



MASc THESIS DEFENSE FORM (SBME)

Part A – to be completed by Candidate (and returned to students@sbme.ubc.ca)

Student: _____
Given Name Family Name Number

Exam Date: _____ Time _____ Location _____

Thesis Title: _____

Committee Members:				
Role:	Supervisor	Chairperson	Member	Member

I have included a copy of my Course Checklist (fully filled in, including grades and number of credits);
I will provide copies of my thesis to the members above at least **one week in advance**, to allow for reading and comments prior to the exam date. Student Initials: _____.

Part B – to be completed by Chairperson (during/after the exam, and returned to the SBME office)

Examining Committee Comments:

FINAL MARK {please see page 2 for mark bands}.

Required Signatures (3):

Supervisor
Member
Chairperson

Chairperson, after the exam, please return these forms to students@sbme.ubc.ca:

- A) This form, after all **three** signatures are collected;
- B) The *Grad Studies Thesis approval* form, also signed. If the student has revisions to be made, please inform us by email (so we can remind the supervisor to send us the form).

The MASc Thesis Exam - SBME

Audience

This defense is open to any interested person, although the Chairperson may restrict the active participation of those not on the examination committee.

Defense Format

The candidate will present a brief summary of their thesis (not to exceed 30 minutes in length). This will be followed by an oral examination in the general area of the thesis. The candidate will respond to questioning from the examining committee, and at the discretion of the Chairperson, from others present.

Following the examination, the candidate and audience members will be asked to leave the room and the Committee will hold a private, "in camera" session. The examination committee will discuss the thesis work and the student's performance during the examination. The Chair moderates the discussion to determine a final grade.

Grading for BMEG 599

The grade given for the thesis should reflect the student's work during their studies, culminating in the written thesis and oral defense. The examiners understand that the challenges faced by students vary widely from project to project, but there is an agreement on the attributes of good research work, articulated in the mark bands below. A mark of at least 68% must be obtained for the completion of the degree.

Forms

After the examination, the chairperson must return the following **2** forms to students@sbme.ubc.ca:

- A) ***MASc SBME Thesis Approval form*** and
- B) ***Grad Studies Thesis approval form*** (unless edits are pending. If so, inform our office so we can follow up with the supervisor).

MASc Thesis - Overall Grading Guidelines

Overall Mark	Attributes (most comments captured within band generally apply)
95-100%	The research involves some novelty and provides useful developments or answers to important scientific or industrial questions. The as-defended thesis is technically accurate, well structured, well written, has publication quality figures and tables. In producing this work, the student worked independently with normal supervisor involvement. The thesis (or portions of it) is ready to be submitted to a high-quality journal. During the defense, the student can competently discuss any aspect of the thesis and has an awareness of the key literature in the field.
90-94%	As above, but some of the attributes do not apply fully. For example, the work might have required much more than average supervisor input in the research or thesis writing.
85-89%	The thesis provides useful results for industry or academia. The as-defended thesis has no errors that affect the conclusions, and none that require significant new work to correct. The thesis is mostly well-written and presented, but might require a typographical correction on each page as well as improvement to many of the figures. A good quality paper or industrial report will come from the thesis, but possibly with 40-80 hours of additional work from the student.
80-84%	As above, but there are substantive gaps in the writing or content that will require 20+ hours to remedy and bring the thesis to a standard that would be acceptable for the UBC archives, and it is expected that many hours of supervisor effort is also needed to make the changes. Normally the minimum standard for continuing to PhD work.
68-79%	The thesis reflects substantial effort from the student, consistent with a 12-credit course, but major changes (in content and/writing) are required before it can be considered acceptable. In the defense, the student might show difficulty mastering some of the core principles in the thesis, or a lack of awareness of the relevant literature. There was an attempt to address an important problem, but the quality of the results does not allow useful conclusions to be drawn at the end.
Below 68%	The thesis is poorly structured, difficult to read and full of errors that minimal effort would have corrected. Note: A failing grade (less than 68%) must be accompanied by a written summary from the committee outlining the reasons for this decision. If a student fails the exam, the examining committee may recommend a re-examination at a later date, but the committee is not required to do so.

The MASc Thesis Exam – Process Flow

Student	Confirm exam date with Supervisor and Supervisory Committee Members.
	Book a room for the exam. Typical rooms booked for a defense include CEME 2202, KAIS 3028, KAIS 4018. <ul style="list-style-type: none"> • To book CEME 2202, contact reception@mech.ubc.ca or call 604-822-2781 (only students with supervisor whose primary appointment is in MECH) • To book KAIS 3028 or 4018, contact bookings@ece.ubc.ca. • Other rooms may be used as suggested by your supervisor (i.e. ICORD, CHHM, etc).
	“A”: Fill in page 1 of this PDF (<i>MASc Thesis Exam Approval</i> form) and send to students@sbme.ubc.ca .
	“B”: Email a completed “Course Checklist” form, including grades and credit count to students@sbme.ubc.ca .
	One week prior to your exam, send a copy of your final thesis to each member of the examination committee.
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Staff	Once items “A” and “B” above are received, prepare the Master’s Thesis Approval form (G+PS). https://www.grad.ubc.ca/forms/masters-thesis-approval .
	One week prior to exam, email the following documents to the Chair: <ol style="list-style-type: none"> 1- This document (<i>MASc Thesis Exam Approval - SBME</i>) form; 2- <i>Master’s Thesis Approval Form (G+PS)</i> 3- Student’s Academic Record
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Chairperson	Chair the examination, following guidelines from Page 2 of this document.
	After the examination, return this document (<i>MASc Thesis Exam Approval - SBME</i>) form to students@sbme.ubc.ca .
	If student passed without the need for edits, include the signed version of the <i>Master’s Thesis Approval Form (G+PS)</i>
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Supervisor	Sign the <i>Master’s Thesis Approval Form (G+PS)</i> during Examination (if no edits are required).
	If edits are required, hold on to this document, and send it to students@sbme.ubc.ca once the student completes the final revisions.
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Student	Once the student receives confirmation that they have passed the final exam, fill in the Dissertation Cover Sheet and email it to students@sbme.ubc.ca . Cover Sheet: https://www.grad.ubc.ca/forms/thesis-dissertation-submission-cover-sheet
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Staff	Enter final grades in FSC (https://ssc.adm.ubc.ca/fsc/secure/home) or Workday (after summer 2024): BMEG 598 and BMEG 599
	Email the following documents to G+PS and CC the student. <i>Master’s Thesis Approval Form (G+PS)</i> <i>Dissertation Cover Sheet</i>
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Student	Register for cIRcle Login
	Contact the Faculty of Graduate and Postdoctoral Studies to activate your account for UBCV students
	Submit your Electronic Thesis Dissertation (ETD) to cIRcle by following the instructions provided by G+PS . cIRcle also provides a step by step submission guide .