

**PRINCIPLES AND PRACTICE OF MASTER OF SCIENCE EXAMINATIONS
IN THE GRADUATE DEPARTMENT OF DENTISTRY
UNIVERSITY OF TORONTO (Voting Form is page 5 of this document)**

Scheduling of Examinations

A M.Sc. thesis is ready for examination when a final draft has been read and approved by all members of the student's advisory committee. The M.Sc. thesis supervisor will submit a completed Request to Book a M.Sc. Thesis Examination form to the Associate Dean of Graduate/Postgraduate Studies 6 weeks in advance of the date of the intended M.Sc. thesis defence.

M.Sc. examinations may be held at any time during the year, **except for the month of August, when Graduate Department staff, internal and extradepartmental examiners and examination committee chairs are generally not available.**

The department must ensure that copies of the thesis are made available to members of the Examination Committee at least three weeks in advance of the examination date.

Nomination of Examination Committee Members

Four weeks before the date of the examination, the candidate's supervisor will suggest the names of appropriate examiners, via the Request to Book a M.Sc. Thesis Examination form, for final approval by the Associate Dean of Graduate/Postgraduate Studies. The examination chairperson will be appointed by the Associate Dean of Graduate/Postgraduate Studies.

Examination Committee

The Examination Committee will consist of four voting members with each member holding a SGS graduate appointment. The Committee will include; the candidate's supervisor/co supervisor; one member of the candidate's advisory committee; a School of Graduate Studies (SGS) member from the Faculty of Dentistry who has not collaborated on the candidate's thesis project and an extra departmental member who holds a SGS graduate appointment from another University of Toronto graduate department outside of Dentistry. In exceptional circumstances the extra departmental member may be external to the University of Toronto. In such cases the external examiner will be preapproved by the Associate Dean of Graduate/Postgraduate Studies and may then be invited to participate in the examination in person or via teleconferencing. The external will hold a comparable graduate appointment with a University external to the University of Toronto and will be a recognized expert on the subject of the thesis.

The willingness of those named to act on the Committee must be ascertained. "Willingness to act" implies an assurance that the nominee agrees to become sufficiently acquainted with the content of the thesis to form a judgement as to its acceptability, and to attend the examination.

Submission of Thesis

Adequate copies of the thesis (cerlox bound or in binders) are provided by the candidate to the Graduate Department for distribution to the Examination Committee at least three weeks in advance of the examination date.

If the defence is successful, following completion and approval of all required changes the thesis must be formatted as per SGS requirements and submitted electronically to the SGS See <http://www.sgs.utoronto.ca/informationfor/students/finup/etds/formatting.htm>

The candidate will also provide two bound copies to the Graduate Department, as well as bound copies to the supervisor/co supervisor. The Graduate Department will then submit the required Recommendation for Degree Form so as to enter the candidate's name for the University of Toronto Convocation preparation.

RESPONSIBILITIES OF THE EXAMINATION COMMITTEE

The Examination Committee represents the Council of the SGS and through it the Governing Council of the University. It is therefore, responsible for the standard of the M.Sc. degree in the University.

It must examine the candidate on the content and implications of the thesis. In addition to determining the adequacy of the thesis, it must satisfy itself that the thesis document meets the proper standards of scholarship. The Committee possesses the full authority of the SGS with respect to the examination, and this authority of examination extends to both the thesis and its oral defence.

The Examination

A quorum is three voting members, and must include the extra departmental/external voting member, either present in person, or via teleconferencing. Non-voting members of the Committee are recorded on the Examination Voting Form.

All members of the Graduate Faculty of the University are entitled to attend the examination with the approval of the Associate Dean of Graduate/Postgraduate Studies.

Before the candidate enters:

- The Examination Chair checks to see that a quorum of Examination Committee members is present. If there is not a quorum, the Chair may either delay the examination or postpone it to another date;
- The Examination Chair confirms that each member of the Committee has sufficient knowledge of the thesis to form a judgement as to its acceptability and hence that there will be no abstentions in voting on grounds of ignorance of the thesis content. If any member does not have sufficient knowledge of the thesis, then the Examination Chair will cancel the examination for rescheduling at a later date.
- The Examination Chair confirms that the candidate has completed departmental coursework requirements. For graduate specialization candidates, will determine if coursework requirements as set for the research component of the degree are being/have been completed.
- The Examination Chair reminds the Committee that the examination covers both the thesis and oral defence.

The Chair of the Examination Committee admits the candidate and invites;

- The candidate to summarize the research and conclusions of the thesis orally, in no more than twenty minutes;
- Each member of the committee, in turns of approximately equal duration, to ask questions.

The Examination Chair should ensure that it is the candidate and not the supervisor or thesis committee member who answers each question. The Examination Chair should not allow discussion between examination committee members until after the candidate has withdrawn. Note that the Examination Chair should not participate in the examination by asking the candidate questions.

When there are no further questions, the Examination Chair asks the candidate to retire. After the candidate retires, the Examination Chair reminds the Committee that:

- The examination covers both the thesis and the oral defence;
- An affirmative vote implies acceptance of the thesis without major changes, such as changes in material or analysis, and of the defence. Minor modifications (see clarification in later page) and corrections such as typographical errors, punctuation, etc., may be conditions of an affirmative.

A discussion of the examination follows, culminating in an appropriate motion regarding the form of acceptability or the unacceptability of the thesis.

The Examination Chair calls for a vote.

The Committee is also asked to recommend to the Associate Dean of Graduate/Postgraduate Studies on the acceptability of the candidate for entry to a Ph.D. program in the Department should the candidate want to apply now or in the future.

