



## Department of Cell and Systems Biology

### **Guidelines for setting a M.Sc. examination**

1. When you and your supervisor agree that your program is nearing completion and all course requirements (2 modules or 0.5 FCE) have been fulfilled, visit the Cell & Systems Biology Graduate Office, Ramsay Wright Room 424F and pick up a "M.Sc. Approval of Thesis Form". This form can also be located on the CSB website under 'Forms and Links' for current students. You should also read the guidelines for "Producing Your Theses". This information can be found on the School of Graduate Studies website at:  
**<https://www.sgs.utoronto.ca/academic-progress/program-completion/producing-your-thesis/>**
2. Discuss with your supervisor which graduate faculty members would best serve on the examination committee. Four examiners are required on the examination committee, and the committee will consist of your supervisor (and co-supervisor, if one exists), two members of the supervisory committee, and one other faculty member within your discipline. One of the two committee members will serve as Chair of the examination. The M.Sc. candidate and/or supervisor can suggest to the CSB Graduate Office which committee member will serve as Chair of the examination. If one of the supervisory committee members is unavailable to serve as an examiner, that member can be replaced with another examiner within your discipline.
3. When your thesis is complete and approved by your supervisor, he/she must sign the "M.Sc. Approval of Thesis Form". Once the form has been signed, submit the form to the CSB Graduate Office.
4. Immediately following the submission of your form, you should e-mail the names of the committee to the Graduate Office ([ian.buglass@utoronto.ca](mailto:ian.buglass@utoronto.ca)) along with the proposed date, time, and location for your defense. The Graduate Coordinator must approve the examination committee you are considering.
5. After approval is received, the supervisor and/or student should contact the examination committee with the proposed date and time for the exam. When a date is officially set for the examination, notify the Graduate Office of the agreed upon date and time (normally 10:00 a.m. or 2:00 p.m.). The student should then book a room and the Graduate Office will send out the Examination Notices to all examination members, and arrange for a CSB faculty member to act as Chair for the examination. \*Please advise the Graduate Office if special equipment or instruments will be required for the exam.
6. **The thesis must be submitted to your committee 2 weekends (or more) before the intended date of the examination. The Associate Chair of the Department of Cell & Systems Biology must approve exemptions to this deadline in advance.**
7. Arrangements must be made with the Graduate Office to present a 30-minute "M.Sc. Exit Seminar". The Exit Seminar can be held at the Ramsay Wright Building, the Earth Sciences Centre, UTM or UTSC campuses. The exit seminar is usually held immediately before the examination, but can take place at another time.

***Note: It is the student's responsibility to distribute the thesis to the examiners.***