

## **MSc Defense**

### **Before the defense**

- The examination committee is made up of three examiners and the chairperson
  - Chairperson is usually the graduate coordinator or someone from the GSAC
  - Three examiners include:
    - Supervisor (and co-supervisor if applicable)
    - A faculty member within the Pharmacology Department
    - A faculty member within or external to the Pharmacology Department
- An examination date needs to be scheduled in consultation with the examining committee
  - The FGS website should be consulted for deadlines for each term (both for convocation and not having to pay tuition in following term)
  - The scheduled date should be sent to the graduate secretary for room booking
- Towards the end stages of thesis preparation, a copy must be submitted for format check by FGS (usually done in ~2 business days)
- Once the thesis is ready for examination, the Pharmacology MSc Thesis Submission form must be signed by the supervisor and student indicating that it is ready for defense
- The thesis and signed submission form must be distributed to the examination committee at least two weeks before the defense date
  - The candidate should ask each examiner if they would like a hard copy in addition to the electronic format.
- Two weeks before the defense send the title of the thesis to the graduate secretary for advertisement of the thesis defense

### **At the defense**

- The student will fill out and bring to the defense the FGS Master's Thesis Approval Form
- The graduate coordinator will introduce the examiners and candidate along with a brief description of the examination process
- The candidate will begin with a brief presentation of approximately 20 minutes.
- Questions will begin with the extradepartmental, departmental, then supervisor
  - Roughly 15 minutes per examiner per round
  - 2 rounds of questions
  - A brief break will be given between rounds to allow audience members to leave
  - No questions allowed from audience
- Audience and candidate will vacate the room for in-camera discussion
  - Each examiner will provide their verdict (pass: no revisions, pass: revisions, fail)
  - If pass, a timeline for completion of revisions will be decided upon
  - If pass, examiners can request to review revised version OR sign approval form and leave supervisor in charge of reviewing revisions.
- Candidate will return and be informed of the examination committee

### **After the defense**

- Any requested revisions to the thesis should be carried out and once finalized can be submitted electronically to FGS along with the signed FGS Master's Thesis Approval Form which is sent has a hardcopy to FGS.

- Three printed copies of the final thesis will be provided to the graduate secretary for binding ( 1 copy per student, supervisor, and department). Extra bound copies can be requested at a cost of \$30 per copy.