

# Department of Electrical and Computer Engineering

## MSc Final Oral Examination Checklist

Dear Student:

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

### MSc:

Four weeks prior to the final examination, the supervisor of the student should contact the Graduate Student Advisor with details of the oral exam (period between Christmas and New Year's does not count). A *Notice and Approval of the Oral Examination Committee* must be approved by the Department and GPS.

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

As part of the final exam you are required to give a public seminar.

To help us advertise your seminar, please send an e-mail containing the information below to the Graduate Student Advisor, Selina Ertman at [ertman@ualberta.ca](mailto:ertman@ualberta.ca)

- Subject: Seminar.
  - Student name: Your name.
  - Purpose of the seminar: PhD Final Examination.
  - Date and time of the seminar (same as internal departmental exam).
  - Remote Invite
  - 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 body of your e-mail message and not as an attachment.
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- Prepare a brief biography (100 words maximum) that your supervisor will use to introduce you to the audience.

You will need to write a *Summary of Student Record*. This should include courses completed, grades, awards, publications, conferences, etc (anything pertaining to your MSc program). You will need to send an electronic copy to Selina Ertman 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 the thesis to the exam with you.

At the MSc 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 of 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. If revisions will take more than 5 working days after the exam, the Chair is required to complete a "Final Exam Outcome" form.

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 <https://www.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation>

GPS requires the following 2 forms before they will allow you to submit your thesis.

1. Program Completion Form – sent to the Faculty of Graduate and Postdoctoral Studies (GPS) by the Graduate Student Advisor
2. University of Alberta Thesis/Dissertation/Non-Exclusive <https://www.ualberta.ca/graduate-studies/media-library/forms-cabinet/records/degree-certificate-completion/20191210-ua-thesis-dissertation-non-exclusive-license.pdf>

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>
2. Restricting Access to a Thesis <https://uofa.ualberta.ca/graduate-studies/about/resources-for-faculty-and-staff/forms-cabinet>

After you have submitted your thesis electronically to GPS, they will send you an e-mail to confirm acceptance of your thesis.

You will need to apply for convocation through Beartracks

If you require a program completion letter, you can send an e-mail to [grad.mail@ualberta.ca](mailto:grad.mail@ualberta.ca) to request the letter.

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>

You will need to contact ECE Reception to return your keys and clear your desk.

The Department of Electrical and Computer Engineering would like you to complete this exit survey <https://forms.gle/wkGBTa1V5byV1Z6X6>

January 2, 2025