

## MSC ORAL EXAM PROCEDURES

### General Information

The MSc oral examination is taken only after the student has completed all the course requirements.

Allow **at least three weeks** to complete the procedures for scheduling an MSc oral examination. **Three weeks** is the minimum time required by the Faculty of Graduate + Postdoctoral Studies and the Chemistry Department to allow oral examination committee members sufficient time to read and evaluate the thesis, and to complete all administrative procedures.

### Procedures

The student will inform Grad Support (Sheri) that he/she is ready to hand in their thesis; provides the title. Student must provide copies to all committee members.

The Research Supervisor will invite 2 faculty members to serve on the exam committee, confirm a time frame and forward to Admin Support. Admin Support will finalize the date/time with the committee members and arrange for the room and equipment through the online booking system <https://wapps.chem.ubc.ca/booking/admin.php>. Admin support will also arrange the exam chair.

Admin Support notifies all participants (via e-mail) date, time and room. Reminder is sent one day prior to the exam.

Grad Support will post on web calendar.

The examination of the candidate, including presentation and questions, should not normally exceed two hours. It will begin with an approximately 20 minute talk by the candidate and proceed to questions from the two non-supervisory committee members (one or two rounds at the discretion of the Chair, who may also ask a few questions if so moved). The Chemistry 549 oral examination is a public defense and observers may be present; they may participate in the questioning of the candidate, but the chair's discretion should ensure that this questioning does not detract from the defense procedures.

The Committee members and Chair will determine the final mark and complete a grade sheet and return to Grad Support after the exam.

The student is required to submit one corrected copy of the thesis to the Faculty of Graduate + Postdoctoral Studies. The requirements for this submission are VERY specific. G+PS will examine the penultimate copy and make final formatting suggestions should the student request such. Formatting and submission guidelines can be found at <http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation>.

The student is required to ensure the required documents are completed for final submission. Documents may be found at <http://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission/document-requirements>.

Grad Support will remind the student to apply for graduation on line through the Student Service Centre (SSC).