

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

Supervisor(s): \_\_\_\_\_

Defense Title: \_\_\_\_\_

**Examining Committee Membership:**

The Examination Committee will consist of at least two faculty members in addition to the supervisor/co-supervisor(s).

1. Supervisor/Co-supervisor(s)

(note: all co-supervisors must attend)

2. First Examiner

(chair of examination committee, faculty member from the department in the primary research area of the thesis)

3. Second Examiner

(faculty member outside the primary research area of the thesis)

**Full Name:****Membership Type:****Able to attend:**\_\_\_\_\_  
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\_\_\_\_\_\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_**Committee Membership has been approved by the Associate Chair, Graduate Studies**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The Master's Defense is scheduled for:**\_\_\_\_\_  
Day of week\_\_\_\_\_  
Month\_\_\_\_\_  
Day\_\_\_\_\_  
Year\_\_\_\_\_  
Time\_\_\_\_\_  
Location

## MASc. THESIS DEFENCE – CIVIL AND ENVIRONMENTAL ENGINEERING DEPARTMENT

**Examination Committee.** The Examination Committee will consist of at least two faculty members in addition to the supervisor/co-supervisors. Each member will have a vote in the final decision (supervisor/co-supervisors: one vote). At least the supervisor and one member are faculty members of the department. The examination committee will consist of:

1. Supervisor/co-supervisors (chair of the examination committee if first examiner is not present)
2. First examiner (chair of examination committee, faculty member from the department in the research area of the thesis; usually selected by the supervisor)
3. Second examiner (faculty member outside the primary research area of the thesis; usually selected by the department)

All co-supervisors must attend the defense. Only one member of the examination committee may be absent from the defense. Any member of the Examining Committee who cannot attend the defense must submit written questions in advance to the examination Chair. The Chair of the examination may represent an absent committee member. The Chair (or Delegate) will read the questions and ensure that they are answered by the student to the satisfaction of the other committee members. The final evaluation given by the delegate cannot be changed by the absent committee member after the defence. If a committee member is absent without submitting written questions in advance, the thesis examination must be rescheduled.

**Distribution of thesis copies and timeline.** One copy of the thesis is required for each member of the committee. The student must provide examining committee a copy of the thesis at least three weeks prior to the defense as the defense should take place at the end of the EGSO display period. As such, the student must submit the MASc Defense form to the Graduate Coordinator concurrently with the MASc Thesis Submission form at least three weeks prior to the defense date. These forms will certify that the proposed examining committee has been approved by the Associate Chair of Graduate Studies, propose a date and time for the examination, and certify the committee's availability and willingness to serve as examiners. It is the student's responsibility to identify a time convenient to the committee and to reserve a room.

**Decision.** The committee will make a decision based on the following master's thesis categories:

- 1- Accepted: The thesis may require typographical or minor editorial corrections to be made to the satisfaction of the supervisor/co-supervisors.
- 2- Accepted conditionally: The thesis requires minor changes in substance, major editorial changes, or substantive changes, but will be acceptable when these changes are made to the satisfaction of members of the Examining Committee designated by the Committee. The Examining Committee's report must include a brief outline of the nature of the changes required, and the date by which the changes are to be completed.
- 3- Decision deferred: The thesis requires modifications of a substantial nature the need for which makes the acceptability of the thesis questionable. The Examining Committee's report must contain a brief outline of modifications required, the date by which the changes are to be completed. The revised thesis must be re-submitted to the Committee for reexamination. The reexamination will follow the same procedures as for the initial submission. This decision is only open once for each candidate.
- 4- Rejected: The thesis is rejected. The Chair of the examination will report the reasons for rejection. The student will be required to withdraw from the program.