



Guidelines for the Chair of the Master of Science Thesis DEFENCE Examination

Note: The Chair is a passive examiner -they can ask questions and help clarify questions that are asked of the candidate ; the supervisor may examine too, but does not vote.

- 1) The MSc Thesis Defense Examination Form will be supplied to the Chair by the Bioinformatics Program Coordinator in advance of the examination date.
- 2) The examination will be scheduled for two hours.
- 3) At the beginning of the exam, ask the student to present a 15-20 minute summary of the 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 (may proceed to Round Three).
- 4) Following this, ask for questions from others in the room.
- 5) Ask the student to leave the room. If there are any audience members, they are required to leave as well.
- 6) Lead a discussion of the thesis and examination:
 - i) What is the merit of the thesis?
 - ii) Assess the oral presentation and response to questions.
 - iii) Ask for comments from the supervisor.
- 7) Request that the examiners provide a pass/fail vote (orally or written ballot). Then the examiners will agree on the outcome of the examination after consultation with the supervisor. A grade % can be decided upon, but it is not necessary - P/F is all that is required.
- 8) Put comments on the MSc Thesis Defense Examination Form and circle Pass/Fail. A grade is not required. If the student fails, ask the examiners if there is any remedy for a Pass (if the substance of the thesis is adequate, but student failed the questions, then would a Pass still be granted?) It is up to the entire committee to decide if the Fail is final with no remedy. All Examination Committee members must sign the form.
- 9) Ask the student to return to the room to receive the outcome of the vote. At that time, if they pass, the student will also be advised of the changes to the thesis suggested by the Examination Committee that must be incorporated into the final thesis.

Return form to: Bioinformatics Training Program Coordinator