

Agenda (recommended)

- 1) Identify the Chairperson. The Chair may be any member of the supervisory committee (except the primary or co-supervisor). The Chair should ensure that all members adhere to the agenda and maintain order, and that the defense is conducted fairly such that all members are given an appropriate amount of time to question the student, and that the defense is adjourned in a timely manner.
- 2) The student is asked to leave the room, and the committee should discuss the following:
 - a. Whether the student has fulfilled the course requirements
 - b. Decide on question and answer sequence
 - c. Whether there are any issues that should be discussed with the student beforehand
- 3) The student is invited back into the room
- 4) Student presentation (20 min)
 - a. Thesis scientific background
 - b. High-level overview of thesis objectives, hypotheses, methods, etc.
 - c. Detailing of results, issues, timelines, etc.
 - d. Summarize and contextualize academic contribution to the field
- 5) The Chair then invites each exam committee member, in turns of approximately equal duration, to ask questions of the student (questioning may go on for multiple rounds, until the committee is satisfied)
- 6) When there are no more questions, the student should be asked to leave the room for the committee to deliberate
- 7) Confidential deliberation and defense judgement (5–10 min)
- 8) The Chair records the judgement outcome on the defense form and readmits the student into the room
- 9) The Chair informs the student of the defense judgement and advises on next steps.

Instructions for positive judgement:

AS (as is): the thesis must be submitted to the electronic repository within one week.

MC (minor corrections): involve typographical errors, errors in punctuation, or problems in style; they must be correctable within one month. The thesis supervisor must verify in writing (by email) to the Graduate Office that the corrections were completed.

MM (minor modifications): clarification of textual material or the qualification of research findings or conclusions. Modifications must be feasibly completed within three months. The thesis supervisor must verify in writing (by email) to the Graduate Office that the thesis modifications were completed.

Instructions for negative judgement:

- 10) The Chair and the student should work together to determine actions to be taken before the reconvened defense using the “Student Action Plan”, which is to be appended to the defense form (5–10 min)
- 11) The Chair shall adjourn the meeting after the meeting form (and Action Plan, if applicable) is/are deemed acceptable

IMPORTANT: Post-meeting instructions for the student

- 1) **Create and retain a scanned copy** of the completed departmental defense form
 - a. The student must bring a copy of this form to the reconvened defense (if applicable)
- 2) **Return the signed departmental defense form** to the BME Graduate Office (or email it as a .pdf attachment to grad.bme@utoronto.ca with an appropriate subject; e.g. “Last name, First name – Defense form YY/MM/DD”)

Departmental Defense Form

(Last revised: 2020/05)

Office use	
ROSI	
Internal Report	
Degree Rec.	

Student Information (completed by the student prior to the defense)

First Name	
Last Name	
Email (@mail.utoronto.ca)	
Student Number	
Degree Type (MAsc, PhD, etc.)	
Date of Initial Registration (MM/YY)	
Date of Bypass/Transfer to PhD (MM/YY; if applicable)	
Year of Study	

Program Requirements (completed by the student prior to the defense)

Requirement	Completed (Y/N)
Coursework (all)	
PhD Qualifying/MAsc bypass exam (if applicable)	
Thesis	

Thesis Title (completed by the student prior to the defense)

Provide the full and final thesis title that will be kept on record. Please print.

Student Declaration (completed by the student after the defense)

By signing this document, I acknowledge that I accept the defense outcome, have read the comments or concerns raised by my exam committee, and understand what I should do to address them.

