

Countdown to the MSc Oral Defense

The MSc degree requires an oral RSI defense. **It is imperative that the thesis be prepared and ready for oral defense prior to termination of the residency.**

Thesis Approval & Procedure

1. The Supervisor and PAC committee must verify that all course work and research has been completed by the student. When the supervisor and thesis program committee have approved the written thesis, a final committee meeting should be held to prepare the student for defense. (Please see Thesis Format Guidelines in [Appendix P](#)).

When the supervisor and committee approve the completed written thesis, the **“Final Program Advisory” form** ([Appendix Q](#)) is signed by all the committee members and sent to the RSI office.

2. The **supervisor** must contact the committee members (including internal and external) to ensure his /her willingness to participate and to arrange the defense date (two alternate dates and times should be arranged). Student and supervisor must complete the list of examiner form ([Appendix R](#)) and have it signed by the Graduate Coordinator.

3. **Four weeks prior to the defense date the student must submit to the RSI office:**

- ◆ Final, signed PAC form
- ◆ A completed List of Examiners Form ([Appendix R](#)) – signed off by Graduate Coordinator
- ◆ A Copy of the completed thesis

The student and supervisor are responsible for delivery of the thesis to all examiners. All Examination Committee members must have a copy of the thesis at least two weeks in advance of the actual examination date. This is necessary to allow ample time for the reading of the thesis by the examiners.

All figures, photographs and data must appear in legible and, if possible, original format with clear, descriptive legends.

5. The RSI office will officially invite the examiners; obtain a Chair, book a room and audiovisual equipment. The RSI will notify all participants, in writing, about the date, time, and location of the thesis.

6. Prior to the defense, examiners will be asked to sign a form stating that the student is ready to proceed to oral defense. Form can be found in [Appendix S](#).

7. The SGS Calendar should be consulted for the details of the final thesis requirement. Please note the following:

Following the successful completion of the thesis the MSc student is required to submit one bound copy of the thesis to the RSI (or a receipt that the thesis has gone for binding) before the recommendation form is forwarded to the SGS for completion of their degree. The student should submit the receipt for thesis binding for the departmental copy to the RSI office for reimbursement.

Electronic submission of the thesis is **NOW MANDATORY**. All MSc graduates are required to submit a copy of their thesis to the SGS electronically and make a certified cheque or money order, made payable to the University of Toronto.

<http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx>

The RSI MSc thesis is bound in *black with gold lettering*.

MSc Oral Examination Committee

The Examination Committee for MSc departmental defense is composed of:

- i. two members of the PAC;
- ii. the Chair
- iii. one internal appraiser–examiner (inside U of T), with an SGS appointment;
- iv. one external appraiser–examiner (outside the U of T), with graduate status at the home university
- v. Supervisor

The Chair

The RSI office will designate a Chair of the Examination Committee.

Internal Appraiser–Examiner

This individual must have an appointment in the SGS, University of Toronto. He/she must not have collaborations with the supervisor relating to the research content of the thesis, and should not have had any input into the candidate's research prior to the defense.

External Appraiser–Examiner

This individual should be a well-recognized scientist in the candidate's research area. He/she must not be affiliated with the University of Toronto, or have collaborations with the supervisor relating to the research content of the thesis. The external examiner will be invited, in writing, by the Chair or Graduate Coordinator.

The external appraiser can attend the defense in person or via teleconference. If the external attends by teleconference it is the student's responsibility to ensure that the external has their visual presentation and that the RSI office has a phone number to call during the defense. RSI will ordinarily provide up to \$500.00 in travelling expenses for the external appraiser.

The Approval to Proceed forms must be received no later than five working days before the examination, or the examination may be postponed.

Final Defense Dates and Final-Year Tuition Fees

Your Fall 2017 session registration and fees are cancelled if your degree recommendation and final master's thesis (if required) are submitted to SGS by September 29, 2017. If you are not recommended by September 29, 2017 you will be required to register and pay fees for the Fall session. You do not register or pay fees for the Winter 2018 session if your degree recommendation and final master's thesis (if required) are submitted to SGS by January 19, 2017. If you are not recommended by January 19, 2017 you will be required to pay fees for the Winter session.

One Final Note

Congratulations on successfully defending your thesis!

There are a few more steps to complete your degree requirements and be eligible to graduate in the next convocation ceremony.

In most cases, you have completed your degree requirements once you have submitted your defended, correctly formatted thesis to the U of T UMI thesis submission site, containing all corrections as agreed upon by your final oral examination committee or supervisor.

