

**Guidelines for students and professors. Scheduling an oral defense and completing the degree requirements in order to graduate**

**Master of Science in Applied Mathematics. Ryerson University.  
Guidelines for students and professors.  
Scheduling an oral defense and completing the degree requirements in order to graduate**

The following steps/schedule should be followed when defending a thesis or MRP to ensure that students complete their degree requirements and graduate on time. Students should plan ahead and avoid last minute rushes to defend their thesis or MRP.

Many students have been under the impression that they can defend one day and submit the next, and do not plan appropriately for the changes (minor or significant) that have to be made after the defense. Others have not given the Oral Examining Committee sufficient time to review the thesis/MRP.

Once the supervisor deems that the MRP or Thesis is ready to be defended, the following steps should be followed:

- 1- STUDENT – Ensure that you do not forget to **APPLY TO GRADUATE** online on RAMSS. If you do not apply to graduate for the term, you will not be able to graduate and will not receive your degree
- 2- Ensure that the MRP or Thesis is formatted in strict accordance with the procedures outlined by the Yeates School of Graduate Studies in the THESIS MRP DISSERTATION GUIDELINES found online:

[http://www.ryerson.ca/content/dam/graduate/policies/documents/Thesis\\_MRP\\_Dissertation\\_Guidelines\\_2012.pdf](http://www.ryerson.ca/content/dam/graduate/policies/documents/Thesis_MRP_Dissertation_Guidelines_2012.pdf)

- 3- Together, the Student and their Supervisor fill out the ORAL EXAMINATION/DEFENSE SCHEDULING REQUEST FORM found online:

[http://www.math.ryerson.ca/graduate/forms/Oral\\_Exam\\_defense%20Scheduling\\_Request.pdf](http://www.math.ryerson.ca/graduate/forms/Oral_Exam_defense%20Scheduling_Request.pdf)

TIME: There should be a two hour block for the exam schedule

COMMITTEE COMPOSITION (is different for MRP and THESIS):

THESIS = four member committee, one member is the Chair (a non-voting member) another member is a supervisor (if there is a second supervisor, that person can not be a voting member).

**Guidelines for students and professors. Scheduling an oral defense and completing the degree requirements in order to graduate**

MRP = two member committee (both are voting members), one of them the supervisor, the other member also acts as Chair.

- 4- Submit the signed form to the Graduate Program Administrator via email, fax or in person at least **4 weeks BEFORE** the requested defense date in order to ensure that the Graduate Program Administrator has enough time to book a room for the required date and time and to also ensure that the committee has sufficient time to review the MRP or Thesis. The committee is required to have the MRP or Thesis 3 weeks before the defense
- 5- Once the ORAL EXAMINATION/DEFENSE SCHEDULING REQUEST FORM is submitted to the Graduate Program Administrator, the Graduate Program Administrator books the Room 30 minutes prior to the official start of the exam to give the student time to set up for their exam.
- 6- Once the room is booked, the Graduate Program Administrator sends out emails to the Student and the examination committee to confirm the date, time, and location of the exam and the process and procedures required from each party.

Note: as per Ryerson University policy, thesis/MRP examinations are made public. Details of your upcoming exam will be posted on the Graduate Studies website, as well as on the Department of Mathematics website.

- 7- The Student sends an electronic copy of their MRP or Thesis to each member of the Defense committee at least 3 weeks PRIOR to the scheduled exam.
- 8- On the day of the exam, the student will have access to the room 30 minutes prior to the start of the exam in order to set up any equipment.

The exam will be structured as follows:

1. Student presentation should last approximately 30 minutes, with the focus being on the main contributions and conclusions of the work.
2. Questions from the examining committee
3. Deliberations (only committee members will be present at this time)

For complete examination conduct details please view section "6.4 Conduct of the Oral Examination (Master's)" in the "Graduate Admissions and Studies Policy" found online at <http://www.ryerson.ca/graduate/policies/index.html>

- 9- Once the defense is complete, the committee must fill out the REPORT OF THE ORAL EXAMINING COMMITTEE form found online at: <http://www.math.ryerson.ca/graduate/forms/ReportofExaminingCommittee.pdf>

**Guidelines for students and professors. Scheduling an oral defense and completing the degree requirements in order to graduate**

The decision to Pass or fail is made, all members of the committee must sign and the ORIGINAL form must be submitted to the graduate Program Administrator for further Processing. If the decision is Fail, the student will receive a Failed grade for their Thesis/MRP Milestone.

If the decision is Pass, there may be revisions required, in which case the student must make those revisions before submitting their Final MRP or Thesis to the Graduate Program Administrator.

- 10-Once the PASS grade is submitted via the original REPORT OF THE ORAL EXAMINING COMMITTEE, and all revisions have been done and the final Thesis or MRP has been approved by the Supervisor, the STUDENT must send their thesis or MRP (PDF Format, no password protection) to the Graduate Program Administrator via email and cc their Supervisor, **no later than 12 o'clock on the Final date to clear outstanding graduation requirements set by YSGS**. See the Significant dates online at:

<http://www.ryerson.ca/graduate/currentstudents/calendarsanddates/importantdates.html>

- 11- Once the student sends their MRP or Thesis to the Graduate Program Administrator cc'ing their Supervisor, the Supervisor must "reply all" and cc the Graduate Program Director, with the following Subject Line: "**Student LAST NAME, First name - thesis completed**". In the body of the email the supervisor must write, "**I, SUPERVISOR'S FULL NAME, confirm that STUDENT FULL NAME, has completed all corrections required or recommended by the Oral Examination committee. The students Thesis: INSERT COMPLETE TITLE submitted to the program is a final corrected version**". Please note that the Graduate Program Administrator will NOT accept the student's thesis unless the email from the supervisor has been received.
- 12- The Graduate Program Administrator will then review the Thesis and MRP to ensure that it meets the YSGS Submission Guidelines. If it does not, the student must make the necessary changes to the format, otherwise the Thesis or MRP can not be accepted and a Passing grade can not be offered.
- 13- Once the thesis or MRP is complete according to the YSGS Guidelines, the Graduate program administrator "passes" the student on their Thesis or MRP Milestone and performs a Graduation Audit for the student to ensure the student has completed all of the requirements of the program.
- 14- The Graduate Program administrator sends an email to the student, their supervisor and the Graduate Program Director to inform them of the student's completion.

**Guidelines for students and professors. Scheduling an oral defense and completing the degree requirements in order to graduate**

Please familiarize yourself with the following Policies which are found online at <http://www.ryerson.ca/graduate/policies/index.html>.

Policy #142 “Graduate Admissions and Studies Policy”

Specifically Section 6 “Master’s Examinations”

Policy #63 “Policy on Ownership of student work in Research”