**THE UNIVERSITY OF BRITISH COLUMBIA**

**Department of Pathology and Laboratory Medicine - MSc Oral Examination**

**CONDUCT OF MSc EXAMINATION- Guidelines for Chair**

1. Introduce yourself, the Supervisor, Candidate, and members of the Examination Committee.
2. State the title of the thesis and statement of purpose - “The Candidate’s Supervisory Committee has agreed that this thesis is appropriate for the examination of the degree of MSc. The present examination is therefore the final oral examination for the degree of MSc.”
3. Please ask all persons present to turn off their phones.
4. Ask the candidate to present an oral description of the thesis in 20 - 30 minutes with a 30 minimum hard cap. If the student exceeds 30 minutes the Chair must stop the presentation. The candidate must not read from a prepared script.
5. Thank the candidate.
6. Ask for questions from the candidate’s Examination Committee. Typically 15 minutes is given to each examiner during the initial round of questioning. Please ask the External Examiner first then the Internal Examiner followed by the Committee in alphabetical order with the Supervisor last. During the question period the student may not use supplementary slides to illustrate answers of points raised. If needed, students will be encouraged to explain their answers using the available white board or other media.
7. Ask for questions from all faculty members present.
8. Ask for questions from graduate students or other members of the audience present.
9. As Chair, you may also ask questions.
10. Ask for any further questions from the examination committee typically providing less than 10 minutes for each examiner in a second round.
11. Ask everyone but the Chair and Examination Committee to leave.
12. Chair asks each member of the Examining Committee to comment on the written thesis, the thesis presentation, and the defense of the thesis/response to questions.
	1. Outcome:
		1. If all members recommend a Pass, please proceed to assigning a Passing designation for the thesis (Point 13).
		2. If any member recommends a fail, then discussion must ensue to provide the rationale for this recommendation, bearing in mind that these points will be included in the report. If two or more committee members continue to recommend a fail, **the decision is a fail.** The Chair will complete the Chair’s report, and recommendations will be given as to whether the thesis, the presentation, or the defense of the thesis/response to questions must be repeated, as well as a timeline for that completion.

Regarding the written thesis, the Committee can decide to

1. reject the thesis,
2. ask for major revision,
3. ask for minor revisions, or
4. accept as is.

Recommendations for preparation for the repeat of the presentation and the defense of the thesis are to be discussed for communication to the candidate.

\*\*Note: If this is the second defense of the Thesis, recommendation of two or more of the Committee Members to “Fail” will be a final Fail. There will be no opportunity for a third examination.

1. The Committee will determine the suitability of the Thesis for M.Sc. standing by the University. The Committee can decide to:
	1. ask for major revision;
	2. ask for minor revisions;
	3. accept as is

Finally, a Pass shall be qualified as either Pass or Pass with Honours according to the following criteria:

*The Honours designation must be reserved for theses that are truly outstanding, based on the following criteria:
- novel, original, innovative research
- broad, complex or otherwise difficult topic rigorous in design, analysis and interpretation
 thorough, synthetic analysis
- well – written; clear, concise, cogent
- highly anticipated impact
- relevant and important to policy or practice
- intellectual independence of student in idea formulation

An Honours thesis is expected to excel in several (but not necessarily all) of these areas. The presentation and defense (question and response with examiners) of the thesis should also be of exceptional quality.
Overall, the Honours designation will be reserved for those students that perform within the top 10% of their peers in assessment of the written thesis, oral presentation, and defense.*

***The Chair of the examining committee must, in their report, justify the nomination in detail, with reference to these criterion. An Honours designation (“H”) will appear as the grade for the thesis on the student’s transcript.***

1. Call in Candidate and give decision.
2. Submit the Chair’s report to the Program Director and Graduate Program Coordinator advising the department of:
	1. The Committee’s decision.
	2. The evaluation assigned (H, P, F) to the examination and thesis overall.

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**Chair’s Report for the Final MSc Examination**

1. Name of Candidate:
2. Title of Thesis:

1. Date and Time of Examination:
2. Place of Examination:
3. Examining Committee Present:

 Research Supervisor:

 Chair:

 Supervisory Committee:

 University Examiners:

1. Evaluation assigned for the MSc Examination (Pass with **H**onours, **P**ass, **F**ail)
2. Committee decision regarding the thesis (check one of the following):

a) Accept without change: ( )

b) Accept with minor revisions: ( )

c) Accept with major revisions: ( )

d) Reject ( )

1. Chair’s comments (another page can be added):

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return this form to:** heather.cheadle@pathology.ubc.ca

Graduate Program Coordinator, Pathology and Laboratory Medicine