



SBME MASc THESIS DEFENSE FORM

Part A – to be completed by Student (and returned to SBME Student Services 3 weeks prior to exam)

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 SBME Student Services)

Examining Committee Comments:

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

Required Signatures:

Supervisor:

Member:

Chairperson:

Chairperson: After the exam, return the forms to SBME Student Services: students@sbme.ubc.ca:

- A) This form, after all **three** signatures are collected;
- B) The *Master's Thesis Approval Form*, also signed. If the student has to complete revisions, 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

Students should be prepared for the exam to take place over 2 to 2.5 hours. The candidate will present his/her thesis to the examination committee for a time of 20-35 minutes, followed by 15 minutes of questions from each examiner in the first round. Then there will be a second round of questions, which may be shorter. The Chair will determine if more or less time is needed in the second round. The student will be asked to leave the room while the Examination Committee deliberates. The student will be called back into the room to hear the outcome of the defence.

Grading for BMEG 599

At the conclusion of the examination, the exam committee chair will return the “MASc Thesis Defence Form” with the recommended grade and any committee member comments for the thesis to the SBME Student Services (students@sbme.ubc.ca). Any formal comments given by committee members will be added to the student’s file. A mark of at least 68% must be obtained for the completion of the degree. 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.

Forms

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

- A) ***SBME MASc Thesis Defense Form*** and
- B) ***Master’s Thesis Approval Form*** (unless edits are pending by supervisor. Please inform SBME Student Services)

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 the <i>SBME MASc Thesis Defence Form</i> 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.



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 (MASc Thesis Defence Form) 2. Master’s Thesis Approval Form (G+PS) 3. Thesis Cover Sheet (to be completed by student) 4. Student’s UBC Advising Transcript



Chairperson	Chair the examination, following guidelines from Page 2 of this document.
	After the examination, return this document (MASc Thesis Defence 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>



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 form and send it to students@sbme.ubc.ca once the student completes the final revisions.



Student	Once the student receives confirmation that they have passed the final exam, fill in the Thesis Cover Sheet and email it to students@sbme.ubc.ca . Cover Sheet: https://www.grad.ubc.ca/forms/thesis-dissertation-submission-cover-sheet
---------	--



Staff	Enter final grades in Workday’s FGST: BMEG 598 and BMEG 599
	Email the following documents to G+PS Thesis Team (graduate.thesis@ubc.ca) and CC the student: <ul style="list-style-type: none"> • <i>Master’s Thesis Approval Form (G+PS)</i> • <i>Thesis Cover Sheet</i>



Student	Register for cIRcle Login
	Contact G+PS Thesis Team (graduate.thesis@ubc.ca) to activate your account
	Submit your thesis to cIRcle by following the instructions provided by G+PS . cIRcle also provides a step by step submission guide .