Please take the following **steps to ensure completion of all requirements**:

1. Make any corrections or modifications to the thesis as required by your supervisor or final oral examination committee.
2. Ensure that you have obtained confirmation from your supervisor/sub-committee that you have successfully completed all required edits.
3. If applicable, submit a hard copy of the "restrict release" form.
4. Follow the formatting guidelines.
5. Follow the proper file naming convention when naming your thesis: e.g., Doe_John_20185_PhD_thesis.pdf (20181 indicates a March convocation, 20185 indicates a June convocation, and 20179 indicates a November convocation).
6. Submit your thesis as a PDF document to the [U of T ProQuest thesis submission site](#). Copy and paste the indicated copyright permissions to the thesis repository when submitting your thesis, if applicable. You will be invited to order bound copies through the ProQuest thesis submission interface, but this involves time delays and added expense, so **we strongly recommend having your thesis bound locally**.
7. Receive notification of your submission from SGS, who will send you an email once we have checked the thesis formatting.
8. If applicable, submit a bound copy of your thesis to your graduate unit.
9. Keep your contact information up-to-date in [ROSI](#); the Office of Convocation will communicate with you through your U of T email address.

Thesis Format Guidelines

Traditional Form

1. Refer to SGS for the preparation, formatting and binding of thesis.
<http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx>
2. Components of thesis should adhere to the following format:
 - Title page
 - Abstract and keywords
 - Dedication (optional)
 - Acknowledgements
 - Table of contents
 - List of tables
 - List of figures
 - List of appendices
 - List of abbreviations, symbols, and nomenclature
 - Body of thesis should be divided into chapters containing
 - i. introduction
 - ii. literature review
 - iii. methods
 - iv. results
 - v. discussion
 - vi. conclusion
 - vii. future directions
 - viii. references
 - ix. appendices

Manuscript Form

1. Refer to SGS for the preparation, formatting and binding of thesis.
<http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx>
2. Components of thesis should adhere to the following format:
 - a. Title page
 - b. Abstract and keywords
 - c. Dedication (optional)
 - d. Acknowledgements
 - e. Table of contents
 - f. List of tables
 - g. List of figures
 - h. List of appendices
 - i. List of abbreviations, symbols, and nomenclature
 - j. Body of thesis which includes:
 - i. Chapter 1 – introductory chapter to the entire thesis
 - ii. Chapter 2 – literature review (where applicable)
 - iii. Chapter 3 – n – manuscripts (one for MSc and 3 for PhD)
 - iv. Chapter n + 1 – general discussion
 - v. Summary and conclusion
 - vi. Appendices

Rehabilitation Sciences Institute

500 University Ave., Toronto, Ontario M5G 1V7 Telephone (416) 978-0300 Facsimile (416) 946-8762

Please Note: Completion of this form confirms that the stated thesis is ready for defense.

FINAL PROGRAM ADVISORY COMMITTEE MEETING

To be Completed by Committee:

<i>Thesis Title/Topic:</i>	
Date of Meeting:	Date of Last Meeting:
Committee Comments ↻	

Rehabilitation Sciences Institute

List of M.Sc. Examiners Form

Student Name: _____

Student Phone #: _____

SUPERVISOR

Name

Dept.

Address

Tel:

Fax:

e-mail

PAC MEMBERS

Name

Dept.

Address

Tel:

Fax:

e-mail

Name

Dept.

Address

Tel:

Fax:

e-mail

Name

Dept.

Address

Tel:

Fax:

e-mail

Name

Dept.

Address

Tel:

Fax:

e-mail

INTERNAL APPRAISER

EXTERNAL APPRAISER

Name

Name

Dept.

Dept.

Address

Address

Tel:

Tel:

Fax:

Fax:

e-mail

e-mail

Please note: There should be a minimum of four (4) examiners.

THESIS TITLE:

THESIS DATE:

**ALTERNATE
DATES:**

**EQUIPMENT
REQUIRED:**

Rehabilitation Sciences Institute

500 University Avenue, Toronto, Ontario M5G 1V7 Telephone 416-978-0300 Facsimile 416-946-8762

APPROVAL TO PROCEED TO ORAL MSc THESIS DEFENSE

Student's Name: _____

Student Number: _____

Thesis Title:

The Written Thesis is:

Summary Assessment for Internal and External Examiners: Feel free to comment on the content of the written submission, the organization and style. If you wish please outline modifications to the thesis that you are recommending.

Role:

- Primary Thesis Supervisor
- PAC Member

- Internal Examiner
- External Examiner

Name: _____

Signature: _____

Date: _____

Procedure:

All examiners must submit the APPROVAL TO PROCEED TO MSc THESIS DEFENSE to the RSI office five working days before the scheduled defense.