The Chair of the Examination Committee lists the names of those present, records the vote and any recommendations made, and ensures that each member signs the voting form. **Where the external member participates via teleconference, the chairperson records the vote and signature of the external member.**

On the first examination the candidate passes, if:

- A decision is unanimous, or
- There is not more than one negative vote. If there is more than one negative vote, adjournment is mandatory.

Adjournment

In the event of an adjournment, the Examination Chair must provide the candidate, as soon as possible, with a written statement that indicates the reasons for the adjournment and the Committee's requirements for the reconvened oral examination. In addition, the Examination Committee must decide the approximate date for the reconvening of the examination. The time between the adjourned examination and the reconvened examination should be as short as circumstances will permit and in no case shall exceed one year. As soon as the Committee has determined the approximate date, the SGS will advise the candidate of this in writing, with a copy to the department.

A copy of the original thesis shall be retained for the Committee's reference in the Graduate Department until the candidate is recommended for the degree.

Modifications

If minor modifications are a condition of acceptance of the thesis: THE CHAIR OF THE EXAMINATION COMMITTEE, before the committee disperses will:

- Appoint one or two members of the Examination Committee as a sub-committee to supervise the proposed minor modifications. The names of the members should be indicated on the voting form entitled, "FINAL ORAL EXAMINATION FOR THE DEGREE OF MASTER OF SCIENCE, first examination" by means of asterisks;
- With the approval of the Examination Committee, designate one of the members of the sub-committee as Convenor to be responsible for the preparation of a brief written statement outlining the modifications required, preferably before the Examination Committee disperses.

NOTES:

- The Examination Committee must decide the nature of Minor Modifications, but it is intended that Minor Modifications should be more than corrections in style and less than major changes in the thesis. A typical example of minor modifications might be clarification of textual material or the qualification of research findings and conclusions. It is probable that the Examination Committee would find changes in research design or analysis to be substantial ones, and therefore would require that the examination be adjourned.
- Minor modifications may be completed at any time before a three-month deadline.
- **COMPOSITION OF THE EXAMINATION SUB-COMMITTEE:** The examination sub-committee will normally consist of the thesis supervisor and one member of the examination committee designated by the Examination Chair.

THE CONVENOR OF THE EXAMINATION SUB-COMMITTEE, which is established to supervise the required minor modifications, will:

- Obtain a copy of the brief written statement of the minor modifications, preferably before the Examination Committee disperses but as soon after the examination as possible;
- See that the candidate receives a copy of the required minor modifications;
- Ensure that a written statement of the required modifications is submitted to the thesis supervisor and the Graduate Department;
- Ensure that a copy of the original thesis is deposited with the Graduate Department;
- Within three months of the date of the examination, report in writing to the Graduate Department and to the Examination Chair, the status of completion of the required minor modifications.

NOTES:

Shortly after the examination, the Graduate Department will forward one copy of the MEMO CONCERNING MINOR MODIFICATIONS to the Convenor of the Sub-Committee. The MEMO will list the duties of the Convenor.

THE TWO MEMBERS OF THE EXAMINATION SUB-COMMITTEE WILL meet to discuss the acceptability of the required minor modifications. This report should be made in time for the Convenor to submit his written report on the state of the completion of the modifications to the Graduate Department.

If one of the members of the Sub-Committee is not satisfied that the minor modifications have been properly completed, the department must arrange a reconvened oral examination within a year from the date of the original examination. At the end of the three-month deadline, the Graduate Department will notify the candidate of his status.

If major changes are required, the examination must be adjourned and the Committee reconvened after the changes have been made.

Notification to Candidate of Examination Committee's Decision

If the examination is successfully completed, the Chair of the Examination Committee will inform the candidate.

If the examination is adjourned, the Chair of the Examination Committee and the supervisor will inform the candidate together.

Return of Material To The Graduate Department of Dentistry

The Examination Committee Chair is responsible for seeing that supporting documentation and the completed Final Oral Examination voting form are returned to the Graduate Department.

Reconvened Examination

At the reconvened examination, no new Committee members shall be added, except for necessary replacements. It is the obligation of the examiners to attend this examination.

The candidate passes:

- If the decision is unanimous, OR
- If there is not more than two negative votes or abstentions.

No further adjournment will be allowed.

Should the candidate not pass the reconvened examination, the candidate is ineligible for further M.Sc. candidacy at The University of Toronto.

**FACULTY OF DENTISTRY, UNIVERSITY OF TORONTO
M.Sc. DEFENCE VOTING FORM**

Candidate: _____

Chair : _____

Examination Date; Time; Location: _____

List Committee Members: Vote on Acceptability of Thesis and Defence

NAME (list voting members only)	✓ If attended via teleconference	Thesis accepted		Signature
		Yes	No	

Recommendation:

On a motion of _____

Seconded by _____

It was agreed to recommend to the Council of the School of Graduate Studies, through the Associate Dean of Graduate/Postgraduate Studies, that the degree of Master of Science be conferred upon the candidate

ف It was agreed to recommend to the Council of the School of Graduate Studies, through the Associate Dean of Graduate/Postgraduate Studies, that the degree of Master of Science be conferred upon the candidate after minor corrections have been made to the satisfaction of the Committee

ف It was agreed to recommend to the Council of the School of Graduate Studies, through the Associate Dean of Graduate/Postgraduate Studies, that the degree of Master of Science be conferred upon the candidate after minor modifications have been made to the satisfaction of the Committee

ف It was agreed to adjourn the examination

ف It was agreed that the candidate is ineligible for further M.Sc. candidacy at this University

PUBLICATION OF THESIS: _____ without restriction: _____ restricted for a period of _____ years.

IS THE CANDIDATE RECOMMENDED FOR PH.D. CANDIDACY? _____ YES _____ NO

CHAIRPERSON SIGNATURE: _____