



Laboratory Medicine & Pathobiology UNIVERSITY OF TORONTO

Instructions for the MSc Examination Chair

The examination chair is expected to read the thesis, participate in the questioning of the candidate, and be responsible for the proper proceedings of the examination.

Responsibilities of the chair are:

1. To ensure that the candidate is given a reasonable opportunity to present and defend the thesis.
2. To ensure that the candidate alone defends the thesis. The supervisor and examination committee members may not answer questions posed to the candidate.
3. To ensure that the candidate is treated fairly and respectfully.

Before the examination, the chair should:

1. Ensure that a quorum of three voting members are present, including the chair, but not including the supervisor(s).
2. Confirm that each member of the examination committee has read the thesis.
3. Inform committee members that the candidate is being evaluated on knowledge closely related to the thesis and on the candidate's ability to defend the thesis.
4. Determine the order of questioning.

On conducting the examination, the chair should:

1. Ask the candidate to give a 20-minute presentation.
2. Limit the time of questioning to 10 minutes per examiner (including the chair) per round of questions.
3. Limit the rounds of questioning to two, unless the chair believes that a third round of questions is required for the committee to reach a decision.

On completion of the examination, the chair should:

1. Ask the candidate to leave the room.
2. Ask the committee to discuss the candidate's oral presentation, written thesis and oral defence of the thesis;
3. Complete the MSc Defence Report. A recommendation to award an MSc degree will not occur if there is more than one negative vote or abstention. If a recommendation to accept the thesis is reached, the committee should reach a consensus to determine whether it should be recommended as it stands, subject to editorial corrections, or subject to minor revisions;
4. Invite the candidate back into the room, inform the candidate of the decision, and email the completed MSc Defence Report to the LMP graduate office.