



# THE UNIVERSITY OF BRITISH COLUMBIA

## DEPARTMENT OF MEDICAL GENETICS

### MASTER'S OF SCIENCE THESIS DEFENCE GUIDELINES FOR THE CHAIR

#### The Thesis Defence Examination Committee:

The Examination Committee consists of a minimum of three members (excluding the candidate's supervisor):

- A Chair from the Medical Genetics Department.
  - A University Examiner (a UBC faculty member not on the student's Advisory Committee).
  - An examiner from the student's Advisory Committee.
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#### Thesis Defence Examination Format:

The Chair is an active examiner; the supervisor can examine too, but does not vote. The examiners will be responsible for assessing if the thesis and defence merit a pass or fail, following consultation with the supervisor.

#### Role of the Chair:

*Prior to the defence, the Chair is to **read** the following thesis defence examination format to the Examination Committee and the student:*

- **Ask** the student to present a 15-25 minute summary of their thesis.
  - **Round One:** Call on each examiner and the supervisor to question the student for approximately 20 minutes: the examiners first, and then the supervisor.
  - **Round Two:** As in Round One (if required, proceed to Round Three).
  - **Ask** for questions from others in the room.
  - **Ask the student to leave the room.**
  - **Lead a discussion** of the thesis and examination:
    - Is the written thesis of the standard expected for an MSc in Medical Genetics?
    - Did the candidate present the work and respond to questions adequately?
    - What are the supervisor's comments?
  - **Request a pass/fail vote** (orally or written ballot) from each examiner. After consultation with the supervisor, the examiners must come to an agreement on the outcome of the examination.
  - **Add comments** on the departmental *Master of Science Thesis Defence Examination Form* and circle "Pass" or "Fail". All Examination Committee members must sign this form.
  - **Ask** the student to return to the room to receive the outcome of the vote. At that time, the student will be informed by the Examination Committee of any changes recommended for the final thesis.
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#### Following a Successful Defence:

The Examination Committee signs the departmental *Master of Science Thesis Defence Examination Form*. The Chair will mail the form to the Medical Genetics Graduate Program, Life Sciences Centre, Room 1364 – 2350 Health Sciences Mall, UBC Campus; or email to [medical.genetics@ubc.ca](mailto:medical.genetics@ubc.ca).

December 1, 2011