



Instructions for the Chair at the Master's Thesis Defence

- 1) Review the Chair Report, Grade Report and instructions listed below
- 2) Agree ahead of time with the rest of the examiners on the duration of questioning for the student
- 3) Announce the meeting has been called for the public examination of {Student Name} for the Master's thesis
- 4) Ask the student to present a synopsis of the thesis
- 5) Enforce the following rules while the student is presenting:
 - The student may speak from notes and use audiovisual equipment but must not read the synopsis
 - The presentation should be between 20 - 30 minutes in length
 - The student should not be interrupted during their presentation
- 6) Ask each member of the Examination committee to question the student in the order listed below:
 - The External Examiner should go first
 - The research supervisor should go last
 - The chair is responsible for managing the time
- 7) Ask the audience if they have any questions
- 8) Ask the Committee if they have any further questions
- 9) Ask the student to address and/or clarify any points that were not covered in previous questioning
- 10) After questioning is over, tell the student and anyone not on the Examination Committee to leave the room
- 11) Call for a discussion – the Examination Committee is asked to make a recommendation with respect to the following:
 - Student's performance in their oral presentation
 - Student's response to the questions
 - Student's written thesis
- 12) Call the student back into the room and tell them their grade and if they passed or failed in the presence of the Examination Committee
- 13) Sign the Master's Thesis Approval Form provided by the student – only the supervisor should not sign at this time
- 14) After the Defence is over, the Chair completes the Chair Report and Grade Report and emails them to gpndirector.neuroscience@ubc.ca and ubc.neuroscience@ubc.ca