Student Signature

Defense Date

Committee Evaluation

Judgement	Yes	No
The thesis and its defense are acceptable		

If the judgement above is <u>positive</u> , please mark the appropriate outcome and provide comments	Outcome
AS: The thesis is acceptable as it stands	
MC: The thesis requires minor corrections	
MM: The thesis requires minor modifications	

If the judgement is <u>negative</u> , please provide details and expectations in the comments	Reconvened
1. The Chair shall advise the student of the reason(s) for the negative outcome	Defense Date
2. The committee shall detail the requirements for a reconvened defense in the comments	
3. The Chair and the student should work together to complete the Student Action Plan	
4. The committee shall record the tentative reconvened defense date (held within one year)	

Committee Comments

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

An “Action Plan” is required to address committee concerns if the thesis defense is deemed not acceptable

Student Action Plan

(Last revised: 2019/11)

The student must submit an action plan for each area of improvement (i.e. requirement) identified by the committee. The student should complete this form under the guidance of the committee Chair. The student should rephrase any issue(s) identified by the committee in his or her own words, and then propose three action items to be done before the reconvened defense. Actions should be specific, measurable, achievable, realistic, and timely (i.e. SMART).

Area of improvement 1	Issue(s) identified
Action item 1)	
Action item 2)	
Action item 3)	

Area of improvement 2	Issue(s) identified
Action item 1)	
Action item 2)	
Action item 3)	

(Attach additional action plans as needed)

Notes for all students

Confirmation of degree completion: Your transcript will not show that your degree has been conferred until the first business day after convocation. If you require a letter indicating you have completed all degree requirements, submit a “Confirmation of Degree Requirements” form <https://www.sgs.utoronto.ca/academic-progress/student-forms-letters/> to SGS.

Name on transcript and diploma: The name on your diploma and transcript will appear exactly as is in ACORN. If you wish to make changes (not including accents), please contact SGS (graduate.information@utoronto.ca).

Convocation: Your convocation is determined by your completion date. Your completion date is the date you submitted the final thesis to the electronic repository. You will be asked to select your ceremony preference when you upload your thesis. Remember that March convocation is “*in absentia*”; there is no ceremony. You cannot attend the June convocation ceremony if you chose March convocation. The Office of Convocation is very strict - NO EXCEPTIONS. If you plan to graduate in June/November, the Office of Convocation will notify you by e-mail to your U of T email address about convocation dates, gown rental, tickets, etc. approximately 4 weeks prior to the convocation date (see <https://governingcouncil.utoronto.ca/graduating-ceremonies> for more information).

Final fee adjustments: Exactly when your final fees will be corrected in ACORN varies with a few factors such as the point in the fees cycle when the final thesis is submitted and fluctuations in workflow at the SGS and at Student Accounts. For example, December-January and September-October will be slower than other times of the year. Generally you can expect to see the corrected final balance about 6 weeks after submission. Some students will see their balance change in two stages as the SGS can do one part of the update but Student Accounts does the final adjustment. Refunds would be indicated by a credit on your fees statement in ACORN. Refunds will be issued to your bank if you are set up for direct deposit and the banking information is current. If you need a cheque, you may need to contact Student Accounts (info.studentaccount@utoronto.ca) to make arrangements.

Thesis publication: About four or five weeks after convocation, unless you placed an embargo on your thesis with a completed “Restrict Release” form, look for your thesis in T-Space and on the web!

Checklist for Master’s students

	Revise your thesis (if applicable) and ask your supervisor to inform the Graduate Office by email (grad.bme@utoronto.ca and cc sgs.masters@utoronto.ca) when the finalized thesis is ready for upload to the UofT (ProQuest) thesis repository.
	Name your thesis file with the proper file naming convention, e.g. Doe_John_202011_MASc_thesis.pdf (March grads should use 202003; 202006 is for June convocation, and 202011 is for November convocation)
	Convert your thesis to PDF and embed the fonts. (This prevents your fonts from being distorted when the thesis is opened in varying applications) Help in doing this will be provided in the course of submission.
	If you have copyrighted material in your thesis, check to see if any permissions are required, and obtain them if necessary: https://www.sgs.utoronto.ca/academic-progress/program-completion/copyright/
	Submit a completed “Restrict Release” form to the SGS, if applicable (e.g. for patents pending): https://www.sgs.utoronto.ca/academic-progress/student-forms-letters/
	Once your corrections have been approved and you have uploaded your thesis to ProQuest you will then be placed on the relevant convocation list.

Checklist for Doctoral students will be provided after the SGS Final Oral Exam