



MASc Thesis Examination Committee

A MASc Thesis Examination Committee should be formed by the MASc Supervisor(s), in consultation with the candidate, prior to the Thesis Examination.

The MASc Thesis Examination Committee will consist of:

1. The student's supervisor(s).
 - a. If there are two supervisors, then they each get half a vote.
2. First Examiner. A [regular faculty member](#) from the Department of Electrical & Computer Engineering.
 - a. The first examiner serves as the chair of the examination committee.
3. Second Examiner. An additional examiner whose expertise can support the evaluation of the master's thesis.

The examiners are the same as the designated readers and are selected by submitting the [MASc Thesis Submission Form](#) to the ECE Graduate Studies Office. The committee is subject to approval by the Associate Chair for Graduate Studies.

No more than one adjunct faculty member (including Professors Emeriti) may serve on the examining committee.

All committee members must attend the thesis examination. If a student has two supervisors, both must attend the exam.

Only one participant may participate remotely, with the balance of the committee in-person, unless there has been specific approval from the Associate Chair for Graduate Studies. The Chair, Candidate and at least one supervisor must all be present in person for any hybrid defence arrangement. If any one of these individuals are not able to be physically present, the defence should be held in a remote format with everyone participating remotely.

Objective of the Examination

The MASc Thesis Examination is a degree requirement. It is an oral examination conducted at the Department of Electrical and Computer Engineering with the candidate and the members of the Examination Committee present. The MASc Thesis Examination seeks to evaluate the candidate's ability to present the research contained in the thesis and the depth of their knowledge about the research. Specifically, the examining committee seeks to assess the student's ability to:

- I. define a research problem,
- II. provide sufficient understanding of the relevant literature, and
- III. critically evaluate and analyse the research outcomes.

The MASc Thesis Examination is open to the public but only members of the examining committee have a vote. The Associate Vice-President, Graduate Studies and Postdoctoral Affairs, the Associate Dean of Graduate Studies, Faculty of Engineering, the Department Chair and the Department Associate Chair for Graduate Studies have no vote, and they do not participate in the discussions of the Committee, except by invitation, unless they are members of the Examination Committee.

The role of the Chair is to ensure that the Examination is conducted in accordance with University, Faculty, and Department rules and to establish the result of the Examination.

Prior to the Examination

The oral examination of the MASc thesis may be scheduled once the Candidate and the Supervisor(s) agree that the research, experimental work, and written dissertation are complete. It is the responsibility of the Supervisor(s) to form the MASc Thesis Examination Committee.

When the thesis is ready to be read, the Candidate should distribute their thesis to the Examination Committee and they will either need to e-sign your [Master's Thesis Submission form](#) to confirm they have received it or send an email confirmation of receipt.

After the Examiners all have their copy of the thesis and have confirmed receipt:

1. Send to your Program Advisor the [Master's Thesis Submission form](#) and each committee member's confirmation of thesis receipt in a single PDF file
2. Send to the master's coordinator a PDF copy of your thesis.
3. Complete Master's Thesis Oral Examination Booking Form.
 - a. Please note that the Exam must be scheduled at least **10 business days** after submitting the thesis submission form to the ECE Graduate Office.

Conduct of the Examination

The Chair, an ECE faculty member, will begin the examination by introducing themselves, the candidate, and all committee members. The Chair will then invite the candidate to deliver a presentation of approximately twenty to thirty minutes, summarizing the research in their thesis. Following the presentation, the committee will assess the candidate's depth of understanding regarding the thesis content. A single round of questions will follow, with each examiner having 10 minutes to question the candidate. In the case of co-supervision, the two supervisors will share their 10-minute allotment. After the first round of questions, the Chair may provide an opportunity for any final questions from the committee, if needed.

After the question period, the Chair will ask the candidate to step outside while the Examining Committee deliberates. During deliberations, the examiners will vote for one of the recommendations listed below. The outcome is determined by majority vote; a unanimous decision is not required. Once a decision has been reached, the Chair will invite the candidate back into the room.

The Chair **must inform** the candidate of the Committee's decision in the presence of all Committee members, including any conditions imposed on the candidate because of the examination.

MASc Thesis Examination Outcomes

The Examination Committee must choose from one of the following four decisions:

- Category A – Accepted
- Category B – Accepted Conditionally
- Category C – Re-examination required
- Category D – Failed

Accepted. The thesis and the examination have been completed to the satisfaction of the examining committee. The thesis may require typographical and/or minor editorial corrections to be made to the satisfaction of the supervisor(s) and submitted in UWSpace within **two weeks of the date of the exam**.

Accepted conditionally. The thesis is acceptable but requires content changes which are minor enough that re-examination is not required. The Examining Committee's report must include a brief outline of the nature of the changes required and must indicate the time by which the changes are to be completed. Changes must be completed to the Committee's satisfaction and submitted in UWSpace within **two months of the date of the exam** or the student will be withdrawn from the program. At least two Committee members, with at least one not serving as a supervisor, must confirm that the required changes have been made.

Re-examination. The thesis requires modifications of a substantial nature, the need for which makes the acceptability of the thesis questionable; or, the oral or written presentation of the thesis is not to the satisfaction

of the Examining Committee. The Examining Committee's report must contain an outline of the modifications expected and indicate the time by which the changes are to be completed. Re-examination must occur within **six months of the date of the first exam**, or the student will be withdrawn from the program. Normally, re-examination will follow the same procedures as for the initial submission. A decision to re-examine is open only once for each candidate.

Failed. If after re-examination the candidate does not achieve Category A or B, or if the examining committee unanimously agree that six months is not enough time to produce an acceptable master's thesis, then the student will be withdrawn from the program. The Examining Committee will report the reasons for rejection to the Associate Chair, who will confirm the decision in writing to the student within one week of the date of the examination, as well as the requirement to withdraw.

Submission of MASc Examination Report

After the exam, the Chair will receive an email with a link to an electronic form. The Chair must enter the examination results, including any conditions to be cleared if the result is Category B or Category C, into the form.

After the Chair enters the examination results, Committee Members will receive an email with a link to an electronic form. Committee members must complete this form to confirm the exam results.