Thesis for Examination” form** (available on the graduate web pages) and send it to the Graduate Office **before** scheduling the defense or circulating the thesis.
7. Once the thesis is approved for examination, the student should send it to examiners at least two weekends before the exam.

Exam:

8. The in camera examination will consist of a 20-minute oral summary of the thesis research by the student, approximately 1.5 – 2 hrs of questioning by the committee, and a committee discussion of the student’s performance after the student has left the room.
9. Questioning during the examination typically focuses on the thesis research, but questions of a more general nature may also be posed.

10. The student is called back into the room after the committee discussion. The exam chair will identify major strengths and weaknesses of the thesis and detail any required changes. This information will be recorded by the exam chair on the “**MSc Thesis Examination Report**” (available on the graduate web pages), copies of which will be given to the student and supervisor within 24 hours of the examination. Possible committee decisions include accepting the thesis a) as is, b) with minor modifications (typographical errors, minor word changes for clarity), c) major modifications (changes in presentation or interpretation of data), or d) rejecting the thesis or defense as unacceptable.
11. If the student does not pass the thesis exam, one retake is possible **within 2 – 6 months** and failure at this exam requires that the student withdraw from the program.

Return of Exam Report to Graduate Office:

12. The exam chair is responsible for returning the MSc Examination Report to the Graduate Office within 24 hours of the examination. The candidate’s final paperwork cannot be completed until the report is received.

Procedures for dealing with corrections, degree recommendation and thesis submission:

13. The student must complete any required revisions within four weeks of the exam, and the person designated to approve these revisions (typically the exam chair or supervisor) should complete the “**Approval of MSc Examination Corrections**” form (available on the graduate web pages) and return it to the graduate office immediately.
14. The graduate administrator will prepare the degree recommendation forms.
15. Students are encouraged to submit their final thesis in digital format through the School of Graduate Studies Electronic Thesis and Dissertation (www.sgs.utoronto.ca/informationfor/students/finup/producingthesis.htm)

Before leaving the department:

16. Please be sure to return your keys, close your e-mail account, and give a copy of your forwarding address to the Graduate Office, as well as to the administrator responsible for TA and RA pay (for future T4 tax form mailings).