

## **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 exam is conducted fairly such that all members are given an appropriate amount of time to question the student, and that the exam is adjourned in a timely manner.
- 2) The student is asked to leave the room, and the committee should discuss the following:
  - a. Decide on question and answer sequence
  - b. 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 future directions
- 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 exam judgement (5–10 min)
- 8) The Chair records the judgement outcome on the exam form and readmits the student into the room
- 9) The Chair informs the student of the exam judgement and advises on next steps.

In the event of a negative judgement and/or an evaluation category marked as “marginal” or “unsatisfactory”:

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

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### **IMPORTANT: Post-meeting instructions for the student**

- 1) **Create and retain a scanned copy** of the completed exam form
  - a. The student must bring a copy of this form to the next meeting
- 2) **Return the signed exam 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 – Qualifying exam form YY/MM/DD”)

# PhD Qualifying/MASc Bypass Exam Form

(Last revised: 2020/05)

Office use	
ROSI	
Internal Report	
Program Transfer	

## Student Information (completed by the student prior to the exam)

First Name	
Last Name	
Email (@mail.utoronto.ca)	
Student Number	
Degree Type (MASc, PhD, etc.)	
Date of Initial Registration	
Year of Study	
Exam type	

## Coursework (completed by the student prior to the exam)

Course Code and Title	Required (Y/N)	Date Completed	Grade
1.			
2.			
3.			
4.			
5.			
6.			

## Student Declaration (completed by the student after the exam)

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

Student Signature \_\_\_\_\_

Exam Date \_\_\_\_\_





An “Action Plan” is required to address committee concerns if the exam judgement is negative

## 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)