

**AEROSPACE ENGINEERING GRADUATE PROGRAM
YEATES SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES**

Master's Oral Examination Procedural Guide for Students

1. A Scheduling Request form ([MASc Thesis Oral Exam Scheduling Request Form](#) for MASc / [MEng Presentation Scheduling Form](#) for MEng) must be completed by the student and his/her supervisor and submitted to the Program Administrator of the Aerospace Engineering Graduate Program (AEGP) via email (aerograd@torontomu.ca) **no later than 15 business days prior to the proposed date of the oral examination.**
2. Students are required to obtain research approval from TMU's Research Ethics Board (REB). Please see the following link for further information: <https://www.torontomu.ca/research/resources/ethics/>.
3. It is recommended that the MASc Thesis Oral Examination/MEng Project Presentation should be held at least **one month** before the last date to clear all requirements for graduation. Refer to the YSGPS Significant Dates web site for the relevant deadlines.
4. To be eligible for the Governor General's Gold Medal (GGGM) Award, an MASc student must clear all degree requirements for graduation no later than 2 years after initial admission.
5. The Examining/Presentation Committee is selected by the student's supervisor. **For the MASc**, the Committee shall be composed of the following: (i) A Chair (ii) Three AEGP faculty members (or four, in the case of a student with a co-supervisor) who are members of YSGPS, including the student's supervisor (or co-supervisors) and two AEGP faculty who are not involved in any way with the student's research. **Note:** The Graduate Program Director may approve the appointment of an additional AEGP member who is an expert in the field of the Thesis/Project but who may not be a member of the School of Graduate and Postdoctoral Studies. For MEng, the Committee shall be composed of: (i) A Chair. (ii) Two AEGP faculty members (or three, in the case of a student with a co-supervisor) who are members of YSGPS, including the student's supervisor (or two co-supervisors) and one AEGP faculty who is not involved in any way with the student's research.
6. The student must prepare copies of their Thesis/Project in accordance with YSGPS regulations for distribution to the members of the Committee (including the Examination/Presentation Chair). **Note:**
 - i. For the oral examination, the Thesis/Project draft must have each new chapter beginning on a new page. (*Sub-sections* within a chapter should *not* begin on a new page.)
 - ii. The **abstract** of the Thesis/Project must be **limited to 150 words**.
 - iii. Before copies of the Thesis/Project are distributed to the Examining Committee, the student's supervisor (or co-supervisors) should endeavor to ensure that the Thesis/Project meets the following requirements: (a) It must clearly reflect the student's contribution to the field of the Thesis/Project. (b) It must be readable. (c) It must be written in correct English [for the most part]. (d) 'I', 'we', and 'in my opinion' must not be used. (e) All tables, figures and appendices must be explicitly referred to in the text of the thesis/report. (f) All figures and tables must appear after (not before) they are referred to in the text.
 - iv. In the case of hard-copies, the Thesis/Project will normally be returned to the student at the conclusion of the oral examination.
 - v. It is imperative that the student have a copy of their Thesis/Project available during the oral examination, as questions from the members of the Examining Committee may refer to specific pages of the Thesis/Project .
7. The Program Director (or designate) shall serve as the (normally) non-voting Chair of the Examining Committee.
8. Once the Examining Committee has been appointed and an oral examination date has been agreed to by all members of the Committee and the student, a Scheduling Request Form (please see 1. for links to the forms) must be submitted to the Program Administrator as well as a draft of the student's Thesis/Project distributed to each committee member. It is the responsibility of the Supervisor to ensure that a draft of the Thesis/Project is distributed to each member of the Committee (including the Chair of the Committee) **at least 14 business days prior to the date of the oral examination.**

9. A brief (one page) CV of the student should be included with the draft of the Thesis/Project to the Examining Committee, *if appropriate*. This CV should highlight the student's accomplishments (e.g., published conference and/or journal papers, conference presentations, scholarships, awards).
10. The length of the oral presentation by the student should be **no longer than 20 minutes, and it is imperative that the student adheres to this time limit**. **Note:** With the advent of the COVID-19 pandemic students have the option of pre-recording a video of their presentation and sharing it with their exam committee before their scheduled oral exam.
11. Following a successful oral examination, the student must revise the Thesis/Project in accordance with the requirements of the examining committee and YSGPS regulations. The student should e-mail an electronic .pdf of their Thesis/Project to their Program Administrator for review well in advance of the final deadline so as to ensure the formatting meets YSGPS and Toronto Metropolitan University academic publication standards.
12. Upon completion of all required corrections and/or revisions to the Thesis/Project, the student's supervisor (or one of the student's co-supervisors) must inform the Program Administrator via e-mail that the Thesis/Project has been corrected/revised as required and is ready for final submission to the program/YSGPS. **Please contact the Program Administrator** (e-mail aerograd@torontomu.ca) **for further instructions**.
13. The copies of the Thesis/Project will be allocated as follows: For both MASC and MENG: **A .pdf electronic and ONE double-sided unbounded hard copy (optional)**: this copy is for the Aerospace Engineering graduate program. **MASc only:** A National Library Form (<https://www.torontomu.ca/aerospace/graduate/misc/Updated-TMU-NLC-Form.pdf>) must be submitted. Please see the YSGPS website thesis/dissertation submission info: <https://www.torontomu.ca/graduate/student-guide/academic-matters/dissertation-thesis-exams/>.