Department of Electrical and Computer Engineering
MSc Final Oral Examination Checklist

Dear Student,

To prepare for your oral exam, please read the following:

M.Sc.: Four weeks prior to the examination, the supervisor of the student should contact the Graduate Student Advisor with details of the oral exam. A Notice and Approval of Oral Examination Committee must be approved by the Department and FGSR.

Three weeks prior to the final examination, the examining committee members must receive the final copy of the written thesis.

One week prior the exam you are required to give a public seminar.

To help us advertise your seminar, please send an e-mail containing the information detailed below to the Graduate Student Advisor, Pinder Bains pinder.bains@ualberta.ca and the Database Administrator Nona McDonagh mcdonagh@ualberta.ca

- Subject: Seminar.
- Student name: Your name.
- Purpose of the seminar: MSc Final Examination.
- Date and time of the seminar: (please confirm a date and time with your supervisor).
- Venue: i.e. room where the exam will be held and laptop can be booked through ECE Reception if required.
- Area of interest (communications, software, power, control, photonics, plasmas, etc.)
- Your supervisor(s) name.
- Title of your seminar (same as your thesis).
- Abstract. Include abstract in the text of your e-mail message and not as an attachment.

- Prepare a brief biography (100 words maximum) that your supervisor will use to introduce you to the audience. Your supervisor or one of your co-supervisors is required to attend the public seminar.

- Details about the seminar: This presentation is somewhat different from the one you need to prepare for the oral exam. During the exam, your “audience” (i.e. the examiners) will have read your thesis and you are expected to focus on your accomplishments. This seminar is different in that your audience knows nothing about your work. Therefore you should include enough detail for them to understand your work. Because of this difference this seminar is 10 minutes longer than the presentation during your oral exam.

You will need to write a Summary of Student’s Record. This should include courses completed, grades, awards, publications, conferences, etc (anything pertaining to your MSc program). Bring one original plus copies for members of the examination committee to Pinder Bains ASAP, but no later than 1 week before the exam. The information that you provide will be made available to the members of the examining committee during the exam. Note: a curriculum vitae is not a substitute for this form.

You or your supervisor should send a reminder e-mail regarding the exam to the exam committee members the day before the exam.

You should bring a hard copy of your thesis to the exam with you.

At the M.Sc exam, after proper introductions, the chair of the examination reviews the procedures to be followed. Then the candidate is asked to briefly leave the room while his/her academic file and background are reviewed. The candidate is then asked to return to the room and give a 20 to 25 minute oral presentation on his/her thesis work. Upon completion of the oral presentation, the candidate is asked questions by the examining committee. There are normally two rounds of questions from the examiners. In each round, questioning is begun by the out-of-department examiner (internal/external) and proceeds to the supervisor. After questioning has concluded the candidate can make a final statement if he or she so desires and then is asked to leave the room again for the examination committee to reach its final verdict. The verdict shall be one of the following:

Pass. No revisions are required.
Pass with revisions. This means that the student has satisfactorily defended the thesis but the thesis document requires changes that are minor in substance or of an editorial nature.
Adjourned. An oral examination should be adjourned if (a) the revisions are more substantial than editorial or minor reworking, (b) if the committee is dissatisfied with the candidate’s oral presentation and defense of the thesis, or (c) in case of extraordinary circumstances such as sudden medical emergency during the exam.
Fail.

Information regarding thesis preparation, formatting guidelines and thesis submission is available at: https://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation
FGSR requires the following 2 forms before they will allow you to submit your thesis.

1. Program Completion Form – pick up from Graduate Student Advisor
2. University of Alberta Thesis/Dissertation/Non-Exclusive License [https://uofa.ualberta.ca/graduate-studies/about/resources-for-faculty-and-staff/forms-cabinet](https://uofa.ualberta.ca/graduate-studies/about/resources-for-faculty-and-staff/forms-cabinet)

If applicable, you may also need to provide the following (check with your supervisor):

1. Copyright Permission Letter [https://uofa.ualberta.ca/graduate-studies/about/resources-for-faculty-and-staff/forms-cabinet](https://uofa.ualberta.ca/graduate-studies/about/resources-for-faculty-and-staff/forms-cabinet)
2. Restricting Access to a Thesis [https://uofa.ualberta.ca/graduate-studies/about/resources-for-faculty-and-staff/forms-cabinet](https://uofa.ualberta.ca/graduate-studies/about/resources-for-faculty-and-staff/forms-cabinet)

After you have submitted your thesis electronically to FGSR, they will send you an e-mail to confirm acceptance of your thesis. You should then:

1. Print your thesis on thesis paper and take it to McCallum for binding [https://www.mcprint.ca/contact.php](https://www.mcprint.ca/contact.php)
   This can take several weeks, so if you are leaving town, please make arrangements with a friend to pick up the bound copy and deliver it to Pinder Bains.
2. You will need to apply for convocation through Beartracks
3. Your convocation information will be sent to you by e-mail. Information is also available on the Office of the Registrar’s web site [http://www.registrarsoffice.ualberta.ca/GraduationConvocation/Convocation-Contact-Information.aspx](http://www.registrarsoffice.ualberta.ca/GraduationConvocation/Convocation-Contact-Information.aspx)